

TENDER LOVING CHILDCARE

PARENT POLICY 2014

**12904 29TH AVE W, LYNNWOOD WA
98087**

425-353-0785

TENDER LOVING CHILD CARE

HOURIA BOUANANI

425-353-0785

Tender Loving Child Care is a safe, nurturing, and educational environment for your child. It provides developmentally appropriate care and programming, It preserves and develops each Child's self esteem.

Tender Loving Child Care is a very clean home. There is no smoking, no pets, no swearing, with positive guidance used only.

I also strive to honor diversity and to meet individual needs in a group care environment, children are accepted into my child care without regard to race, gender, religion, creed, disability or national origin, on a space available basis.

Thank you for entrusting me with the care of your child. I am honored to be of service to you and your family.

1. Admission requirements and enrollment procedures

a. Please plan to visit my childcare with your child for 1 hour. This gives us time to ask each other questions and will help your child feel more at ease on the first day!

b. Before the child's first day I will require:

1. \$50.00 registration fee. **NO REFUND**
2. Full payment for the first month. **NO REFUND.**
3. A completed child care register.
4. A completed child agreement contract.
5. A completed agreement for transportation slip.
6. A completed child care food program agreement.
7. An emergency medical treatment permission slip.
8. An age appropriate and up to date immunization record.

C. TRIAL PERIOD

A trial period of two weeks is used to observe the child adjustment to care, and if for any problem that can not be solved, the care is terminated.

d. Terminating child care:

1. Failure to meet the terms of this policy statement and childcare agreement contract will result in termination without notice.
2. In all other instances, provider and parent agree to give each other 2 week notice.
3. **I AM OBLIGED TO REPORT ANY SUSPECTED CHILD ABUSE OR NEGLECT BY LAW!**

2. Hours of operation

a. Monday through Friday. From 6:00am to 7pm. Parents may have up to 10 hours daily- (W AC 388-73-402).

b. If I need to close for any reason, it is your responsibility to have a back-up person to call on. For child care referral please call: **425-258-4213.**

c. Provider needs special request for weekend care

d. Closure days

The child care is closed for the following holidays:

Labor day, Memorial Day, Independence Day, Thanksgiving Day, after thanksgiving Day ,New Year's day, Christmas day, President day, MARTIN LUTHER KING Day, 1st Muslim holiday. 2nd Muslim holiday (days will be announced)

3. NON DISCRIMINATION POLICY

a. Children of all races and religions are welcome in my home and child care.

b. I will not discriminate in employment practices or client served. I will not discriminate against anyone with any disability of any kind.

c. I will not discriminate against anyone for any reason at all.

d. You have the right to inspect any room used by your children in my child care.

e. My child care is open for you to drop in at any time during the day.

4. RATES

A. Child care rates are as follows:

*** Full time rates:**

1. INFANTS (0-12 MONTHS): \$825 A MONTH
2. TODDLERS (12 MONTHS-2&1/2 years): \$725 A MONTH
3. PRESCHOOL AGE (2 &1/2-5 YEARS): \$625 A MONTH
4. Before and after school age: \$400 A MONTH
5. SCHOOL AGE DURING SUMMER AND NON SCHOOL DAYS: \$555 A MONTH

*** Part time rates:**

1. INFANTS: \$55.00 per day drop in: \$12.00 per hour no less than two hours
2. TODDLERS: \$50.00 per day drop in: \$10.00 per hour no less than two hours
3. PRESCHOOL AGE: \$40.00 per day, drop in \$9.00 per hour no less than two hours
4. Before and after school age: \$35.00 per day, drop in: \$8.00 per hour no less than two hours
5. SCHOOL AGE DURING SUMMER AND NON SCHOOL DAYS: \$35.00 per day, drop in: \$8.00 per hour no less than two hours

B. Agreement of payment is as follows:

1. Payment in advance of at least 1 month.
2. No refunds will be given for your sick days or occasional days off.
3. No refunds will be given for your vacation days off.
4. NO LATE PAYMENTS ARE ALLOWED. TERMINATION OF YOUR CHILD'S SLOT WILL RESULT.
5. Checks are acceptable but NSF checks will be subject to a \$25 charge by me.

C. Provider offers a 10% discount for siblings.

D. Overtime policy:

Late pick-ups will be charged at the rate of 5 dollars per 15 minutes for over 10 hours.

E. Refund:

A refund will be given in event I am ill more than two days to the following payment period.

F. Vacation:

To hold your spot in my childcare you need to pay 52 weeks a year.

You are required to give at least 1 week notice for vacation.

I will take one week paid vacation per year, I will give you at least 4 weeks notice of my vacation.

G. Please let me know the day before or morning of, by phone call when you will be bringing children late or if they will be absent.

H. SICK TIME:

Provider has two paid sick days per year.

5. TRANSPORTATION ARRANGEMENTS

- A. I will have permission to transport your child in legal car seats and seat belts in car.
- B. I will take children on occasional errands and to Doctor if needed.
- C. I do have generous liability limits of insurance.
- D. Schools served in our area are:
 - 1. Fairmount elementary
 - 2. Olympic view (middle school).

6. RELIGIOUS ACTIVITIES

I will not practice any religious activity.

7. OTHER INFORMATION

- A. A convenient time for parent to talk to me about concerns is at drop off, pick up and a phone call in the evening. I like daily chats with you about your child.
- B. My policy on children bringing candy, gum, money, is do not bring it. Any toy brought I will not be responsible for.
- C. Items I need parents to provide are a bag of disposable diapers, box of wipes, bottle for infants, change of clothing, blanket , and a warm coat for outdoor play.

8. TYPICAL DAILY SCHEDULE

A. Meal schedule

- Breakfast: 8:00
- AM snack: 10:00
- Lunch: 12:00
- PM snack: 3:00

B. Naps

- Mornings 9:00-11:00am-Infants and toddlers
- Afternoons 1:00-3:00- All children

C. Regular scheduled Activities

6:30-8:00 Early morning playtime; emphasis on small group and individual activities that are calm and nurturing, more active play in blocks, dramatic play also available. Check diapers

8:30-9:30 outside time

9:30-10:00 Morning circle time: * greetings and news. * Story and songs.

10:30-11:30 Morning playtime: independent play in blocks; dramatic play, books; and other calm activities, art or science activity in conjunction with morning play time.

11:30-12:00 diaper change all children; clean up, hand washing and transition story time.

3:00-3:30 transition time, wake up, check diapers, table toys, books, drawing and other calm

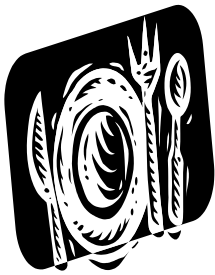
activities

3:30-4:30 outside time

4:30-5:15 afternoon play time: free activities such as puzzles, dolls, drawing, and sensory table

5:15-5:30 closing circle time: story and songs, sharing project and experiences from the day.

5:30-6:00 last diaper check, clean up and closing routine.



9 EMERGENCY PREPAREDNESS

A. Fire Protection

Working smoke alarms, and ABC extinguishers present; exit routes designated; minimum of two exit route for each room; no locks which prevent free escape are installed; working phone; fire drills practiced monthly; exits clearly marked, exit ways free from obstacles; evacuation crib available for infants, and toddlers housed on ground floor only.

B. First Aid Kit

First kit/gloves available, none expired syrup of Ipecac, Kits are adequately stocked, kit location convenient and labeled, kits contain no items which would require medication authorization, supplies taken outside during play.

C. Training and Facility Plans

I have had CPR/first aid training and blood borne pathogen training; I always wear gloves when administering

First aid, emergency numbers posted on bulletin board, injury is completed for all incidents, and emergency plan is practiced and reviewed regularly.

D. Earthquake Safety and Disaster Preparedness

Bookshelves secured flashlights available, no unsecured heavy items up high, each child has a comfort kit, disaster plan developed and communicated to families.

10. PLAY GROUND SAFETY

A. NO entrapments, protrusions, and entanglements present on equipment, children's clothing checked for drawstrings. Equipment has no sharp points, splinters or other significant hazards.

B. Bicycle Safety

Riding toys are all in good condition; children are taught about bicycle safety at the childcare, children use only age-appropriate riding toys.

11. INDOOR ENVIRONMENT

A. General Maintenance

Office space separate from child area, indoor surfaces in excellent repair and update as necessary.

B. Toys

No projectile toys, toys in infants/toddlers area are not a choking hazard, toys have no sharp edges or points, toy chest do not pose a risk of suffocation or injury, strings or cords on toys for infants are no longer than 6", I check any toys brought from home for safety or toys from home are not allowed.

C. Equipment

Equipment is in good condition; crib slats 2 3/8" apart or less, height from top of crib rail to top of mattress is 36", no crib corner post extensions or cutouts, infants walkers are not used, crib mattress fits snugly, high chair is used for feeding, for infants 6 months and up, all equipment has been checked to ensure it has not been recalled by CPSC, sleeping equipment placed 3 feet apart. Mats and blankets are used for children old enough to climb out of crib.

D. Poison Prevention and Chemical Storage

Cleaners, detergents, beauty aids, poisons, and other toxic materials are stored in their original containers and out of reach of children, toxic products are stored and used in a manner that will not contaminate play surfaces, food, or food preparation areas, chemical label directions followed, spray bottles labeled, poison control number is posted near phone, Syrup of Ipecac used only in direction of Poison Control Center of physician, all arts and crafts, materials are non toxic, plants in and out have been identified as non-toxic, an attempt is made to use only the least toxic cleaning products and materials.

12. PREMISES/GROUNDS

A. General Maintenance

Premises free from hazards such as glass, nails, used bandages, uncontained waste, etc; landscaping and grass height are maintained; childcare site is well drained.

B. Fencing

Fence is a minimum of 4' high, it is maintained in good condition, gates near traffic hazards are closed but not locked for an easy exit in case of an emergency, fence is constructed so it is not easily climbable.

C. Solid Waste

Diapers and garbage disposed of in durable, leak proof trash receptacles in size; diapers not discarded in kitchen; diaper disposal inaccessible to children, solid waste disposal area maintained, outdoor, diaper, and food garbage cans or dumpster lids tightly closed; soiled clothing sent home are individually bagged and inaccessible to children, appropriate recycling is practiced; exterior garbage containers stored on cleanable surface.

D. Drowning/Water hazards

Play area checked for containers of standing water before children are allowed outside; temporary wading pool not used water table and sprinklers used instead.

13. BEHAVIOR MANAGEMENT

A. Discipline Techniques

ACCORDING TO AGE AS FOLLOWS:

0-6months No discipline for actions.

7-14 months distract him/her or temptation from situation with a NO and communicate at their level.

15-36 months Communicate at their level. Remove child for cool off period with other activity.

37 months- on up Praise child for past cooperation and encourage child to cooperate again.

CORPORAL PUNISHMENT IS PROHIBITED BY LAW!

A written behavior plan will be put in place for children in need. This written plan will track and guide child's progress and give parent and myself access to provide answers to behavior difficulties.

B. Peer Interaction

Your child will taught to problem solve; I will point positive social interactions seen among children and facilitate.

C. Caregiver /Child interaction

I will listen and ask open-ended questions to help your child think up solutions; I will attend to actions as well as to words of your child.

D. Transition Periods

I will give detailed information in advance about the next activity, songs/games used to ease transitions.

14.GROWTH AND DEVELOPMENT

A. Activity, Lessons and Toys

I play with the children; I provide materials to encourage creativity and free expression. Equipment and materials are rotated weekly.

B. Accessibility of Toys and Materials

In my childcare the children are taught how to put toys away and all actively participate in clean-up activities indoors and out.

C. Small and Large Motor

Toys and equipment provide age appropriate challenges, infants are given floor time on stomach as well as back.

D. Cultural Awareness

Information about family's culture is used in my program planning; language art and many aspects of culture are reflected in the curriculum. Items associated with special needs are available for dramatic play; resources and communication are provided to parents in their primary language when possible.

E. Care giver/Child Interactions

I respond positively to verbal and non-verbal messages from the children; I allow time for children's

response; style varies to meet individual needs; I talk with children about things they experiencing.

F. Toilet Training Practices

Training begins when child exhibits signs of readiness; child sized toilet available; I use positive reinforcement; parents and I let the child control the course of training.

15. NUTRITION AND FEEDING

A. Typical meals and snacks served

Breakfast: cereal, eggs, pancakes, oatmeal, all served with fruits or juice and milk.

Lunch: chicken, turkey, and tuna, egg sandwich, fresh vegetables, fresh fruits, milk.

Snacks: crackers, cookies, and bagels bread sticks, pretzels, fruit, vegetables, juice, milk.

* I BELONG TO AN USDA FOOD PROGRAM, I NEED A PERMISSION SLIP TO NOT SERVE MILK TO YOUR CHILD IF HE/SHE IS ALLERGIC.

* Parent is more than welcome to bring treats from time to time if desired.

* I serve limited servings of high fat and high salt food; variety of fresh fruits and vegetables served for snacks and meals; water offered with snacks.

B. Eating Environment

I eat meals and snacks with the children; and I engage in pleasant conversation with them. The children decide how much they eat of each food; I offer a calm, relaxing atmosphere; the children are taught table manners.

C. Infant feeding

1. Babies will be fed according to the wishes of the parents. I always hold and feed all babies less than 12 months of age.

2. Bottles are made fresh just before feeding and milk discarded after feeding. Breast milk is warmed in water 120 degrees or below. Parents please bring small bottles or portions to avoid waste.

3. I will provide baby food and formula until child is ready for whole milk and "people food".

4. I make eye contact and interact with my infants during feeding; I allow my infant to set pace of feeding; I attempt to sooth his/her distress during feeding; older infants upright for feeding

D. Food Allergies

1. I am aware of food allergies and the reaction for the children in my care; written emergency procedures are in child file.

2. Current list of allergies is posted and observed in kitchen.

E. Accommodation for Special Needs

I use adaptive equipment for feeding; and maintain any special equipment in a sanitary manner; I anticipate and I am aware of readiness cues for the next step in feeding; I solicit suggestions for successful feeding from other therapist as needed.

16. EMERGENCY CARE

A. Hospital and doctor used for emergencies:

1. Steven's Memorial Hospital
2100 76th Avenue west
Edmonds, WA 98020 Phone: 774-0555

2. Virginia Mason Clinic
18631 Alderwood Mall Blvd.
Lynnwood, WA 98037 Phone: 771-2273

B. Medical Emergency procedures:

1. Minor emergencies: parent will be called and expected to leave work and transport child to doctor or hospital. All incidents will be recorded in your child's file.
2. Major emergencies: Call 911 and administer CPR/ First Aid as needed; call parent to meet at hospital.
3. Fire Drills: Once a month an age appropriate fire drill is conducted and is taken seriously.
4. Earthquake Safety and Disaster Preparedness: Your child needs a comfort kit supplied by you. (Pictures of your family, special toy, hat, socks, and gloves, to keep warm and favorite treat).

TENDER LOVING CHILD CARE