



Family Home Childcare
www.littlelambsden.com

PARENT HANDBOOK

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” Matthew 19:14

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OUR PHILOSOPHY AND MISSION

Welcome to Little Lamb's Den!

At Little Lamb's Den, we aim to provide a warm, nurturing, and fun environment where children can learn, play, and grow. Our focus is on fostering creativity, social skills, and a love for learning through engaging activities and individualized attention. We cherish each child's unique personality and aim to support their development in a safe and loving setting.

Little Lamb's Den Family Childcare celebrates cultural diversity through daily activities and encourages bilingual English/Filipino communication. We intend to give parents peace of mind by ensuring their child is in a trusted environment.

ENROLLMENT INFORMATION

- ❖ **Enrollment/Introductory Visit:** Each new family is required to visit the home at least once before enrollment. Please call-in advance to schedule a visit. Our Family Childcare serves children between the ages of two to twelve years old.
- ❖ **Dis-enrollment Process:** If a child is unable to adjust to the new environment for 2 weeks, I reserve the right to dis-enroll the child if I believe that my program approach is not suitable for your child's needs.

Little Lamb's Den reserves the right to dis-enroll a child if it is determined that the child no longer fits the program. If there are unresolved issues between the parents and the provider, or failure to meet all required documents and policies, Little Lamb's Den has the right to expel or dis-enroll the child at any time without prior notice.

❖ Forms and Admission Requirements

There are forms we require you to complete prior to your child's enrollment.

Childcare registration form. Answer all questions; write "none" if not applicable.
Signed Permission to allow Emergency Medical and Dental Care and associated transportation permission (if applicable).
Childcare agreement.
Parent Handbook Agreement
Disaster information sheet
Certification of Immunizations status

The forms and policies will be updated periodically.

❖ Tuition Fees and Payment Plans

Rates and Fees

\$650.00 for ages 2 to 4 per two-weeks period
\$610.00 for ages 5 to 6 per two-weeks period
\$600.00 per two-weeks period for full-day kindergarten (before & after school).
\$590.00 for ages 7 to 12 per two-weeks
\$120/day or \$25/hour for ages 2-4 (part-time)
\$110/day or \$20/hour for ages 5-7 (part-time)
\$50.00 non-refundable administrative fee per child (one-time)

Definition

Full-time: 4-9 hours/day or 4-5 days/week.

Part-time: Less than 5 hours/day or less than 4 days/week.

Deposit: A deposit equivalent to two weeks' tuition is required to reserve your child's spot. This deposit is **NONREFUNDABLE** if you choose not to proceed. However, it will be applied to the first two weeks of care should you decide to start.

Penalties and Extra Charges: State law deems that children should not be in childcare more than 10 hours per day unless occasionally working overtime. Parents are required to provide proof of the hours from their employers if needed.

A late fee of **\$10.00** per day will be applied to the tuition fee if payment is not received by the due date or agreed date. Starting from the second day after the due date, your child will not be admitted until full payment of both the tuition and the late fees is received.

There will be a penalty of **\$5.00** per minute for picking up your child after the arranged time of 4:30 PM.

Part-time-drop in: (less than 4 days a week) Part-time options are available by prior arrangement. Please ensure you stick to your scheduled days and times, as your child's spot is not guaranteed. You are only utilizing a space when my capacity is not fully booked. If you need to make any changes to your schedule, please discuss them with me to explore accommodation.

Payment Plan: Rates will be evaluated every six months and may be adjusted as necessary. A 30-day notice will be provided for any rate increases. For other adjustments, a written notice of 14 days will be given.

Parents are obligated to pay for the scheduled care times of their children, meaning payment is required regardless of the child's attendance. Tuition payments are due bi-weekly, every other Monday at drop-off, or as per the parents' bi-weekly schedule. Payments should be made via direct deposit to Little Lamb's Den checking account, or through Zelle, Venmo, or cash only.

Tuition will **NOT** be prorated or refunded in cases of scheduled early release or emergencies requiring early closure of the daycare. Tuition ensures your child's spot is reserved, regardless of attendance or schedule changes.

Withdrawal or Termination Policy

If you withdraw your children from Little Lamb's Den, a two-week notice is required. Tuition for this period must be paid regardless of attendance. If the notice period is not completed, tuition will not be refunded.

DAILY OPERATIONS

❖ Hours of Operation

Open **6:30 AM to 4:30 PM**

Monday through Friday

Closed on all Federal and Presidential Proclamation Holidays

Little Lamb's Den Family Childcare will be CLOSED on Federal Holidays, Presidential Proclamations, and the holidays listed below. Although Little Lamb's Den Family Childcare is not a government agency, we observe the same holidays. A complete list of observed holidays will be posted at the entrance.

If a Presidential declared holiday is on short notice, such as the same day or next day, our daycare will be CLOSED accordingly. However, if I choose to remain open on any of these holidays, care may be available at a special rate of \$15 per hour.

New Year's Day

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Juneteenth (declared as federal holiday since 2021)

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day (and Friday the day after Thanksgiving Day.)

Christmas Eve

Christmas Day

Holiday Pay: It does not reduce Fees during months/weeks that have holidays.

❖ Parent/guardian access to the children during childcare hours

Parents or guardians have the right to access any area of the home used for childcare. You are welcome to visit at any time to observe your child. If you would like to schedule

a meeting, please do so in advance. State representatives also have unrestricted access to the premises.

❖ Drop-Off/ Pick- Up Procedures

Parents or guardians must sign their legal signature on the attendance sheet when dropping off and picking up their child. If someone appears under the influence of drugs or alcohol, they must call someone else to pick up the child. If they leave with the child while under the influence, I will call 911. Parents will be charged for late pick-up until other arrangements are made.

Identify the approved person to pick up your child. I will not release your child to anyone who is not on the registration form without written permission or a confirmed emergency call (medical emergency, if you are in a car accident, severe illness, family emergency, natural disaster or weather related). The person must present a photo ID.

❖ Daily Schedule

Drop Off/Welcome Children/ Prep Time.....	6:30-7:30
Breakfast.....	7:30-8:00
Clean-up/ Prep Time.....	8:00-8:30
Activity/ Songsongs/ Arts.....	8:30-9:15
Clean-up/ Prep Time.....	9:15-9:30
A.M. Snack.....	9:30-10:00
Free Play/ Motor Skills.....	10:00-11:00
Clean-up/ Prep Time.....	11:00-11:30
Family Style Lunch.....	11:30-12:15
Clean-up/ Prep Time.....	12:15-12:30
Nap time/ Quiet Time.....	12:30-2:50
Wake-up Call/ Freshen-up.....	2:50-3:00
P.M. Snack.....	3:00-3:30
Free Play/ Pick-Up Time.....	3:30-4:30

HEALTH AND SAFETY POLICIES AND EMERGENCY PREPAREDNESS PLAN

Illness: Please ensure that your child **does not** attend childcare if they are experiencing any of the following illnesses:

Diarrhea: three or more watery stools in 24 hours.

Vomiting: vomiting twice or more in 24 hours.

Rash: Not linked to diaper change, with fever and itching.

Eyes: Mucus or pus, "pink eye"

Sore Throat: Especially with fever.

Fever: 100° or higher, with sore throat, rash, vomiting, diarrhea, irritability, or confusion.

Lice: Children cannot return until lice-free.

RSV: If the child develops Respiratory Syncytial Virus (RSV) or feels unwell and lethargic.

In some cases, a physician's note may be required.

Washington State law requires parents to pick up a sick child within one hour of our call. The child must stay home and be symptom-free for 24 hours before returning to childcare.

❖ **Medication Management**

Parents or guardians must authorize the childcare provider in writing to administer medication to the child, valid for 30 days. Certain non-prescription medications will be given as per the manufacturer's label based on the child's age and weight. These include non-aspirin fever reducers, pain relievers, non-narcotic cough suppressants, decongestants, anti-itch ointments, diaper ointments and powders, and sunscreen. Unused medication will be returned to the parents or guardians.

If the product includes age, expiration date, dosage, and length of time to give the medication the additional requirement is to obtain written parent permission. These products are considered nonprescription oral medication, and the requirements of WAC 110-300-0215 (3)(iii) must be followed.

❖ **Dispensing of Prescribed Medications requires:**

Parent's written permission valid for 30-days.

Prescription bottle, which has the child's name.

Name of prescribing medical provider and **signature**.

Expiration date of medication.

Clear instructions on medication dosage and frequency.

❖ **Medication Storage**

Medications should be kept in locked storage. Emergency rescue medications must be inaccessible to children but are available for emergency use.

❖ **Reporting of notifiable conditions to public health**

If I become aware that any household member or child in care has been diagnosed with any of the following communicable and contagious diseases, I will notify the local health department, my licensor, and the parents or guardians of each child in my care within 24 hours. A household member or child may return to childcare once symptoms have resolved or upon presenting a doctor's statement.

Immunizations and Exclusion Policy

Each child must have a **current certificate of immunization** on file in the childcare home. Immunizations should be submitted by enrollment and completed as soon as possible. Parents must complete and sign a COE Certificate of Exemption form from the Department of Health, stating any objections to immunizations listed below. Immunization tracking will occur bi-annually in March and September, and monthly for infants (if applicable). Failure to present an updated immunization will be subject to the child's expulsion from our daycare.

If a child does not have the required immunizations, they cannot attend childcare if another child has been exposed to any of the listed illnesses.

CHICKENPOX (Varicella)
DIPHTHERIA
MMR (Measles, Mumps, Rubella)
HAEMOPHILUS INFLUENZAE type B disease
HEPATITIS B
PNEUMOCOCCAL disease
POLIO (Poliomyelitis)
TETANUS
WHOOPING COUGH (Pertussis)
MENINGITIS

****COVID-19 Health Response****

Little Lambs Den is a proud member of the small business community in our state. To comply with public health precautions, we request that parents keep their child at home if they have tested positive for COVID-19, out of respect for other children in the daycare. We continue to require that only one parent pick up their child at a time. Please notify me if you have been exposed to COVID-19 or if any incidents occur at your workplace. If you feel safe or comfortable wearing a mask, we encourage you to do so.

Emergency Procedures

Reporting suspected child abuse and neglect: As a mandated reporter, I will report any suspected child abuse (physical, sexual, emotional, child abuse, neglect, or child exploitation) as required under Chapter 26.44 RCW to Children's Administration Intake/Child Protective Services and/or local law enforcement. Little Lamb's Den Family Childcare is not required to inform parents/guardians if CPS workers notify the family of the referral. Childcare is committed to the care and safety of each child. Individuals with disqualifying background information or who demonstrate abusive and assaultive behavior are not allowed on the premises. 911 will be called if the individual refuses to leave.

Injury and Medical Emergencies

The daycare takes precautions to prevent injuries and has passed safety inspections. However, accidents may happen. If injury results in medical treatment or hospitalization, I am required to immediately call and submit an Injury/Incident Report to my Family Childcare Licensor, child's Social Worker, if it is assigned to the child, and Children's Administration Intake. I will call **911** and administer First AID or CPR if needed. Any injury will be documented and will be kept in the kid's files, and you will receive a copy at pick-up or a call about the incident.

Disaster Plan

In the event of any disaster, I have arranged for the evacuation of the children and have prepared emergency supplies sufficient for up to seventy-two hours. These supplies include drinking water, non-perishable food, first aid supplies, a battery-operated radio, flashlights, a fire extinguisher, diapers, and formula for infants (if applicable), emergency documents and phone numbers, and garbage bags.

Parents should provide a gallon-sized Ziploc bag containing a set of clothes, a toy, a book, a family photo, and a card with emergency contact details.

The children will practice emergency procedures and evacuation each month. If I am not available, please contact William Patrick McQuillan at (360) 774-0522. I will provide you with an update on your child's status as soon as possible.

Fire Evacuation Plan

In the event of a fire during operating hours, we will evacuate to a safe location, which is the vacant lot behind the house across from ours.

Little Lamb's Den Family Childcare has an established emergency evacuation plan, which is posted on the entrance door of the house.

In case of emergency, we will contact 9-1-1 to report the incident or request assistance.

Nutrition and Meal Policies

At Little Lamb's Den Family Day Care, we follow USDA guidelines for meals and snacks as outlined by the Child and Adult Care Food Program (CACFP) based on the children's ages. Your child will be enrolled in our MDC food program from their first day. If state or federal funding for this program is discontinued, parents will be responsible for covering the cost of their children's meals.

Nutrition or Allergies

It is your responsibility to inform me of any allergies or adverse reactions your child may have to certain foods or beverages. If your child has a food allergy, you are required to provide Little Lamb's Den Family Day Care with documentation outlining the course of action to be taken in case the child accidentally ingests the allergen. Additionally, a doctor's note confirming the child's allergy must be included in your child's file.

Sample Menu

Breakfast

- Cereal with milk or pancakes with syrup
- Fruit or juice
- Toast
- Milk

Lunch

- Fish Sticks or Chicken Nuggets
- Wheat bread
- Veggies
- Fruit or fruit juice
- Milk

Snacks

- Cheese sticks or mini sandwiches
- Crackers or fruit
- Milk

Food from Home

We permit home-provided food solely for children who have special dietary requirements. If your child has such a need, please submit a letter signed by your doctor. It is important to note that the Child and Adult Care Food Program (CACFP) menu will be offered to the child on two occasions first.

WEATHER POLICIES

Inclement Weather

Little Lamb's Den follows the Bremerton School District's decisions regarding snowy weather conditions. If the school is canceled due to inclement weather, we will use our best judgment to assess the situation and notify parents to pick up their children before

conditions worsen. For a two-hour delay, we ask parents to be aware of the weather conditions and make decisions that prioritize the safety and well-being of their children. If indoor temperatures at Little Lamb's Den become excessively hot, I will notify parents via phone so they can arrange to pick up their child promptly for their comfort and safety.

Little Lamb's Den cannot operate in the event of a power outage. In such cases, the children become uncomfortable, I will notify parents so they can arrange to pick up their child from our daycare.

BEHAVIOR AND DISCIPLINE POLICIES

Behavior guidance

Little Lamb's Den Family Childcare is dedicated to maintaining a supportive and constructive environment for all children. We do not use corporal punishment, physical or mechanical restraints, or any form of humiliation or emotional abuse. Instead, we utilize age-appropriate behavior redirection techniques. When required, we implement logical consequences and/or time-out strategies as alternatives to manage behavior when verbal communication is ineffective.

Expulsion/ Conflict Resolution

If a child's aggressive behavior continues despite all efforts to address it, they may be removed from Little Lamb's Den Family Childcare to ensure the safety and well-being of the other children.

COMMUNICATION POLICY

Parents' Communication

I welcome any concerns, questions, or suggestions from parents about their child's safety, behavior, and health. Your input helps us provide the best care for your child.

Parents can contact Little Lamb's Den via phone: 360-443-0173 or email littlelambs@littlelambsden.com for any concern, question or suggestion related to care for their child.

Feedback and Concern

Instead of holding annual or semi-annual conferences, communication will be direct, either in person or via text messages, whenever a concern arises regarding your child. Progress and achievements will be communicated regularly through text or email. Parents are encouraged to share any goals they have for their child so objectives can be aligned. If a more formal meeting is desired, a semi-annual or annual conference can

be scheduled upon request. Little Lamb's Den will support parents by maintaining consistent approaches in managing children's behavior.

For children with special needs, provide a parent or guardian-signed plan detailing how their needs will be addressed. Include supporting documentation.
We will keep copies in the children's file and send them to the appropriate department.

GENERAL POLICIES

Non-discrimination Policy

All children will be treated equally at the daycare, regardless of race, color, religion, disability, sex, creed, or age. We welcome children with special needs if we can meet their requirements. Reasonable accommodation will be provided for any admitted child.

Confidentiality Policy

The Little Lamb's Den will securely keep all required records for at least five years. Each child's health record must be accessible to staff for medical needs or emergencies. Current and past 12 months' records will be stored in the licensed area per WAC 170-296A-0010, and always available for review by DCYF, parents/guardians, or the state.

Parent/guardian access to the children during childcare hours

You have the right to access any area of the home used for childcare. You may visit or drop by unannounced to observe your child. Please schedule a time in advance for a meeting; State Representatives have unrestricted access to the premises.

Photography and Media Consent

During regular daycare hours, field trips, and activities, we may take photographs or videos to promote our childcare services in print or online. I will ensure that parents sign a permission form upon enrollment or admission.

Vacations and Absences Policies

Parents must give two weeks' notice for vacation. Please call to inform us if your child will be absent due to illness or other reasons. Upon enrollment, notify us if you plan to remove your child from childcare for an extended period (e.g., summer break for teachers, parental leave with another child).

Vacation/Absence Pay

Prorated tuition options are not available, as full tuition secures a space for your child upon their return. Full tuition is required regardless of absences, holidays, sickness, inclement weather, or personal reasons.

Childcare Vacations

Little Lamb's Den plans to stay open year-round. I will arrange my appointments and vacations to prevent disruptions, providing a three-week notice for personal vacations unless it is an emergency. **No payment is required for Little Lamb's Den during these times.**

Back up Childcare

Please make alternative childcare arrangements for times when I am ill or on vacation. You will be notified in advance if I am unwell, allowing you to make other plans. Securing backup childcare is your responsibility. For referrals, please contact Childcare Resource and Referral at (253) 591-2025.

Curriculum and Dual Language Policy

I use Education.com for our daily learning activity. While learning Tagalog is not required at Little Lambs Den, we encourage children to learn basic Tagalog words used in daily activities. I do not use specific teaching tools but converse with them regularly so they can naturally pick up the language.

Religious Policy

Little Lamb's Den Family Childcare observes certain religious and all traditional holidays. Our program has a Protestant background, and we will be engaging in prayer before meals. Some of the books and occasional videos used in our program are Bible-based. Please inform us if you are uncomfortable with this practice so that we can make alternative arrangements.

Kindergarten Transition policy

If your child will attend kindergarten, please provide at least 2 weeks' notice before school starts. Childcare agreements must be reassessed. Parents are responsible for the child during school, including transportation to and from school. Arrange for the school to pick up/drop off your child at our door, as I cannot leave other children unattended during daycare hours.

Off-site Field Trip Policy (if applicable)

For field trips, signed permission slips from parents will be obtained, and children will be transported in a privately-owned vehicle.

I will bring my complete first aid kit and maintenance supplies, along with each child's contact information. In case of an emergency, I will contact the parents.

Transportation Policy

Our Childcare does not provide transportation except in emergencies, for occasional field trips, and only when signed permission to allow transportation is on file. A minivan will be used in those cases. Parents are required to provide a child's car seat.

Pet Policy

Little Lamb's Den maintains a pet-free environment within the premises.

Non-Smoking Policy

Smoking is not allowed inside or outside of Family Home Childcare, as well as in motor vehicles during business hours.

Drug and Alcohol Policy

Little Lamb's Den Family Childcare maintains a strict policy prohibiting drugs and alcohol. The presence of drugs and alcohol is forbidden on the premises.

Guns and Weapons Policy (if applicable)

Little Lambs Den Family Childcare does not possess any firearms or weapons on our premises, except for kitchen knives used for cooking, which are securely stored in a safe place.

Overnight care Policy (if applicable)

Little Lamb's Den will provide every child with safe, good condition sleeping equipment that is waterproof or washable and meets their developmental needs for those whose parents are on overnight or weekend duty.

Little Lamb's Den has a policy that prohibits children under the age of six from using:

- ❖ Loft-style beds.
- ❖ Upper bunks
- ❖ Bunk beds

Other Proper Care Guidelines and Policies

Items Required from Parent/Guardian for Their Child:

- ❖ Bottle and formula (if applicable)
- ❖ Diapers and wipes (if not potty trained yet)
- ❖ Toilet training diapers
- ❖ Car seat (for field trips)
- ❖ Change of clothing
- ❖ Clothing suitable for chilly weather
- ❖ Blanket and sleeping necessities
- ❖ Toothbrush and toothpaste
- ❖ Sunblock or any ointment (with a doctor's note)

Infant Feeding (if applicable)

If a child does not finish their bottle of breast milk within one hour, it should not be served again. According to WAC 110-300-0281, label unused breast milk as "do not use" and return it to the family.

Diapering

Please bring diapers and wipes for your child. I will follow proper washing procedures before and after diapering and sanitize surfaces between each use.

Napping and Safe Sleep Patterns and Requirements

Our Childcare will provide daily supervision for rest/nap/sleep periods for the children. We will not force the children to sleep. We will offer quiet activities for those who do not wish to sleep, to minimize disruption for sleeping children. Door alarms will be installed to monitor the children's safety. The Family Daycare will not allow children under 6 years of age to use loft-style beds, upper bunks, or bunk beds. The Family Daycare will not use any screen monitor to check the children's safety, as the Provider will be physically present and responsive to the children until they are asleep.

Little Lamb's Den will follow the American Academy of Pediatrics guidelines for placing infants to sleep on their backs to reduce the risk of SIDS. Soft bedding, stuffed toys, pillows, bumpers, or related items will not be placed in the crib (if applicable).

Toys or other Stuff brought to Daycare.

Please do not let your child bring candy, toys, or money to the childcare. Little Lamb's Den Family Childcare is not responsible for damaged or lost toys brought from home.

****DO NOT** bring any electronics or gadgets to our daycare.

Toilet or Potty-Training Policy

While I am not responsible for potty training your child, I am willing to assist parents when their child is ready for this milestone. Typically, parents begin toilet training around 36 months or earlier, following a mutually agreed-upon routine between myself and the parent. I use positive reinforcement techniques and refrain from using food as a reward. It is crucial that parents work in unison with me to ensure consistency. Children often learn by observing their peers, and we do not find it necessary to separate boys from girls at this age. Nonetheless, we recognize and respect cultural differences and strive to be sensitive to them.

Proper hand washing procedures.

Children will be instructed to wash their hands properly.

Hand washing steps:

- ❖ Wet hands with warm water.
- ❖ Apply soap.
- ❖ Wash for 20 seconds.
- ❖ Rinse thoroughly.
- ❖ Dry with a paper towel or hand dryer.
- ❖ Turn off water using a paper towel or cloth.
- ❖ Dispose of used towels properly.

Hand washing should be performed:

- ❖ Before and after preparing food, eating, or feeding a child.
- ❖ After handling raw meat, poultry, or fish.
- ❖ After using the toilet or assisting a child.
- ❖ Before and after diapering a child.
- ❖ After contact with bodily fluids.
- ❖ After being outdoors.
- ❖ After handling animals or cleaning animal waste.
- ❖ After touching garbage or garbage bins.
- ❖ Before and after giving medication or applying ointment.
- ❖ As needed.

Hand Sanitizer

___ By initializing this, you permit me to use hand sanitizer on your child, only if they are over 24 months old. I will use it when hand washing facilities are unavailable, such as during outings or field trips.

CLEANING, DISINFECTING AND LAUNDERING POLICY

General Policy Guidelines: I will keep the environment clean and regularly sanitize toys to reduce germ spread.

- ❖ Clean the dirty surface with soapy water to remove visible dirt and grease.
- ❖ Disinfect/sanitize using a bleach/water solution as follows:

BLEACH SOLUTION MUST BE PREPARED DAILY

Disinfecting (Sanitizing)	Amount of Bleach	Amount of Water
Diapering areas, body fluids, bathroom, and equipment (bleach must contact the surface for 2 minutes)	1 Tablespoon ¼ cup	1 Quart 1 Gallon
Tabletops, dishes, toys, and mats (ensure bleach solution stays on the surface for 2 minutes)	¼ Teaspoon 1 Teaspoon	1 Quart 1 Gallon.

Tables and Counters used for food serving will be cleaned with soap, rinsed, and disinfected with bleach before and after meals.

The kitchen will be cleaned daily. Clean and disinfect sinks, counters, and floors daily.

Refrigerators are scheduled for monthly cleaning, with additional cleanings as needed.

Bathrooms will be cleaned daily or more often if necessary, including sinks, counters, toilets, and floors.

Furniture, rugs, and carpeting will be vacuumed daily and professionally steam-cleaned every 6 months or as needed.

Cribs will be washed, rinsed, and sanitized weekly, between uses by different children, and after illness.

Highchairs will be washed, rinsed, and sanitized after each use.

Hard Floors will be swept and mopped daily and disinfected.

Utility Mops will be washed, rinsed, sanitized, and air-dried in a ventilated area inaccessible to children.

Potty-Chairs will be emptied, washed, and disinfected immediately; the sink will then be cleaned and disinfected regularly.

Mouthed Toys will be washed, rinsed, and disinfected between uses by different children. Only washable toys will be used.

Washable Toys will be washed, rinsed, disinfected, and air-dried to maintain pleasant condition.

Cloth toys and dress-up items will be laundered weekly or as needed. If unable to machine wash, they will be hand-washed, rinsed, dipped in a bleach solution, and air-dried.

Bedding will be washed weekly or more frequently at 140°F or with a disinfectant rinse. Bedding will be stored separately from mats, which will also be stored without surfaces touching.

General Cleaning of the entire house will be performed as required. Strong odors from cleaning products are to be avoided. Due to the risk of allergic reactions, room deodorizers are not utilized. Door handles and faucets will be sanitized at least once daily, and more frequently if children are unwell. **Please note that you will be requested to remove your shoes before entering the Family Childcare House.**

Certifications, Trainings, and other Required Documents for Licensee

Records for the licensee and each household member include:

- ❖ Current first aid and CPR certification (infant, child, adult).
- ❖ HIV/AIDS training certification.
- ❖ TB test results per WAC 170-296A-1750.
- ❖ Current immunization records, including Influenza.
- ❖ State food handler permits as required by WAC 170-296A-7675(3).
- ❖ Completed background check or non-criminal background check form per WAC 170-296A-1225, with department-issued authorization.
- ❖ Government-issued picture ID.
- ❖ Emergency contact information.
- ❖ Application form or resume for new staff, if applicable.
- ❖ Basic 20-hour and 10-hour annual STARS training.
- ❖ MERIT registration.

Provider Contact Details

Email: littlelambs@littlelambsden.com

Phone number: (360) 443-0173

Address: 4553 Abalone St. Bremerton WA 8312

Emergency Contact Person: William Patrick McQuillan (360) 774-0522

Childcare Liability Insurance Policy

The Little Lambs Den holds liability insurance provided by **American Family Insurance**.

ACKNOWLEDGEMENT OF PARENT HANDBOOK

I acknowledge that I have read and understood the policy of LITTLE LAMB'S DEN Family Childcare as outlined in the Parents Handbook provided to me.

Child's Complete Name

Date

Parents/ Legal Guardian Signature

Provider's Signature