

Rise & Shine Day Care
105 Eastgate Ave N
Pacific, WA 98047
(253)929-8959

Mission Statement

It is our intention to have a positive atmosphere for all children in our care. We appreciate the assistance of parent(s) in accomplishing this goal. We recognize that each child is an individual; that all children are creative; that all children need to succeed.

Philosophy and Program Description

We believe in positive reinforcement and redirection of the child/children's movements to help prevent negative actions. We stress the total development of each child: spiritual, moral, intellectual, social, emotional, and physical.

The basic language spoken in our daycare is English, however, we strive to meet the cultural needs of families and children and expect all to show respect for one another.

ENROLLMENT/ADMISSION REQUIREMENTS (WAC 170-296-0500)**Introductory Visit**

Each new family will need to visit our home at least one time prior to enrollment. Please call in advance to schedule a visit.

Trial Period

The trial period will be two weeks. This period is used to observe the child's adjustment to care and to talk about concerns. We will talk to you daily about your child's day. Please tell us if you have any concerns. After the two week trial period, we will determine if the child care services are satisfactory for everyone. If any problems cannot be resolved, the care is terminated.

REGISTRATION/ADMISSION FORMS (WAC 170-296-0510)

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

- Child care enrollment form (registration). All questions must be answered; if not applicable write "none".
- Please identify who is authorized to pick up your child. We will not release your child to any person without your written permission or a confirmed telephone call in case of an emergency if they are not listed on the registration form. The person picking up your child must present picture identification.
- Certification of Immunizations Status (CIS) (WAC 170-296-0850). All children must have a current immunization card on file before they will be admitted to child care and parents must keep the immunization record current.
 - If your child does not have immunizations based on religious or personal beliefs, parents must sign an exemption which is on the Certification of Immunization form.
 - A physician must sign the form if the child has a medical exemption.



- Signed Permission to Authorize Emergency Medical and Dental Care and associated transportation permission
- Child care agreement

FEE AND PAYMENT PLAN

Deposit: Your child's position is reserved upon receipt of two week's tuition deposit. This deposit will be applied to the last two weeks of care.

Registration Fee: We require a non-refundable registration fee of \$25.00 to cover administrative costs. Annually on your child's enrollment anniversary date an administrative fee is due at the rate of \$20.00 per child.

RATES AND PAYMENT PLAN WAC 170-296-0500

- Rates are evaluated every six months and may be increased accordingly, usually September and February.
- A 30-day notice will be given for rate increases.
- If other adjustments are needed, a 14-day written notice will be given.

Plans	Cost	Hours
School Aged P/T	\$100.00 / week	(10 hrs max per day / up to 20 hrs per wk)
Pre-School F/T	\$200.00 / week	(10 hrs max per day / up to 50 hrs per wk)

- Flexible Drop-Off and Pick-Up Times
- All Day Care
- Before and After School Care
- Weekend Care
- Limited Night Time Care

Any alteration to your normal schedule is subject to availability and providers discretion.

Definitions

Full time/Part time: Full-time is more than 4 hours, up to 10 hours a day, 5 days per week.

Part-time is 4 hours or less a day; or 20 hours or less per week.

Payment Plan: Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a space whether their child is there or not. Payment is due in advance on registration day for the first week. Thereafter, one week advance pay is due at the end of the week on Friday for the following weeks care. Special payment terms may be negotiable and will be defined in the payment contract.

Overtime Penalties: Parents will be charged an additional \$5.00 per quarter hour, due upon pick-up, for time over the agreed contracted time. State law deems that children should not be in



child care more than ten hours per day unless occasionally working overtime. Parents are required to provide proof of hours from their employer.

Late Payment Penalties: Parents will be charged an additional \$10.00 per day for making a payment after the contracted day of payment. Children will not be admitted until full payment has been received.

Returned Check Penalties: For any check returned unpaid, parents will be charged an additional \$20.00 fee. Thereafter, parent will be required to make cash payments. Children will not be admitted until full payment has been received.

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

Vacations and Absences

- Please give at least two weeks advance notice for your vacation.
- Please call and inform us as soon as possible when you child will not attend due to illness or another event.
- Please advise us upon enrollment, if you plan to remove your child from child care for any length of time (i.e. summer for school teachers, maternity leave with another child, etc.).

Vacation/Absence Pay

Vacations and absent days are not discounted. Your child's space will be held while you are on vacation. The child will be accepted the following day after absence as long as payment is up-to-date.

Child Care Vacations and Absences

We will give you at least four weeks' notice of our vacation schedule. Parents are not required to pay child's tuition during provider vacations or absent days.

Back Up Child Care

We recommend that you have alternative childcare arrangements, if we are ill or are on vacation. If we are ill you will be notified as soon as possible so you can make other arrangements. It is always your responsibility to find backup childcare. For a child care referral, please call Child Care Resource and Referral at (253) 593-2025.

TYPICAL DAILY SCHEDULE AND HOURS OF OPERATION (WAC 170-296-1370)

Hours and Days of Operation

The childcare program is open from 6:30 am – 6:30 pm, 7 days a week, except holidays. Parents are welcome to visit their children anytime during the day. If the demand arises we will extend our hours from 6:30 pm – 9:30 pm, 7 days a week, except holidays. All scheduling is up to the providers discretion.

Initial _____ Date _____



Typical Daily Schedule

Time	Activity
6:30 AM	Open
7:30-7:45 AM	Prepare for breakfast, wash hands
7:45-8:00 AM	Breakfast
8:00-8:15 AM	Clean-up and get ready for school
8:15-8:20 AM	Children taken to the bus stop
8:20-10:00 AM	Scheduled activities, free play
10:00-10:15 AM	Prep for lunch, wash hands
10:15-10:45 AM	Lunch
10:45-11:00 AM	Clean-up, wash hands
11:00-2:00 PM	Nap, quiet time
2:00-2:15 PM	Prep for snack, wash hands
2:15-2:30 PM	Snack
2:30-3:15 PM	Scheduled activities, free play
3:15-3:30 PM	Children pick-up from bus stop
3:30-3:45 PM	Prep for snack #2, wash hands
3:45-4:00 PM	Snack #2
4:00-4:15 PM	Clean-up, wash hands
4:15-5:15 PM	Scheduled activities, free play, homework
5:15-5:30 PM	Clean-up
6:30 PM	Child care closes

TYPICAL MEALS & SNACKS SERVED INCLUDING GUIDELINES ON FOOD BROUGHT FROM THE CHILD'S HOME (WAC 170-296-0920, 0930, 0950, 0960)

Meals and Snacks

We follow USDA Food Program Guidelines, and we provide two main meals and two snacks (morning and afternoon snacks).

Notification of Allergies

It is your responsibility to notify us of any allergies and adverse reactions your child may have with certain foods or beverages.

Sample Menu

Breakfast

- Cereal with milk or waffles w/syrup
- Milk or juice
- Toast or fruit

Lunch

- Chicken stir fry or lasagna

Initial _____ Date _____



Crackers or fruit
 Milk or juice
 Snacks
 Cheese sticks or crackers and cheese
 Fruit or vegetables
 Juice

FOOD FROM HOME (WAC 170-296-0930, 0960)

Food from home is not allowed unless special dietary needs require it. Parents are required to bring formula and food for infants. We will work closely with you on your child's transition to solid food. In some instances, a parent will be required to send a written note about the child's dietary needs.

PERMISSION FOR FREE ACCESS (WAC 170-296-0520)

You have the right of access to any areas of our home used for child care. You are welcome to visit or drop in at unannounced times to observe your child. Please schedule a time in advance if you would like to have a meeting with us. State representatives have free access of the premises as well.

CHILD ABUSE, NEGLECT OR EXPLOITATION REPORTING REQUIREMENTS (WAC 170-296-1260)

We are mandated reporters and will report 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.

CHILD GUIDANCE AND DISCIPLINE (WAC 170-296-1290-1300, 1320)

Spanking or any form of corporal punishment, physical or mechanical restraint, withholding of food or humiliating and any form of emotional abuse is prohibited by anyone on the premises. The child care staff will use age appropriate redirection of behavior, logical consequences and/or time out when talking to the child does not modify the child's behavior.

NO SMOKING (WAC 170-296-0790)

Smoking is prohibited in the Family Home Child Care and in motor vehicles during business hours. Adults may smoke in unlicensed outdoor space and out of view of children.

PETS (WAC 170-296-0770)

In case children have allergies, we want you to know we have two cats. The animals are kept upstairs away from the children. All pets have current immunizations.

SIGN IN AND SIGN OUT PROCEDURES (WAC 170-296-0510, 0520)

Arrival and Pick-up

- Parents or guardians must sign their full names on the attendance log when they bring their children to child care. They are also required to sign their full names when the child leaves the child care.



- Anyone who appears to be under the influence of drugs or alcohol arriving at the child care to pick up the child will be asked to call someone else to pick up the child. If a person leaves with a child while they appear to be under the influence, we will call 911. Parent(s) will be billed for late pickup until other arrangements have been made.

INFANT SLEEPING SAFETY REQUIREMENTS, SUDDEN INFANT DEATH SYNDROME (SIDS) (WAC 170-296-1060)

The child care will follow the recommendations of the American Academy of Pediatrics for putting infants down to sleep on their backs to reduce the risk of SIDS. No soft, fluffy bedding, stuffed toys, pillows, bumpers or similar items will be placed in the crib.

NONDISCRIMINATION POLICY (WAC 170-296-0500)

All children will be respected, provided equal treatment and service in our day care without regards to race, color, religion, disability, sex, handicap, creed or age. Children with special needs will be accepted if it is determined that our home is able to meet their needs. Reasonable accommodations will be made available if your child is admitted to the child care.

RELIGIOUS ACTIVITIES (WAC 170-296-0500)

The child care integrates some Christian curriculum into activities, play, and learning. Children are not required to participate. The following Christian holidays are observed: Christmas and Easter.

Holidays the child care is closed:

Christmas Eve and Christmas Day
 New Years Eve and New Years Day
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day and the Day After

**** Please note that if a holiday falls on a Saturday, the child care is closed the Friday before. If the holiday falls on a Sunday, the child care will be closed the following Monday.**

TRANSPORTATION AND FIELD TRIP ARRANGEMENTS (WAC 170-296-1250, 0520, 0830)

We have no intention of transporting at this time and would only do so if the need arises. Signed permission to authorize transportation would still be required.

TYPICAL STAFFING PLAN (WAC 170-296-1350, 1400, 1410, 1420)

Staffing When Provider Is Absent

In our absence, we plan to provide qualified assistants to work in our child care with proper, CPR/First Aid and Blood Borne Pathogens Training. We plan to be present the majority of the time and have a qualified assistant unless anything unforeseen occurs.



Night Care and Staffing

At this time no overnight care is available. Although, we do offer limited evening care until 9:30 pm., 7 days a week, except holidays.

HEALTH CARE POLICIES (WAC 170-296-0840, 0850, 0860, 0930, 1060)

- **INJURY PREVENTION (WAC 170-296-0720)**

The day care takes precaution to prevent injury of children. The child care has been inspected for safety issues. However, accidents may occur. Any injury or incident will be documented and a copy will be given to you when you pick up your child or you may receive a call about the injury (see medical emergency section).

- **MEDICATION MANAGEMENT (WAC 170-296-0510, 0810, 0840, 0870, 0880, 0890)**

Parents/guardians must provide written approval to the child care provider to give the child any medication. This approval is valid for 30-days. Certain classifications of nonprescription medications will be given as directed on the manufacturer's label for the age and weight of the child. These medications include but are not limited to: nonaspirin, fever reducers or pain relievers; nonnarcotic cough suppressants; decongestants; anti-itching ointments or lotions intended specifically to relieve itching; diaper ointments and talc powders for use in the diaper area of children; and sun screen. Any unused medication will be returned to the child's parents/guardians at the end of the day.

Dispensing of prescribed medications requires the following:

- Parent's written permission which is valid for 30-days
- Prescription bottle which has the child's name
- Name of prescribing medical provider
- Expiration date of medication
- Legible instructions on how to administer the medication with instructions on how often the medication should be administered
- Legible instructions on how to store the medication such as the proper temperature

FIRST AID INCLUDING MEDICAL EMERGENCIES (WAC 170-296-0830)**Medical Emergencies**

- We have First Aid, Adult/Child CPR, and HIV/AIDS and Blood Borne Pathogens training
- Minor cuts and scrapes will be treated. Parents will be notified.
- In the event of serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will notify you as soon as possible.
- If injury results in medical treatment or hospitalization, we are required to immediately call and submit an Injury/Incident Report to our Family Child Care Licensor, child's



Social Worker if there is one assigned to the child, and Children's Administration Intake. You will be given a copy of the incident report.

PLAN FOR EXCLUDING PERSONS WHO ARE PROHIBITED TO BE ON THE PREMISES (WAC 170-296-0180, 0190, 0195, 0205, 0210)

The child care is dedicated to the care and safety of each child. Individuals who have disqualifying background information or demonstrate abusive and assaultive behavior are prohibited to be on the premises. We will call 911 if the individual refuses to leave the premises.

ILL CHILDREN (WAC 170-296-0700, 0840)

- Children will be observed daily for signs of illness.
- Children who are contagious must stay at home. All parents of children in my home, including the Health Department will be notified of communicable diseases.
- Please call if your child is ill.
- If a child should become ill during the day, you will be notified immediately and parents are expected to pick up the child. In such event your child will be isolated from other children.
- The following illnesses are not acceptable at child care. Please DO NOT bring your child to child care if your child has the following:
 - Diarrhea: three or more watery stools in a 24 hour period
 - Vomiting: vomiting on two or more occasions within 24 hours
 - Rash: rash not associated with diaper changing; fever and itching associated with the rash
 - Eyes: mucus or pus, "pink eye"
 - Sore Throat: especially if associated with fever
 - Fever: temperature of 100 degrees or higher, sore throat, rash, vomiting, diarrhea, irritability and/or confusion
 - Lice: Children will not be allowed to return until they are lice and nit free

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

COMMUNICABLE DISEASE PREVENTION, MANAGEMENT AND REPORTING REQUIREMENTS (WAC 170-296-0840, 0860)

- We take precautions to guard against infections and communicable diseases. Household members, staff and volunteers who are 16 years of age and older have tested negative for Tuberculosis (TB).
- Hand washing, disinfecting and sanitizing procedures on a daily basis will be followed. If we have a reportable communicable disease in an infectious state as defined by the department of health, we will not be on duty, and we will inform the parents and the local health department to receive approval for returning to work.
- When children have a communicable disease parents will be informed immediately.
- Parents are required to present a written statement by the medical provider when the child is healthy to return to day care.



DISASTER PLAN (WAC 170-296-0500)

In case of disaster of any kind, we have prepared the child care for evacuating the children and have emergency supplies for up to seventy-two hours. Supplies include:

Drinking water, non-perishable food, first aid supply, battery operated radio, flashlights, fire extinguisher, diapers and formula for infants, emergency documents and phone numbers and garbage bags.

Parents are asked to provide a gallon sized Ziploc bag (comfort kit) which will hold a set of clothing for each child, a toy, book, picture of the family and a card with parent and emergency contact information.

The children will practice emergency procedures and evacuations each month. In the event that we are not available you may contact Joy Heritage at phone (206)849-0939. We will contact you as soon as possible to give you a status of how your child is doing.

SECURE PREMISES

Our home day care is equipped with an alarm system and cameras that record audio and video of the day care premises.

SUPPLIES AND CLOTHING TO BE PROVIDED BY PARENTS
WAC 170-296-0500

Please provide the following items for your child:

1. Bottle
2. Formula
3. Diapers
4. Teething devices
5. Toilet training diapers
6. Car seat (for field trips)
7. Change of clothing
8. Clothing for cold weather
9. Sleeping necessities
10. Toothbrush

DIAPERING (WAC 170-296-0710, 1090)

Please bring diapers and wipes for your child. We will ensure that hand washing procedures are followed before and after diapering a child. Diapering surfaces are sanitized between each use.

NATIVE AMERICAN CHILDREN

We will discuss and develop programs for Native American children and provide appropriate resources in consultation with the child's parents.

CHILD CARE LIABILITY INSURANCE

This child care has liability insurance.



I have read and understand the policies of Rise and Shine Day Care.

Parent Signature

Date

Provider Signature

Date

