



Parent Handbook

Enrolling Children Ages 12 months to 5 years, 11 months (not enrolled in kindergarten)

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Deepa Bala, Owner

Lynaya Byrd, Center Director

Dear Parents:

Please read this handbook carefully. The information contained within is vital to your understanding of our program and how we function. If you would like further information about any one area or have any questions, please feel free to ask.

Future Beginnings Childcare Center provides a quality childcare and preschool program in a positive, learning environment where children feel safe and free to explore materials and relationships. The program is designed to help meet the needs of your child in the following areas: social, emotional, physical, and cognitive. We believe children learn best through interacting with their environment, nurturing, and daily routine. Your child will have daily opportunities to build their small and large motor skills through direct teacher-initiated activities and child-initiated activities. Your child will be encouraged to make decisions on his/ her own, use creative thinking and explore their learning environment while building their self-esteem.

We do not discriminate against children or families. We honor all children's races, religion, culture, gender, physical ability, and family structure. We offer family nights and luncheons to celebrate one another including presentations from the children, snacks or meals, and a time to get to know other families and friends.

Future Beginnings Childcare Center

Philosophy:

Future Beginnings Childcare Center operates under a philosophy that children need to be treated with warmth and respect. Personal attention to each child is important to providing quality experiences for all children while in our care, including children with special needs. We strongly believe that early learning is about the whole child. During their first years they are developmentally like sponges learning to develop their fine/ gross motor skills, social and emotional skills, language, and their cognitive abilities. What they learn and experience in their first few years helps lay the foundation to how they learn in the years to come.

Our role as educators is to ensure children learn best through relationships, play, and active exploration, which reflect the value and philosophy aligned with the Washington Early Learning Guidelines. We value the importance of transitions into our center, from toddler to preschool, and out of our facility into kindergarten. We hope to make our children's experiences during transitions as smooth and helpful as possible through the many transitions they will experience in their first few years. Families may begin their children slowly if they choose. For example, only a few hours per day for the first week or a parent can attend with their child for a couple of hours before beginning to see how they integrate into our center (Please see our transition plans). Children need to feel secure and confident in their environment and with their caregivers in order to feel free to interact and begin to communicate. Our classrooms have clear consistent rules and limits for the children in our care in order to set clear expectations that they can follow. We value having consistent care for our children daily, which is why we have assigned teachers in each classroom for most of the day. This helps to build long-term trusting relationships between the children and their teachers/caregivers. Our teachers are down on the child's level playing, reading, singing, expanding their vocabulary and communication, problem solving, practicing self-help skills, and having positive interactions with the children. Our teachers use behavior and language modeling while also teaching social skills such as taking turns, cooperation, waiting, self-control, respect for the rights of others, and treating others kindly. We console and comfort them when they are scared or sad, we encourage participation when the children are ready, and we celebrate with them when they achieve a goal. When children begin to explore their environment, they learn through their hands-on interactions and through free play. Through play children express what brings them joy, what interests them, and how they learn. They begin to explore taste, touch, smell, listening, cause and effect, etc. Children with developmental delays or disabilities are given special attention to promote social and emotional development. We help ensure their success in relationships with others and an interest in their environment or sustained play. With the interest centers/areas that we provide, our children can use their imaginations and be creative in their own unique way. We believe that children learn best when they have their basic needs met such as: staying healthy, safe, and are free of hunger. When children get adequate sleep and a balanced diet they can focus more easily, causing less stress on their bodies, which also helps lay the groundwork for healthy habits and learning. Having a safe environment is crucial to how a child learns and develops. Being safe, secure, and nurtured helps a child feel comfortable, confident, and helps them build relationships with the children and adults around them.

Classrooms:

Future Beginnings has two classrooms within the center including the toddler classroom and the preschool classroom. The toddler classroom includes ages 12 months up to 2 years 11 months old. The ratio of children to staff members for this classroom is 7:1. The preschool

classroom includes ages 3 years up through 5 years 11 months *not enrolled in Kindergarten*. The maximum ratio of children to staff members for this classroom is 10:1 (WAC 110-300-0356). During breakfast times and at the end of the day, at departure times, our teachers combine children in a mixed age group. The staff to child ratio will not exceed 1:7 with a maximum group size of 14 children. One lead teacher will always be present.

Transition Support:

It is our strong belief that children need to have smooth transitions, whether it be between activities during their day or major transitions in their life. Our role as providers is to help the children who enter our facility integrate into and through our program as smoothly as possible. We want families to be comfortable with bringing their children into our care as well, because it's not just our children who experience this change. We work with each family individually by working together to create a plan for each transition through our center. These transitions include entering our facility, moving through our facility (if applicable) from toddler to preschool, and graduating from our facility into kindergarten.

1. Transition Into Our Facility:

When children and families enroll into our facility, we utilize our [About Your Child](#) form in our registration packet to get a picture of each family's values and structure. This helps give us a brief understanding of each child entering our care. This tool helps us understand the strengths and needs of each child as well as who they are as an individual. We are looking for the perspective from our parents on what the learning goals of each child is. We as teachers can come together with each family and create a plan on what each child needs to learn and what each family is expecting from our team of teachers. Our goal is to meet each child "where they are at" in order to create proper lessons, goals, and challenges based on their needs. Transitioning into a new environment can be scary for children at any age so we encourage families enrolling into our care to begin as slowly or as quickly as needed. Families may want to attend with their child for a couple of hours or have their child only attend a few hours per day for a few days depending on each family's comfortability level. We also want to encourage parents to bring items that may comfort their child(ren) such as: blankets, stuffed animals, etc. Families are always welcome during the day to see how their child is adjusting.

2. Transition Between Classrooms:

Transitions between classrooms can be an overwhelming experience for children. They are experiencing new friends, a new environment, and a new teacher. You should expect a letter from our teachers regarding the preparation of each child getting ready to turn 3 and begin this exciting transition to preschool. We utilize a transition plan for each child as they get ready to move up to our preschool classroom. This plan includes evaluating their many different skills such as potty training, fine and gross motor skills, understanding books, social and emotional skills, cognitive skills, self-help skills, and language. We use journals to document activities and successful transition experiences during this time. We also utilize this tool to document challenging behavior and necessary intervention tactics to resolve these issues. We will transition our toddlers from a sippy cup to a regular cup a couple of months before the transition into the preschool class. We encourage children to have the ability to put on their clothes, jacket, and shoes by themselves,

express their feelings and needs with words. Please expect your child to be messier at the end of the day due to more hands-on activities and art. They also may have more outside time, which can also mean dirtier clothes due to our rainy Washington weather. We encourage more hands-on exploration as they get older and more curious! We will begin each child's transition into the preschool classroom about a month before their full transition into the classroom. Each child for the first 5-7 days will be joining in free play/ center time and snack in the morning, the next 5-7 days they will join in for circle time, free play/ center time and snack, and lastly they will spend half of their day in the preschool class participating in the morning activities through lunch time until they transition full time into the preschool class. Each child will transition differently, so the allotted days could increase or decrease based on the child's interactions and experiences. We encourage each family to speak to and get to know the preschool teachers and assistants up front and keep an open line of communication with both classrooms through this transition. We will request each family's feedback, goals, and/ or concerns for the transition from the toddler room into the preschool room.

3. Transition Into Kindergarten:

Just as transitioning into the preschool class can be hard for a child, the transition into kindergarten can be much more difficult and overwhelming. They will be moving into a new school, with new friends, and teachers they have never met. It is our goal as a preschool to equip and prepare each child and family for this new experience in their lives. We will be sending home a letter around February or March with information regarding who to contact for kindergarten readiness, screenings, registration, and open house dates since we serve many families from different communities. We provide monthly calendars of activities to do with your child(ren) to prepare them for kindergarten, which also allows each family to be involved in the growth, preparation, and development of each child. We use a transition form and an **All About Me** form that lets the kindergarten teacher know a little about your child and your family. These forms can be given to the kindergarten teacher at an orientation for them to get a glimpse of who each child is. We also encourage families to print (or we can print one) and share current assessment results with their kindergarten teacher during orientation. We believe strongly in parent involvement in each child's transition, and we look forward to getting feedback from each family regarding decision-making, goals, strengths and needs for each child. We will have formal and informal discussions as to the goals and needs for each child as they prepare to make this transition as well as discussing the expectations of the kindergarten teachers. To prepare our children for kindergarten we include books in our library and reading times about school and riding the bus. We will include school materials and props in our dramatic play area for them to visually see what may be included in a kindergarten classroom and for them to play "school". We also include school related materials in other areas such as puzzles/ fine motor, blocks, art, and pretend play.

4. Preventing Expulsion Policy:

We work hard with every family to prevent any expulsion from our facility, but there can be extenuating circumstances preventing continued care. When children have challenging behaviors, we as teachers recognize and adjust our teaching styles to accommodate the time and lessons necessary to correct these behaviors.

Corporal/physical punishment is forbidden, and our staff are trained annually on trauma informed care and social/emotional development to understand how to

redirect children from challenging situations and behaviors. We do not practice physical restraint with children. When a challenging behavior occurs, we will begin by including strategies such as de-escalating behaviors by offering positive choices and redirection. We also implement lessons into our program (such as circle times and small group activities) to address any necessary issues that can be a teaching tool for the group, such as puppet plays and role-playing. We as teachers will shadow individual children and play alongside them during free play and activities to correct any challenging behaviors. This may include playing individually with the child for a period and then reintroducing them into a group activity while still being shadowed by the teacher. The teacher will then, after a period, step away from the group and watch the interactions with others to ensure continued proper behavior. This process could occur once or multiple times depending on the behaviors of the individual child. During this time, if the behavior is continuous, we will document within Brightwheel the behaviors and situation that occurred, and document how the situation was handled both by the teacher and child. This information is visible to parents to keep them apprised of reoccurring behaviors to maintain open communication. We will also use our "Challenging Behaviors" tool to help determine why a specific behavior is occurring. If after continual redirection and shadowing the behavior does not change or improve, we will utilize a "Support Planning Sheet" to inform the parent(s) of the challenging behavior and the support we may need at home as well. We encourage parents to speak with their children at home about their actions and speak with the teachers about best practices for correcting the child's behavior during school. We believe that parent's involvement is key in these (and all) situations. Setting goals with the child and teacher are very important to support the child and encourage positive behaviors and modify challenging behaviors. If after the parent has been informed of the challenging behavior and the behavior continues over a period of time the teacher, parent, and director will schedule a formal sit-down meeting to discuss a plan of action and goals to modify the behavior. We will also discuss the need for an expert evaluation, with permission, from professional resources (Early Achievers Coach or a behavioral specialist) to help with observations and goals/ needs for the child. We provide resources for families needing behavioral support such as referrals to Child Find (children under 3) and the local school district (for children 3 and older). Some resources also include the family's pediatrician, Family Support Services and, Behavioral Support Services. If the challenging behavior continues after an agreed-upon amount of time, proper evaluation, goal setting, behavior guidance, and redirection then the family unfortunately will be asked to leave the center. We assess each situation as a whole and look at how the behavior affects the environment, the other children, and the staff before asking any family to withdraw from the center. Parents will be referred to Child Care Aware of Washington or to the Child Care Action Council of Olympia to help look for a new center/ environment for the child.

Curriculum:

We use the Experience Early Learning Curriculum (through Brightwheel) in the instruction of the children within our center. This curriculum focuses on being aware of and responsive to the emerging interests and skills of the children. The teacher(s) can then adjust the environment and lesson plan to bring about meaningful learning experiences. This curriculum brings together both children and teachers' interests to address the increasing skills

and developmentally appropriate challenges in a way that interests the children. Weekly lesson plans for activities are prepared one week in advance by the teaching staff stating concepts to be learned. All objectives and activities are planned through Brightwheel to meet each individual child's needs. We follow a daily schedule which is posted in each classroom posted next to each classroom's parent board. The classroom environment is planned and designed into centers of play to provide large group, small group, quiet time, and individual instruction. The children's work is displayed on the walls in the classroom. Please stop in to view the children's individual work and encourage their abilities.

There will not be any form of religious views tied into or taught at this facility.

Individualization and Assessments:

At Future Beginnings we utilize developmental screenings each year to track the growth and development of every child within our classrooms. We use the Ages and Stages developmental screenings yearly to track developmental progress and catch any delays in young children. Initially, we will send home the ASQ¹ when every child enrolls in our center and then we will rescreen each child upon their re-registration date. As a mutual agreement, the parents fill out the screening and the director will score and date the developmental screening to keep in the child's file and send home with parents (see footnote). After scoring the ASQ the director will reach out to the parents via Brightwheel messaging, by phone, or by email about the results and provide resources, if necessary. We refer families to their pediatrician, South Sound Parent to Parent (ages 1-3), or to "Child Find" within the local school district (ages 3-5) to gain the resources needed that our facility may not be able to provide for children with special needs or developmental delays.

This developmental screening (ASQ) helps our teachers to set individualized goals, with the input of parents, for each of our children based on how they are progressing in cognitive, social/ emotional development, language, and gross/fine motor skills. We also track child development through our initial intake form ("About Your Child" found in the registration packet), work sampling in the children's portfolios, weekly lesson plans, behavior documentation, and photos that help us document milestones within our Brightwheel app. With these tools our teachers can focus on building the strengths and needs that each of our children may need development in. Our goal is to create a partnership between teachers and parents to work collaboratively to help each child in their areas of growth. In order to partner with parents, we make every effort to provide forms and information in each family's home language. We will conduct 3 formal/ informal assessments per year during spring, fall, and winter. We will share this information with families by Publishing each child's digital profile, through email as well as schedule a formal in-person or Zoom conference with each family once per year if requested. If a conference is canceled for any reason, we can reschedule or send the information by email. We believe in open communication between teachers and parents, which is why we also have formal and informal meetings with parents about each child's development. We want to ensure each child's success in this crucial developmental period of their lives.

Non-Discrimination/ Confidentiality:

¹ We provide an ASQ (developmental screening) in both English and Spanish and will attempt to provide the screening and results with every family in their home languages as needed.

It is the policy of Future Beginnings Childcare Center to conduct business without regard to race, color, national origin, marital status, sex, handicap, religion, creed, or age.

Confidentiality is assured with all families and staff in our program. The only people that are legally allowed to view/access a child's file are the guardians of each child and the staff members of the facility. All families will be treated with dignity and with respect for their individual needs and/ or differences.

Hours of Operation:

The toddler and preschool rooms are open Monday through Friday 6:30 am to 5:30 pm. Washington state law states that children may not remain in care for longer than ten hours a day unless discussed with and approved by the director. Any state subsidized family **must** have authorization from DCYF to have a child remain in care longer than 10 hours. **All children must attend our program by 10:00 am every day for them to acclimate into our learning program successfully and participate in all learning activities.**

Arrival and Departure:

As parent and guardian, you must and are required to accompany your child to and from the center. We have an electronic attendance system that requires each parent, guardian, and authorized person(s) to sign your child into and out of our center. Each parent, guardian, and authorized person(s) will be **required** to be in the system's computer to set up a personalized PIN number and security question (in case the PIN number is forgotten). **Note: Any person that has not been previously set up in our system will not be able to pick up or drop off a child.**

Holiday Closures:

Future Beginnings will be closed for the following holidays:

September:	Labor Day
November:	Veterans Day
	Thanksgiving and the day after
December:	Christmas Eve, Christmas Day, and the day after
January:	New Year's Day
	Martin Luther King Day
February:	Presidents Day
May:	Memorial Day
June:	Juneteenth
July:	Independence Day

If any holiday lands on a Saturday, we will be closed the previous Friday and if the holiday lands on a Sunday we will be closed that next Monday. **Note: Tuition refunds are not made for Holidays**

Weather:

In case of inclement weather, the Center may be closed or opening late at 7 am for safer driving conditions for employees. Please listen to your local radio stations or watch for information on your local news station regarding closures with the Tumwater school district due to unsafe weather. You may also call (360) 709-7999 or look on the Tumwater website at www.tumwater.k12.wa.us. It is advised to call the center before bringing your child in.

Note: Tuition refunds will not be made due to closures for inclement weather or power outages.

Registration Packet:

A packet of forms must be reviewed, completed, and signed before enrollment. This packet consists of registration information, health history, allergies, emergency medical information, a medication consent form, and USDA participation agreement, along with fee and payment schedule. We also include a permission form for children to participate in photos and videos taken within the facility that may be used for display within the center and online. We must have a yearly physical exam and record of immunizations. Immunization record must be up to date.

Enrollment Fee:

A non-refundable registration fee of (\$70) seventy dollars, and (\$120) one hundred twenty dollars for more than one child, is charged upon enrollment into our program. A yearly Re-Registration fee of (\$60) sixty dollars, and (\$110.00) one hundred ten dollars for more than one child, is charged thereafter on your anniversary date of enrollment into our center. We offer a 10% multi child discount for families with more than 1 enrolled child.

Monthly Tuition- Full Time For School Year 2024 (rates increase based on wages, facility costs, and food costs every January):

Infants Ages 4 weeks- 11 months	n/a
Toddlers Ages 12 mo. - 2 years 11mo.	\$1328

Note: There is a \$30 per month discount for fully potty-trained toddlers = \$1298

Pre-k/ kindergarten Age 3 - 5 (Potty trained)	\$1212
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Note: There is a \$52 per month potty training fee for non-potty-trained preschoolers = \$1264

Tuition Payments:

Payment for childcare is required in advance and due on the last day of each month. If payment is not received by the 4th day of the new month, or on the Friday before if landing on a weekend or holiday, a \$35 late fee will be added. If full payment, including late fee, is not received by the 8th of the month Future Beginnings has the right to terminate childcare effective immediately. A reinstatement fee of \$35 will be applied as well as the outstanding balance paid before the child can return to the center. Any unpaid balance after 3 months will be assessed a \$35 late fee each month the payment is late and will be handled through a collection's agency.

Semi- monthly payments can be arranged per family need. Each payment that is late is subject to a \$35 late fee if paid after the agreed upon date, and there is no grace period for the 2nd payment. If any payment lands on a weekend or a holiday it is due the day before.

The center accepts a limited number of children whose care is subsidized by DSHS or other sources. Tuition is charged on enrollment and not on attendance. There are no credits for holidays, vacation, winter closures, or sick days. **Note: All NSF checks will be charged a \$40 fee**

Overtime Fees:

There will be a charge of **\$5 per minute, per child**, after 5:30 pm. The tardiness is determined by the clock on our tablets. If a circumstance exists, PLEASE BE COURTEOUS and give the Center a call as soon as possible. Payments of these late fees will be paid directly to the staff member on duty at the time of pick- up. **There are no exceptions.**

Our rates are based on the 10-hour state attendance limit. Any attendance over 10 hours will be charged \$5 for every 15 minutes **per child**. This includes state subsidized families not authorized for overtime.

Consistent Care Policy:

We recommend that each family have access to an alternate childcare arrangement. This may occur on holidays, weather closures, power outages, and days that your child may be ill. It is always the responsibility of the parent to find alternate care for their child.

Authorization to Pick Up Your Child:

Children will only be released to authorized persons listed in the registration packet under household, members, alternate people who may pick up your child, or emergency contacts, **and** in our electronic attendance system. People unknown to staff will be asked for picture identification before your child will be released to them. We **will not** release your child without proper form of I.D.!

This is for the safety of your child and there are no exceptions to the rule!

Withdrawal:

Future Beginnings requires a two-week written notice of the intent to withdraw your child from our center. If **written** notice is not given to the director of Future Beginnings Childcare Center, you will be charged for the two weeks after your withdrawal date. State subsidized families will be charged as well for an improper two-week notice.

Meals and Snacks:

Mealtime and snack environments will be developmentally appropriate and will support children's development of positive eating and nutritional habits. We will provide a nutritious lunch and two snacks each day. **Breakfast is offered for those children who arrive early enough to participate in the morning meal. Please feed your child breakfast at home if you know you won't be in attendance before 8:10, which is when we stop serving breakfast.**

Breakfast will be served from 7:15 to 8:10. Lunch for the toddlers will be served at 11:15 and 12:00 for the older children.

Weekly menus will be posted on the parent information board and on the kitchen bulletin board. Foods brought from home for restricted diets will be monitored to ensure safe preparation, storage, and nutritional adequacy.

Note: We are required to serve milk at breakfast and lunch unless we have a doctor's note stating that your child is allergic to cow's milk.

Food exceptions cannot be made except in the case of allergies as approved in writing by a physician or due to diet restrictions (such as vegetarians or religious requirements). You may request an ***Individual Care Plan Form*** if this exception applies to your child, which needs to be completed and signed by a physician and returned upon enrollment.

Toothbrushing Policy:

Our facility offers toothbrushing once per day using fluoride toothpaste (WAC 110-300-0180). We will use a smear amount for ages 1-2 and a pea sized amount for ages 3-6. The toothbrushes will be stored individually to prevent cross-contamination in a toothbrush holder to air dry, labeled with their names, and rotated out every 3 months. Parents can opt-out of daily toothbrushing by signing a waiver stating that you do not want your child to participate. Please refer to the daily schedule for this activity. You can visit cavityfreakids.org for resources and family engagement ideas for your home as well.

Infant Bottles and Feeding Policy (N/A at this time):

Parents may bring filled bottles from home. The bottles must be labeled with child's name and the date filled to be sure the correct formula or breast milk is given to each infant. Infants will be fed individually according to each infant's needs.

Birthdays:

If you would like to share your child's birthday with their friends here at school talk with the teacher about a time that would be good for that classroom. It is our policy that food items must be store bought, prepackaged, and in the original store-bought container. Any fruits or vegetables purchased must be uncut if not in a packaged container.

Rest Time:

Rest time is scheduled daily from 12:30 pm to 2:30 pm for older group and 11:45 am to 2:00 pm for the younger group. The center will supply a mat or cot and slipcover for each child. Your child will need to bring a blanket with his/ her name in permanent marker **that fits inside their cubby with the rest of their supplies**. Each week your child's blanket will go home with you to be washed. It is important that all children receive adequate quiet time to rest and unwind. Toddlers, ages 1-2, will be allowed to follow their own sleep patterns. We will provide a safe, quiet area for children that are tired and need to rest outside of the scheduled nap time for that classroom.

Toys from Home:

Children should not bring toys, candy, gum or soda to the center unless requested by a teacher for a curriculum activity your child will be doing in class. This distracts the other children. Future Beginnings Childcare Center will not be responsible for lost or broken toys.

Appropriate Dress Attire:

All children should arrive at the center appropriately dressed for the weather. Please provide your child with hat, coat, and gloves when the weather calls for it. We ask that you provide an extra set of clothes for your child. Extra clothing will be kept in individual cubbies. We also include outdoor play and a lot of hands on activities in our daily curriculum in which your child's clothes may become soiled. **Note: Please label your child's coat/clothing to prevent confusion of ownership. Thank you!**

Sunscreen Policy:

During summer months we will play outdoors, unless the temperature reaches 90 degrees or above, and we ask that you please provide your child with sunscreen. The Medication Authorization Form must be signed and may cover an extended time period of up to 6 months. Each year the sunscreen needs to be replaced with a new bottle.

Diapering Policy:

For younger children in diapers, you will need to provide disposable diapers and wet wipes. **Please label your items with your child's name.** We will do our best to inform you when your child is getting low on items. For diaper ointment, the written consent may cover an extended time period of up to 6 months and we must have written consent.

Toilet Training:

Parents and staff will cooperate with each other in the toilet training of their child. Children who are not toilet trained will be assisted and encouraged when developmentally appropriate and ready to use the bathroom in the most independent manner. Every child is unique and different in the ways that they learn, so let's be patient and flexible with how your child is ready to potty-train. Our goal is to work together with your family to accomplish this goal. Any feedback that you have on how to make this process successful and easiest for your child is welcomed and necessary to ensure their experience is the same here and at home.

To begin this process, we request that your child wears easy to pull up pants (no buttons please) and regular shirts (no onesies). The reason we request this is to help them learn self-help skills as they go through this process. Our goal every day is to ask them every hour to go potty on the toilet. We will not force them so as not to make them resistant wanting to go. When we agree that they are ready to try wearing underwear we will need at least 3 extra pairs of clothes per day (underwear, pants, socks, and an extra pair of shoes). New clothes will need to be brought daily to replace the clothes that have been soiled. **Soiled clothing will be placed in a plastic bag and put in the child's cubby.** Staff will follow all health/ hygiene guidelines when toilet training children.

What we consider potty trained:

1. Goes to the bathroom without being reminded
2. Can pull pants and underwear down and up by themselves (with little help)
3. Has only a few (3-4) accidents per month

Note: There is a \$52 per month fee for all non-potty-trained preschoolers including state subsidized families

Discipline and Restraint:

The Future Beginnings Childcare Center will ensure all children have a safe and supporting environment in which to learn and play. The standards of disciplining children in our center will be implemented by the following procedures: We will not use physical discipline. Staff will not spank, swat, or physically restrain children. Staff will not yell, shout, or ridicule any child in our care. We will use redirection to another activity or center. If a child continues to be disruptive or threaten harm to another child or program equipment, he/ she will be removed from the immediate area. Children are held accountable for their behavior and are encouraged to make responsible choices. Children are also encouraged to use their language and express their emotions, ideas, and needs. When the child is ready to rejoin the group and can safely do so, the child will be permitted. Future Beginnings Childcare Center wants to provide the children with an atmosphere of trust and respect for one another. Our staff will be role models for the appropriate behavior.

Mandatory Reports of Suspected Child Abuse:

Child abuse is a sensitive issue but must be addressed. WAC 388-295-7060 addresses the mandatory reporting laws pertaining to child abuse, neglect, sexual abuse and maltreatment. Staff is required to report when there is reason to suspect child abuse, neglect, and child endangerment or if child exploitation is suspected to be occurring. Such a report is filed with the Department of Social and Health Services Child Protective Services (CPS) and/ or local law enforcement agency. A report of this nature is upsetting to all involved. We do not pass judgment but are required by law to report any concerns.

Bathing Policy:

We do not wash, bathe, or shower children in our care. We use our sinks for handwashing only and to aid our children in cleaning up after eating, messy activities, and outside play.

Fire Drills and Disaster/Emergency Preparedness:

Future Beginnings Childcare Center has a disaster preparedness plan that will be implemented in case of a natural disaster, fire, or any other emergency. This plan is located in each room by the first aid kits and is required reading for both staff and parents.

Fire drills will be conducted at Future Beginnings Childcare Center on a monthly basis at various times of the day. Each classroom has an outlined evacuation plan and a designated meeting area outside the Center. Staff members are trained in evacuation procedures. Evacuation cribs will be accessible in the infant classroom for transporting non-walking children.

Disaster materials are provided in a Personal Kit containing items such as a letter from the parents and a family photo to help comfort the child during an emergency. Earthquake drills, in addition to fire drills, are held monthly and are practiced separately.

Future Beginnings Childcare Center staff will remain on-site and provide assistance until parents or other authorized personnel have retrieved all children. We ask that you provide us with a person who lives out of state and has a long-distance number. This is in case of an event

of such an emergency we can relay information about your child in a timely manner. In such incidents it will be nearly impossible to call you using a local phone number. Please take the time to review this plan every year or more often as needed. Our disaster preparedness policy is located in the front of the center on the wall nearest the front door.

Listen to your radio for updated information. When circumstances allow, please come pick your child up as soon as possible. All children must be signed out and released to your or to an adult who is on your list of pre-approved emergency contact. No child will be dismissed on their own accord. In the event you are not able to return for your child, and you have no alternate person to send, please call Future Beginnings Childcare Center so we can plan accordingly for those children who may require longer-term care. If you have any questions, please call the owner Danielle Downing.

Alcohol, Tobacco, Vaping, Cannabis, and Illegal Drug Policy:

Future Beginnings Childcare Center has a no-smoking policy (vaping, cannabis, and tobacco) as we respect the health and safety of our staff, children, and families. Our property is also a smoke free (vaping, cannabis, and tobacco) property for our parents, visitors, and teachers. Alcohol and illegal drugs are strictly prohibited from being used on our property by staff, visitors, and parents or guardians. Please note that we cannot keep parents from taking their children, but if any parent that is thought to be under the influence of any mind altering substance the staff are required to call the local authorities for the safety of the children.

Minor Emergencies:

In the event of a life threatening or major medical emergency, to a child in our care, one staff member will remain with the injured or ill child while another staff member calls 911. The parent will be notified immediately after 911 has been called. If we are unable to reach the parent, we will contact one of the emergency contacts listed on the Registration Packet. Transportation to a care facility will be arranged through a rescue team or the child's parent.

Future Beginnings Childcare Center will use St. Peters Hospital for emergencies. If you prefer another hospital, we will try to accommodate your wishes, if possible.

In case of injury to your child, we will attempt to contact a parent. If we cannot reach a parent, we will phone the next emergency contact reported to us in your Registration Packet. This person should live in the local community. It is imperative that if there are any changes to contacts, addresses, or phone numbers you let us know in writing. If we cannot contact anyone, we will call the child's physician. If necessary, 911 will be called. Until the parent or medics arrive the director/ owner will be in charge and will make all decisions necessary regarding the immediate care of your child. The parent will assume all responsibility for all medical costs and expense incurred. The center will maintain signed parent consent for this provision. (Refer to your Registration Packet on file with us.)

Illness:

Keep your child at home when symptoms of illness or disease are present. We know it is not practical or realistic to expect parents to keep children at home every time they have a clear runny nose or a very low-grade temperature. However, it is also unrealistic to expect staff to provide one-on-one care for ill children without compromising the health and care of other children. Thus, we comply with Health Department standards regarding our policy for excluding

ill children from childcare. Please note that a physician, nurse practitioner, or physician's assistant can over-rule our policies in writing. If we have excluded your child from care, he or she can be re-admitted with a note from your doctor even if symptoms are still present if he/she is well enough to participate fully in the program.

Common Illness Procedures:

1. *Fever:* Any child with a temperature of 101 degrees Fahrenheit or more shall be excluded from care for the remainder for that day and until free of fever for 24 hours. If a child has a temperature due to teething, shots, etc., it is at the discretion of the Director whether or not we can accommodate that child's needs on any particular day. Future Beginnings Childcare Center staff will administer Tylenol with the parent's daily written permission **only** in an attempt to make a child more comfortable for teething, shots, etc. We will **not** administer Tylenol or any other medication (without a physician's advice) as a remedy for a fever.
2. *Vomiting:* Any child having two or more occasions of vomiting in a 24-hour period will be excluded from care until he/she has been vomit free for 24 hours. Vomiting is more than spitting up. It can be caused by an obstruction, flu, respiratory infection, medication, etc., and may indicate medical attention may be needed.
3. *Diarrhea:* If a child has three or more loose stools in a 24-hour period he/she will be excluded from care until he/she has been diarrhea free for 24 hours. Watery, loose stools generally indicate a bacterium, virus, or parasite may be present. If diarrhea is being controlled by Pedialyte, Imodium, BRAT Diet, etc., the stool will slow, but the child may still be contagious, thus the child should not be in care. Children having diarrhea caused by teething, medication, or food intolerance should not be in care unless they can participate fully in the program
4. *Eye Discharge/ Pink Eye/ Conjunctivitis:* Any child having drainage, discharge, or pink and itchy eyes will be immediately excluded from care. Pink Eye/ Conjunctivitis can be caused by many germs and viruses. Children must be seen by a physician and **treated** for 24 hours **prior** to returning to care.
5. *Head Lice:* Any children suspected or diagnosed with head lice will be excluded from care until treatment of RID, KWELL, etc., has been applied and the child is **bug free**. We also require parents to wash all the child's personal belongings (blankets, coats, hats, stuffed animals, etc.) **prior** to returning to care.
6. *Respiratory or Nasal Drainage:* Any child having progressive symptoms of a respiratory infection, (green-yellow mucus, watery eyes, congestion, etc.), for three consecutive days will be excluded from care at **our** discretion. We will **not** administer medications intended to treat these kinds of symptoms for more than five days without medical advice. Any child having these kinds of symptoms must be able to participate fully in regular activities or they will be excluded from care.
7. *Severe or Progressive Coughing:* Any child having severe or prolonged coughing that interrupts their daily activities will be excluded from care at our discretion. If the child has a high-pitched, croupy sound associated with the cough, we will require medical advice **prior** to continuing any administration of cough medicines or prescriptions, and we will exclude them from care until symptoms disappear, are stabilized, or at the advice of a physician.
8. *Skin Rash, Lesions, or Diaper Rash:* Any child having an undiagnosed rash or lesion will be excluded from care until diagnosed and/ or treated as necessary. As with many illnesses the effects on a child may be such that the child is unable to be in

care even though they may not be contagious (i.e. a very bad diaper rash can cause real discomfort). In those circumstances attendance is at the discretion of the Program Manager.

9. *Communicable Diseases:* Any child having symptoms of a known communicable disease will be excluded from care immediately. These include but are not limited to:
~Strep throat ~Bacterial meningitis ~Pneumonia ~Chicken pox
~Diphtheria ~Mumps ~Measles ~Hepatitis ~Rubella
Children diagnosed with a communicable disease may return to care when **cleared by a physician, nurse practitioner or physician's assistant through written notification.** If their illness requires antibiotics, they must be treated 24 hours prior to returning. (Strep throat is an exception that requires 48 hours of treatment.) Please report any communicable or contagious diseases immediately so we may inform the other families as well as contact the local health department for further guidance and information.
10. *Participation with Restriction:* Any child unable to participate in regular daily activities may be excluded from care at our discretion. If a child needs special attention, has severe diet restrictions, needs to stay indoors and/ or have limited activity, etc. the care of other children may be significantly compromised. Children need to be kept at home until they are well enough to participate in regular activities.

Children's Health Records:

An annual physical exam and up to date immunizations are needed on each child. Immunizations must be brought current within 30 days of enrollment. If immunizations are not brought current by the end of the 30 days your child can be excluded from our care.

To protect all children in our care and our staff, and to meet state health requirements, we only accept children fully immunized for their age. We keep on file the Certificate of Immunization Status to show the Department of Health and the Department of Children Youth and Families (DCYF) that we are following licensing standards. The Certificate of Immunization form will be returned to parent/ guardian when the child leaves the program.

Medication Policy:

Dispensing medicines:

1. The Assistant Manager or Teacher will dispense medications needed by the children during the day according to the directions received from the child's physician and/ or parent.
2. A **Medication Consent Form** must be filled out by the parent for both prescription and non-prescription medicines before they will be administered. This form will be kept with the medication.
3. Medications will be kept either refrigerated or not refrigerated (as needed) in an area that is inaccessible to children. The owner shall monitor the administration and storage of all medication. Medicines must be inaccessible to children.
4. Prescription medication must be in the original container from the pharmacy. The label must include the physician's name, child's name, and name of medication, dosage, legible instructions regarding number of times per day to be administered and the expiration date.

5. Non-prescription oral and topical medications such as antihistamines, non-aspirin pain relievers, decongestants, anti-itching ointments or lotions, diaper ointment or lotions, sunscreen and non-narcotic cough suppressants may be given with written parent consent. We will administer non-prescription medications **only** according to the appropriate guidelines specified on the manufacturer's label (age, weight, and dosage). The child's name must be on the container. A non-prescription written authorization from your child's physician is required for: 1. any child under the age of two 2. Any non-prescription medication not listed above, 3. Any non-prescription medication to be administered contrary to the manufacturer's label.
6. We will not administer ointment or lotion to the anal area, except diaper ointment.
7. All medications given will be recorded on the **Medication Report** (as well as the child's daily sheet if applicable) and will include child's name, birthdate, medication, reason for giving, amount administered, time given, and the signature of person administering.
8. Unused medications will be sent home or discarded in the toilet.
9. We maintain written records of all medication we administer.
10. Staff members must wash hands before preparing medication and after giving medications. Medication is prepared away from diaper changing or toileting areas.
11. Blanket authorizations from a physician are allowed **only** for chronic conditions the child's physician or a prescription indicating that the treatment is for the stated condition (administration of non-aspirin pain relievers does not fall into this category). Authorization will **not** be taken over the phone.
12. Handheld nebulizer treatments may be administered by Future Beginnings Childcare Center staff members, at the discretion the center's owner. Parents are welcome to visit the school and administer these treatments personally while the child is in our care.
13. We may request a physician's authorization for any medications with which we are uncomfortable or hesitant to administer. We also reserve the right to refuse to administer medications even with physician's authorization where and when we feel uncomfortable assuming responsibility.

Pesticides:

If pesticides are used on the premises within 24 hours we will notify in writing, to staff and parents, the area being affected. This area will be roped off for the safety of children and families. Product name will be provided along with date and time of application. We will also post a phone number and all other pertinent information at the center in a conspicuous location.

Staff:

Staff are required to have a physical, TB test, MMR shot, First Aid and CPR card, and HIV/AIDS and Blood Borne pathogens training. Staff are required to maintain the necessary developmental training hours to keep current with the state S.T.A.R.S. training. Staff members are screened prior to employment. Background investigation is conducted on each employee. References are thoroughly checked. If misconduct of any nature is suspected, it is the responsibility of the parent to contact Danielle Downing, owner, immediately. Physical, emotional, or sexual abuse will not be tolerated and will be grounds for termination.

Policies:

Policies for the Future Beginnings Childcare Center are posted on the Parent Information table as well as parent boards located in each classroom. These policies include our health policy, fire/disaster policies, staff policies, menus, and liability insurance (licensing inspections reports can be found online at DCYF.WA.GOV). Please take some time to look at the parent boards and parent table for new information. We will update our board frequently with new items of interest for both parents and children. If there is something of interest that you would like to see on our parent board, please let the staff know.

Right to Suspend or Dismiss (Termination Policy):

Future Beginnings Childcare Center reserves the right to dismiss children for unmanageable behavior and for educational or medical needs for which the center does not have staff, expertise, or equipment to manage; if parent displays inappropriate behavior on center property; if parent fails to follow policies or does not meet their financial obligation. Please also see our Transition out of Facility policy on page 6 for steps taken before unenrollment.

Field Trips:

We will not be conducting off-site field trips at this time. We will inform you if this does change in the future. We do have a field trip permission form in our Registration Packet to allow the children to go outside of the fenced play yard for fire drills and explorative lessons to enhance learning.

Water Activities:

Our classrooms and outside play areas include sand and water tables for science, explorative, and developmental purposes. Teachers will hold or have continuous touch with non-ambulatory toddlers and all other toddlers will be within arms-reach to ensure proper use of and safety within the water table. We also include water play in a sprinkler during the hot summer months. All children within the facility are required to have a signed permission form, found in the Registration Packet, to participate in any water play at our facility. Future Beginnings does not have pools on the premises.

We hope that you and your child find your experience with Future Beginnings Childcare Center just as rewarding as we do. We look forward to getting to know your family!