

Tracy's Tikes Parent/Guardian Policies & Procedures

Welcome to Tracy's Tikes Child Care program . My name is Tracy Dawson, and have been providing child care services within our home for the past 17 years. I have my Bachelors Degree in Early Childhood Education through North Seattle College. Our child care philosophy is centered on providing children with a safe, nurturing, engaging, and educational environment while families or guardians are at work or attending to personal responsibilities. We are committed to supporting each child's growth and development through developmentally appropriate, age-based activities that foster learning, creativity, and positive social interactions. We believe that strong partnerships between families and staff are essential to a child's overall success. By working collaboratively with families and guardians, we strive to ensure that each child receives the highest quality care possible.

Tracy's Tikes provides opportunities for children to learn and grow together in an environment that supports the development of healthy and respectful social relationships. We are committed to emotionally supporting children by recognizing and responding to what is happening in their lives both inside and outside of the child care setting.

Meaningful play is at the heart of our program. We provide play experiences that are based on each child's individual needs, abilities, and interests, while building important foundations for future learning and life skills. Daily activities include, but are not limited to, arts and crafts, music, story time, science exploration, dramatic play, outdoor play, fine motor and gross motor development, and language and literacy experiences.

Our philosophy supports play-based learning. We believe our role as educators is to lead when appropriate, but more importantly, to thoughtfully design and facilitate an environment where children feel safe, supported, and encouraged to explore. Children are given opportunities to work independently, with peers, and in larger group settings. Through these experiences, we provide the tools necessary for children to develop their full potential in the areas of cognitive, physical, social, and emotional development. Above all, we strive to be positive role models through our interactions, attitudes, and consistency.

Our curriculum is designed to spark curiosity, encourage imagination, and promote critical thinking. All activities are developmentally appropriate and planned to allow every child the opportunity to participate successfully. Children receive encouragement and praise for their effort, creativity, and perseverance, not solely for the final outcome of their work. We aim to expose children to a wide range of experiences while they are in our care, supporting a love of learning that will extend beyond the classroom. Children also have access to a variety of age-appropriate materials and toys that encourage creativity, exploration, and imaginative play.

Admission Requirements & Enrollment Procedures:

Each child must visit our home before placement to help reduce separation fears and to make sure the child is comfortable in the environment.

If agreed upon, the child will be placed and the parent/guardian must fill out the following documents:

1. A completed registration (Enrollment paperwork and contract)
2. A complete record of age required immunizations (CIS form)
3. Authorization to receive emergency medical care
4. Date of last physical exam and medical form
5. Provide a copy of Photo Identification/Driver's License (for those listed on the child care contract.

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You will review and initial a copy of the program policies and procedures document. This document is always available to review at the child care program as well as online at www.tracystikes.com. Families will also be given a closure schedule for the current year.

A registration fee of \$50.00 is due upon enrollment. This fee is an annual fee and will be due yearly on your child's enrollment anniversary month. This fee is non-refundable. For Subsidized child care contracts, this fee is paid through DSHS.

Dis-enrollment due to a child's age, attending school, or a decision made by the provider or parent for whatever reason will require a written 2 weeks' notice. Your final bill will also show a deduction of your original 1st week down payment amount if the 2 weeks' notice is given. If you do not give 2 week's written notice or child care services are terminated, you forfeit the right of this refund.

Every year a new contract will be signed by the parent and provider. This contract will run around the Montesano School District's school year. You will sign a contract in late August for the upcoming school year.. Your child's spot is guaranteed during the dates listed on your contract, unless the contract is terminated due to expulsion or termination prior to the date listed on the contract.

*A trial period, which consists of the first month of care, is mandatory. After the first month, both parents and provider will decide if care for the child will be continued or discontinued. Here are some of the basic reasons I consider grounds for expulsion or termination of care.

Expulsion:

- A child hits, bites, or otherwise consistently hurts the other children or staff
- A child chronically "acts out" (ex. Swears, throws daily tantrums, or fails to comply with the guidelines).
- A child is genuinely unhappy or unable to adjust to being in child care.

Termination:

- A parent routinely abuses drop off/pick up times.
- A parent doesn't pay the child care invoice on time or at all.
- A parent refuses or is unable to comply with ordinary requests for the child's well-being (ex. providing weather appropriate attire or doesn't follow up with a pediatrician when asked to.)
- Breach of Confidentiality Clause.
- Breach of Non-Disparagement Clause.
- All other possible grounds for expulsion or termination are up to the provider's discretion.

Consistent Care/ Expulsion Policy:

Tracy's Tikes is committed to providing consistent, long-term care in a safe and supportive environment. We recognize that children develop at different rates and may occasionally display challenging behaviors. Our goal is to partner with families to understand, support, and guide children toward positive behavior.

When a child begins to exhibit ongoing or concerning behavioral challenges, staff will first evaluate the classroom environment, daily schedule, and routines to determine whether any environmental or situational factors may be contributing to the behavior.

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Staff will begin documenting observations, noting what occurs before, during, and after the behavior. During this time, staff will work directly with the child to help them identify emotions and learn appropriate, developmentally appropriate ways to express those feelings.

If behaviors continue, a meeting will be scheduled with the child's family to discuss concerns and collaboratively develop a behavior support plan. This plan may include consistent strategies to be used both at home and at the child care to support the child's success. The program may also, with respect for confidentiality, consult with professional peers and explore available community resources that may benefit the child and family.

In rare circumstances, when severe or persistent behavioral concerns significantly impact the safety or well-being of the child, other children, or staff, the program may determine that it is unable to continue care. Families will be provided with two (2) weeks' written notice if care must be discontinued due to behavioral concerns. The child care will make reasonable efforts to assist families in identifying alternative child care arrangements that may better meet the child's needs. In cases of severe misconduct that pose an immediate safety risk, the child care contract may be terminated immediately. In such cases, the contract will be considered null and void, and the family will forfeit the first-week down payment.

Termination Policy:

Tracy's Tikes reserves the right to terminate a child care contract when families do not adhere to the policies outlined in the Parent Handbook and/or the signed child care contract.

Reasons for termination may include, but are not limited to:

- Failure to make timely child care payments
- Repeated late drop-offs or pick-ups
- Ongoing noncompliance with center policies and procedures
- Inappropriate, disruptive, or unsafe behavior by a child, parent, guardian, or authorized individual on or near the premises
- Actions or behaviors that compromise the safety, well-being, or operation of the program
- Failure to communicate changes to a child's schedule, or failure to communicate an absence extending over a 2 week period of care without notice.

Except in cases of severe misconduct, families will be provided with written notice prior to termination, in accordance with the terms outlined in the child care contract.

In cases of severe misconduct that pose an immediate risk to the safety of children, staff, or others, the child care contract may be terminated immediately. In such instances, the contract will be considered null and void, and the family will forfeit the first-week down payment.

Revising & Updating Policies or Procedures:

As Tracy's Tikes evolves and regulations change, it may be necessary to create new policies or revise existing policies and procedures to ensure continued compliance, quality care, and effective operation.

When updates or new policies are implemented, all administration staff members will be trained on the changes prior to notification being sent to families. This ensures that all individuals involved with the program understand the updates and are able to accurately respond to questions or concerns.

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Families will be notified of policy changes in writing. Families will be required to sign an acknowledgment form confirming they had the opportunity to review the updated policies and their agreement to comply with the new guidelines. Policy updates will take effect on the date specified in the notification unless otherwise stated.

Hours of Operation:

The child care will operate Monday-Friday from 6:30 am. until 5:00 pm. This is operating hours only and your contract will list the hours available for your child's care. Please feel free to talk to me about any scheduling conflicts. I will do the best I can to accommodate your needs.

All children must arrive at the child care by 10:00 am daily. Only preapproved drop offs will be allowed after this time. Any changes due to field trips or school transportation will be communicated to families.

A. The child care will be closed to observe the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day (Varies year to year)
- Memorial Day
- Juneteenth (Varies year to year)
- Independence Day
- Labor Day
- Columbus Day (Varies year to year)
- Thanksgiving Day
- Christmas Day
- All other scheduled closure days will be decided prior to Jan. 1st and parents will be provided a schedule. If the schedule is adjusted due to additional staff time off needed (not an emergency), the program will give at least 1 month's notice to families.

B. You will be charged for all days stated on your child care contract. This includes any closures due to a State of Emergency declared by the Governor or forced closures due to a pandemic. There is no charge when the child care is closed due to an emergency situation on the provider's part. The provider will receive 2 weeks (10 days) paid vacation per calendar year, 1 week (5 days) paid time off to complete the state required professional development trainings, and 2 paid sick days per calendar year. The provider will also receive the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day (Varies year to year)
- Memorial Day
- Juneteenth (Varies year to year)
- Independence Day
- Labor Day
- Columbus Day (Varies year to year)
- Thanksgiving Day
- Christmas Day

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A requirement of 2 weeks' notice if you plan to discontinue Day-Care services is mandatory. If 2 weeks' notice is not given, the provider of the child care shall still receive 1 weeks' worth of compensation plus you will be forfeiting your 1 week down deposit. The compensation may be waived if both provider and parent agree on other arrangements. I will give you 2 weeks' notice if I feel the contract needs to be terminated.

In the case of an emergency, illness, or other situations that result in the closure of the child care, I ask that you have back up care available.

Payment Plans & Fees:

A. Child Care fees:

Full Day: (4+ hours of care)

Birth- 18 months:	\$ 106.36
18 months- 2 ½ years:	\$ 80.66
2 ½ years- 5 years:	\$ 74.46
5 years- 13 years (full day)	\$ 80.66
5 years- 13 years (before & after school only)	\$ 60.50

Special Rates:

Date Nights: \$25.00/occurrence

B. State subsidy through Working Connections Child Care (WCCC), seasonal child care, and Children's Welfare authorizations are accepted.

Washington State's Dept. of Children, Youth, and Families announced new rates on July 1, 2025, Tracy's Tikes implements a child care discount available to families with a contracted daily rate. This discount does not apply to Working connections co-pay as the state determines that fee. To qualify for this discount, your monthly invoice needs to be paid by the date listed on your invoice.

Rates as of Sept. 1, 2026

Age:	<u>Infant:</u> Birth-18 mo.	<u>Toddler:</u> 18 mo.-2 ½ years	<u>Preschool:</u> 2 ½ years- 5 years	<u>School Age:</u> 5 years-13 years ----- <u>Before/After School Only Care:</u>
New State Rate:	\$106.36/day	\$ 80.66/day	\$ 74.46/day	\$ 80.66/day ----- \$ 60.50/day
Discount:	\$ 31.36/day	\$ 10.66/day	\$ 9.46/day	\$28.16/day ----- \$ 20.50/day
Our Program Rate w/Discount Applied:	\$ 75.00/day	\$ 70.00/day	\$ 65.00/day	\$ 52.50/day ----- \$ 40.00/day

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- C. Late pick-up charges will apply if you pick up your child after 5:00 pm. The late charges will follow a rate of \$1.00 per minute late and will continue at that rate until the child is picked up. The late charges will be waived for acceptable emergency situations or if previous arrangements have been made.
- D. For the purpose of honoring staff personal time and the time outlined on our state license, any child that is picked up late 2 times within the same month could result in having their child care contract terminated for non compliance.
- E. The daily rates cover all meals, snacks, curriculum, and activity supplies. Sunscreen, formula, diapers, wipes, and diaper cream (if applicable) are to be supplied by the parents. You will be notified when your supplies are running low.
- F. Damage Fees will be assessed if a child is purposely breaking materials/equipment. The fee is set at \$50.00 unless the replacement of the item is cheaper, at that point you will be charged the lower amount. Damage to windows, doors, or house items that require professional work will be billed the full amount of that cost. Damage to the electronic attendance tablet is a set fee of \$400.00 to cover the replacement.
- G. Date nights fees are set at \$25.00 per occurrence when your child participates. Space will be allotted due to staff to child ratios. Date night hours are 6:00 pm- 11:00 pm. Days of the week will vary. Included in the cost for date nights is dinner and all activities. You must send your child with pajamas to sleep in and children will be placed on mats to sleep.
- H. You will be billed once per month and payment is due, in its entirety, the 1st Friday of the month. You will be billed a \$5.00 late charge for every day your payment is past due. If payments are not made, in full, within 3 days of the due date, child care may be suspended until paid in full. During suspension, I have the choice to void the child care contract at any point. Please reach out if you are needing an alternate payment schedule, and we can discuss.
- I. 1-week advance payment is due upon enrollment, unless the child care will be paid for by state WCCC subsidy. This payment is applied to a child's last 2 weeks of care.
- J. Rates will be evaluated each year. You will be given at least one month's notice of any changes.
- K. All payments are accepted in the form of cash, check, or electronic funds transfers through Brightwheel. Bad checks will be charged \$35.00 for fees as well as late payment fees. If bad checks become a recurring problem, they will no longer be an accepted form of payment.
- L. Families are required to pay current rates during leaves of absences including but not limited to vacations, illness, dance class, etc. This ensures your child's day care spot is held. This also includes a State of Emergency announced by the Governor or in cases such as a pandemic.

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Staffing Requirements:

Tracy's Tikes is licensed for 12 children between the ages of Birth- 13 years. Staff to child ratios are as follows.

Total Staff:	Total Children:	Age Ranges:
1	6	All ages
2	12	All ages

All staff have cleared background checks, all required training including cpr/first aid/BBP training, and negative tb test results.

In addition to all Washington Administrative Code required training, all staff are currently enrolled in various forms of formal continued education. Staff have meetings once per month to discuss program needs, successes, as well as being given the opportunity to further our professional development and leadership roles. This is a great way for staff to collaboratively work with one another to provide the best environment, curriculum, and program for children and families.

Child Supervision Requirements:

Staff must be aware of what the children are doing at all times and be available to assist or redirect activities when necessary. If the children are in an area out of sight, staff must frequently go into that area to check on them. Infants and Toddlers must remain in sight and hearing range at all times, while children 3 years and older must remain in sight or hearing range. Depending on the individual child, staff will decide on how closely to supervise the child. This will be based around age, abilities, environment layout, risk levels of the activity, or if there are any hazards nearby. These requirements will be the standard both indoors and outdoors.

Curriculum Planning:

Tracy's Tikes has created a curriculum to make kids think. Activities that will add wonder and encourage imagination. All activities are age based and make sure that everyone present can participate if they choose to do so. Receiving encouragement and praise for their hard work and not just for their final product. We want the children to experience and be introduced to as much as possible while they are here. The children will also have access to a wide range of age appropriate toys to create whatever they can think up. Children learn through play and our place is to lead when need be, but more importantly to facilitate the learning through setting up an interactive environment where a child can explore while feeling safe and cared for.

For the Tracy's Tikes preschool curriculum, we use an integrated thematic approach, using themes that are meaningful and relevant to the children and can build on their prior knowledge and experiences. Several areas in the environment will reflect the theme directly. Children will be engaged in hands-on experiences, using materials that are age appropriate, curriculum focused, and that represent a wide range of abilities and learning styles. The teaching staff will plan the activities around our daily schedule to allow the children to learn the routines of their day and become comfortable in their environment.

The classrooms will be arranged to encourage individual, small group, and large group activities. Learning areas will be available for children and staff will interact with children to support learning in those areas, so the areas

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themselves are aligned around a desired learning outcome. Classrooms are also designed in a way that children can recognize the various areas and materials are made very accessible. Besides work around specific themes, staff will also be working with children on their phonics, numbers, shapes, colors, social interactions, emotional communication, fine and gross motor abilities, language, and literacy.

Within our curriculum and assessments, we leave space for individualization. Each child's activities will be planned based on individual learning goals that have been defined by both the program and the families. These goals will be set during our formal conferences, via questionnaires sent home, or if the need arises throughout the year. These will be in addition to the curriculum goals for all children. Personalized goals allow us to meet each child where they are on their own developmental continuum and then set a route to continue their forward progress. Individual goals will also be set through identifying areas of need in our TS Gold assessment platform as well.

Electronic Attendance:

I have chosen to use an electronic attendance program called Brightwheel. This system will allow me to enter your child's information regarding who has drop off and pick up privileges, and each person will then receive a secure code enabling them to set up their account. There is a tablet located next to the daycare entrance that can be used as well as a QR code that can be scanned from a cell phone posted on the front door. This tablet is for parent's/guardian's use only and not to be used by children. This platform also gives us the ability for off-site drop off and pick-ups. All records of your child's attendance will be kept electronically as well as a physical paper copy stored with the child care records. All persons assigned to pick-up a child will be required to show identification their first time, so we can confirm approval.

Confidentiality:

Confidentiality is the key to protecting the children that attend child care as well as their families. All documents for each child are kept in their own folder in a filing box. Only myself, a certified staff or volunteer, state licenser's, and the child's parents have access to these documents. Information will be shared within the above group when I feel it is necessary (ex. medications/allergies) or during state licensing visits. Confidentiality is also key when talking with other parents. Please never mention your child care contracts or any confidential conversations/messages that you may have had with staff at Tracy's Tikes. Sharing this information will be grounds for immediate termination of your child care contract.

Non-Disparagement Clause:

The families/guardians of any child attending, or that has previously attended, Tracy's Tikes Day Care & Preschool will not make, or intentionally cause any other person to make, any oral or written statement about the child care or staff/volunteers which is intended to degrade or criticize the reputation and integrity of the business. Such actions will result in the immediate termination of your child care contract and/or legal action.

Free Access Permission:

I encourage you to drop in or call at any time to check on your child. If busy, I may not be able to get to the phone, but feel free to leave a message and I will return your call as soon as possible. My cell phone number has been provided so you may feel free to text me as well. You may access any areas of my home that are used for child care purposes while your child is in attendance. You can also request access to your child's records. You also have access to view any of the staff or volunteers training documents or professional development records. This option may be unavailable during emergency situations or if the Federal Government or Washington State Governor has declared a State of Emergency.

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Tooth Brushing:

All children will be educated on the importance of dental hygiene and keeping their teeth healthy and clean. This will be brought into our daily conversations or activities with children. We will not be doing onsite toothbrushing.

Daily Schedule:

Here is an example of our daily schedule. Changes occur based on children's needs as well as weather conditions.

6:30-7:15	Arrival, Free Choice
7:15-7:40	Breakfast*
7:50	AM school transport / Board Van (Free Choice if no school)
8:10	Free Choice
9:00	Focused Thematic Learning / Table Activities / Free Choice
9:45	Free Choice
11:00	Lunch*
11:30	Story Time
11:30	Nap time
1:30	Wake up / Snack*
1:45	Free Choice
2:30	PM school transport / Board Van (Free Choice if no school)
2:30-3:45	School Pick Up
3:45-4:00	School PM Snack*
4:00-5:00	Free Choice/ School Homework
5:00	Clean Up/ Departure

Additional Information:

- Breakfast- Will be served at 7:15 am. Lunch- Will be served at 11:00 am. PM Snack- will be served at 1:30 pm. And 3:45 for after school children.
- Free choice activities are available to all children for the entire day. If a child chooses not to participate in a group activity, they can select their own activity to do instead. (Activities include fine & gross motor, math, and art skills. Access to music/movement materials, blocks, sand/water play, dramatic play, books, and science are also available at this time).

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Consistent Care / Communication & Nap Time

We would like to highlight the developmental and social/emotional benefits of children consistently attending care. We work very hard to help children learn their classroom routines and create an atmosphere where they understand what is going to happen throughout their day. This can be hard for children to understand if they are frequently missing care or if they have inconsistent drop off times. Families must communicate by 9:00 am each day if your child will not be attending care that day. All children must be signed in and present at the child care by 10:00am each day. After 10:00am your child will be marked absent.

Drop offs/ Pick ups will not be allowed between 11:30am-1:30pm unless there is an emergency, appointment, or previous arrangements have been made with the program. Nap/Rest time is incredibly important for our learners and we want to avoid any unnecessary disruptions to this time.

Transportation:

Tracy's Tikes will be offering transportation within the Montesano & Central Park School Districts school locations as well as off-site field trips.

Our van is equipped with car seats and booster seats for any child too small to use a standard 3 point harness buckle. State law requires children under 4'9" to ride in a booster seat and children over 4'9" tall to use a standard 3 point seatbelt.

The van will carry each child's emergency and enrollment information, permission slips for the field trip, emergency supplies, and first aid kit. The vehicle will be maintained so it can be operated safely. Drivers will have valid driver's licenses and be covered under the commercial vehicle insurance policy that covers the vehicle, driver, and all occupants. The driver will also carry a cell phone whenever operating the vehicle in case of emergency. The maximum capacity of our van is 15 and we will not exceed that capacity at any time. Temperatures in the vehicle will be kept comfortable for all children. Carried on the van is a roadside emergency kit with reflective cones, tow rope, and other emergency supplies.. No one with known medical conditions will be allowed to drive the van.

To make sure we are taking every safety precaution we can, attendance will be taken both when children get into the van and when they get out of the van and each child will be checked, by a member of our staff, to make sure their seatbelts are correctly secured. Children will never be left unattended while in the vehicle, we will proceed as a group or keep correct ratios with one staff member remaining in the van with children. At all times, staff to child ratios and our license capacity will be maintained.

Field Trips:

Tracy's Tikes offers daily school drop off and pick up as well as outings to the library, parks, etc. We will follow our transportation policy and maintain the utmost safety standards.

Off-site outings will require permission slips for each child. These permission slips will be signed in advance for the daily outings, and individually for the major field trips. Off-site events such as a walk around the surrounding area will be done on foot and will still require written permission slips for each child. Parents will be informed about these walks/events via a Brightwheel message and in person at drop off.

Medical forms for each child will be carried with the provider on these field trips as well as any rescue medication that may be required (ex. Epi-pen or Inhalers) along with permission slips, emergency contact info, first aid kit, CIS report, medicine administration log, and supervision plan. Injured children will be evaluated on the seriousness of

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the injury and the proper steps will be taken. In the event an ambulance is called, I will follow all instructions given to me by the paramedics and will be contacting the family as quickly as possible. If the injury is a minor scrape, scratch, or bruise, the child will be bandaged and monitored closely for any changes in behavior or health. For any incident that happens, a Child Care Injury/Accident Report will be filled out and kept with the child's records. The family will be notified no matter how minor the injury.

Supervision during our outings will be provided by child care staff and approved volunteers. All children will be kept within sight and hearing range and no more than 10 feet from a staff member or volunteer. During walks, if there is any kind of vehicle approaching the group, everyone will move to the side of the road and wait for the vehicle to pass before continuing the walk. Any outing that is located by a body of water will be staffed with extra volunteers and be at a 1 adult to 3 children ratio for safety purposes.

Health Policies & Procedures: Medical Emergencies:

A. Medical Emergencies:

1. Immediate first aid will be given, if necessary, emergency services will be called and the recommendations of the medical professionals will be followed.
2. Parents/guardians will be notified as soon as possible. If unavailable, I will also contact those listed on the emergency contact list.
3. Within 24 hours of an injury or medical emergency, the Department of Children, Youth, and Families licensor will be notified.
4. Staff will record any injuries or medical emergencies on a report form. A copy of the report will be sent to the Department and a copy will be filed in your child's file. You will be asked to sign a copy of the form to document that you received the information.
5. Parents/Guardians are responsible for any expenses incurred as a result of emergency room care, ambulance fees, etc.
6. The hospital used for Emergencies:

Harbor Regional Health Hospital
915 Anderson Drive
Aberdeen, WA 98520
360-532-8330

B. First Aid Procedures:

1. First Aid procedures will be in accordance with the First Aid/CPR training staff received as well as instructions from the Poison Control Center and 911.
2. All staff are required to be certified in First Aid/CPR/BBP and will renew training every 2 years.
3. A complete First Aid kit and emergency numbers will be kept on premises and a separate kit will be kept on the bus.
4. Families will be notified of all accidents and a record of injury will be kept for each child.

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C. Blood Borne Pathogens Plan

1. Any open cuts or sores on children or staff will be kept covered.
2. Whenever a child or staff member comes in contact with bodily fluids, the exposed area will be washed immediately with soap and water.
3. All surfaces that come in contact with bodily fluids will be cleaned immediately with soap and water, rinsed, and then disinfected.
4. Any disposable materials used in the cleanup of bodily fluids will be placed in a plastic bag, tied closed, and placed in a covered waste container. Equipment used to clean up bodily fluids will be washed, rinsed, and soaked in a disinfecting solution. For machine washable items, they will follow the same cleaning guidance and be sprayed with disinfecting solution. All materials and equipment will remain inaccessible to children until properly cleaned.

D. Illness:

1. If your child becomes ill during the day, you will be notified, and if necessary, you will be required to pick up your child within 30 minutes of the first call or Brightwheel message.
2. If your child will be missing a day due to illness, please notify us through Brightwheel or text as soon as possible.
3. To protect the health and safety of all children and staff, children may not attend care when symptoms of illness are masked by medication. Families may not administer medication (including fever reducers, pain relievers, or other symptom masking medications) to enable a child to attend child care. All medications given within the previous 24 hours must be fully disclosed at drop-off. Children who require medication to manage illness symptoms are considered too ill to attend care. Failure to follow this policy is considered a serious health and safety violation and may result in the immediate termination of your child care contract.

E. Communicable Disease Prevention & Reporting:

1. Each child will be observed daily for illnesses. For illness prevention, children with the following symptoms will not be accepted into care.
 - a. Fever of 100.4 degrees Fahrenheit or higher
 - b. Vomiting/ Diarrhea within the past 24 hours
 - c. Rash of unknown origins
 - d. Eye discharge or conjunctivitis (pink eye)
 - e. Lice or nits
 - f. Fatigue that prevents participation in regular activities
2. If your child becomes ill while in care, they will be kept isolated from other children as much as possible.
3. Any child that has confirmation of a communicable disease will be excluded from care for the time frame given by the physician or local health department. This communicable disease confirmation must be reported to the Department of Health.

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4. As a provider, I retain the right to request a Dr.'s note before a child can come back to care. This is not meant to be an inconvenience but a reassurance that the child is ok to be around other children and not spread any illness. Please note that a doctor's note does not override our program policies on when a child can return to care.
5. Individual washcloths in the restroom will be used to minimize spreading germs.
6. Individual bedding will be used to minimize spreading infections or illness. We do not allow outside blankets or bedding. If there is an exceptional need, please discuss with office personnel about what is required for the child so the program can purchase those items.

F. Hand washing, Sanitizing/Disinfecting, and Laundering Policies:

1. All staff and volunteers will wash hands before and after diapering, toileting, eating, handling and preparing food, handling contaminated materials or cleaning products, if hands are visibly dirty, or as needed..
2. Children will be asked to wash their hands after toileting, handling contaminated materials, outdoor play, before and after eating, if visibly dirty, or as needed following the steps outlined in the hand washing chart.
3. Diapers will be checked every hour, changed regularly, and immediately after a bowel movement. The child will be thoroughly cleaned. Diapers, Wipes, and Diaper Rash Cream are to be provided by the families. All diapering will be done according to the Department of Health's standards.
4. Diapering will be done on a changing table located right outside the hallway bathroom and beside a handwashing sink. The diapering area will be washed, rinsed, and disinfected after each use.
5. Bedding will be laundered as needed or at least once a week.
6. Child safe sippy cups will be used with our toddlers until they are ready to move to an open cup. We ask that if parents do bring pacifiers to the child care center, they will be stored separately and used during nap time only.
7. Contaminated materials and toys will be washed, rinsed, and sanitized.
8. This child care uses a bleach/water solution that is mixed daily and used for either sanitizing or disinfecting. Clorox bleach is the brand that is used. Areas that will be sanitized are the toys, tables, chairs, etc. The areas that will be disinfected are the changing table, toilets, sinks, etc.

G. Toilet Training

Our program partners with families to support children through the toilet-training process in a developmentally appropriate, respectful, and consistent manner. Toilet training will be introduced when a child demonstrates readiness cues, interest, and comfort with the process. Staff will never force a child to sit on or use the toilet. If a child is invited to try and declines, or shows signs of distress, staff will stop immediately and offer the opportunity again at a later time. Children's emotional well-being and sense of

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safety will always be prioritized. Families are expected to maintain consistency between home and care to support successful toilet training. A child must remain accident-free for a minimum of two consecutive weeks before transitioning from pull-ups to underwear while in care. Once underwear is introduced, staff will monitor the child's ability to remain dry and respond to toileting cues. If a child experiences repeated accidents, regression, or difficulty staying dry while wearing underwear, the child will return to pull-ups temporarily. This step is viewed as a supportive measure, not a setback, and toileting attempts will continue until the child demonstrates readiness to try underwear again. This approach ensures that toilet training remains a positive, pressure-free experience that supports each child's individual development and confidence.

H. Medication Management.

1. We must have written permission from the parent/guardian of a child before the child care can administer medications, prescriptions, or non-prescriptions. The permission can only be for up to 30 days of use, so if your child will need the medication to be continued, you must provide permission again. I will provide you with a form to complete when you bring the medication. Please allow for the extra time it will take to complete the form and to tell me how the medication is administered. The medication must be in the original container with your child's name labeled with instructions appropriate for your child's age and weight.
2. Medications will be kept in a locked storage box; internal medications will be kept separate from external medications and creams. A separate lock box is available for medications that need to be kept in a refrigerator.
3. Medications will be recorded and kept with the permission slip and the medication. When the medication is finished or no longer needed, the remaining medication will be returned to you. Both the records of medication administered, and the medication permission slip will be put in with all your child's records.

I. Health Records:

1. I am required by Washington Administrative Code to have current immunization records on file. Immunization information must be entered on a Certificate of Immunization Status form. Please obtain a copy of new immunizations whenever your child receives one. If you have chosen or have a medical or religious reason that your child is not vaccinated, you will need to fill out an exemption form and during an outbreak of that specific disease, your child will not be able to attend child care until the local Department of Health deems it safe for your child to return.
2. To support the health and safety of all children in care, there is a 24-hour grace period following any vaccination during which a child may not attend child care. This grace period allows time for parents/guardians to closely monitor their child for any potential reactions or side effects that may occur following immunization. Common post-vaccination symptoms can include fever, fatigue, soreness, or behavioral changes, which are best observed and managed at home. Children may return to care after the 24-hour period has passed, provided they are symptom-free and able to fully participate in daily activities. This policy helps ensure the well-being of the vaccinated child while also maintaining a safe and healthy environment for all children and staff.

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3. The date of your child's last physical exam must be kept up to date, please let me know so that I can file that with your child's records. We will also ask for the information of your child's dentist for their file.

J. Staff Member Emergency:

1. In the event that a staff member needs emergency medical attention and needs to leave the child care, parents will be alerted to immediately pick up the children and any parents that show up will be asked to stay until more children are picked up. If a staff member/ or volunteer is the immediate area, they will also be called in to assist.

K. Biting

The Tracy's Tikes Team recognizes that at times some children, for a variety of reasons, attempt to bite other children. Some reasons for biting are as follows:

- Toddlers Frustration, fatigue, attention seeking, confined spaces, inability to communicate
- Preschoolers Aggression, deliberate, lack of communication skills

Our team will use age appropriate behavior strategies for children who are biting. Team members will attempt to keep frustration levels of children low by providing plenty of stimulation to engage children's interests and using distraction techniques to minimize incidents.

Tracy's Tikes Team members and families should recognize that a human bite, which breaks the skin, brings great risk of infection (e.g. Tetanus, Hepatitis B, etc...) to the victim. Families are required to keep their children's immunization up to date.

When a bite does occur, team members will check for broken skin. All bites, whether the skin is broken or unbroken, will be washed with soap and water and a cold compress will be applied to the bitten area. Team members will inform the family as soon as possible when a bite occurs and an incident report will be completed.

A record of all biting incidents will be kept in the child's file. This is especially useful in determining any patterns of biting behavior and in anticipating incidents and preventing them. When a child bites two times on a given day, the child's family will be called and the child must be picked up from the center immediately. This is to prevent further incidents and to calm the biter.

Staff will develop a behavior management program for "repeat offenders" in conjunction with parents, the Director, or other Health Care Professionals that may need to be involved. If, at any time, a child's biting behavior becomes especially excessive or hazardous to the children or team members, the child care contract will be terminated and the child expelled from the program.

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Pest Control:

Tracy's Tikes will take all appropriate steps to safely prevent and control pests that pose a risk to the health and safety of all children and adults in and around licensed space, both indoor and outdoor. We will follow a routine of prevention, inspection, identification, notification, and application to eliminate pests. We will strive to use natural, nonchemical, and low toxicity methods or herbicides. Pesticides will be used as a last resort. All families will receive at least 24 hours notice prior to any applications.

Records Update and Documentation Policy:

To ensure the safety, well-being, and proper care of each child, it is essential that all child and family records remain current and accurate.

A. Records Update Form is available to families to report changes to housing, employment, medical information, emergency contacts, or any other information related to the child or family. Families are responsible for promptly notifying the program of any updates or changes as they occur.

B. If a child receives a vaccination, families must obtain documentation from the child's healthcare provider. Program staff will make a copy of the vaccination record and update the child's Certificate of Immunization Status (CIS) on file.

To maintain compliance and accuracy, families will be required to complete an annual records update, which will occur at the same time as the execution of the child's new enrollment contract. Maintaining up-to-date records allows the program to respond appropriately in emergencies and ensures compliance with licensing and health requirements.

Meals & Snacks:

- A. All meals, snacks, and drinks will be provided and follow the guidelines set by the USDA. Please notify me if your child has any dietary restrictions.
- B. Breakfast will contain a bread product, fruit, and milk. Lunch will consist of a meat, bread products, fruit, vegetables, and milk. Snacks will contain two components of bread product, meat, fruit, vegetable, or Milk.
- D. All beverages will be age appropriate milk, 100 % fruit juice, or water. Bread products will be whole wheat. Other sweets and treats will be kept to a minimum.
- E. A monthly menu is kept in the kitchen and posted on family information board located by the front entrance.
- F. Birthday and holiday treats will be provided by the child-care, or if the family wants to purchase something from a store that is fine too. No foods that were made at the child's home will be served.
- G. Children should refrain from bringing food from home. Please do not allow your child to bring gum, candy, or other treats.

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Religious & Holiday Observance Policy:

Our program recognizes and respects the diverse backgrounds, beliefs, and traditions of the families we serve.

A. Music and Songs- Age-appropriate music, including traditional preschool songs and seasonal or holiday music, may be played or sung as part of daily activities. This may include music with religious or cultural themes commonly associated with certain holidays (e.g., Christmas carols).

B. Activities and Art Projects- Classroom activities and art projects may be planned around commonly recognized holidays and seasonal events (e.g., Christmas, Easter, Thanksgiving). These activities are intended to be educational and celebratory in nature and are not designed to promote or instruct religious beliefs.

C. Holiday Recognition- We recognize many major holidays throughout the year and may celebrate with parties, special snacks or treats, small gifts, and themed art or classroom activities. Participation in these activities is meant to foster community, creativity, and positive social experiences.

D. Family Communication and Accommodations- Families are responsible for informing the program of any religious or cultural conflicts related to specific holidays, music, or activities. When concerns are communicated in advance, reasonable accommodations will be made for the child during those events, such as providing an alternative activity.

This policy is intended to create an inclusive, respectful environment while allowing children to participate in shared cultural and seasonal experiences.

Transition Policy:

Transitions into Child Care

Tracy's Tikes believes that a smooth and thoughtful transition supports the emotional well-being and success of each child, as well as the comfort and confidence of parents/guardians and the children currently enrolled.

To support positive transitions, we request that each child visit the facility during the enrollment process. These visits help reduce separation anxiety, allow the child to become familiar with the environment and staff, and support a more comfortable start to care.

As part of the enrollment packet, families are required to complete a Child Information Questionnaire. This form assists staff in getting to know each child as an individual and includes information about the child's likes and dislikes, strengths, areas for growth, eating habits, routines, and any other details that help support consistent and individualized care.

This transition process allows staff to create a welcoming, supportive environment and helps ensure each child begins their experience at Tracy's Tikes feeling safe, understood, and prepared for success.

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Transitions Out of Child Care

Transitioning from child care to another facility or setting can be an uncertain and emotional time for children and families. Our program is committed to supporting children and parents/guardians through this transition in a thoughtful and positive manner.

Staff will engage children in age-appropriate conversations about their upcoming transition, including discussions about what the new facility may be like, opportunities to make new friends, and the excitement of beginning a new adventure. These conversations are intended to promote confidence, reassurance, and emotional readiness.

On the child's final day of care, staff will ensure that all personal belongings are returned to the family, including clothing, supplies, and any saved artwork, projects, or photographs of the child.

To assist families during this transition, the program staff are available to provide support by making phone calls or sharing information about other child care facilities that may better meet a family's changing needs or new location. Families will be provided with guidance on how to use the Washington State DCYF Child Care Check tool to research licensed child care programs. Information will also be shared about the Child Care Action Council and their resource and referral services, which assist families in locating child care both locally and out of the area.

This policy reflects our commitment to ensuring transitions are handled with care, professionalism, and support for the entire family.

Kindergarten Transitions

Transitioning from child care into kindergarten is an exciting and important milestone in a child's development. Tracy's Tikes is committed to supporting children and families throughout this process to ensure a smooth and successful transition.

To assist families, our program will contact local school districts each summer to obtain current kindergarten registration information. This information will be shared with families by posting it on the program's bulletin board and making it available upon request.

If a school district requires online registration and a family does not have access to a computer or the internet, families are welcome to use the on-site equipment at our program. A scheduled time will be arranged, and staff will be available to assist families as needed during the registration process.

Families should be aware that the following documents are typically required for kindergarten enrollment:

- Completion of the student information section of the school district's enrollment application including a copy of the child's legal birth certificate.
- A copy of the child's current immunization record on the Certificate of Immunization Status (CIS) form, including signature and date. As a reminder, we do have the current form on hand and will make a copy for you upon your request.

Along with the assistance for enrolling your child into the kindergarten program, Tracy's Tikes posts notices from the local school districts about upcoming enrollment time frames, parent meetings or PTO socials, and deadlines for enrollment. Other transitional supports include documents on assessing your child's readiness for kindergarten, letters to kindergarten teachers about your child, suggested book list for at home reading, as well as connecting

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parents with community resources if needed. If available, we will have a special visit to a kindergarten classroom and elementary school campus prior to the end of the school year.

This policy reflects our commitment to partnering with families and supporting children as they take this exciting next step in their educational journey.

Behavior Guidance Policy:

Our program is committed to providing a safe, nurturing, and respectful environment that supports the social and emotional development of all children. We use positive behavior guidance strategies that help children learn self-regulation, express emotions appropriately, and build healthy relationships.

A. Time-In and Quiet Area Use

A designated quiet area will be available for children 3 years of age and older who display aggressive, disruptive, or destructive behavior. This space is used as a *time-in*, not a punishment, allowing children to calm their bodies, regain control, and reflect with staff support.

Children under 3 years of age will not be placed in the quiet area. Instead, staff will use developmentally appropriate strategies such as distraction, redirection, and engagement in an alternative activity to support the child.

B. Emotional Development and Positive Guidance

Staff will actively work with children to help them identify their feelings, understand appropriate ways to express emotions, and learn effective coping strategies. We believe that guidance moments are valuable teaching opportunities.

Our approach emphasizes respect for each child, calm, supportive conversations, modeling appropriate behavior, and building trust and emotional awareness. We believe *time-in* allows for meaningful one-on-one interactions where children can feel heard, supported, and guided toward better choices.

C. Prohibition of Corporal Punishment

Spanking or any form of corporal punishment is strictly prohibited and will not be tolerated under any circumstances. This includes, but is not limited to, physical force, verbal humiliation, threats, or intimidation. All behavior guidance methods used by staff must be non-physical, respectful, and aligned with this policy.

Child Restraint:

Child restraint will only be used by staff that have been trained and as a last means necessary in the case that a child is out of control and causing physical harm to themselves or others. Other children will be separated from the child and a staff member will restrain the child with the least amount of force necessary. Restraint will only last long enough for the child to regain control and composure. Any restraint of a child will be documented on a form and placed in a child's file, parents will be notified of the incident, and a copy of that report will be sent to the department within 24 hours. No mechanical restraints will be used at this facility.

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Following the use of physical restraint, I will review the incident to confirm the need for physical restraint and to brainstorm different ways the situation may have been handled. I also reserve the right to send a child home for the remainder of the day if I feel the child needs an extended period of time to calm down.

Child Abuse & Neglect Reporting:

All staff at Tracy's Tikes Day-Care are mandated reporters. We are required by law to report any suspected child abuse, neglect, maltreatment, or exploitation. A report will be filed through the Department of Health & Social Services (DSHS) by calling the intake line at 1-866-END-HARM or by calling the proper authorities. A copy of the incident report will be kept on file and a second copy will be sent in to the Department of Children, Youth and Families. Please feel free to talk to me if you have concerns.

Special Needs Accommodations:

All children with special needs are welcome at the child care and I will do my best to accommodate each child and their needs. The guidelines outlined in the Americans with Disabilities Act (ADA) will be followed and environmental changes will be made, but due to the nature of the child care being located in my home, there will be limitations as to what I can accommodate. All children will be given the opportunities to participate in daily activities and with one another to the greatest extent possible. Below you will find information on documentation and individual care plans.

Required Documentation:

- A. Once a child that has special needs has been enrolled in the child care program, the Department of Children, Youth, and Families will be notified, and individual care plan will be developed and kept in the child's file, and will be made available for department review. After the individual care plan has been developed, parents will be asked to review and sign the document stating that they understand and approve of the plan for their child's care. The care plan will be updated every time there is a change and reviewed annually to address any changes as the child ages.
- B. The Individual Care Plan will be developed using a department provided template form and address any of the following that pertain to the child's needs:
 - * Child's diagnosis, if known, and any triggers or symptoms
 - * Contact information for the child's primary health care provider or specialists
 - * A list of any required medications and the management of those medications including documentation, storage, emergency response medications, and administration.
 - * Allergies, including food allergies
 - * Activity, behavioral, or environmental accommodations necessary
 - * Emergency response plan and a list of procedures to perform.
- C. If a visiting health care professional will be providing services to the child while in care, parents will be required to sign a permission slip prior to any services visit.
- D. All staff will be trained on the care plan and be able to implement all aspects.
- E. Suggested skills training as well as education around the child's needs will be sought out.

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Supporting documentation for the child and their needs can be supported by any of the following licensed or certified personnel including: Physician or physician's assistants, mental health professionals, educational professionals, social workers with a bachelor's degree or higher specializing in that child's particular needs, a registered nurse or advanced registered nurse practitioner. The development of the individual care plan will also be informed by any existing: Individual education plans, individual health plans, 504 plans, or individualized family services plans.

Smoking, Drugs, and Alcohol:

This is a completely smoke-free home. I do not allow smoking, vaping, cannabis, or illegal drug use to take place on the property or in the view of children. If you smoke/vape, please put out your cigarette before you arrive at the child care, and please do not discard cigarette butts on the property. The possession, use, or distribution of illegal drugs is not permitted on the premises at any time. Any individual suspected of being under the influence while on the property may be asked to leave immediately to ensure the safety of children.

Firearms Safety and Storage:

At this time, there are firearms located on the property. All firearms and equipment are kept inaccessible to children by means of rotary combination safes located outside of the licensed space. Your child's safety is our greatest priority, and I will follow state regulations regarding the storage of firearms.

Preventing Children's Access to Unlicensed Spaces / Facility Safety:

The safety of children is a top priority in our program. We take proactive measures to maintain a secure indoor and outdoor environment while helping children understand and respect safety boundaries.

Indoor Safety Measures

Inside the facility, all unlicensed or restricted areas are secured at all times using child safety gates or closed doors. To prevent access to hazardous items:

- All cupboards containing cleaning supplies, hazardous materials, or tools are equipped with child safety locks.
- The washer and dryer are located in a designated laundry room with locking mechanisms placed on the doors to prevent children from opening them.

In addition to physical safety measures, staff regularly talk with children in age-appropriate ways about which areas of the space are off limits and why, helping them develop awareness and respect for safety rules.

Outdoor Safety Measures & Supervision:

Outside the building, we provide a designated outdoor play area, which is fully fenced to ensure a safe play environment. Our program participates in daily scheduled outdoor playtime, weather permitting. All above ground play equipment has proper ground cover to lessen the chance of injury. Each outdoor play area gate is equipped with a bell that sounds when the gate is opened, adding an additional layer of security.

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Sleeping Arrangements:

Sleeping mats, sheets, and blankets will be provided by the child care. All bedding will be kept in children's individual cubbies. NO bedding from home. Mats will be disinfected daily while sheets and blankets will be laundered as needed or at least once a week.

This facility will not be using any cribs or pack n' plays for napping children. We will supply cots that are low to the floor, for children to sleep on. All bedding is size appropriate for these mats. Children under 1 will be placed to sleep in an ASTM approved pack n' play portable crib.

Infant / Toddler Specific Information:

Up to the age of one, infants will be cared for on their own time schedules for feedings and rest. Parents may supply either breast milk (must be labeled with the child's full name and date, frozen breast milk can be stored on site for up to 2 weeks) or formula. Any bottles that have not been consumed within 1 hour will be discarded. All nipples and bottles will be sanitized and rinsed with hot water before being used again or stored. Pacifiers will be stored in washable containers when not in use. Infants will be held while feeding until they can sit comfortably in a high chair and hold the bottle themselves safely. Propped bottles or bottles while lying down are not allowed. Infants will stop being fed when they no longer show interest in their foods or turn their head away from food. Once the infant is old enough to start trying foods, families will introduce the food at home, and report back to the child care to add that to their list of approved foods. The child care will provide all foods once the child begins eating blended and solid foods.

Nondiscrimination Policy:

Our program will not discriminate on the basis of race, religion, creed, color, national origin, marital status, gender, sexual orientation, class, age, or the presence of any sensory, mental, or physical disability or use of a trained guide dog or service animal by a disabled person.

Pet Policies:

We have 2 cats that reside inside the home. The cat's immunizations are kept up to date and the cat's litter box is kept inaccessible to children. All children are taught to wash their hands if they are interacting with the cats.

Communicating with Parents:

Tracy's Tikes has an open-door policy so feel free to discuss with us any concerns or questions you may have. If I don't have a chance to have a conversation with you due to business hours, please feel free to schedule a time to talk so that we have the time needed to fully discuss whatever is going on. Our program uses quarterly newsletters to share updates with families as well as has a website with updates, documents, and program related information available online for easy access. At least twice per year, the program reviews the success of family engagement through the methods listed above and makes changes where needed.

To meet the high-quality standards established for this program, the program uses the CDC Act Early Screening Tool to evaluate development within a child's first 45 days of care and then at least once per year after that. Staff will also continue ongoing assessments of a child's progress for any child that has attended 90 calendar days within

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the checkpoint timeline, three times a year (Sept.- baseline/ Jan.- intermediate/ May- end of year) and provide feedback to parents at these times through formal and informal conferences and portfolios. All communications surrounding screenings and assessments are conducted in the families home language via bilingual staff, and if available will be printed in the home language as well. Our program uses the Teaching Strategies Gold Assessment program to streamline the process and to provide a whole child look at individual development. All staff have completed all required training on proper use of the assessment tool. Parents/Guardian's will receive a copy of this form and once they are completed, a copy will be placed in the child's records here at the child care. Classroom reports are pulled that show assessment findings and then upon review, more individualized curriculum, materials and activities are provided to help drive development and meet all children's learning goals. If the parent/guardian or staff have concerns about how a child is developing, the progress report may be used more often. Being a state licensed program, we do have access to resources that a parent might not know about. If you are seeking literature or information about a specific topic, just request information from any staff member and we will use resources to find or obtain what you are looking for if we can.

Emergency Preparedness & Evacuation Plans:

Tracy's Tikes has provided a disaster plan for your child. This plan is for emergencies other than a fire. This plan will be reviewed annually, and changes will be made when necessary.

The child care has established an In-state contact: Jesse Middleton (my father) at (360)589-6283. This person will be notified of the condition and location of your child as soon as possible. Families may call this emergency number to get information on where the child care has been relocated.

Any staff member or volunteer that is given reason to evacuate the house will make sure that they inform all other staff or volunteers before any other actions are taken. This person will clearly tell everyone whether we are evacuating through the front of the house or the back. If there is time a first aid kit, child records, and individual children's medications will be packed. As the building is being evacuated, either an adult or child will be asked to carry the sign in/out book. A staff member or volunteer will always be the last person exiting the building doing any last-minute checks for remaining children. Once all children and adults are out of the home and to the assigned meeting area, we will do an attendance check and emergency services will be called from a cell phone or using a neighbor's phone.

In the backyard we have assigned the back corner of the play area as the meeting place. There is an exit gate there in the event we need to get farther away from the house. Our meeting place for the front yard is the large maple tree. We have also talked to the children about the fact that we may have to move farther away from the house if the area is no longer safe. We have established 101 Clemons Road as an out of area meeting place to evacuate the children to. This is my sister's house that is located a quarter mile from the child-care. During an emergency, please contact my cell phone at 360-589-3563.

Emergency Preparedness:

- We have identified safe places inside the home as well as outside the home.
- All staff and volunteers know how and when to use a fire extinguisher.
- We have a landline telephone in case the power goes out. Our security system is also equipped with a panic button.
- We have battery powered flashlights in the event of power outages.
- We have working smoke detectors in every room of the day care as well as throughout the rest of the house.

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Earthquake Procedure:

Quarterly the children will practice earthquake drills. Each child will be taught what an earthquake is to the best of their comprehension based on their age.

At the first sign of tremor, staff will instruct all children and adults to make their way into the hallway. This is considered the safest place in my home since there are no windows or glass nearby and we would still have access to multiple emergency exits. Everyone will be instructed to get down on their knees, place their forehead to the floor, and place their hands behind their heads protecting their necks.

Just like with our fire plan, all children must be accounted for. Because earthquakes come on with no warning and can last only seconds, we will use the head count method to make sure that all kids are accounted for. The importance of knowing what kids are in attendance at any given time is stressed upon staff and volunteers so that in the event we need to do a head count, no mistakes will be made.

Once the earthquake is over, all children will be asked to remain in this same position until an adult can make sure a safe exit out of the home is available. If it is ok to leave, we will instruct the children out of the home and to our designated meeting place. Once everyone is outside, safe, and accounted for, an adult will enter the building to assess if it is safe for the children to return into the house. This adult will be looking for damage to walls, ceilings, and floors, as well as broken glass or windows, and electrical issues. After a walk through, if safe, the children will be allowed back into the building where we will sit them down and make sure that everyone feels safe again and discuss what just happened. As soon as all children have been made aware of what just happened and calmed down, all parents will be called and told the status of their child. If the house is not safe to come back into, children will remain outside and parents will be contacted and instructed on when and where to pick up their children.

Lockdown or Shelter in Place Procedure:

A lockdown is referred to as a time that the children and staff need to remain inside the home because it is unsafe to leave the home or to be outdoors. If we are informed that we need to do a lockdown, this is our procedure.

The person receiving the information that we need to lockdown the home will immediately inform all staff and volunteers of the situation and will be in charge of instructing what staff will move the children and what staff will begin the lockdown. The children will be asked to move into a group and into the playroom where there are no exit doors. The staff that was instructed to start the lockdown will move throughout the house locking all doors and windows as well as closing all curtains and blinds. One adult will always remain with the children. If only one adult is in attendance, the children will be asked to stay with the adult as these tasks are completed. We will use the attendance log to account for all the children in care.

Parents or emergency contacts will be contacted during the lockdown if possible, to let them know of the situation, but no child will be allowed to leave until emergency response agencies inform us that the lockdown order has been removed. Once the lockdown order is lifted, parents will be notified by phone that the lockdown has been lifted and that they can pick up their children.

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Prepared Survival:

Tracy's Tikes Day Care has a storage supply of food, water, and necessary supplies for your child in the event that they must be housed here for an extended amount of time during a disaster situation.

Water is stored within the house ,extra food supplies are stored that will last 3 days. If your child is on long term medication, you will be asked to provide an emergency supply to be kept on hand. We have a complete First Aid kit available. All staff and volunteers have First Aid and CPR training.

Fire Evacuation Policy:

In the event there is a fire within the house during child care hours, our priority is to evacuate all the children from the house and move them to a safe location outside. A floor plan of exits, emergency windows, as well as meeting locations is located in each room. In the backyard we have assigned the back corner of the play area as the meeting place. There is an exit gate there in the event we need to get farther away from the house. Our meeting place for the front yard is the large maple tree. We have also talked to the children about the fact that we may have to move farther away from the house if the fire gets too big. We have taught them that we will move to the neighbor's front yard, as a group, and remain visible to any parents or emergency personnel coming into the area.

We have installed working smoke detectors in each room of the child care as well as the other areas of the house. All smoke alarms sound with an alarm as well as a flashing light. If for some reason these smoke detectors do not go off, we have a back-up method in which we use whistles. Children participate in monthly fire drills and we rotate between using the smoke detectors and whistles to sound the drill so that the children are accustomed to both sounds. During our fire drills the children are taught to drop everything and make their way to the door and proceed out to the arranged meeting place.

Any staff member or volunteer to discover a fire will sound the alarm, alerting both children and adults that the house needs to be evacuated. This person will clearly tell everyone whether we are evacuating through the front of the house or the back. A staff member or volunteer will always be the last person exiting the building doing any last-minute checks for remaining children. Once all children and adults are out of the home and to the assigned meeting area, we will do an attendance check and emergency services will be called from a cell phone or using a neighbor's phone. As soon as all the children and adults are at a safe distance from the fire and accounted for, and after emergency services have been notified, then parents or emergency contacts will be called using a cell phone or a neighbor's phone. Parents or emergency contacts will then be given a location where the children can be picked up. If no one can be reached for a specific child, they will remain with the staff until contact is made with the parent or emergency contact.

Photos/Video Permission:

Tracy's Tikes occasionally takes photographs and videos of children while they are participating in daily activities, including play, classroom projects, and learning experiences.

These photos and videos may be used for the following purposes: Display within the child care facility for children, families, and staff to enjoy, Creation of classroom books and learning materials, Use in art projects and classroom documentation, Teacher training, observation, and child assessment purposes. Photos displayed within the facility will be rotated periodically. When removed, photographs will either be kept in a program scrapbook or sent home to families.

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Photographs and videos will be used respectfully and solely for educational and program-related purposes. No images will be shared publicly or used for marketing without additional written consent from parents or guardians. Parents/guardians are required to sign a permission form indicating their approval or denial of photo and video use as outlined in this policy.

Additional Information:

- A. We ask that all families send their child to childcare with the following items: change of clothes consisting of a shirt, underwear, pants, and socks. These items can be brought daily or be stored here. Each child will have their own cubby.
- B. We ask you to please supply sunblock for your child at the beginning of summer and we will inform you when your supplies are running low, so they can be supplied again. These items will be individually labeled and used only for your child. The sunblock needs to be in the original container and NOT of the aerosol type.
- C. The Tracy's Tikes website is where you can pull up and review the child care's policy. Any changes made to policies will be communicated to families and families will be required to sign an updated attestation that you have had the opportunity to review the policies and will comply with the changes.
- D. We have purchased and carry liability insurance through State Farm for the child care. As per the department's requirements, we have to give notice of this.
- E. Any child care inspection reports that show non-compliance will be posted by the regularly posted information within the child care.
- F. No outside toys, food, or blanket will be allowed in the program. This helps us meet health and safety standards for preventing contamination from home/care environments.

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