



# ALMAAS FAMILY EARLY LEARNING PROGRAM

LICENSED BY THE DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES  
FOR THE STATE OF WASHINGTON IN THE CITY OF COVINGTON

## Parent Handbook

Hello,

In the past we were referred to childcare providers or babysitters, now we are “**Early Learning Teachers**”/ **Licensee with Early Learning Programs** either way we have never been a baby-sitters. We work from our private residence our family home and provide early learning programing to groups more than twelve children present at one time, birth to 13 years old. Or outside the home on a regular and ongoing basis for one or more children not related to us. Or have preschool age children for not more than four hours a day. All children interact with children of all ages throughout the day. We are licensed by DCYF-Department of Children, Youth and Families, which was changed from DEL- Department of Early Learning.

In today's world, day cares/Early Learning Programs are businesses, we have laws that we have to adhere to. As an early learning provider, we are teachers, bookkeepers, nurses, cooks, friends to parents and so much more. We have had hours and hours of special training to learn about the developmental stages of children. Even taking ongoing college classes. Some participate in professional organizations that train and encourage providers. Some belong to organizations governed by the city, and the state. As this is a business, income taxes are paid every year on our wages.

All Early Learning Providers when first starting are require to take a 30-hour classes in ECE (Early Childcare Education), then we take ten hours every year after. We are all screened for (TB) tuberculosis along with this we take training in CPR, First Aid, HIV awareness classes, and a state of Washington food handler card. DCYF has free mandatory class that we take to have a better understanding of.... Safe sleep for infants and toddlers, Abuse and Neglect, Cavity Free Kids, Immunization, Disaster & Emergency Preparedness, Families Experiencing Homelessness, Medication Management, Abusive Head Trauma. All of these records on file with the state.

All Early Learning Program spaces are set up in specific areas of our homes, such as a living room, family room or as in some cases the basement, back rooms or bedrooms of our homes.

We must have age-appropriate toys available for interaction with children of all ages. Children learn by playing, so we play with lots of different toys inside and outside. Early Learning Program has set hours and the state mandates the number/ratio of children that can be here at any one time. Since every family has certain days and hours that work best for them, even if it is on a drop-in basis, we are as flexible as we can be within those hours. Every child will interact with children of all ages.

Thank you for choosing Almaas Family Early Learning Program and entrusting me with your most precious gift – your child.

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## CURRICULUM PHILOSOPHY AND PLANNING

WAC 0305

Here at Almaas Family Early Learning Program we have a mixed age group of children. This helps children to take care of each other as well as themselves. This is not a classroom setting but a natural learning environment. This is my curriculum philosophy which is a written statement of principles developed to form the basis of my learning program including age appropriate developmental and learning objectives for children.

We have learned that children need the freedom of basic play and how importance this play is to their learning process.

We have a daily routine that we adhere to with set times for activities and transitions and meals.

Some of our daily activities because we are around very young children are helping them learn numbers, colors, letters. We count all the time, how many cars do you have, how many babies need to be in the little kitchen? What colors are your car's what color is the dolls hair, what color is your hair. We play in our kitchen where we have toy foods, pots and pans, menus and cook books so children have a real sense of what could happen in real life.

We do group and individual open-ended activities and take the time to talk with the children about what they are doing. We use self-talk and parallel-talk and language expansion to expand on what is happening. We encourage communication in English and children's home languages when possible.

All ages even our young infants can join us in reading, signing, playing dress-up and more.

All children that talk (or trying to talk) are encouraging to participate in what is happening by asking questions and providing guidance.

We use a variety of teaching strategies (different techniques, curricula, or styles) and materials to address different learning styles, abilities, developmental levels, and temperament.

We have a reference book ("Washington State Early Learning and Development Guidelines") that can help us be on track per age group if we are in question as to what the abilities are at a certain age.

It states "children learn through relationships with many people in their lives like child care professionals—teachers". I know that children learn through play and exploration. In play children express their zest for living. They learn hands-on through interacting with everyone and everything around them. They observe, listen, touch, taste and smell. They use their creativity and imagination.

They do all of this in my home Early Learning Program We use a scaffolding method to gradually move children toward stronger understanding and a greater independence in their learning process and development of emotionally, socially, cognitively, and physically.

Every day is a growing experience not just for the children but for myself as well.

When and if there are other teachers here with me, they will know what my curriculum philosophy is so we are all on the same page with what we are doing with the children.

We always hope that children will have a nurturing relationship with each of us as they continue care here.

#### **LAW'S FOR EARLY LEARNING ....WAC**

**WAC** is an abbreviation for Washington Administrative Code. In August 2019 these standards changed to "FOUNDATIONAL QUALITY STANDARDS FOR EARLY LEARNING PROGRAMS". These are Licensed Family Early Learning Programs/ in home early learnings. State legislature directed the department DCYF- Department of Children Youth and Families to create a single set of licensing standards for center and family home providers. Early Learning Program's follow laws according to the State of Washington, to better serve you and your family and to protect your children.

#### **EXPLANATION OF EARLY LEARNING CONTRACT**

WAC 0450 2-v (vii)

As a business we have formal written policies either on paper or in electronic format. This handbook is a legal document obligating this early learning facility as an Early Learning Program to provide services for you the parents and obligating you to pay for it. You will sign documentation stating that you the parent or guardian reviewed these documents - this handbook of my early learning program policies. At Almaas Family Early Learning Program , we provide care for all children private pay and DSHS.

The fees that you pay provide quality early learning in a fun-loving family atmosphere with as little stress as possible for each child. Parents will find there is a nurturing environment in which each child spends their day. YOU are paying for a service, for a reserved time slot, regardless of children's attendance according to the child's pre-arranged schedule. By making payments promptly, parents are guaranteeing that there will always be room for their child in our quality-ensured, limited-capacity early learning. These fees pay for age-appropriate activities, food, toys, equipment, art supplies, for income taxes and social security. Beyond that, the fees could also pay for special early learning insurance policies, continuing education and supplemental training.

Unlike other forms of self-employment, family early learning is very restrictive. There is very little room for financial or physical growth. The state dictates the size of each business, and therefore the income, within a certain range.

Time off cannot be taken for appointments, vacation or other obligations without careful planning in order to not make light of the responsibilities here at Almaas Family Early Learning Program . To protect our rights and income, as well as our time and other obligations, parents will find that guaranteed wages, as well as pre-defined late fees are part of this document and the contractual agreement that we enter into with you the parent when each child. This job requires more hours than a regular job outside your home, which including trainings, preparation, and bookkeeping, paperwork, shopping and cleaning. Almaas Family Early Learning Program , we would rather not charge extra fees, it is unfair of you to cut wages or my personal time (which is limited), in the case that your late being picked up, it could be taking time away from meeting or me arriving late at an appointment.

We are a team working together to provide the best possible situation for your child involved. I hope this description gives parents a better picture of the true cost of your early learning care.

**PHONE NUMBER, EMAIL, ADDRESS with Directions** Haymuun Aden 206 934 9581  
[haymuunchildcare22@gmail.com](mailto:haymuunchildcare22@gmail.com) 25921 161<sup>st</sup> Ct SE Covington 98042

Out by the main street of Covington just before Kentwood High School you will find us. Come off of SE 256<sup>th</sup> St turn on 156<sup>th</sup> Ave SE, turn onto SE 206<sup>th</sup> St, turn onto 161<sup>st</sup> CT SE

### Hours

WAC 0450(j)

DCYF has set day and night hours Daily time 5am to 9 pm Night time 9:00 pm to 5 am  
Any child attend care can have no more than 10 hours in a day's time.

Monday - Friday	5am – 9 pm
Saturday & Sunday	5am – 9 pm
Holidays	closed
Breakfast	7:30
Morning Snack	9:30
Lunch	11:30/12:00
Mid-day Snack	1:30
Afternoon Snack	3:30
Late afternoon snack <b>OR</b>	5:30
Dinner	5:30
Late night snack	7:30

### CONSISTENT CARE POLICY

**WAC 0490, 0330, 0331-3a, 4a 5**

DCYF meaning of “*Consistent Care is providing steady opportunities for children to build Oemotionally secure relationships by primarily interacting with a limited number of early learning program teachers.*”

Consistent Care gives the feel of being secure. We sometime are the only one in our home, this giving a child a limited number of early learning program teachers. As your child's teacher I am predictable and stable because I am the one always here. This is my business and no one loves it more than me. When there are other teachers sometime it is a family member so that person is usually around for a number of years.

We do not know what life will bring and we do not have control over a time frame of how long someone will work with us, I would like to think that any teachers here at Almaas Family Early Learning Program would stay as long as needed.



It is my hope that teachers like myself would build emotionally secure relationships as well as long term friendships not with just with the children but with myself and my family as well.

### **EARLY ACHIEVERS**

WAC 0450, 0005

Early Achievers (EA) is a statewide program for early learnings that except DSHS children under the age of five. Those who have had an early learning program for any length of time will have join by now. New early learning programs have a few months before they have to join. The end results is a rating system. To acquire our rating we use coaching, we have professional development teams and resources to show us and support each child's learning and development. This is an ongoing project. We work all the time to keep within the rating that we receive which is given every three years.

### **ALCOHOL, TOBACCO, CANNABIS, ILLEGAL DRUGS,**

WAC 0450 2-d, 0420 1.2-a, b, 3-c, f 5,

Early Learning Programs are a business and smoking/vaping is prohibited in any business. This is a state law not only for early learning homes. Smoking, vaping, or similar activities are prohibited in licensed indoor space, **even during nonbusiness hours**. Just like a public building it is prohibit to smoke, vape, or do similar activities within twenty-five feet from entrances, exits, operable windows, and vents. This means parents cannot walk onto your yard/up your steps smoking. Anyone found on the premises under the influence of alcohol, illegal drugs or the misusing of prescription drugs will be asked to leave. No one is to consume alcohol during operating hours. All alcohol, closed or open are kept inaccessible to children as well as storing any tobacco or vapor products, or the packaging of tobacco or vapor products in a space that is inaccessible to children. In any Early Learning Program, it is prohibited for any person from using, consuming, or being under the influence of cannabis products in any form on licensed space during business hours.

### **DUAL LANGUAGE LEARNING**

WAC 2-(iii)

**DCYR Definitions “Dual language learners”** refers to children who are learning two or more languages at the same time. This term includes children who learn two or more languages from birth, and children who are still mastering their home language when they are introduced to and start learning a second language. (Source: The *Washington State Early Learning and Development Guideline*. We would use both languages throughout the day.

### **WEAPONS** (How they are secured if no premises)

WAC 0450 (VIII)

No guns or other weapons are on the premises at Almaas Family Early Learning Program.

## SCHEDULE

WAC: 0360 2-d

<b>ALMAAS FAMILY EARLY LEARNING PROGRAM SCHEDULE</b>	
<b>5:00 am</b> Daytime hours begin	Some childcare could start arriving. Some could lay back down if still tired
<b>7:30</b>	✓ Breakfast
<b>8:00 - 9:20</b> *	Child-directed activities clean up room
<b>9:30</b>	✓ Snack time
<b>10:00</b> *	Provider – guider activities CIRCLE TIME Circle Time, work on our literacy & counting, days of the week, days of the month, story time reading, singing together in a group,
<b>10:20 - 11:30</b>	Outside Activities, working on large motor skills Come in Clean up, get ready for lunch
<b>11:30</b>	✓ Lunch
<b>12:00- 12:30 PM</b> *	Clean up, story time reading and quite activities, while getting ready for naps.
<b>12:30 – 3:00</b>	Naptime
<b>1:30</b>	✓ Mid afternoon snack for anyone not napping
<b>12:30-3:00</b>	Those not sleeping ½ hour free reading while cleaning up from lunch and getting younger ones ready for naps & quite activities for those who are not sleeping, some free play some structured play, learning numbers, letters, coloring, reading, drawing, puzzles, paper work, theme of the day, Writing, math, arts and crafts. Early raisers can join us in quite playtime.
<b>3:00</b> *	Up form naps quite activities get ready for snacks
<b>3:30</b>	✓ Snack
<b>3:45</b>	Child’s choices of activities inside or outside
<b>5:00 or 5:30</b> *	Child’s choices of activities inside or outside, Homework, or quite play
<b>5:30</b>	<b>Snack</b> if leaving early & <b>Dinner</b> if staying later
<b>7:00</b> *	Free play some structured play, learning numbers, letters, coloring, reading, drawing, puzzles Paper work, theme of the day, Writing, math, arts and crafts
<b>7:30</b>	Snack
<b>9:00</b> *	<b>Closed</b>

\* Potty trips and diaper changes

This childcare uses emergent curriculum and considers each child's learning style.

Therefore this; schedule is subject to change with no notice."

✓ Food offered every 2 hours

## **DIVERSITY**

WAC: 6775

Early Learning Programs work at providing an environment that reflects children's daily life, family culture and language, and the diversity in society. We discuss with you how my early learning program reflects your child's life and family's culture or language. Here at Almaas Family Early Learning Program we have books, dolls, foods and other toys about different cultures. We welcome any input for families on how we can add to this area.

## **INCLUSION**

WAC 0450

Almaas Family Early Learning Program believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

## **CELL PHONE RULES FOR PARENTS WHILE ALMAAS FAMILY EARLY LEARNING PROGRAM**

WAC: 0450 2-v (vii)

Parents are required to finish all cell phone calls before entering the early learning. In order to give every child a good drop-off and pick-up experience and in order to communicate about any needs of the child or events that occurred, a parent's full attention is needed. Every child must be signed in and signed out every day.

Since communication, signing in or out and also gathering up the child's belongings can be a busy set of tasks, please keep any phones in a pocket or purse. Thanks for helping us help your children have a great start and finish to their day.

### ***Sign-in and sign-out requirements***

#### **ARRIVALS, ATTENDANCE, DEPARTURES, SIGNING IN and OUT**

**WAC: 0450 2 (M)**

You entered through the front door. Drop off and pick up must occur in the presence of me (Haymuun) or one of the other teachers (when and if teachers are present) we must be aware at all times of every child's arrival or departure from the house or yard every day. A child's presence in the early learning must be documented on a daily basis by the child's parent/guardian or by an authorized person by using the sign-in and sign-out procedure for each child in attendance. Here you could find both a sign in sheet and a tablet.

On occasion, the assistant might not need to be present if the number and the ratio of children are low enough. The parents of any children not attending care or arriving late are to call within one hour's time of the contractual time of arrival.

All children like to test their limits. If you and me Haymuun are present while your child is in care at Almaas Family Early Learning Program, please help us enforce our rules. The most

important rule that we will need help with is that children are not allowed to run out to your car while you the parent is still on the early learning premises. No child may leave the early learning or get into any vehicle without being accompanied by the parent who has signed them out for that day.

Parents have the right to have another person pick up their child. On the enrollment form there are spaces to add these trusted adults. If you the parent sends someone that is not known to us here at Almaas Family Early Learning Program. We could ask for a driver's license to verify that person.

If we suspected you the parent under the influence of alcohol or drugs would could ask you to have another authorized pick-up person pick up your children. If you still proceed to take your children with you we would have to contact the proper authorities.

### **ELECTRONIC ATTENDANCE SYSTEM SIGN IN and OUT**

WAC 0450

With accepting subsidy payments (DSHS) I am required to use an electronic attendance system. Parents sign in and out daily on a table that I Haymuun have chosen to use. This is mainly for my subsidy children. I can still use paper form for sign in and out for some people and when the table does not work.

It is you the parent responsibility to sign your children in and out. It is your responsibility to provide a written or electronic signature daily for all your child/ren arrival and departure.

### **COMMUNICATION PLAN FOR FAMILY ENGAGEMENT AND PARTNERSHIP**

WAC 0450 2-b, 2-I, 0080, 0085

Upon your child's enrollment and annually thereafter this early learning program needs to know what your children's developmental goals are.

At our interview we will attempt to obtain information-to seek input from you and your family members about your child's developmental, behavioral, health, linguistic, cultural, social behavior, and learning patterns according to our new laws. What are his/her strength in areas of development, health issues, any special needs, family routines or events, and other concerns. What are your approaches to parenting, your family beliefs, culture, language if different than mine and your child rearing practices and other relevant information you felt that we should know?

There are several forms that I will provide you that the state has given us and well as some of my own that will need to be filled out before your child can start.

It is our goal to determine how our program can best accommodate each child's individual characteristics, strengths, and needs. We collaborate, when need be, on behavior management. Our successful collaboration leads to a better outcome for your child and family.

Besides talking on a daily basis, we can do a progress report at least two times per year where we can arrange a confidential time and space for this individual conversation regarding your child.

Parents or guardian may contact me, Haymuun with questions or concerns through notes, by phone, text messaging 206 934 9581 or email [haymuunchildcare22@gmail.com](mailto:haymuunchildcare22@gmail.com). To keep current with children records we need to be in communication with any changes that happen. When you talk your child to the doctor, please get up dated immunizations form for your records here. We give you the parent our support our knowledge and any resources we have to help you do the best you can do raising your child/ren to help their development. Your child is here because you work but if at any time you wish to share your language and culture with us, please let me know. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

## **PARENT RIGHTS**

WAC: 0450 vii

### ***Introductory Visit***

It is best if your child and you come to Almaas Family Early Learning Program at least once before their first day. This give both you the parent and me Haymuun (and teachers if teachers where here) a change to see how the children here and your child/ren play together. This is also a time for us to talk more, answer more question show you firsthand what happens here. Get your email to send you a copy of my Parent Handbook.

Weather your child comes full time or part time it is importance that regular attendance is maintain for your child.

### ***You the Parent have free access. WAC 0450 2- v (vi)***

All parents have free access to areas used by their children during operation hours when children belonging to that parent are present at the early learning program. Parents have access to any paper-work of their children, as well as access to any of my or teachers (if hire) training and professional development records.

Parents are welcome to drop in and observe anytime, with the understanding that there is a chance that we might be leaving or absent, or just too busy to talk to you.

There is a list of what types of people whose presence is prohibited on the premises (our licensor assists with this) this is on a need-to-know basis.

In any licensed early learning program parents have the right to see any DCYF complaint filed against us just by asking to see them. Parents are also allowed to look at licensing checklists from DCYF which is used during monitoring visits and compliance agreements along with inspection reports and notices of enforcement actions.

Our program policies were emailed to you when you enrolled or shortie thereafter. In it you will find several policies are few are the health policy, consistent care policy, menus, information about our liability insurance status, inspection report and enforcement actions if and when it is needed.

If you wish to see our staff book and another information for staff, please let the owner Haymuun know.

### ***Back-up Early Learning Program Care / Back-up Care Needed***

Parents need to always have a back-up plan for care. This is something you might never use. On the change that you needed it and were not ready you could miss a day of work or not have money set aside for added fees. You need to find out from friends or family who you can call at the last minute, or you have another early learning program either an in-home or a center that can take your child/ren as a drop-in. You could need back up care when Haymuun is on vacation. We would do the best we can to provider care so we do not have to close. (Please remember all days are paid all year round, you are paying for a time- slot at this early learning program even on holidays and vacations).

### ***Parent Conference;***

This is where you the parent and me Haymuun might meet for about 45 minutes twice a year once to go over this contract which is this hand book and your child's development and what you wish for your child while they're here at Almaas Family Early Learning Program . And again in a few months to talk the progress.

### **WHAT PARENTS NEED TO SUPPLY TO THIS EARLY LEARNING PROGRAM**

WAC 0450 p

Bottles with nipple & coverings (bottles but only those labeled with "1," "2," "4," or "5" on the bottle. A plastic bottle must not contain the chemical bisphenol-A or phthalates.)	Shoes and coats for all ages and a change of clothing
Formula & Baby Food; please ready your ingredients fruit is fruit and vegetables are vegetables don't mix the two	Blanket & items to sleep with if needed
Diapers	Binkies, Pacifiers
Toilet Training Pants not pull-ups	Sunscreen

### **CONFIDENTIALITY POLICY**

WAC 0450 (II)

Confidentiality is important here at Almaas Family Early Learning Program . To ensure that all family information is kept private. If there is teachers here, they would have access to records when needed. The only other person who I have to make your records available is to my licensior. There is a form signed by you for photography, videotaping, or surveillance.

## **LICENSOR FOR EARLY LEARNING PROGRAMS**

WAC: 0450

The licensor is a person from the Department of Children, Youth and Families (DCYF). These are the people who give us our license. This person can be someone I Haymuun has seen before or it could be someone new. They come out to inspect the early learning program. These are unannounced visits and usually stressful.

***Child abuse, neglect, sexual abuse, or maltreatment-(cruel or violent treatment)***

*Duty to protect children and report incidents*

### **CHILD PROTECTIVE SERVICES (CPS)**

WAC 0450 t, 0475

We are mandated reporters. We are individuals who, in the ordinary course of our work and because we have regular contact with children, are required to report (or cause a report to be made) whenever physical, sexual, or other types of abuse has been observed or is suspected, or when there is evidence of neglect, knowledge of an incident, or an imminent risk of serious harm or exploitation, or when a child talks about suicide, as well as inappropriate sexual contact between two or more children or the worst when imminent risk of serious harm could happen. This is mandated by Washington State Law.

If an accident or an injury occurs involving a child in attendance at an early learning program which requires the services of a medical professional (including a dentist), not only are parents called but licensing and Child Protective Services (CPS). It is possible that CPS and or licensing will then come out to verify the scene of the incident and determine if the correct procedures were taken to assist and the next steps to take.

## **NON-DISCRIMINATION**

WAC: 0450 2-a, 0030

This is the written non-discrimination policy for Almaas Family Early Learning Program. We are a place of public accommodation all children are welcome. It is prohibited in early learning programs services to discriminate on race, creed, ethnicity, national origin, marital status, gender, sexual orientation, class, age, religion, or ability. We ahead to the ADA. (Americans with Disabilities Act)

## **PHOTOGRAPHY VIDEOTAPING AND SURVEILLANCE**

WAC 0450 2-c

There is a form that you as the parent will sign stating you know that we might take pictures and or do videotaping and surveillance of your child/ren.

## **RELIGION**

WAC 0450 2-(iv)

The owner, Haymuun at Almaas Family Early Learning Program has the religion belief of Muslim If a child asks questions, we try to answer them as simply as possible or ask the parent how they wish us to handle this.

Any child/children of any faith wishing to take time to pray can do so by them self or together. Almaas Family Early Learning Program will not incorporate any religious activities into the days because of the various differences. (Most young child do not spend their time praying).

### **PRIMARY TEACHERS/ASSISTANTS now called "Lead, Assistant and Aides"**

WAC 0450 2-V (ii) 0100,

Teachers/aids are here to help protect the health and safety of the children and to stay within the state's guidelines for the appropriate number and ages of the children. The numbers and ratios of children to teachers in attendance determine the number and the hours of teachers present on any given day. Occasionally, we may employ someone as young as 14, but that person is never alone with the children, or given sole responsibility over any child. Responsibility always falls on the person who is over 18 years of age.

### **THE RESPONSIBILITIES FOR TEACHERS WHEN HAYMUUN IS ABSENT**

WAC 0015-1

When Haymuun is absent for more than ten consecutive operating days Almaas Family Early Learning Program and chooses to stay open a qualified lead teacher will be present. You the parent as well as licensing will know in writing ahead of time who the lead teacher is that will be in charge. Teachers will have the authorization and the responsibility to carry out the terms of each parent's contract. All individual needs of each child will be carried out by teachers. The teachers-to-child ratio would be maintained by having enough teachers to cover the hours needed. Teachers will have contact information for Haymuun as well as any emergency information. And will follow our daily schedule. Teachers have the training needed because most of them have spent time in my environment.

### **PROFESSIONAL DEVELOPMENT DAYS**

WAC: 0450

Sometimes teachers and myself might need to be gone in order to continue our education and training and to network with other professionals. These classes are not a vacation. No more than five days will be taken off in one calendar year for training. Notice will be given as soon as it is known if these classes will affect the early learning programs operation hours. There are no refunds on days that we close for these classes. These classes are taken to better our education so we can care for your children.

### **BACKGROUND CHECKS**

WAC: 0450, 0425 3 D

A criminal history background check is needed for each person who is to have unsupervised access to children in care. Everyone employed in a childcare has to have background checks completed when they are first hired and every three years after that.

Anyone who is **13 to 15 years old** who lives at early learning program home or is 14 years old and is hired to work in an early learning will have a background check. This is done by DCYF.



## RESERVATION OF TIME SLOT

WAC: 0450

By placing your child here at Almaas Family Early Learning Program you're reserving a space - time-slot for your child. There will be no refunds or adjustments made for early learning fees for time missed due to illness, or non-attendance. All days are paid all the time. By making your payment for this space/time-slot you are guaranteed a spot here.

### FINANCIAL INFORMATION- PRIVATE PAY RATES

WAC; 0450 I

Fees for Almaas Family Early Learning Program are set around DSHS rates for my area. Rates are evaluated and may rise when deem necessary....currently my rates are as follows for private paying clients;

AGES	FULLTIME / DAILY /PER DAY 5 hours & over in a day	PART-TIME DAY Under 5 hours in a day
1 week /17 months	\$70.00	\$40.00 ½ days or drop in at \$15.00 per hr.
Toddlers 18 to 29 months	\$65.00	\$35.00 ½ days or drop in at \$15.00 per hr.
Pre-School 2½ yrs. To 5 yrs. not in school	\$60.00	\$30.00 ½ days or drop in at \$10.00 per hr.
School years	40.00	\$25.00 ½ days or drop in at \$10 .00 per hour
Before school only		\$25.00
After school only		\$25.00
Both before and after school		\$40.00 over 5 hours
Both before and after school		\$30.00 up to 5 hours
Early arrival per arranged	\$10.00 per 1/2 hour	Late pick -up \$1.00 per min.
Child in care for more than 10 hours		\$15.00 more per hour

## REGISTRATION PROCEDURES, ENROLLMENT & DISENROLLMENT

WAC: 0450 (k)

A yearly registration fee of \$50.00 is due at time of signing. *Then again* when contracts are renewed for the next year; this is non-refundable.

A reservation is not held until payment/ notice from DEL is made. For private pay parents if no time elapses between signing of the contract and child's first day, the payment for the first two weeks of care and the registration of \$50.00 are due together on your child's first day. You the parent and your child need to visit us before your child first day so to ease the transition into here.

Here at Almaas Family Early Learning Program there is a two-week trial period for every child. After those two weeks, if we all agree that your child will do well here then said child can be placed with Almaas Family Early Learning Program . This parent handbook is a written

explanation of how Almaas Family Early Learning Program works, our early learning philosophy and all necessary forms. Every parent must fill out forms, sign and date where appropriate and return to the owner, Haymuun no later than the child's first day. Upon disenrolling we will need a two-week written notice stating child/rens last day along with any payment still due.

Please remain to give a two-week written notice with the date of your last day with us here and have a fee paid.

<p style="text-align: center;"><b>PRIVATE PAY PARENT'S PAYMENT SCHEDULE FOR Almaas FAMILY EARLY LEARNING PROGRAM</b></p>
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WAC: 0450-I

**All days are paid, all year round.**

A yearly registration fee of \$50.00 is due when the child starts. Then annually, with a yearly review of rates and possible increases. Any part of an hour is charged as a whole hour when on part-time rates.

**Example:** 12:10 pm is paid until 1:00 pm, 3:30 pm is paid until 4:00pm, 5:15 pm is paid until 6:00 Available drop-in space might occur when one of the regularly scheduled children gave notice that they would not be attending care that day. We reserve the right to fill any spots that are freed up when a regularly-scheduled child is not attending our early learning program on any given day.

If any parent requests care for their child during non-standard hours (before scheduled opening or after scheduled closing hours), there could be an added charge depending on the hours needed for care.

Each family makes payments which are required all the time. Once the schedule is set up, payment days are chosen, whether it is once a week, once a month, or every two weeks, payment needs to be made on the schedule that we agree on at the time of registration. If, for some reason, your child cannot attend as scheduled, all registration and holding fees are NON-REFUNDABLE. All days are paid all year based on our pre-arranged schedule.

**ADDITIONAL FEES**

WAC: 4750

If you the parent are leaving on vacation or taking time off but not taking your child with you and you need the child to have longer hours than the contractual pre-arranged time, care fees could be increased more per hour. Notice of any of these kinds of events must be presented in writing, and if not, Haymuun reserves the right to refuse care for those additional hours. There also could be added charges for earlier drop off or pick up if different then what was agreed on.

Another added charge is when your child is at the childcare for more than 10 hours in a day. (@ a charge of \$15.00 more per hour) Late pick up and or early arrival. (@\$10.00 per ½ hour)

### **LATE FEES, LATE CHECKS or OVERTIME**

WAC: 0450 vii

Late fees or overtime are in effect on holidays and after the **set time** for you to pick up your child. (If you are scheduled to pick-up at 5:00 pm than over time kicks in at 5:05. Late fees are **\$1.00** every minutes after the pre-arranged pick-up time. (Your child being here longer then what was agreed on might put more children here then is allowed). Children cannot be at care more than 10 hours in any given day and no more than five days in a week.

Calling Almaas Family Early Learning Program to inform us that there is an unavoidable late pick up of a child does not waive any late fees; that phone call reassures me and your child/children that you the parent are responsible and this helps your child/children not be scared or angry. Home childcares/programs are only allowed so many children on premises at one time and we cannot go over that number.

Another added charge is when your child is at the childcare for more than 10 hours in a day (\$15.00 per hr.) Late pick up (\$1.00 min) and or early arrival -prearranged \$10.00 per ½ hour.

### **NSF (NON-SUFFICIENT FUNDS)**

WAC: 0450 vii

This has to do with a check that you might write for you early learning where it bounces do to not enough money in your account or you wrote the check for the wrong account. This does not happen very often but like any other business, Almaas Family Early Learning Program charges for bounced checks. The NSF fine of \$50.00 and the bounced check fee will be charged to you the parent. The total payment is due in cash immediately.

### **PARENTS RECEIVING STATE-ASSISTED / DSHS**

WAC: 0450 vii

Payment: If a parent is enrolled in DSHS, the amount of co-pay charged per family may vary slightly, as it is in accordance with the DSHS findings according to many factors in your life. Your co-pay is paid by you to the parent for the whole month whether or not your child attends all the time or not. It is the parent's responsibility to file all documentation with the state when it is due in order to avoid any lapse in coverage. If pre-approval for early learning is not received before the termination date, care could be immediately terminated. Parents are then held responsible to Almaas Family Early Learning Program for any fees incurred that the state decides not to pay. We do not know how to do your part of what DSHS needs. This is your responsibility.

### **DSHS PAYMENTS**

WAC: 0450 vii

DSHS parents agree to pay Haymuun a copay; this co-pay must be made promptly on an agreed upon day by you the parent that Haymuun have agreed on. Usually within the first week of the month. Payments are made to Early Learning Programs from the state after the end of each month by submitting the attendance this is tracked by you signing in electronically or on paper on a daily basis.

## **DSHS ENDING / TERMINATION OF EARLY LEARNING**

WAC: 0450 2 – g and r

Like other parents you must give a two-week written notice before terminating care. Since DSHS usually does not issue terminations of service, it is the parent's responsibility to do so. If your child is here and is given the care and DSHS does not pay then you will.

In the past, the state has been known to audit early learning to assess whether the parent who is receiving DSHS financial assistance is participating in an approved activity while the child is in early learning. If the parent is found participating in an unapproved activity and the state asks for its money back, Almaas Family Early Learning Program must return the full amount asked, even though the parent's child was in our care. If this should happen, the parent will be required to reimburse Almaas Family Early Learning Program for the amount requested by the state. There are no exceptions.

## **PRIVATE PAYING PARENT ENDING CARE with Almaas FAMILY EARLY LEARNING PROGRAM**

WAC: 2350

When it comes time for child/children to leave my Early Learning Program a two-week notice is needed in WRITING. Under normal circumstances, since payments are made one week ahead, there should only be one week left in order to fulfill all contractual obligations. If payment is monthly, a one-month notice is required instead of a two-week notice.

Since it is possible that a parent may not have a two-week notice to changes in a work schedule and sometime DSHS stops payment to us we strive to be flexible and cooperate the best of our abilities to work with each family to ensure that their child/ children can still attend Almaas Family Early Learning Program during any life changes.

### ***Termination of Services Policy***

#### **PROGRAM GUIDELINES FOR TERMINATION**

WAC: 0450 2-g & r 0486, 0340,

Almaas Family Early Learning Program is here to help your child with age-appropriate child development and learning.

Appropriate attempts will be made so a child will not be terminated. Any or all of the following could happen; conference with parent/s, change of diet, change of hours, change of the environment, with reasonable modifications, outside screening for children under 5 years, information for you on community-based resources.

Notice will be given of termination of care of any child as the condition warrants. After work with you we still reserve the right to terminate care, with little or no notice.

Examples of behavior that could lead to expulsion from Almaas Family Early Learning Program but are not limited to, the following:

- Non - Payment of care
- Non - Payment when due
- Lack of attendance according to prearranged schedule
- does not meet your needs for your child.
- Parent yelling, swearing at ..in turn lack of respect toward me, Haymuun or a teacher

- And others not mention at this time

## **EXPULSION**

### **POLICY**

WAC 0486, 340

Almaas Family Early Learning Program is here to help your child with age-appropriate child development and learning. Appropriate attempts will be made so a child will not be expelled. Any or all of the following could happen; conference with parent/s, change of diet, change of hours, change of the environment, with reasonable modifications, outside screening for children under 5 years, information for you on community-based resources.

Examples of behavior that could lead to expulsion from Almaas Family Early Learning Program but are not limited to, the following:

Child not conforming to the house rules,

Treatment to others..... child to child

Child exhibits behavior that presents a **serious safety concern** for that child yelling and not stopping, swearing at.....lack of respect toward any teacher

Intentionally breaking toys or equipment

Child leaving the house or yard without permission (no one is allowed outside the backyard/ house without adult supervision, even when parents are here). This could be a CPS call.

Child will not stop standing or jumping on furniture. And others not mentioned at this time.

## **EVALUATION OF EARLY LEARNING CONTRACT**

WAC: 2350

As your anniversary approaches we will need to look at what we have and go over any changes needed to and go over this handbook. (See parent conferences). Evaluation is the time for you and the parent to discuss events and activities they would like to see happen Almaas Family Early Learning Program , and for me (Haymuun) to communicate with you the parent about plans for the upcoming year.

We do our best to follow the WAC regulations listed in this handbook. It is our goal to always be in compliance with the rules and regulations, but there may be days that we may not be able to comply and we apologize in advance for any inconvenience this may cause.

## **OVERNIGHT CARE**

WAC 0270, 0291

DCYF declares "**Overnight care**" meaning early learning provided for a child anytime between the hours of nine o'clock at night and five o'clock in the morning that includes a sleep period of three or more hours.

Here at Almaas Family Early Learning Program in Covington. Haymuun is the main teacher. If another teacher is here it is to keep within the teacher-to-child ratio.

The following is what we will do when we do overnight care. **We are not licensed** for overnight care, until approved by DCYF.

- If children are here sleeping at night when Haymuun and/or lead teacher are sleeping parents will be notified. There is a form for you the parent to sign telling you this.
- A teacher or I will be awake for the arrival and departure of each child in overnight care.
- Lead teacher or I will sleep in the same room with infants and toddlers
- Lead teacher or I will be physically available and responsive, available to immediately respond to a child's needs.
- Children will have an individual beds or other sleep equipment that: has clean sheets and or blanket to cover the sleeping surface and a clean cover for the child except for infants
- Bedding is laundered weekly or more often if soiled and daily if used by different children.
- All beds are safe and in good working condition and made of moisture resistant material or have a covering that can be cleaned and sanitized.
- Bed will meet each child's developmental needs.
- Beds are stored so sleeping surfaces are not touching each other unless cleaned and sanitized after each use.
- A lead teacher or I Haymuun will stay awake until children are asleep or returning to sleep.
- There is an alarm to alert me if a child should leave the room.
- We can have monitoring devices to assist in hearing and visibly checking on children if we use more than one room for sleeping.
- With taking care of infants (a child under 12 months) we will comply with the safe sleep rules that states the first fifteen nights a new infant is enrolled in the program that one of us, myself or the lead teacher will remain awake.
- To take care of an infant we will do the same things we do during the day, feed the child, change diapers, and once in the crib we watch them while they are sleeping. If they wake up during the night a bottle can be offered.
- After the first 15 days those of us here at Almaas Family Early Learning Program will have become familiar with the sleep routines and patterns of said infant and can now sleep at night. We will continue to observe for no apparent health or safety risks while the infant sleeps, waking up during the night to check on the child when needed.

## **EARLY CLOSING**

WAC: 0450

When it's necessary for an early closing, there will be a notice posted as soon as I know. This could be followed with more notices to those families affected. Overtime fees for those days will be in effect beginning at the posted early closing time.

Almaas Family Early Learning Program practices a no-refund policy for any time where a child might be in care and a situation occurs where it's necessary for an early closing.

### **EARLY LEARNING NOT OPEN FOR BUSINESS or NORMAL CLOSURE**

WAC: 0450

Almaas Family Early Learning Program might be closed for:

1. Sickness of (teacher needed for ratio if hired)
2. Sick family member who can't take care of them self
3. Scheduled children not in attendance (no children here)
4. All scheduled children in care that day have left (closed early)
5. Professional Development Days as needed
6. When there is no heat or no water in the house
7. When closing early child/children need to leave on time stated to be closed early
8. Personal days
9. Vacation

When any of the above situations occur, the doors to Almaas Family Early Learning Program will be closed and no children, parents, or unknown persons will be permitted to enter the early learning without an appointment. The early learning is also closed for business on a number of other days, including holidays.

### **VACATION..... OWNER'S**

WAC: 0450

If Almaas Family Early Learning Program is to stay in service year-round, scheduled time-off is necessary. These are important times of rest which allow us to continue providing your child with our best possible care. Everyone who is employed needs time away from their jobs at some point. The same thing applies here at Almaas Family Early Learning Program .

Since we work long hours with little or no breaks in order to provide the services that care for your child, we occasionally take time off to avoid burn-out. Haymuun works longer hours than most people. Shopping, doing paperwork, activity planning for the week to come, meetings and classes.

Vacation time could be a day here or there added to a weekend or a whole week at once, and maybe a month. We will do our best to give all parents notice in advance when a vacation is planned. If I Haymuun am on a ten-day vacation then DCYF is aware and will know who is working.

### **PAYMENT FOR ALL you're scheduled DAYS IS REQUIRED**

**ALL DAYS ARE PAID REGARDLESS OF ATTENDANCE**

**NO TIME IS UNPAID**

### **HOLIDAYS**

WAC 0450 2 (IV) j

Here at Almaas Family Early Learning Program Haymuun could add curriculum, toys, books, or clothing to any of these holidays.

We participate in state legal holidays like banks, schools, post offices, and business do. Many parents have these days off as well.

Almaas Family Early Learning Program could be closed on the following holidays;

<b>New Year's Day</b> January 1	<b>Labor Day</b> (The first Monday in September)
<b>Martin Luther King Jr. Day</b> (The third Monday in January)	<b>Veteran's Day</b> (November 11 <sup>th</sup> )
<b>President's Day</b> (The third Monday in February)	<b>Thanksgiving and the Friday After</b> (The fourth Thursday in November, & Friday)
<b>Memorial Day</b> (The last Monday in May)	<b>Christmas Day</b> (December 25 <sup>th</sup> )
<b>Juneteenth</b> 19 <sup>th</sup> of June This holiday became a federal holiday in 2021. It is a holiday commemorating the end of slavery and to celebrate the culture and achievements of African Americans in the United States.	<b>Independence Day</b> (July 4 <sup>th</sup> ) Depending on where it falls, perhaps also the day after
<b>Eid Ul Fitr</b> The holiday celebrates the conclusion of the <b>29 or 30 days</b> of dawn-to-sunset fasting during the entire month of Ramadan. The day of Eid, therefore, falls on the first day of the month of Shawwal. The date for the start of any lunar Hijri month varies based on when the new moon is sighted by local religious authorities, so the exact day of celebration varies by locality.	Changes yearly according to the cycle of the moon Parents will be notified.
<b>Eid Ul Adha</b> Eid al-Adha generally lasts for four days straight, beginning on the 10th day of the Islamic month Dhul Hijja. Also note that the exact date is never set in stone until a government moon-sighting committee officially declares it.	Changes yearly according to the cycle of the moon Parents will be notified.

We are open most other holidays, including my birthday, but we reserve the right to be closed. Almaas Family Early Learning Program follows the School District calendar and we remain open most of the time when schools are closed. In cases of inclement weather (i.e.; snow, ice, or



other), we try to remain open (even when the district schools close or have early release or late Start). **No time is unpaid- all days are paid, all the time.**

**PAYMENT IS REQUIRED FOR ALL HOLIDAYS  
IF THEY ARE DAYS WHEN YOUR CHILD IS  
NORMALLY SCHEDULED FOR EARLY LEARNING.**

**TELEVISION (TV) TIME (Screen Time Policy)**

WAC: 0115

**DCYF definition- "Screen time"** means watching, using or playing television, computers, video games, video or DVD players, mobile communication devices, and similar devices).

There is no computer here for the children to play with. If we watch TV it would be educational, developmentally and age appropriate, nonviolent, and culturally sensitive; and myself or teachers would interact with the children watching. TV is never on during scheduled meals or snacks.

Age-appropriate alternatives to television would be available for children during TV or video watching and appropriate for the number and ages of the children in care. According to the America Academy of Pediatrics it is recommended that **children under the age of 2 do not watch TV or be on a computer at all**, children 2-8 years old watch less than 2.5 hours combined with computer time in a week.

**PERSONAL BELONGINGS OF CHILDREN- CUBBIES**

WAC: 0970

There is a place for your child to put their personal belongings/clothing as well as adding the paper-work, crafts and collecting of things that we do during the day. This is accessible to the child throughout the day as needed. This not only helps promote or encourage children to organize their possessions but then everyone will know where things are kept. If a toy comes from home it might be left behind that day and not be found for a while or could get broken. Parents should be aware that electronic devices cost too much money to bring to an early learning.

**DRESS CODE and ATTIRE**

WAC: 0450 (vii)

All children need to wear clothing appropriate for the weather. Please bring a change of clothing that would be different then what you are wearing. If you come in long pants, bring a pair of shorts. When it snows, bring extra of everything.

**NUMBER, RATIO of CHILDREN IN ATTENDANCE**

WAC: 0355

The maximum number of children, which can be Almaas Family Early Learning Program setting even with an assistant is 6, birth through twelve years of age. This is the maximum occupancy

Almaas Family Early Learning Program qualifies for under state law. As an Early Learning Program, I do not exceed the total capacity or age range stated on my license at any time. All children on the premises, signed in to early learning, on an off-site trip, or being transported count in capacity including the children of teachers.

<b>ALMAAS FAMILY EARLY LEARNING PROGRAM ENVIRONMENT</b>
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**TEACHING PROGRAM**

WAC; 0130.1035.0140, 015

Almaas likes having mixed age groups in her early learning. This can teach children to take care of each other as well as themselves. This is not a classroom setting but a natural learning environment.

Not only are we teaching but children teach children new concepts each and every day; some days are structured, some are not. These learning tasks are sometimes determined by what happens during our day, even by the weather. This home setting offers children a variety of activities. The self-directing play offers children an opportunity to do what interests them in a loving environment.

Almaas provides activities and materials that are developmentally appropriate, with the intent to have activities and materials in the required quantity and variety to meet the needs and interests of children being served. Such as; Arts and crafts supplies, various textured materials, construction materials, manipulative materials, music, books, and social living equipment

The daily schedule promotes:

- Awareness of Rhythm and Movement  
Strengthening Large and Small Muscles
- Encouraging Eye Hand Coordination Body
- Language And Literacy Positive Self-Concepts
- Small And Large Group Activities
- Promote Learning Skills And Social Skills
- Promote Numeracy (Counting And Numbers) And Spatial Ability
- Promote Creative Expression And Appreciation For The Arts
- Promote Imagination And Creativity
- Encourage and Exploration
- Physical and Cognitive Development in both indoor and outdoor settings.
- Toys Accessible to the child's height so that he or she can find, use, and return materials independently
- Child-Size Furniture
- Soft Furnishings Like Carpeted Area, But Are Not Limited To Just This
- Created a place for privacy
- Arranged in a way that does not interfere with other play equipment
- Many opportunities for success through open-ended activities

This is an environment of respect for individual and cultural diversity; as well as opportunities for children to solve problems, initiate activities, experiment and gain independence through learning by doing.

## **SCHOOL READINESS KINDERGARTEN**

WAC 0065

Here at Almaas Family Early Learning Program we work together to get you on the right pathway for your child that's going into kindergarten. (Your child will be 5 by August 31). You will need a copy of your child's birth certificate, immunization form completed, signed and all up to date. Emergency contact information (names and telephone numbers of two authorized contacts for your child).

Most registration for new kindergarten students begins in January. Each neighboring school should have a kindergarten information packet you can pick up. The parent will need identification driver's license *or* state identification (ID) card *or* another form of legal identification which includes name and photo.

If you are looking for more information about kindergarten school readiness you can find it posted online by OSPI. (The Office of Superintendent of Public Instruction they are the primary agency charged with overseeing K–12 education in Washington State). [www.k12.wa.us](http://www.k12.wa.us)

You will find kindergarten transition activities here to help you..

## **INTERNAL TRANSITIONS AND EXTERNAL SERVICE**

When we have internal transitions within our program children are given a warning of what we are going to do next. For example; in a few minutes we need to start cleaning up so we can go wash our hands so we can have snacks. Now that snack is over let's go back and wash hands so we can go back to play.

When our transitions to external services or programs are happening the children and parents involved would know about this because you and the parent would have set this up.

## **ACTIVITIES**

WAC:0140, 0145, 0150

Activities encouraged and presented at the early learning are according to the ages of the children present each day and there is sufficient quantity and variety of materials to engage children. It is focused on increasing the physical abilities, motor skills and cognitive development of all children. Materials satisfy individual, developmental, and cultural needs and areas are arranged to provide sufficient space for routine care, child play, and learning activities. Allowing children to move freely and allowing for different types of activities at the same time (for example: Blocks, puppets, language and literary materials, art materials, clay or play dough, music and movement, or dramatic play).

## **INDOOR EARLY LEARNING PROGRAM SPACE / PLAY AREAS**

WAC 0130, 0165 4 C

Here at Almaas Family Early Learning Program you enter through the front door. We have natural and artificial light that provides appropriate illumination for activities and supervision. You will see toys with easy access to play with for the children on shelves at eye and arm level. Haymuun and or a teacher (if a teacher is here) is aware of what the children are doing and are available to promptly assist or redirect activities when necessary. We have child-size furniture

and equipment for the number of children that we take care of here. The following activities allow children to move between areas without disrupting another child's work or play and is accessible to the child's height so that he or she can find, use, and return materials independently. These materials and equipment are visible and accessible to children in care, and are arranged to promote and encourage independent access by children.

This room can be used for more than one purpose because it does not interfere with the main use of the room for another purpose.

Have a place for privacy; For a child who seek or needs time alone, like in a corner or under a table

Dramatic Play: kitchen, & play food, baby dolls,

Block Area: different types of blocks, cars and trucks, people, and animals.

Arts & Crafts: paints, play dough, glue, scissors, an assortment of papers and writing tools

Other Activities: sing and dance, exercises, reading out loud and quiet-time reading, storytelling

Library Area; Books for everyone to pick from and a nice area to sit in.

Soft furnishings: Carpeted areas, cushions or large floor pillows, and stuffed animals.

## **OUTDOOR EARLY LEARNING PROGRAM SPACE**

WAC 0145

We can exit out the back door into the back yard which is enclosed with a fence with a self-closing and self-latching mechanism (shuts automatically when released from an individual's control). This yard is intended to prevent children from exiting and discourages climbing for the safety of all the children. The outdoor play space here at Almaas Family Early Learning Program promotes a variety of age and developmentally appropriate active play areas for children in care. Activities encourage and promote both moderate and vigorous physical activity such as running, jumping, skipping, pushing, pulling, kicking, and climbing. Any climbing play equipment is placed on playground wood chips at least nine inches deep.

If we were to have handmade playground equipment, we would notify the department and have plans and a materials list available upon request for the safety of your children.

At any Early Learning Program you will not see any bouncing equipment including, but not limited to, trampolines, rebounders and inflatable equipment.

**We are outside every day** in the morning and in the afternoon no matter what the weather.

We also now have air quality emergencies by order of the public health that we keep an eye on.

## **OFFSITE POLICY**

### **TRANSPORTATION / FIELD TRIPS /NON-MOTORIZED TRAVEL**

WAC 0450 2 (V) 0480,

A field trip is anytime we leave the premises whether it is walking or driving. If and when Haymuun drives the children are never in the car for more than two hours. While driving Haymuun follows the rules of the road. All children use restraints/seat belts or car seats. When placing children in my vehicle the number of passengers does not exceed the seating capacity of the vehicle. The vehicle in good repair and safe operating condition, the temperature is at a

comfortable level to children and the vehicle has a current license and registration as required by Washington state transportation laws, as well as Haymuun having a current driver's license for the type of vehicle being driven and a safe driving record for at least the last five years. There is a state permission authorization form that each parent will sign permitting us to drive children, go on walks, and go to parks and other locations. On field trips whether walking or in a vehicle there is a first-aid kit, a copy of all the children's completed enrollment form which includes the emergency medical release, this form has your emergency phone numbers listed as well. Along with this we also take with us a copy of each child immunizations and a phone. If we were stranded in the vehicle there are emergency reflective triangles or other devices to alert other drivers of an emergency. Children are never unattended in the vehicle. Personal insurance does not cover the vehicle I drive.

## **PARK TRIPS**

### **WAC 0450**

Legally no children enrolled in Almaas Family Early Learning Program are old enough to go unsupervised anywhere. Like any field trip, outing or errand, there is a bag containing a basic set of tools; first-aid kit: Band-Aids, toys, diapers and wipes, paper, pencils, and current permission slips signed by the children's parents. Parents agree, in putting their children in care Almaas Family Early Learning Program, that they will allow their children to use parks for playtimes at the discretion and supervision of Haymuun. There is a form "Permission Authorization" that will need to be signed by the parent stating that we are allowed to take your child on walks or to a park.

## **CHILD SUPERVISION**

WAC: 0005, 0345

*Defined by DCYF "**Supervise**" or "**supervision**" means an early learning provider must be able to see or hear the children they are responsible for at all times. Early learning providers must use their knowledge of each child's development and behavior to anticipate what may occur to prevent unsafe or unhealthy events or conduct, or to intervene in such circumstances as soon as possible. Early learning providers must also reposition themselves or the children to be aware of where at Children are and what they are doing during care. An early learning provider must reassess and adjust their supervision each time early learning activities change*

### **Supervising children**

Here at Almaas Family Early Learning Program we provide the required daily teacher-to-child ratios and supervision for the number of children in attendance. We are aware of what the children are doing at all times and are available and able to promptly assist or redirect activities when necessary. If unable to see the children, we frequently go to the area where they are located to check on them.

When deciding how closely to supervise the children we take in to consideration their ages, children's individual differences and abilities; layout of the indoor and outdoor licensed space and play area, the risk associated with the activity's children are engaged in, and any nearby hazards including those in the licensed or unlicensed space. Here at Almaas Family Early Learning Program we have never used baby monitors or video monitors in place of direct supervision of the children.

### **Off-site activity**

Haymuun and or teachers watch all the children all the time they are in sight or hearing range and we are able to promptly assist or redirect the children's activities.

### **Supervising children during water activities.**

WAC 0350

*DCYF Definition Water activities" means early learning program activities in which enrolled children swim or play in a body of water that poses a risk of drowning for children. Water activities do not include using sensory tables.* Here at Almaas Family Early Learning Program we do not enroll children in swimming lessons or play in bodies of water.

### **Additional requirements when the children are indoors.**

Haymuun and or teachers are in sight or hearing range when children are indoors and are available to respond if the need arises for the safety of the children.

### **Additional requirements when children are outdoors**

Haymuun and or teachers maintain the required teachers-to-child ratio while outside and are available to respond if the need arises for the safety of the children.

### **Capacity and ratio**

If an individual child with special needs requires individualized supervision, an added teacher would need to be hired providing that individualized supervision. This teacher for said child does not count in the teachers-to-child ratio.

## **INSURANCE FOR DRIVING**

**WAC 0480 i**

### **Vehicle Insurance**

In order to drive your children around, or to pick up and drop off I have to have a current insurance policy that covers the driver, the vehicle, and all occupants. My personal vehicle insurance will not cover me. I will have industry insurance on the vehicle when I drive the children around.

### **Liability Insurance**

WAC: 0450

Almaas Family Early Learning Program **will have** liability insurance coverage for this business.

## CHILD GUIDANCE

WAC: 0450 2-f, 0330, 0335, 0331. 1 – 5 A & B & 2 (xii)

Almaas Family Early Learning Program is a place to have fun. As such, all children are to **refrain** from:

- Picking up another child of any size or age
- Wrestling, jumping on other children, body slams, or becoming physically aggressive.
- No harmful acts to other children, no teasing, fighting, bullying, intimidating,
- spanking, biting, jerking, kicking, hitting, slapping, grabbing, shaking, pulling hair, pushing, shoving, throwing a child, or inflicting pain or humiliation
- No derogatory comments, threatening comments, gestures or intimidation
- No using "put downs," or cultural or racial slurs, no angry or hostile interactions
- Cannot punish a child for exercising religious rights

All Children are **encouraged** to behave as follows:

- Feet on the floor or "feet are used for walking"
- Sometimes, hands can be used for love pats on the shoulders
- Speaking kindly to one another, children, parents and other adults

As teachers we use guidance techniques

Modeling and teaching social skills such as taking turns, cooperation, waiting, self-control, respect for the rights of others, treating others kindly, conflict resolution & offering choices. Here at Almaas Family Early Learning Program we work to maintain positive relationships with children by using consistent guidance techniques to help them learn. Guidance techniques can be adapted to our environment, routines, and activities to a child's strengths, developmental level, abilities, culture, community, and relate to the child's behavior.

We use discipline that is fair, reasonable, consistent and related to the child's behavior. Usually, Haymuun or an assistant are present or nearby to the children. Sometimes, we are able to know ahead of time when problems or conflicts might occur and can redirect the children. Every child and adult on the premises of Almaas Family Early Learning Program deserves to be treated with respect.

We cannot use high chairs, car seats, or other confining space or equipment to punish a child or restrict movement.

### Problems with Biting:

While we don't ever allow or encourage it, we understand that a child of 1 ½ to 2 ½ years of age might go through a biting phase. We recognize this peer conflict between toddlers is age-appropriate and if this were to happen we would first help the child that was bit, then have the one who did the biting come and sit with us so we could talk about why that was wrong. We will help the child by giving them ideas on how to express their feelings and assert themselves in a more positive manner. We would hope to teach some empathy on this happening.

If a bite is severe enough, we would use soap and water to wash it out. After cleansing and drying the wound, a call would be placed to the children's parents to inform them in the event of an injury. An "Incident Report Form" will be filled out and a copy placed in the child's file.

**Problem Solving:**

If a child or children are having problems, we first try to find out what has happened (if we don't already know). Next, we will take the child having the trouble and sit down with him/her (it is important to be at their level). We wait for the children to be done crying so we can talk, then, using small sentences, we try to find out what they think has happened. We ask them if they understand what has been said to them in response to the incident. Once we come to an agreement, the children are allowed to go back to playing. This can take between two and ten minutes.

**Sharing:**

Sometimes, if children argue about a toy, we would try to exchange that toy for another one or set a time limit for how long each child gets possession of the toy. If none of this works, the toy gets a "time-out" (put high up, in an adult reachable area) and none of the children are allowed to play with it.

**Separating a Child...**

WAC: 0331

Here at Almaas Family Early Learning Program Haymuun uses fair and positive guidance and discipline methods that are appropriate to the child's developmental level, abilities, and culture that are related to the child's behavior. If said child still has behavior that will not stop and redirection does not work. (Examples include: throwing toys and hitting other children or adults without willingness to stop). Haymuun would separate only preschool age (3, 4, year old's) or school age children from other children when that child needs to regain control of him or herself. Said child would remain under the direct supervision of Haymuun or teachers during this separation keeping in mind the child's developmental level, language skills, individual and special needs, and ability to understand the consequences of his or her actions.

We would communicate to the child the reason for being separated from the other children.

**CHILD RESTRAINT POLICY**

WAC 0450 2-f

Here at Almaas Family Early Learning Program holding a child so they cannot move even if that is gently as possible is considered a form of restraint.

Physical restraint must only be used if a child's safety or the safety of others is threatened and must be:

- (a) Limited to holding a child as gently as possible to accomplish restraint;
  - (b) Limited to the minimum amount of time necessary to control the situation; and
  - (c) Developmentally appropriate.
- (3) No person may use bonds, ties, blankets, straps, car seats, high chairs, activity saucers, or heavy weights  
(including an adult sitting on a child) to physically restrain children.



After some training we would use this type of hold to help accomplish getting said child under control. If needed we will remove child and put him/her into a quiet place-a less stimulating area were the child cannot hurt themselves or others.

Almaas Family Early Learn Program This is our written physical restraint policy.

If you the parent knows ahead of time your child is at risk of being out of control then we can set up a restraint policy/an individual care plan ahead of time. We would

Develop a written plan with input from the child's primary care or mental health provider, and the parents

or guardians, to address underlying issues and reduce need for further physical restraint This way all concerned would know ahead of time what procedures we are doing.

Part of that plan would be that we would document the incident, with date, time, who was involved, duration and what happened before, during and after the child was restrained. This would go into your child's file for future reference.

Here is the protocol policy which is reviewed yearly. Only myself and trained teachers would hold/restrain your child and only as the last result and only be used for your child's safety or the safety of others if threatened.

If a child is separated, that child would remain under the appropriate level of supervision.

Holding a child as gently as possible will be appropriate for children's developmental level, abilities, and language skills, directly related to the child's behavior and designed to be consistent, fair, and positive. We would talk to them and explain why we did what we did so they understand the consequences of his or her actions.

## **CORPORAL PUNISHMENT**

WAC: 0450 2-f

Corporal Punishment is defined as: *The infliction of pain by any means for the purpose of punishment, correction, discipline.*

The following behavior is not acceptable and according to our WAC's/laws is forbidding: hitting, biting, jerking, shaking, spanking, slapping, striking or kicking a child or other means of inflicting physical pain or causing bodily harm by any person to a child in an early learning. This also means that parents are not allowed to spank their child or children while on the premises of Almaas Family Early Learning Program .

## **SPECIAL NEEDS CHILDREN**

WAC; 0005,

**DCYF Definition -"Special needs"** is a term used for children who require assistance due to learning difficulties, physical disability, or emotional and behavioral difficulties and who have documentation in the form of an individual educational plan (IEP), individual health plan (IHP),504 plan, or an individualized family service plan (IFSP).

Most of the time here at Almaas Family Early Learning Program we do not have a special needs child because the provision of care and acceptance of special needs children in our early

learning program is no longer at the sole discretion of the owner. As of March 2012, DCYF needs to approve when the care of a special needs child is accepted.

For special diets the parent must identify foods a child is allergic to or any other specifications in writing. If a child has a food allergy, intolerance or special menu requirements due to a health condition, Almaas Family Early Learning Program is required to have a doctor's order for purposes of enforcing the diet. There is a WAC 0186 we follow about Food allergies and special dietary needs that spells out what needs to be done.

### **ADJUSTMENT TIME**

WAC: 2350,

Adjustments sometimes take time, hopefully no more than two weeks for your child and you to adjust to Almaas Family Early Learning Program. It also takes Haymuun some time to adjust to the new parents schedule. Please expect short-term behavior changes and separation anxiety. Many times shortly after entering a new early learning setting, a cold comes on; this is normal and the child will adjust and develop immunities. As a parent, feel free to call Haymuun to "check in" on your child. Parents should not feel guilty about leaving their child; your child is in a safe and loving environment, and since they can't be home, we are glad they're here with us.

### **UNLICENSED SPACE**

WAC; 0450 q

**DCYF Definition "Inaccessible to children"** means a method to prevent a child from reaching, entering, using, or getting to items, areas, or materials of an early learning program.

There are areas outside and inside/upstairs of the home that the children are not allowed in. There are parts of my home that are not approved as licensed space by DCYF. I have made these areas inaccessible to the children during early learning hours by using gates and doors.

### **Infant Care**

#### **INFANT 1 month old up to 1st birthday**

WAC 0275

Here at Almaas Family Early Learning Program we care for infants after the department inspects and approves of the space and only after myself and if teachers are here complete the department required infant safe sleep training, which we take once a year. The cost for infant care is more than other children because of the type of care required for an infant. Babies are carried a lot, held, hugged, snuggled and rocked. We sing, read and play with them, we talk and smile in abundance.

Almaas Family Early Learning Program will supply the normal items for babies, infant toys, and a crib with bedding. You will need to supply diapers, formula, food and a change of clothing.

### **Bottle Preparation Infant**

**WAC 0280**

Infants are on bottle until they are 1 years old either with breast milk or formula. If an infant

were on breast milk and switched to formula we would first get parental consent prior to giving said infant formula. Infants are held when developmentally appropriate, to make eye contact and talk to them. Bottles are not propped or given to when lying down. Nothing can be added to a bottle like food, medication, or sweeteners unless a health care provider gives written consent. When an infant is very little they could eat as often as every 2 hours. As they grow this could change to 3 or 4 hours. We offer bottles to individual infants at their own nutritional and developmental needs, unless medically directed differently.

If you the parent bring ready to drink bottles for your baby please clearly have them labeled with the date and infant's first and last name for the daily use and bottle nipples need to be covered. After arriving they can immediately be refrigerated.

If bottles are being made at an early age, parents can bring bottles with "1," "2," "4," or "5" on the bottle. This shows us that plastic bottles do not contain the chemical bisphenol-A or phthalates. Water from a handwashing or diaper changing sink may not be used for bottle preparation. We do not heat a bottle in a microwave. We warm bottles under running warm water, in a container of water, or in a bottle warmer. We will throw away the contents of any formula bottle not fully consumed within one hour (partially consumed bottles are not put back into the refrigerator).

### **Breast Milk Infant**

#### **WAC 0281**

As a parent of an infant and you wish to breastfeed while at my early learning program, please let me know and we can set up an area that would be convenient for both us and the other early learning parents as they are coming and going. If you are in need of educational materials and resources to support breast-feeding, you could check this out. [www.lalecheleague.org](http://www.lalecheleague.org) Here at Almaas Family Early Learning Program this is our written policies on providing, preparing, and storing breast milk or infant formula.

If you the parent wish to supply breast milk for your baby please clearly have bags or bottles labeled with the date and infant's first and last name.

Frozen breast milk will be thawed in the refrigerator, under running water or in a pan of warm water. Breast milk will be warmed under running water, in warm water (water under 120° F) or in a bottle warmer before feeding. We do not thaw or heat breast milk in a microwave oven or on the stove. Microwaving can destroy protective factors present in breast milk and can create hotspots in the milk that can burn the baby's mouth. Thawed breast milk that has not been served within twenty-four hours cannot be used. Thawed breast milk is never refrozen.

Breast milk is stored in the refrigerator at 39° F or less. Frozen breast milk is stored at 0° F or less. Frozen breast milk will be stored for no more than 30 days. Rotate storage containers so breast milk with the earliest date is used first.

## **Feeding Infants**

### **WAC 0285, 0331**

Here at Almaas Family Early Learning Program this is our written policies on implement a feeding plan for **infants**.

Infants usually set their own feeding schedule. Only breast milk and or formula is given for the few months. Introducing age-appropriate solid foods no sooner than four months of age, usually around six months based on an infant's ability to sit with support, hold his or her head steady, close his or her lips over a spoon, and show signs of hunger.

Not all jars of baby food are nutritious; if the first ingredient is water then it is not nutritious enough for a baby.

When we introduce baby food it is an iron fortified cereal that is always given at all three main meals long with baby foods of fruit and /or vegetables. If a child's health care provider offers a written order stating that other food can be given earlier then needed we could try this.

Infants are placed in high chairs who can sit up. Each high chair has a base that is wider than the seat, and has a safety device, used each time a child is seated that prevents the child from climbing or sliding down, is free of cracks and tears; and have a washable surface.

We DO NOT leave infants more than *fifteen minutes* in high chairs waiting for meal or snack time, and removing a child as soon as possible once he or she finishes eating. High chairs are only used for eating not as a form of punishment which it is consider because of the confining space.

WE DO NOT serve food on polystyrene foam (Styrofoam) cups, bowls, or plates. Transitioning from a bottle to a cup only when developmentally appropriate usually around 12 months.

## **Sleeping Infant**

### **1 month old up to 1st birthday**

WAC 0290

All licensee's and teachers take a class on "Safe Sleep" each year. The class keeps us up to date in what is the right way to take care of infants in our care. Infants sleep schedule is set by them. It is recommended by the American Academy of Pediatrics (AAP) that "infants are to sleep on their backs to reduce the risk of SIDS". Placing an infant to sleep on his or her back we are following the current standard of American Academy of Pediatrics. If an infant turns over while sleeping, the provider must return the infant to his or her back until the infant is able to independently roll from back to front and front to back.

Here at Almaas Family Early Learning Program we actively supervising infants by visibly checking often and being within sight **and** hearing range, including when an infant goes to sleep, is sleeping, or is waking up.

Here at Almaas Family Early Learning Program we have what is referred to as a single level crib, we can use playpen, or other developmentally appropriate sleep equipment. When placing cribs or a playpen in the room they are not placed next to windows, to prevent harm from shattered glass.

We cannot place an infant on a sofa, couch, or adult-sized or toddler bed for sleeping. Please do not ask us to use blankets, soft fluffy bedding, pillows or stuffed toys, or use crib bumpers or similar items in the crib. Early learning homes are not allowed to use these items.

Any crib used in an Early Learning Program has to be approved by CPSC or ASTM International Safety Standards for use by infants. Any cribs we use must have a certificate of compliance, sticker, or documentation stating this.

We can only use mattress that will have a moisture resistant covering and can easily be cleaned and sanitized, this mattress will be free of tears or holes and not repaired with tape. We use only clean, firm, and snug-fitting mattress designed specifically for the particular equipment we are using. We then only add a tight-fitted sheet that is designed for this sleep equipment.

Like all children's bedding the sheets will be laundered at least weekly or more often, such as between uses by different children or if soiled.

Not all lights are off while infant are sleeping a sufficiently light is needed in the room in which an infant is sleeping to observe skin color and to monitor breathing patterns.

I've also learned that cribs and playpens arranged side by side must be spaced at least thirty inches apart and if placed end to end must have a moisture resistant and easily cleanable solid barrier if spaced closer than that thirty inches.

As your child grows we would always communicate on when to your child would transitioned from infant sleeping equipment to other sleep equipment. Age is not the main factor ability is. Here at Almaas Family Early Learning Program we must transition children who are able to climb out cribs/ play pens to developmentally appropriate sleep equipment.

If you the parents do not agree with transitioning, then we need to co-create a transition plan for the safety of your child, and to keep my early learning within the ruling of the law.

I need help for you the parent in remembering that Almaas Family Early Learning Program we must remove your child from their car seats if sleeping unless doing so would put another enrolled child at risk.

## **DIAPERING**

### **WAC 0221**

This is now called the "diaper changing station" which is done in the bathroom on an easily cleanable mat with a nonabsorbent surface large enough to prevent the surface underneath from becoming contaminated with bodily fluids on the floor.

Here at Almaas Family Early Learning Program we have posted the easily viewable diaper changing procedure. Hands can be washed in the sink in the bathroom. There are disposable gloves when needed. Diapers are put directly into a waste container used only for this that has a tight cover, and is lined with a disposable plastic trash bag, and is within arm reach of the diaper changing area. We check diapers at least every two hours and change diaper when necessary, or whenever the child indicates discomfort.

If I use a table for changing then it will not be uncluttered or used for storage of any items not used in diapering a child. No child is not left unattended on the diaper changing surface or mat during the diaper changing process and we do not use safety belts on diaper changing tables because they are neither a cleanable safe.

## **TODDLER NUTRITION AND FEEDING (1 YEAR TO 2 YEARS 11 MONTH)**

WAC 0285

Here at Almaas Family Early Learning Program this is our written policies on implement a feeding plan for **toddlers**.

### **Breast Milk or Formula**

WAC 0280, 0281

Breast milk/formula can be served to children over 12 months, and up to 24 months of age if the parent wishes to continue. This would be put into a sippy cup not a bottle. Parents are responsible for formula, otherwise whole milk is served until your child/ren reach 2 years old. Every day we serve milk at breakfast and lunch, and dinner we are not allowed to change to juice or another non-state approved beverage. Children not in school are not allowed to drink chocolate milk.

Unless medically directed that a time is needed different then what is schedule all children eat together every two hours. If needed a high chair of a young toddler can be used, once a child can sit by themselves they need to move to a child size chair. Leaving a child in a high chair that is not eating is consider a form of punishment because of the restricted movements.

Toddlers use appropriate eating equipment/silverware and cups, and when they can sit up on their own are at an appropriate child-size table and chair. Haymuun or teacher's try to sit with children to observe each one eating.

Toddlers DO NOT use polystyrene foam (Styrofoam) cups, bowls, or plates.

## **SLEEPING TODDLERS AND OTHER SLEEPING CHILDREN**

WAC 0265, 0290 0291

Almaas Family Early Learning Program provides a nap time daily to each child preschool age (5 not in school) and younger who remain in care for more than six hours per day, or who show a need for rest. Infant's sleep in the infant room with an teacher present while others sleep in the main early learning area with a teacher there on mats at least 1 inch thick, and long enough and wide enough to be comfortable while sleeping, there is at least eighteen inches on each side for easy access. Mats are arranged so children are head to toe, or toe to toe.

The surface of the mat is of material that can be cleaned and sanitized as needed between the usages of different children. Blankets and pillows are provided and washed on weekends or when needed. Infants are in cribs until the parent and or I feel they are ready to move to the floor. Also if a child can climb out of their crib /play pen you must transition children to a mat or cot.

Not all lights are off while toddlers are sleeping a sufficiently light is needed in the room in which they are sleeping to observe skin color and to monitor breathing patterns.

Nap equipment is stored separately when not in use, away from bedding used by other children.

<b>FOOD / SERVICE PRACTICES</b>
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WAC 0450, 0180, 0185, 0186, 0190, 0195, 0196.0197,0198
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<b>MEALS SERVED HERE AT ALMAAS FAMILY EARLY LEARNING PROGRAM</b>
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Only unflavored 1 % milk is served, children under 2 whole milk Children are given food every 2 hours							
MEAL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Saturday	Sunday
BREAKFAST 7:30	Waffles Peaches Milk	Dry Cereal Banana Milk	Pancakes Oranges Milk	Dry Cereal Apples Milk	Toast Applesauce Milk	Oatmeal Strawberries Milk	Bagels Pears Milk
MORNING SNACK 930	Graham Crackers Milk	Bagels and Cream/Cheese O. J.	Wheat Crackers Milk	String Cheese Applesauce Water	Crackers w/ Cheese Milk	Toast Applesauce Water	Pancakes Milk
LUNCH 1130	Tuna Fish Casserole Noodles Peaches Green Salad Milk	Goat Rolls Potatoes Applesauce Milk	Ground Beef Pasta Green Beans Pears Milk	Baked Chicken Rice Banana Peas Milk	Hamburger Hamburger Buns Carrots Banana Milk	Fried Chicken White Rolls Potatoes Apples Peas Milk	Chicken whole grain white bread Broccoli Banana Milk
EARLY AFTERNOON SNACK 130	Granola Bars Milk	PB & Banana Milk	Sandwiches Milk	HM Bread Milk	Crackers Milk	Oranges Ritz's	Crackers Milk
AFTERNOON SNACK 330	Gram crackers Milk	Apple Cheese	Cereal Milk	Bread Milk	Banana Milk	Applesauce Ritz crackers	Snack crackers milk
LATE AFTERNOON SNACK 530	Snack Crackers Orange Juice	Rolls Milk	Graham Cracker Milk	Bread Apple Juice	Applesauce Milk	Strawberries Milk	Pears White crackers
DINNER 530	Beef Whole grain Wheat bread Potatoes Carrots Milk	Home made Chicken Soup Pasta Peas Pears Milk	Fish Rice Peaches Green Beans Milk	HM Pizza Pizza Bread Ground beef Tomatoes Green salad Milk	Beef Bread sticks corn on cob Fresh green Beans Milk	Beef Whole grain rolls Cabbage Pears Milk	Turkey Corn Bread Potatoes Green Salad Milk
NIGHTTIME SNACK 730	Apples Milk	White Bread Milk	Sandwiches Milk	cereal Milk	Gold fish Milk	HM Bread Milk	Crackers Milk

## DIETS, FOOD and NUTRITION

At any Early Learning Program, food is served not less than two hours apart and not more than three hours apart unless the child is asleep. You see the schedule has allowed for these times.

Along with this we do not serve pork, ham, bacon.

We comply with the requirements contained in the most current edition of the *USDA Child and Adult Care Food Program (CACFP)* standards, or the *USDA National School Lunch and School Breakfast*. We do not serve pork.

## Special Diets / Alternative food

**WAC 0005, 0186**

**DCYF Definition "Written food plan"** is a document designed to give alternative food to a child in care because of a child's medical needs or special diet, or to accommodate a religious, cultural, or family preference. A parent or guardian and the early learning provider must sign a written food plan.

For special diets the parent must identify foods a child is allergic to or any other specifications in writing. If a child has a food allergy, intolerance or special menu requirements due to a health condition, Almaas Family Early Learning Program is required to have a doctor's order for purposes of enforcing the diet. There is a WAC 0186 we follow about Food allergies and special dietary needs that spells out what needs to be done.

### **Eating before coming to Early learning**

#### **WAC 0450 vii**

Please do not arrive Almaas Family Early Learning Program from McDonald's or any other restaurant with food. If a child has not yet eaten, please communicate that to me when arriving so that we can get them something to eat right away. The schedule lists our meal and snack times and we try to keep the children on that schedule.

#### **Breakfast:**

If children arrive and indicates that they are hungry, we will prepare then something to eat. If the children haven't indicated that they want to eat we serve breakfast around 7:30. Those coming in later can eat upon arriving.

#### **Lunch:**

We usually eat around 11:30. This doesn't affect infants they have their own schedule. If a child comes late, lunch can still be served, just let us know in advance. One of us try sitting with children during meals when possible.

#### **Dinner:**

It is served around 5:30 or snack.

#### **Snacks**

10:00 am. 1:30, 3:30, 5:30, 7:30pm

### **Additional Snacks or Meals**

#### **WAC 0190**

Parents are welcome to add to our meals or snacks as long as they supply enough food for all children. There is a form to sign that is written permission from each child's parent stating that your child may consume food prepared, cooked, or baked by another child's parent or guardian. If you send a lunch for your child it must be nutritional. If it is not satisfactory with the USDA guidelines we will have to supplement the missing necessary ingredients for a healthy and balanced meal. This does not refer to children who are allergic to foods (milk, meat, etc.). If juice, cookies, or candy is sent with a child, they will have to eat them after they leave. There is written a permission form asking you if snacks are prepared, cooked, or baked at home by other parents or guardians may your child/ren eat them. See form to sign.

### **Beverages**



Only unflavored milk is served this is every day. We encourage the children to drink as much as a possible. No substitutions will be made for milk however we do accommodate special diets. The type of milk served to a child is determined by the child's age: infants- birth to 12 months are given breast milk or formula until 1 year of age; children 1-2 years of age are given whole milk; children two years of age and older are given 1% milk. When we serve juice it is 100%, and is only served three times a week. While juice can be good for children, it has natural sugars that are not especially nutritious and there is such a thing as too much juice. Water is given whenever a child wants or needs it, and children are encouraged to drink more water during hotter weather.

### **FOOD HANDLER PERMIT**

WAC: 0106(13)

March 31, 2013 it became a law that all childcares have a *Washington State Food and Beverage Workers* permit. (Food card) Almaas Family Early Learning Program will maintain a food handler card and will continue to have one for the health and safety of all children for herself and all teachers.

### **FOOD - HANDLING PROCEDURES**

WAC 0195, 0196, 0197, 0198

Food is stored in a safe and sanitary manner and is served at the necessary time. Servings are in portion suitable for the size and age of the child in care. If the meal patterns or serving sizes do not meet the child's nutritional needs, a statement from the child's parent and from the child's doctor is needed documenting the necessary variation. Water is available to children at all times where they can get to it themselves and we do not drink for the faucet in the bathroom. A microwave oven is used with microwave safe dishes and or paper plates as well as a stove. Regular and plastic silverware are both used.

We use both an automatic dishwasher that uses heat or chemicals to sanitize and a hand washing method for cleaning dishes. The hand method is by emersion in hot soapy water, rinse, sanitize and air dry. (a bleach solution is used to sanitize, the solution must be three-quarters teaspoon of chlorine bleach to one gallon of cool water).

The food preparation area has a surface that is free of cracks and crevices and has a floor area made of a material that is resistant to moisture.

Written permission from each child's parent or guardian stating their child may consume food prepared, cooked, or baked by another child's parent or guardians needed.

<p style="text-align: center;"><b>EMERGENCY PREPAREDNESS</b> <b>FIRE, NATURAL DISASTER AND OTHER EMERGENCIES</b> <b>THAT MIGHT AFFECT</b> <b>ALMAAS FAMILY EARLY LEARNING PROGRAM</b></p>
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**You will also find this posted on the wall as a reminder.**

## **WAC 0450 2-S, 0166, 0005**

***DCYF Definition of "Emergency preparedness"** means a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination in case of emergencies or during incident response. To be properly prepared for an emergency, Almaas Family Early Learning Program has an emergency prepared-ness plan. We have a working flashlight, with an extra set of batteries. A working telephone with sufficient backup power to function for at least five hours. Emergency exit doors are unlocked from the inside and are not blocked.*

## **FIRE DRILLS and FIRE ALARM**

Fire drills are practiced once a month or more often if needed and are recorded for state records. A picture of our evacuation plan is on the parent board that is clearly visible for all to see. This evacuation floor plan identifies exits, pathways, doors, and windows for all to know. To exit we go out the back door. We practice different methods of fire drills at Almaas Family Early Learning Program. The Fire alarms/smoke detector and carbon monoxide detectors are checked every month to make sure they are still working.

1. **Evacuation Plan Practice:** We talk about what to do in case of a fire and practice the steps of how to get out of Almaas Family Early Learning Program and where to meet.
2. **Activities:** Color/ make pictures that are fire-related (fire truck, fire fighter, good kinds of fire and bad kinds of fire) we talk about them with the children.
3. **Rule Practice:** We go over the three rules of clothing on fire: Stop, Drop & Roll.
4. **Smoke Detector Test:** We show the children the button on the smoke detector. We talk about what it sounds like and then push the button to test it. We proceed outside to our meeting place.
5. **Whistle Test:** A whistle is used only for fire drills.
6. **Drill Test:** Sometimes we just say "fire drill" and tell the children to go outside just like when we push the button.

## **ACTION PLAN FOR PERSON DISCOVERING A FIRE / Fire Evacuation**

WAC: 0450 vii, 0170,

If Haymuun or an adult were to find a fire or if a smoke detectors went off, our first responsibility is to evacuate the children in care to a safe place outside the home. If children in care do not walk by then myself then myself or the teacher would find those children and assist them outside along with talking to the other children and having all of them go outside. We would tell the children we are having a fire drill (even if it was a real fire) or we could blow the whistle which is only used for our fire drills. We'd ask them to exit to the outside telling them which door to go out. All children are constantly trained to be mindful of each other; this helps to ensure that all the children get out when necessary. We would also check attendance for all children in care that day.

The **Fire Extinguisher** is a Dry Chemical Classification 2A; 10BC is visible and found by the kitchen. Extinguishers receive annual maintenance certification by a firm specializing in licensed to do this type of work.

#### **ACTION PENDING ARRIVAL OF FIRE DEPARTMENT**

WAC: 0450 vii,

Once outside and all are accounted for, we would wait all together for the fire trucks if it was a real fire, we would not go back in until we received the all-clear from the firemen. If need be, we would use our evacuate plan and notify parents.

<b>DISASTER PLAN</b>
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#### **SUPPLIES IF NEEDED**

On the premises there is enough for a three-day supply of food, water, and medications required by individual children for use in a disaster, lockdown, or shelter-in-place incident.

#### **EVACUATION PLAN OFF PREMISES**

WAC: 0450 vii,

**If the early learning home is in need of evacuation or the Almaas is in need,** we would evacuate only because of the safety of the children and when a person of authority asked us to leave (police, firemen, and or the licenser). We will be taking with use our First-aid kit, Copies of emergency contact information, Child medication records; and Individual children's medication, if applicable. We would go Covington Library 27100 164<sup>th</sup> Ave Se 253 630 8761

**To maintain the required teachers-to-child ratio and account for all children.** I would have a teacher here if the numbers required it keeping me in ratio and between us we would account for all children.

**Parents or guardians will be able to contact me** Haymuun because you have my cell number. 206 234 3550

#### **If Children Are at Early learning For Up to Three Days.**

We have enough food, water and if need be, medication here at Almaas Family Early Learning Program. Our days would run like any other day, playing learning having fun. Our nights will be a little harder because children would want to be home with you the parent and not here overnight but we will be ok. You know your child/ren are in a safe place.

**Children will be reunited their parents .....** after an emergency by using our **evacuation** plan were we would go to the Covington Library and call you the parent to come and pick up your child. Or you might know what had happen and called already so you know what we are doing. I have your phone numbers and you have mine. 206 234 3550

### **Emergency preparedness plan when children may be left unsupervised**

All children under the age of 5 have to be seen and heard at all times. If an emergency were to happen and I had to leave the children, it would only be for a short time to survey the situation and I would set the children up with activities to keep them entertained while I was gone.

### **EARTHQUAKE DRILLS**

#### **WAC: 0166**

These are done at least every three months according to the WAC, either with fire drills or by themselves. We tell the children we are having an earthquake drill and they need to go under a table, or in a door jam, stop, drop and cover. We all work together in the fastest and safest manner.

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. This shaking can cause damage to buildings and bridges; disrupt gas, electric, and phone service; and sometimes trigger landslides, avalanches, flash floods, fires, and huge, destructive ocean waves (tsunamis). Buildings with foundations resting on unconsolidated landfill, old waterways, or other unstable soil are most at risk. Buildings or trailers and manufactured homes not tied to a reinforced foundation anchored to the ground are also at risk since they can be shaken off their mountings during an earthquake. Unless you have had your house retrofitted for earthquakes, you are also at risk.

Local authorities may or may not immediately be able to provide help or even information on what is happening and what you should do now.

**Indoors:** Quickly move away from windows, all tall furniture should have been secured before now.

**DROP** to floor or under tables or go to inside walls or doorways

**COVER** head/neck/arms and take cover under heavy furniture or against an internal wall

**HOLD ON** to furniture if under it and hold position until shaking stops

Keep talking to children in a calm manner until safe to move.

Do not attempt to run or attempt to leave building while earth is shaking.

**Outside** Move to clear area, as far as possible from glass, brick, and power lines. **DROP & COVER**

**After earthquake:** Account for all children, teachers, and visitors.

Check for injuries and administer first aid as necessary. We can try to call 911 for life-threatening emergency but your phones might not work. We could be on our own.

**Expect aftershocks.**

Determine if evacuation is necessary and if outside areas are safe. If so, evacuate building calmly and quickly.

Escort children to designated meeting spot outside and account for all children, teachers, visitors and family members if home. Shut off main gas valve if you smell gas or hear hissing sound.

Monitor radio for information and emergency instructions.

Stay off all phones (for 3-5 hours) unless you have a life-threatening emergency.

Call out-of-area contact when possible to report status and inform of immediate plan.

Remain outside of building until you have inspected it for re-entry.

### **LOCKDOWN / also known as Intruder Alert**

From time to time, child cares/Early Learning Programs (mostly center's but there is always a first time) that I could be faced with the threat of unauthorized individual entering my home. *Lockdown drills are means of practicing preparedness our business in the event of a criminal act in the area (when a criminal is too close to the Early Learning Program Home). Where an individual/ intruder at or near our Early Learning Program is harming or attempting to harm others with or without a weapon.*

We would know when to lockdown because we could see something that made us uncomfortable or police or an official agency would notifies our Early Learning Program that it is unsafe to leave the facility or be outdoors.

If at any time myself or a teacher were dealing with a person which makes us feel uncomfortable or are fearful for your safety or the safety of others we would go into lockdown.

Parents when be notice as to what was happening and when they could pick up their children.

Lock outside doors and windows. Close and secure interior doors. Close any curtains or blinds.

Turn off lights Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor. Maintain a calm atmosphere in room by reading or talking quietly to children.

Notified emergency personnel by calling 911 if this is a real threat to your program. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Have your out of state number handy. Remain in lockdown until situation resolved.

### **SHELTER – IN – PLACE DRILLS**

Shelter-In-Place should be conducted when you are instructed to do so by emergency personnel or Emergency Alert System (EAS) broadcasts on your radio or television; or if you see a vapor cloud or smell an unusual odor outside or it could be a threat that is atmospheric contamination.

Example; Accidents or attacks involving chemical, biological or radiological hazards.

We will close and lock windows and doors and close as many interior doors as possible. If it was really bad we would use plastic sheeting and cover windows, door, & vents. Also closing off non-essential rooms such as storage areas, laundry room, etc. We will stay alert to loudspeaker

announcements; emergency personnel from your local police or fire departments may give specific instructions via loudspeaker or door-to-door. If determined necessary, we can provide a minimal amount of breathing protection by covering mouths and noses with a damp cloth. If you are told there is danger of explosion, we will close the curtains; to avoid injuries, keeping children away from windows.

We will stay informed by listen to the radio or TV to see if you need to evacuate.

Advising parents not to pick children up from the Early Learning Program until the incident is over.

We also will report incident to licenser at earliest convenience and complete a written incident report.

### **MISSING CHILD**

*WAC: 2350.2375,2900*

Search all rooms in early learning, then search unlicensed space. Check all areas outside including all places a child may hide.(car) If need be take all children with you and search Almas.

If you live nearby bodies of water you will need to search there. Contact parent(s)/guardian(s) to determine if child is with family.

Call 911 with:

Child's name and age, address of program, physical description of child, description of child's clothing, medical condition of child, if appropriate. Time and location child were last seen, person with whom child was last seen. Have child's information, including photo, available for police when they arrive. Call other child/rens parents to come and pick up there at child so you can concentrate on the missing child. Call licenser and CPS, as well as friends to help.

<b>HEALTH CARE POLICY</b>
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WAC 0200 to 0236

### **HAND WASHING 1**

WAC: 0200

A sink is located in the bathroom where the children are provided with soap and paper towels and furnished with a safe, easily cleanable stool impervious to moisture to help reach the sink. Hands are lather with soap for 20 seconds then rinse in warm water.

We will have direct, assist, teach, and coach, children to wash their hands:

- (a) When arriving at the early learning premises;
- (b) After using the toilet;
- (c) After diapering;
- (d) After outdoor play;
- (e) After gardening activities;
- (f) After playing with animals;
- (g) After touching body fluids such as blood or after nose blowing or sneezing;

- (h) Before and after eating or participating in food activities including table setting;
- (i) As needed or required by the circumstances.

## **HAND SANITIZERS 1**

WAC: 0200

According to DCYF hand sanitizer is a medication and we need written and signed parent/guardian permission in order for Almaas Family Early Learning Program to use hand sanitizer with children over twenty-four months old. Hand sanitizer is not used in place of proper hand washing only adding to the control of the spread of diseases.

We will use under the following conditions:

- (a) When proper handwashing facilities are not available; and
- (b) Hands are not visibly soiled or dirty.
- (7) Children must be actively supervised when using hand sanitizers to avoid ingestion or contact with eyes, nose, or mouths.
- (a) Hand sanitizer must not be used in place of proper handwashing.
- (b) An alcohol-based hand sanitizer must contain sixty to ninety percent alcohol to be effective.

## **SICK CHILD ABSENCES**

**WAC 0205, 0450, 0500 – e**

Parents need to notify Almaas Family Early Learning Program if your child is not attending, when your child is too sick to be around others. Please call within one hour of contractual time your child is expected.

If, for some reason, you the parent plans to keep your child at home whether sick or not all of the normal and contractual fees still apply. Parents, please expect to pay for any non-attended days without hesitation or resentment. Your attendance is based on reservation of a time slot. Children with a slight cold symptoms, cough or runny nose are still accepted in our early learning.

It is preferred that parent be responsible for dosing any and all medications at home. I Haymuun, understands how difficult it can be to take time off of work when a child is ill, but sick children usually prefer their parents and it would not be fair to the other children in attendance that day to cancel any pre-planned or usual activities if a child in attendance were too sick to participate. We go outside every day.

If your child becomes sick while here at Almaas Family Early Learning Program or comes down with a fever (100.4) they will be isolated until you can come and pick them up within an hour's time. Said child will need to stay out for 24 hours.

If your child were to have an outbreak of lice/scabies. Treatment is require the day they are found. Child/ren cannot return until lice free-nit (eggs) free which is usually after receiving the first treatment.

If this is something you cannot undertake then there are Lice Clinics you can look into. Upon returning if lice or nit are found said child will leave immediately and need a written note from a doctor or a clinic in order to return to Almaas Family Early Learning Program stating they are free of nates and lice.

(If a child has a ringworm on their head, they must be excluded from the early learning premises beginning from the end of the day when discovered. The provider may allow an individual said child back after treatment and with a plan as how not to contaminate other children. If a child becomes sick while at Almaas Family Early Learning Program, he/she will be separated from others in hopes that others will not get sick. At this time, the parent will be called. Haymuun and parents will discuss how best to help the sick child until the parent can come and retrieve them. According to the State of Washington early learning laws, sick children are not allowed to remain on the premises of an early learning after a parent has been notified and had ample time to pick up their child (ample time must not exceed one hour). If any serious emergency or illness were to occur, emergency help (911) would be called first, then the parent, CPS and the licenser.

**PLEASE PHONE ALMAAS FAMILY EARLY LEARNING PROGRAM  
IF YOUR CHILD IS NOT ATTENDING ON ANY GIVEN DAY.**

**WHEN HAYMUUN is SICK**

**WAC: 120, 205,**

If Almaas Family Early Learning Program were too close because Haymuun became ill (whatever illnesses that were contaminating the area parents will not want their child exposed) this is an advance apology and warning for any inconvenience this may cause. It is you the parent's responsibility to have back up care for situations like this. There are no refunds on days that we close for illness. There are never more than six sick days off per calendar year. If you need help to find temporary childcare while Almaas Family Early Learning Program is closed you are welcome to call "Early learning Aware" 206 329 5544 to help locate an early learning near here.

**TEACHER SICK**

**WAC 120, 0450, 0205, 0500-e**

If any teacher, volunteer or household member has an illness or condition that poses a risk of spreading a harmful disease or compromising the health and safety of others then they are not



around the children. If any teacher's, volunteer or household member who is not up to date or has not been vaccinated when an outbreak of a contagious disease was to happen then said person would be excluded from Almaas Family Early Learning Program. For the reinsurance of all if a child/person was diagnosed with a contagious disease then written permission from a health care provider would be needed before individual may safely return.

### **IMMUNIZATION & EXEMPT / CIS RECORDS Explanation & Tracking 3**

WAC: 0210

There is a state form which gives a record of all the shots your child has received throughout their young life. This is something that you as a parent need to have available for any early learning/early learning program, school and sometimes sport activities. This form needs to be submitted on or before the child's first day of early learning, or completed as soon as medically possible document signed and dated by the parent/guardian. If out of compliance then a date is needed when the child's immunizations will be brought up to date.

To keep updated and keep individual immunization records current this is something we work on together, parents are asked to get copies of updated records when their child gets shots. With the laws changing for immunize and if you the parent chooses to not immunize your child, Child/ren cannot be accepted into care unless that exemption is due to an illness and a form given to you by DCYF is signed by a doctor.

You the parents fully accept the responsibility for any type of illness and/or disease and voluntarily will hold no responsibility upon this early learning, those employees, other clientele or any others that frequent the early learning. All parents will be notified should the spread of an infection or communicable disease occur, as well as the notifications made to the health department and to your licenser.

### **MEDICATION 4**

WAC: 0215

As an early learning provider giving medication to a child I have successfully completed the standardized training course in medication administration. When and if a teacher is here, they will also have an orientation about the Almaas Family Early Learning Program's medication policies and procedures and will take the standardized training course in medication administration.

Here at Almaas Family Early Learning Program we make reasonable accommodations for giving medication, but only after mandatory medication documentation (medication permission forms) have been filled out. If applicable, a training from a child's parents for special medical procedures that are part of a child's individual care plan. This training is documented and signed by the provider and the child's parent.

Most over the counter medication cannot be given to child under the age of two, even if the name has "infant" in the label, the directions may say something different.

**Prescribed medication** must only be given for the purpose or condition that the medication is prescribed to treat; The medication must: Be in the original container;

- 1 Be labeled with the child's first and last name; (no sharing brothers & sister's meds)
- 2 Have a non-expired expiration date.
- 3 How to storage the medication
- 4 Potential adverse reactions

**Nonprescription medication**, we must receive written authorization from you the child's parent and health care provider with prescriptive authority prior to administering if the item does not include age, expiration date, dosage amount, and length of time to give the medication. All medications, as well as vitamins, herbal remedies, dietary supplements, Fluoride supplements, Homeopathic or naturopathic medication; and Teething gel or tablets (amber bead necklaces are prohibited) are in a locked container or cabinet until used and inaccessible to children. If Almaas Family Early Learning Program where to need emergency rescue medications it would be inaccessible to children but available for emergency use to meet the individual's emergency medical needs.

#### **MEDICAL EMERGENCY RESPONSE & REPORTING 4**

WAC: 0215

In the case of a medical emergency, we **call 911**. A teacher or myself would stay with the child and perform any necessary intervention as learned through our training and ask someone to bring me the phone. Parents will be notified of the emergency as soon as possible, making sure all children are being cared for.

If a child were to take a medication on their own or if the child was given a medication inappropriately (i.e.; medicine not prescribed to them or a medication not age-appropriate) and the situation is not life-threatening, a parent would be called to discuss the safest and best steps to be taken. Any and all medication is important to discuss: cough drops, Tylenol, cough syrup, homeopathic tablets, etc. All medications are dangerous; sometimes older children might not know that even given something as simple as a cough drop to a younger one could cause serious problems. It could be that poison control would be called as (1 800 222 1222). We would also have to notify the licensors and CPS.

#### **BATHROOM 5**

WAC: 0220

Privacy is needed for toileting for children of the opposite sex where four years of age and older and for other children demonstrating a need for privacy. There is one mounted toilet paper dispenser with toilet paper located next to the toilet. There are appropriate toilet seat for children in care. A stool for the children to use that is safe, easily cleanable and resistant to moisture to reach the sink. Floors in the bathroom have a washable surface and are resistant to moisture and are mopped and disinfect every day, more often when needed.

#### **TOILET TRAINING 5**

WAC: 0220

This is a special time in each child's life, a sign that your child is growing up. Toilet training should be a good experience. If a parent undertakes the task of potty training when they want it to happen and not the child, the task is arduous and painful for all concerned and likely will not be successful.

Age is not a factor, ability is. Haymuun here at Almaas Family Early Learning Program needs the cooperation of the family. We will need to be supplied with clean cloth underpants. Parents should dress their children in clothes that promote their independence. Do not bring a child in underpants or pull-up unless this has been previously arranged or discussed. Putting a child in diapers part-time and underwear part-time can be confusing and distract the training process (except at naptime, when a diaper may still be needed for a while).

If potty training is introduced when the child is ready, then the task is easy and quick. This is something that we work on together using positive reinforcement. We provide developmentally appropriate toilet-training equipment.

## **DENTAL HYGIENE**

WAC 0180 2 a,b,c

This is something new that DCYF as introduced to all programs. There are monitory classes that we take to give your child the best instruction on what we are do here at Almaas Family Early Learning Program . The online class “Cavity free kids” it also talks about teeth brushing activities. Feel free to check this out yourself. [www.cavityfreekids.org/cfk-training](http://www.cavityfreekids.org/cfk-training).

At least once per day, myself, Haymuun or another teacher if here will offer children an opportunity for developmentally appropriate **tooth brushing activities**. They will be safe, sanitary, and educational. If we brush teeth, toothbrushes used would be stored in a manner that prevents cross contamination. If parents or guardians of a child Do not want their child/ren brushing their teeth or doing our tooth brushing activities here at Almaas Family Early Learning Program they may opt out by signing a written form stating so which I have.

## **DIAPERING 6**

**WAC 0221**

This is now called the “diaper changing station” which is done in the bathroom on an easily cleanable mat with a nonabsorbent surface large enough to prevent the surface underneath from becoming contaminated with bodily fluids on the floor.

Here at Almaas Family Early Learning Program we have posted the easily viewable diaper changing procedure. Hands can be washed in the sink in the bathroom. There are disposable gloves when needed. Diapers are put directly into a waste container used only for this that has a tight cover, and is lined with a disposable plastic trash bag, and is within arm reach of the diaper changing area. We check diapers at least every two hours and change diaper when necessary, or whenever the child indicates discomfort.

If a table is used for changing then it will not be uncluttered or used for storage of any items not used in diapering of a child. No child is not left unattended on the diaper changing surface

or mat during the diaper changing process and we do not use safety belts on diaper changing tables because they are neither cleanable nor safe.

#### **ANIMALS or PETS 7**

WAC: 0005, 0225

**DCYF Definition "Pet"** means a domestic or tamed animal or bird kept for companionship or pleasure. This is your written notice to you the children's parents that we do not have any animals.

#### **FIRST-AID SUPPLIES 8**

WAC 0230

With regard to bumps, bruises and falls, injuries happen to children all the time. Band-Aids or ice is used when needed. If the need arises, an injury/ incident form would be filled out for our files. There is a first-aid kit for both inside and outside of the house.

We keep on hand Disposable nonporous protective non-latex gloves; Adhesive bandages of various sizes; Small scissors; Tweezers; An elastic wrapping bandage; Sterile gauze pads; Ice packs; A disposable or mercury free thermometer that uses disposable sleeves, or is cleaned and sanitized after each use; A sling, or a large triangular bandage; Adhesive tape; A CPR barrier with a one-way valve or both an adult and pediatric CPR mask with a one-way valve; A current first-aid manual; and Hand sanitizer (for adult use only).

#### **SAFE WATER SOURCES 9**

WAC 0235

To stay open Almaas Family Early Learning Program has to have hot and cold running water. In 2018 the state started testing our water source by a laboratory accredited by the department of ecology to analyze drinking water to test the water supply for lead and copper. This will be done once every six years. If the test results are at or above the current EPA action level, then early learning providers must immediately close or use bottled water. The amount of the alternative source of potable water must be sufficient to ensure compliance with the requirements of this chapter for safe drinking water, handwashing, sanitizing, dishwashing, and cooking.

#### **SAFE DRINKING WATER 10**

WAC 0236

We offer drinking water multiple times throughout the day and is always available to children at all times both inside and outside. We do not use the bathroom sink which is used for hand washing, toileting or diapering.

<b>HEALTH POLICY WAC 500</b>
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**A prevention of exposure to blood and body fluids plan;**

## **BLOOD BORNE PATHOGENS WAC 2-V (I)**

*A bloodborne pathogen is an organism that is present in the human blood that can cause disease to humans.*

Haymuun and any teachers here has completed a state department of health training on the prevention and transmission of HIV/AIDS (human immunodeficiency virus/acquired immunodeficiency syndrome).

There are procedures for cleaning up bodily fluid spills (blood, feces, or eye discharge, saliva, urine or vomit), including the use of gloves, proper cleaning and disinfecting of contaminated items, disposal of waste materials, and hand washing to help protect all of us here at Almaas Family Early Learning Program .

WAC 0106 # 11 state's Early learning providers who directly care for children must complete the **prevention of exposure to blood and body fluids** training that **meets Washington state department of labor and industries' requirements**. This is a 14-page booklet that has been added to the hand-outs that we all can read.

### **Contagious Disease Notification**

#### **COMMUNICABLE DISEASE / INFECTION CONTROL METHODS, CONTAGIOUS DISEASE**

*Defined by DCYF , Contagious disease" means an illness caused by an infectious agent of public health concern which can be transmitted from one person, animal, or object to another person by direct or indirect means including transmission through an intermediate host or vector, food, water, or air. A person exposed to a contagious person or animal, or a contaminated source which might provide an opportunity to acquire the infection would not be here.*

Vaccines are available to control the majority of disease that have cause illness and some-times the death of a child. We help to enforce the state communicable disease regulation, by excluding children who are ill.

At the first opportunity, but in no case longer than twenty-four hours of learning that an enrolled child, teacher's member, volunteer or household member has been diagnosed by a healthcare professional with a contagious disease we would provide written notice to DCYF, the local health jurisdiction, and you the parents or guardians of the enrolled children.

After we are advised what steps to take, we will notify all of the parents of children in our care what necessary steps were taken. In this event, early learning may not necessarily have to shut down. Any children who are not up-to-date with vaccines might not be able to be here at Almaas Family Early Learning Program until the infectious stage has passed.

Haymuun may readmit a child, teacher, volunteer or household member back into the early learning program with written permission of a health care provider or health jurisdiction stating the individual may safely return after being diagnosed with a contagious disease.

## **COVID-19 POLICY**

WAC 0450

**By now you should know the** symptoms of Covid-19. If children are attending today and have no COVID-19 symptoms, they are welcome to stay. Please do not come to my childcare if anyone in the household has been in close contact with a confirmed or suspected case of COVID-19. Everyone in the house needs to be tested. If anyone is positive then everyone needs to stay home for 10 days. Returning only after this time and when the household is symptoms free.

Here is a reminder of the Covid-19 symptoms ..... keep your child home if... . . . they have any of these symptoms, even if symptoms are mild: fever (a temperature of 100.4°F or higher), cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, runny or stuffy nose, sore throat, diarrhea, vomiting, new loss of taste or smell or other signs of new illness unrelated to a preexisting condition (such as seasonal allergies).

Test your child for COVID-19 If your child has any of the above symptoms, they need to be tested for COVID-19 before they can return our program

## **PEST CONTROL POLICY**

### **WAC 0005, 0255**

Here at Almaas Family Early Learning Program this is our pest control policy; we take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. If pesticides are used, Haymuun would notify the parents or guardians what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest) and only be Applied to when children are not present. We would research how to use natural, nonchemical, low-toxicity methods where pesticides or herbicides are used as a last resort (i.e., integrated pest management).

## **SANITIZING AND DISINFECTANTS FOR CLEANING**

### **WAC: 0240**

We clean frequently a bleach and water mixture used for sanitizing. Most of the time, the dishes are washed in the dishwasher. If hand washing dishes we use a method, by emersion in hot soapy water, rinse, sanitize and air dry. Toys and play materials are cleaned and sanitized sometime daily and more frequently when needed. Tables are sanitized before we eat and after. Bedding is washed once a week in a washing machine., or sent home for you to wash. Carpets are vacuumed daily and undergo a cleaning a twice a year.

## **LAUNDRY**

### **WAC: 0245**

The mats that are used for nap time have bedding that is washed on weekends. Parents are welcome to send added bedding if they wish, as sometimes very young children are more comfortable with their own linens and blankets. Haymuun has separate and adequate facilities for

storing soiled and clean linens and an effective way to clean any laundry that's dirty. Haymuun cleans laundry through temperature control and the use of chemicals in the washer and dryer usually on the weekend.

#### ADDED INFORMATION FOR PARENTS FROM WAC 0450 VII

##### **TB TESTING**

WAC: 010, 120, 205

To take precautions against infections and communicable diseases, all teachers and house members (14 yrs. and old) are required to have a TB test done before any continuous access is permitted in Almaas Family Early Learning Program.

##### **INJURY PREVENTION**

WAC 0450

Almaas Family Early Learning Program safety is our biggest concern when interacting or playing with children is their safety. We have child-sized table and chairs, highchairs and cribs. All toys are regularly checked for safety issues, choking hazards or broken parts.

##### **INJURIES OR ILLNESS PLAN**

WAC 0450

If I Haymuun becomes aware that a child had an **injury** it would treat with first aid measures. If it require professional medical treatment because it was more serious, I would call you the parent first or 911, when applicable and follow recommendations. If 911 was called I would than call you after and within twenty-four hours the licenser would be called and I would submit an injury/incident report form.

**Illness;** If your child becomes sick while here at AlmaasFamily Early Learning Program or comes down with a fever, they will be isolated until you can come and pick them up within a hours' time. Said child will need to stay out for 24 hours.

##### **INSPECTION REPORTS AND NOTICES OF ENFORCEMENT ACTION**

**WAC 0443**

This is notification that the department (DCYF aka-our licenser) is authorized to take enforcement actions, suspend or even revoke Haymuun license if failing to comply with our laws-WAC 110-300, "Foundational Quality Standards For Early Learning Programs".

Enforcement actions include civil monetary penalties (fines) and the denial, suspension, revocation, modification, or nonrenewal of a license.

**ALMAAS FAMILY  
EARLY LEARNING PROGRAM  
ACKNOWLEDGEMENT OF SIGNATURE**

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

CHILDS NAME \_\_\_\_\_

Parent/ Guardian Signature	Date
Parent/ Guardian Signature	Date