

2025

# Shiny Stars LLC Daycare

PARENT HANDBOOK POLICY  
ROSHANAK DAVOODI

SHINY STARS LLC DAYCARE | 13402 SEATTLE HILL ROAD, MILL CREEK, WA 98012

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## 1. Purpose

This document serves as the official parent handbook policy for Shiny Stars LLC Daycare.

## 2. Instruction

Please read each section of the handbook carefully and initial and date each page at the bottom right corner. Should you have any questions, please get in touch with one of the staff members. Their contact information is listed below.

Name	Role	Phone	Email
Roshanak Davoodi	Owner & Teacher	(425) 625-3236	Roshanak87.davoodi@gmail.com

## 3. PHILOSOPHY AND PROGRAM DESCRIPTION

At Shiny Stars LLC Daycare, my mission is to create a nurturing and enriching environment where every child can thrive emotionally, intellectually, socially, and physically. I believe that each child is unique and deserves an individualized approach that respects their pace of growth and learning style. My goal is to foster their development through a structured yet adaptable curriculum designed to encourage curiosity, creativity, and a love for learning.

My curriculum is thoughtfully designed to include essential elements that contribute to a child's overall development. It emphasizes intellectual exploration, social interaction, and physical well-being. Children will learn to work collaboratively in groups while also engaging in activities that promote independence, helping them appreciate the balance between teamwork and individuality. Respect for others, empathy, and mutual support are values I strive to instill daily.

Shiny Stars LLC Daycare is committed to maintaining a clean, safe, and nurturing space where children feel secure and inspired. The daily program is flexible, allowing for the unique needs of each child while incorporating stimulating activities that engage their imagination and curiosity. I prioritize good nutrition by providing high-quality meals and snacks that fuel their growing bodies and minds.

I am dedicated to learning and growing alongside the children in my care, recognizing and celebrating their unique needs and abilities. By creating a positive and encouraging atmosphere, I aim to inspire each child to explore their environment confidently and develop at their own pace.

At Shiny Stars LLC Daycare, I strive to create an experience that fosters long-lasting bonds, joyful memories, and peace of mind for your family. My ultimate goal is to support your child's growth in a way that leaves a meaningful and lasting impact on their journey to becoming confident, compassionate, and capable individuals.

#### 4. MY TRAINING AND EXPERIENCE

The State of Washington requires that I take annual training on topics related to caring for young children. Feel free to ask me about my training. I will share any interesting things I learn with the families in my program.

Every teacher who works in this daycare has at least 30 hours of Star Training in Blood-Borne Pathogens, CPR and First Aid for infants and adults, and a Food Handler Certificate.

In addition to that, I hold a bachelor's in education and have worked as an elementary and high school teacher for over two decades, teaching various subjects along with 5+ years of work experience in childcare and center.

#### 5. NON-DISCRIMINATION STATEMENT

This program maintains a strict non-discrimination policy in all aspects of operation, including enrollment, employment practices, client services, and the care provided to children. No individual shall be treated unfairly or denied access on the basis of race, color, creed, ethnicity, national origin, gender, marital status, veteran status, sexual orientation, age, socio-economic status, religion, physical or mental ability, use of a trained service animal by a child or family member, or preferred communication and learning styles.

In addition, I am committed to supporting children and families with limited English proficiency by:

I can speak, read, and write Farsi as my first language.

##### 5.1. ABUSE AND NEGLECT-PROTECTION AND TRAINING (WAC 110-300-0106 / WAC 110-30-0030)

As a licensed childcare provider, I am committed to protecting all children in my care from any form of abuse or neglect. In accordance with mandatory reporting laws, I am legally obligated to report any suspected incidents of child abuse, neglect, or exploitation to Child Protective Services (CPS) or the appropriate local law enforcement agency immediately—without prior notification to the parents or guardians involved. I will also notify my licensor as required.

All staff members, volunteers, and household members associated with this program receive training on the prevention, recognition, and mandatory reporting of child abuse and neglect to ensure the safety and well-being of every child.

#### 6. PERMISSION FOR FREE ACCESS

During business hours, you have the right to access all areas of my home that are licensed for childcare. You are welcome to visit or drop in unannounced to observe your child. Additionally, you have the right to review your child's file, the provider's training logs, DCYF inspection checklists, and Facility Licensing Compliance Agreements at any time.

If you wish to schedule a meeting with me or a member of my staff, please do so in advance so we can ensure the conversation takes place away from the children and does not disrupt their care or routine.

## 7. POLICIES AND PROCEDURES

### 7.1. CONFIDENTIALITY POLICY INCLUDING WHEN INFORMATION MAY BE SHARED (WAC 110-300-0460)

All information regarding children enrolled in this program is kept strictly confidential. As a parent or guardian, you have the right to access your child's records at any time. Sensitive or personal information will be discussed privately and never in the presence of children.

Please note that authorized representatives from the Department of Children, Youth, and Families (DCYF) are permitted to access child records as part of their oversight responsibilities.

## 8. ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

### 8.1. DEPOSITS AND REGISTRATION FEES

**Deposit:** Your child's position is reserved upon receipt of 2 week's tuition deposit. This deposit will be applied to the 2 week(s) of care.

**Registration Fee:** I require a non-refundable registration fee of \$100 to cover administrative costs.

### 8.2. ADMISSION FORMS

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

- Childcare Registration
- Permission Authorization
- Childcare agreement
- Certificate of Immunization Status (CIS) or a similar form supplied by a health professional or signed Certificate of Exemption;
- Completed USDA food program enrollment (if applicable).

### 8.3. HOW CHILDREN'S RECORDS (INCLUDING IMMUNIZATION RECORDS) ARE KEPT CURRENT

Children's files, including immunization records, must be kept current. Parents are responsible for notifying the provider of any changes to personal or contact information as they occur. In addition, all records will be reviewed and updated on a quarterly basis to ensure accuracy and compliance with licensing requirements.

#### 8.4. INTRODUCTORY VISIT

Each new family needs to visit my home at least 1 time prior to enrollment. Please call-in advance to schedule a visit. (It is better if you bring your child at the time of visit).

#### 8.5. TRIAL PERIOD

A two-week trial period will be in place upon the start of care. This period allows for observation of the child's adjustment to the childcare environment and provides an opportunity to discuss any concerns that may arise. I will communicate with you daily about your child's experiences and progress. Please feel free to share any questions or concerns during this time.

At the end of the two-week trial period, we will assess whether the childcare arrangement is mutually satisfactory. If concerns cannot be resolved to the satisfaction of both parties, care may be discontinued.

The provider reserves the right to terminate childcare services immediately and without notice during the trial period under the following circumstances:

- Continual late payment or non-payment;
- Child behavioral problems that cannot be controlled;
- Not respecting the childcare facility, policies, staff, or other children; Continual late pick-ups and/or early drop-offs without prior agreement.

#### 8.6. COMMUNICATION PLAN WITH PARENTS/GUARDIANS

You are encouraged to contact me at any time—whether in person, by phone, or via email—if you have questions or concerns regarding your child or any aspect of our childcare program.

Daily drop-off and pick-up times provide valuable opportunities for ongoing communication. These brief check-ins allow us to share important information about your child and ensure that we work together to provide consistent, supportive care that helps your child thrive. Please feel free to share anything you believe I should be aware of, and I will do the same.

In addition, I will schedule formal family/provider conferences twice a year. These meetings offer a dedicated time for us to discuss your child's development, including their goals, strengths, and areas where support may be needed. These conferences are designed to strengthen our partnership, as we work together to support both your parenting and my caregiving.

I will support your parenting in the following ways:

- I will communicate with you daily as to how your child's day has gone, please let me know in the time of drop off if you have any concerns or problems at home that may be affecting your child. All communications are held in confidence and shared with other staff members on a Need-To-Know basis.
- My program posts information and resources for families on a Parent Resource Board, which is located on the front wall when you enter the daycare.
- My program has an orientation meeting with new families prior to their child enrolling.



- Families will have the option to fill out a questionnaire about their child's interests so our staff are more aware of their preferences.
- Family members are encouraged to visit and spend time with their child at care.
- Families and children are supported in their transition to kindergarten through family meetings and sharing information about local Kindergarten options.
- Regularly scheduled family meetings encourage discussion of relevant developmental information and program news.
- Ongoing individual child assessment information is shared with each family.

## 8.7. TERMINATION OF SERVICES

You are required to give me 2 weeks notice of your intent to terminate care. Your deposit will cover 2 weeks. If you should terminate your child's care without notice, the deposit will not be refunded.

The following are conditions that will cause childcare to be terminated:

- Non-receive of co-pay
- Continual late payments
- Continual late pick-ups
  - Prior to termination of services, 3 or more of the below supports will be attempted:
    - Parent meetings;
    - Expert evaluations;
    - Behavior plan with documentation;
    - Referral to alternative programs/settings.
- Not respecting childcare setting and policies (parents/and or guardians)

Please note that, an early learning provider reserves the right to terminate a child's enrollment if a parent or guardian is unable or unwilling to meet the expectations and requirements of the program. Such expectations may include, but are not limited to, timely payment of tuition and fees, adherence to scheduled drop-off and pick-up times, and respectful, appropriate, and safe conduct by the parent, guardian, or any family member while on or near the premises of the early learning program.

## 9. FEES AND PAYMENT PLAN

### 9.1. FEE, REGISTRATION, AND RATE INCREASE

- Rates are evaluated and may be raised every year on Jan 1st.
- 4 weeks notice will be given to families for rate increases.
- If other adjustments are needed, 2 weeks notice will be given. There is a one-time \$100 registration fee due at time of registration.

## 9.2. PROGRAM COSTS

Contracts and rates are evaluated every year and rates may be raised every year on January 1st or as needed. A one-month notice will be given for rate increases. If other adjustments are needed, a two-week notice will be given. All rates are weekly.

Your contract will specify your child's days and hours of care.

Age	Full- Time	Part time (3 days)	Part time (2 days)	Drop-in
Infant 4 weeks to 12 months	\$450.00	\$375.00	\$275.00	\$125.00
1-2 years	\$425.00 <sup>1</sup>	\$350.00	\$240.00	\$110.00
2-5 years	\$400.00 <sup>2</sup>	\$300.00	\$220.00	\$90.00
5-8 years	\$350.00	\$275.00	\$200.00	\$80.00
Before & after school	\$200.00 <sup>3</sup>	\$130.00	\$70.00	\$100.00

## 9.3. DEFINITIONS OF CARE

**Full-time:** is 4 or 5 days per week (more than 20 hours per week)

**Part-time:** is 3 days or less per week (less than 20 hours per week)

**Drop-in:** is care that is not on a regularly scheduled basis.

Drop-in care that is less than 5 hours is billed at \$15 per hour. (Minimum 4 hours required)

<sup>1</sup> The rate applies for one year old who walk independently. If your child does not walk independently, the Infant rate will be applied.

<sup>2</sup> The rate applies for the children that are fully potty trained (going potty without reminder), if your child is not potty trained the Ones rate will be applied.

<sup>3</sup> Extra charges would apply for ½ days or no school days.

## 9.4. For parents utilizing DSHS & Working Connections Subsidy:

Full-time: 5-9 hours of care a day

Part-Time: less than 5 hours of care a day

Drop-In: DSHS/Working Connections does not cover drop-in/hourly care

\* Note: if you are using a different subsidy, please contact them for information on their definitions of care.

## 9.5. PAYMENT PLAN, PENALTIES, AND EXTRA CHARGES

**Payment Plan:** Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a space whether their child is there or not. Payment for care is due in advance every two weeks on Monday. Special payment terms are negotiable on occasion and will be defined in the contract.

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

## 9.6. PAYMENT OPTIONS

You may pay with Cash, Wire Transfer, Venmo/Zelle, or Debit/Credit Card. You may also opt for auto payment to ensure timely payments and avoid late fees.

## 9.7. PAYMENT PENALTIES

- The fee for late payment is \$20 per day. If fees remain unpaid after a period of 3 days, your child will not be admitted until ALL fees are paid in full.
- The penalty for NSF checks is \$25 PLUS any bank costs incurred by me. Cash payment is required for returned checks. You may be put on a cash basis after the second NSF check.
- Late pick-up fees are \$10 per 15 minutes or any part thereof. If late pick-ups or early drop-offs continue (2 or more per month), I will schedule a conference and attempt to find a solution which works for both families. Please understand that my goal is not to charge you overtime/late fees. If we practice mutual respect, I'm certain we will have a successful relationship.
- The maximum number of hours that your child can stay at the daycare is 9 hours per day. In case of an emergency, your child can stay for as long as the daycare is open. However, you will be required to pay an additional fee of \$15 per hour.

**\*Changing your schedule:** Should the need arise to change your schedule in any way, you must check with me to make sure the adjustment will work with both schedules. If you need occasional early drop-off or late pick-up, it must be arranged ahead of time. You will be charged overtime fees due at time of pick up.

## 9.8. FIELD TRIP CHARGES

We do not organize field trips for children in our care.

## 9.9. RECEIPTS AND TAXES

Upon request I will give you a payment receipt when you pay for childcare.

# 10. OPERATIONAL DETAILS

## 10.1. HOURS OF OPERATION & CLOSURES

The childcare program is the following hours, except holidays. Parents are welcome to visit their children at any time during the day

Monday	6:30 AM – 6:00 PM
Tuesday	6:30 AM – 6:00 PM
Wednesday	6:30 AM – 6:00 PM
Thursday	6:30 AM – 6:00 PM
Friday	6:30 AM – 6:00 PM
Saturday	Closed
Sunday	Closed

## 10.2 HOLIDAYS

Childcare is closed for the following holidays:

<b>New Year's Eve &amp; New Year's Day</b>	Dec 31st & January 1st *
<b>Martin Luther King Jr. Day</b>	January 20th
<b>President's Day</b>	Feb. 17th
<b>Emancipation Day</b>	April 17 <sup>th</sup>
<b>Memorial Day</b>	May 26th
<b>Juneteenth Day</b>	June 19 <sup>th</sup>
<b>Independence Day</b>	July 4th
<b>Labor Day</b>	Sep 1st
<b>Veteran's Day</b>	Nov 11th
<b>Thanksgiving and the day after</b>	Nov 27th & 28th *
<b>Christmas Eve and Christmas Day</b>	Dec 24th & 25th *
<b>Persian New Year</b>	March 20 <sup>th</sup> (Varies per year)

\*We also have 5 non-consecutive Professional training days every calendar year (They will be spread out throughout the year). The Daycare will be closed during those days, and you will be notified one month in advance.

\*If holidays fall on SAT-SUN, I will observe the last business day/days.

\*I will give you at least 4 weeks advance notice of my vacation schedule. I will take 2 weeks' vacation per year. Tuition fees will be charged at regular rates during vacation days.

## 10.3. FAMILY/PARENT/GUARDIAN VACATION AND ABSENCE

You are required to give 2 weeks' advance notice for vacation;

If your child is enrolled full-time or part-time, you are allowed up to 2 weeks of unpaid vacation time for your child every calendar year. Outside of these circumstances, you are required to pay the full tuition amount even if your child does not attend the daycare;

Please call and inform me when your child will not attend due to illness or some other event;

Please inform me upon enrollment if you plan to remove your child from childcare for any length of time (i.e., the summers for school teachers or when you are on maternity leave with another child, etc.).

## 10.4. PROVIDER VACATION/EMERGENCY CLOSURE POLICY

We have 2 weeks of vacation every year (1 week in July and 1 week in December) where the daycare will be closed, however payments are still required as we are holding a space for your child.

We will give you at least 4 weeks advance notice of my vacation schedule.

In case of emergency situation, I will contact you as soon as possible if we need to close my daycare.

### 10.5. BACK-UP CHILDCARE

I recommend that you have access to an alternate childcare arrangement. You may need care if I am ill or when I am on vacation. If I am ill, you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup childcare.

For a childcare referral, please call:

Tiny Treasures daycare  
+1 (425) 678-2585  
20013, 6<sup>th</sup>, PL, W, Lynnwood, WA 98036

### 10.6. SING-IN AND SING-OUT PROCEDURES

- Arrival and pick-up instructions:
  - Upon arrival, the parent, guardian, or authorized person must sign the child in using the signature of the full name, the date, and the time.
  - Upon departure, the parent, guardian, or authorized person must sign the child out using the signature of the full name, the date, and the time.
  - The sign-in/out form is located at the entrance door. You are required to sign in/out using signature, your full name, the date, and time.
- Please identify on the Childcare Registration form who is authorized to pick up your child. I will not release your child to any person without your written permission. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child.
- Anyone who appears to be under the influence of drugs or alcohol arriving at childcare to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, I will call 911.

### 10.7. Typical Daily Activity Schedule (WAC 110-300-0360, 0150)

<b>6:30 am – 7:15 am</b>	<b>Welcome, Good Morning</b>
<b>7:15 am – 7:30 am</b>	<b>Bathroom and Wash-up</b>
<b>7:30 am – 8:30 am</b>	<b>Breakfast</b>
<b>8:30 am – 8:45 am</b>	<b>Free Play Centers</b>
<b>8:45 am – 9:00 am</b>	<b>Circle Time (Music &amp; Movement)</b>
<b>9:00 am – 9:20 am</b>	<b>Art Project</b>
<b>9:20 am – 9:30 am</b>	<b>Potty Time, Wash-up</b>
<b>9:30 am – 10:30 am</b>	<b>Centers: Math, Science, Sensory, Literacy, Dramatic Play</b>
<b>10:30 am – 11:00 am</b>	<b>Outside Play</b>
<b>11:00 am – 11:10 am</b>	<b>Reading Book with Teacher</b>
<b>11:10 am – 12:10 pm</b>	<b>Lunch</b>
<b>12:10 pm – 12:30 pm</b>	<b>Potty Time, Wash-up</b>

<b>12:30 pm – 2:30 pm</b>	<b>Nap/Quiet Time</b>
<b>2:30 pm – 3:00 pm</b>	<b>Potty Time, Diaper Change &amp; Clean-up</b>
<b>3:00 pm – 3:20 pm</b>	<b>PM Snack</b>
<b>3:20 pm – 4:00 pm</b>	<b>Outside Play</b>
<b>4:00 pm – 4:45 pm</b>	<b>Table Activities (Writing, Math, Fine Motor), Dramatic Play</b>
<b>4:45 pm – 5:45 pm</b>	<b>Coloring, Free Play, Reading Books</b>
<b>5:45 pm – 6:00 pm</b>	<b>Goodbye Routine</b>

## 10.8. SCREEN TIME USAGE

Children do use screen time (television, videos, or computers) for educational purposes at our program in accordance with WAC110-301-0155

## 10.9 NAPPING/SLEEPING

A rest period will be offered for all children under five years of age. Alternative quiet activities will be available for those children who are unable to nap or who no longer need a nap. No child will be forced to sleep. I will work with you to discuss your child's sleep patterns and needs. I must allow infants and toddlers to follow individual sleep schedules.

## 10.10. SPECIAL NEEDS ACCOMMODATION (WRITTEN PLAN) (WAC 110-300-0300)

- Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA);
- All families will be treated with dignity and with respect for their individual needs and/or differences;
- Parents will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program;
- Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, childcare programs may consult with agencies/organizations as needed, provided parental permission is granted (Authorization for Release of Information form). Inclusion of program staff on IFSP and IEP case conferences is desired to ensure the childcare program provides the most supportive environment possible.

## 10.11. RELIGIOUS ACTIVITIES

No religious doctrine is taught or expected of the children in this program. I respect all religion. Please feel free to discuss any particular needs so your child feels comfortable.

# 11. CARE GUIDELINES

## 11.1. CHECKLIST OF CHILDCARE SUPPLIES

You are expected to provide the following for your child:

Bottles	Pacifiers	Blanket and sleeping necessities
Bottle Liners	Teething devices	Toothbrush
Formula	Toilet training diapers	Sunscreen (must have written permission)

Nipples	Change of Clothes	Baby wipes
Diapers	Cold weather clothes	

\*Daycare will provide sleeping mats.

### 11.2. ITEMS BROUGHT FROM HOME

This childcare facility is not responsible for any broken, lost items or toys brought from home. Weapons or action figures are not allowed in daycare premises.

### 11.3. GUIDANCE AND DISCIPLINE (WAC 110-300-0330, 0331, 0335)

We will use consistent, fair, positive methods of managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level, and culture.

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises, including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking, or any other means of inflicting physical pain.

All staff and volunteers will be trained on the following policy and practices:

My behavior management practices are:

- Wait until he/her calms down;
- Speak and teach him/her good manners;
- Assigning something different;
- Time out according with his/her age;
- Separating from the group till he/she can control himself/herself.

If a child's behavior becomes an ongoing issue, I will confer with the parents using the following steps:

- schedule an appointment and talk about your child's behavior

### 11.4. SPECIALIZED CARE FOR INFANTS & TODDLERS DIAPERING PROCEDURE (WAC 110-300-0221)

Children will be attended to at all times during the diapering procedure. Diapers will be changed when necessary and/or checked at least every two hours. Appropriate diapers include disposable or cloth diapers supplied by a commercial diaper service or the child's family. Anyone administering the diapering procedure will wash their hands immediately before and after diapering. The child's hands will also be washed immediately after diapering.

### 11.5. TOILET LEARNING (WAC 110-300-0220)

Before a child is ready to start toilet learning I will discuss parent/guardian views on toilet training. For toilet training I use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with parents/guardians.

### 11.6. INFANT FEEDING (WAC 110-300-0285)

Infants are fed on demand or based on a parent/guardians recommended feeding schedule. Infants will stop being fed when the child shows signs of fullness, bottles will be put away when a child is done feeding.

Infants are held at all times when bottle feeding, I do not prop bottles up or let children feed themselves while lying down. Bottles will be checked to ensure temperature is safe before feeding. Medications, cereal supplements, or sweeteners will not be added to the contents of bottles unless prescribed by a health care professional and the medication management procedure has been followed.

Infants and toddlers will not be served food from polystyrene (Styrofoam) cups, bowls, and/or plates.

### 11.7. NAPS AND REST PERIODS (WAC 110-300-0265, 0290)

Infants and toddlers will follow their own individual sleep patterns and never be forced to sleep.

Infants and toddlers will use napping equipment approved by the U.S. Consumer Products Safety Commission. Napping equipment will be clean and firm with a snug-fitting mattress that does not have tears or holes. Children will be removed from car seats, swings, rockers, or other similar equipment if they have fallen asleep. Children who are able to climb out of a crib will be transferred to a mat or other approved sleeping equipment.

### 11.8. INFANT CARE- PROCEDURES TO REDUCE THE RISK OF SIDS (SUDDEN INFANT DEATH SYNDROME) (WAC 110-16-0025)

To reduce the risk of sudden infant death syndrome (SIDS) I will:

- Place an infant to sleep on his or her back. If the infant has turned over while sleeping, the infant does not need to be returned to his or her back;
- Place an infantine sleeping equipment that has a clean, firm, and snug-fitting mattress and a tight-fitting sheet;
- Not allow soft fluffy bedding, stuffed toys, pillows, crib bumpers and similar items in the infant sleeping equipment or allow a blanket to cover or drape over the sleeping equipment;
- Not cover an infant's head and face during sleep;
- Take steps so infants do not get too warm during sleep. If a blanket is used, it must be lightweight and be placed no higher than the infant's chest with the infant's arms free; and
- Not place the infant in another sleeping position other than on their backs, or use a sleep positioning device unless required by a written directive or medical order from the infant's health care provider.

## 12. NUTRITION AND HEALTH

### 12.1. MEALS AND SNACKS (WAC 110-300-0180)

All meals and snacks are prepared and served in accordance with the U.S. Department of Agriculture guidelines (USDA). It is your responsibility to notify me of any allergies or adverse reactions your child may have to certain foods or beverages.

Home canned foods are not allowed to be served.

Safe drinking water will be served.

Whole milk will be served to children 12-24 months.

See information about infant feeding, bottles and breast milk in the Specialized Care for Infants & Toddlers section of this handbook.



## 12.2. SAMPLE MENU AND DESCRIPTION OF HOW FOODS ARE SERVED

<b>Breakfast</b>	Hard eggs
	scrambled eggs
	Pancakes
	Waffles
	Oatmeal
	Multi grain cereal
	Organic cream cheese
	Organic almond butter
	Whole grain toast
	whole /low fat milk
	fruits and vegetables.
<b>Lunch</b>	White rice
	chicken breast
	ground beef
	ground turkey
	Pasta
	Mac & cheese
	French fries
	Meatballs
	Pizza crust
	Organic eggs
	Veggie burgers
	Potato patties
	Persian Lubia polo
	Persian Gheymeh
	Vegan Gheymeh
	Persian Barberry rice & saffron chicken
	Whole or low-fat milk
	fruits and vegetables
<b>Afternoon Snack</b>	Organic sweet potato crackers
	Potato chips
	Organic tortillas
	Whole or low-fat milk
	fruits and vegetables
	Greek Yogurt
	Organic cashews
	Assorted nuts
	Organic raisins
	Organic walnuts
	Organic Animal
	Graham crackers
	Almond crackers

	Belvita crackers
	Goldfish crackers
	Ritz crackers

### 12.3. FOOD HANDLING PRACTICES

Anyone preparing food for the children is required to maintain a current and valid Food Handlers Permit. Proper hand-washing procedures will be followed during food handling.

Safe food storage, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with the most current edition of the food workers manual prepared by the State Department of Health.

### 12.4. DISHWASHING PRACTICES

Dishes are washed in an automatic dishwasher using the sanitizing cycle (if available)

### 12.5. SAFETY OF FOOD CONTAINERS AND PREPARATION AREA

Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces must be free of cracks and crevices with a floor area that is resistant to moisture. Pets are not allowed in the food preparation area while food is being prepared or served.

Food will not be cooked or reheated in a microwave unless the container is labeled by the manufacturer as “microwave use”, “microwave safe”, or other similar labeling.

Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose as a choking hazard will be kept inaccessible to children at all times.

### 12.6. POLICIES FOR FOOD BROUGHT FROM HOME (WAC 110-300-0190)

A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. All food and drink items brought from home must be labeled with child’s first & last name and the date it was prepared. If you choose to provide alternative food for your child, I will need a written plan. Any meal or snack brought from home that does not meet USDA requirements will not be served to your child.

### 12.7. TRANSPORTATION AND OFF-SITE FIELD TRIPS (WAC 110-300-0480)

- Parents are responsible for transportation to and from my home.
- We do not have field trips.

### 12.8. STAFFING PLAN (110-300-0355 AND 0100)

We will maintain the State required staff to child ratios at all times. Ratios are 6:1 for a family home program if I have children enrolled that are under 2 ½ years of age and 10:1 for all children that are all preschool-aged – 30 months and older.

If I need to be absent for any amount of time, you will be notified. Any Staff who covers for me in my absence will meet all State requirements to care for the children, and be fully trained according to State requirements and on the policies and procedures of our program.

You may ask for access to our staff training and professional development records.

If we have any staffing changes, or I need to be absent for an extended period of time, you will be notified in writing.

### 12.9. OVER-NIGHT CARE AND STAFFING (WAC 110-300-0270)

We do not offer over night care.

## 13. EMERGENCY MANAGEMENT

### 13.1 EMERGENCY PREPAREDNESS AND EVACUATION PLAN (WAC 110-300-0166)

You will find our programs evacuation plan posted on the board when you enter the Childcare. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Please refer to my posted evacuation plan for a full list of details, floor plan, and gathering place outside of my home so you are aware of our emergency and disaster/evacuation procedures.

I have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. I continually check my home for potential hazards on a regular basis.

Should my home become inhabitable in a disaster, the children and I will be located at the cul-de-sac to my home, 13402 Seattle Hill Road, Mill Creek, WA 98012 if possible.

### 13.2 EARTHQUAKE PLAN

When Indoors:

- Move away from windows, tall furniture, and heavy appliances;
- Everyone in the program will be instructed to:
  - DROP to floor;
  - COVER head and neck with arms and take cover under heavy furniture or against internal wall;
  - HOLD ON to furniture if under it until the shaking stops.
- A headcount of the children will be taken to ensure all children are present, and adults will talk to children in a calm, reassuring tone until it is safe and the earthquake is over.

When Outside:

- Move to clear area, as far as possible from glass, brick, and power lines;
- DROP & COVER;
- A headcount of the children will be taken to ensure all children are present, and adults will talk to children in a calm, reassuring tone until it is safe and the earthquake is over.

After earthquake:

- Account for all children, staff, and visitors;
- Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency;
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate the building calmly and quickly to our designated meeting spot located near the cul-de-sac to my home at:

13402 Seattle Hill Road, Mill Creek, WA 98012;

- If gas is smelled, the main gas valve will be immediately turned off;
- We will monitor our portable radio for information and emergency instructions;
- Our designated out-of-area contact will be notified of our status when possible and if needed;
- We will remain outside of building until it has been inspected for re-entry and determined safe;

### 13.3 EVACUATION PLAN

When On-site:

- All children will be gathered and escorted to the designated meeting spot located near the cul-de-sac to my home at:

13402 Seattle Hill Road, Mill Creek, WA 98012;

- A headcount of the children will be taken to ensure all children are present, and adults will talk to children in a calm, reassuring tone;
- If it is safe to do so, the whole home will be checked to ensure that all children have left the building safely.

When Off-site:

- All children will be gathered and escorted to the designated meeting spot with the grab-and-go bag and our daily attendance log;
- A headcount of the children will be taken to ensure all children are present, and adults will talk to children in a calm, reassuring tone;
- All areas will be searched (including bathrooms, playground structures, etc.) to ensure that all children are safe and accounted for;
- Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location;
- If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out.

### 13.4 FIRE EVACUATION PLAN

- Activate the fire alarm or alert staff that there is a fire (yell, whistle, etc.). We will evacuate the building quickly and calmly:
  - If anyone's clothes catch on fire, they will be instructed to STOP, DROP, & ROLL until the fire is out
- We will take our grab-and-go bag, including attendance sheets and emergency forms, as we are exiting the building;
- A designated staff member will check areas where children may be located before, they leave the building;
- Once everyone has evacuated the building safely, a head count of the children will be taken to ensure all children are present, and adults will talk to children in a calm, reassuring tone;
- We will call 911 from outside the building and will not enter until the fire department has cleared the building.

### 13.5 LOCKDOWN PLAN:

- We will lock outside doors and windows, close and secure interior doors, all curtains/blinds will be closed, and all lights will be turned off;
- We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on the floor;
- When possible, we will bring attendance sheets, first aid kits, pacifiers and other comforting items along with books to our safe lockdown area;
- To maintain a calm atmosphere in the room we will read or talk quietly to children;
- If a phone is available, we will call 911 to ensure emergency personnel have been notified.
- We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
- We will notify parents/guardians about any lockdown, whether practice or real.

In the case of a disaster of any kind, I have prepared my home for evacuating the children and have emergency supplies for up to seventy-two hours.

### 13.6 EMERGENCY SUPPLIES INCLUDE

A three-day/72-hour supply of food and water for each child and staff, as well as a three-day supply of any required medications for individual children.

### 13.7 INJURY OR MEDICAL EMERGENCY RESPONSE AND REPORTING

(WAC 110-300-0470, 0166, 0475, 0500)

- My staff and I have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training;
- Minor cuts, bruises, and scrapes will be treated. Parents will be notified. With some minor injuries, parents will be called to help decide whether the child should go home;
- In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will then notify you as soon as possible and tell you where your child is being treated;
- If injury results in medical treatment or hospitalization, I am required to immediately call and submit an "Injury/Incident Report" to my Department of Early Learning Licenser and child's social worker, if any. You will be given a copy.

### 13.8 MEDICINE MANAGEMENT (WAC 110-300-0215)

- All medications (prescription and non-prescription) shall be administered only on the written approval of a parent or guardian. A Medication Treatment Authorization form (authorization to administer medication) must be completed. This form must be initialed and dated every 30 days for ongoing permission for over-the-counter medications;
- Our childcare facility will maintain a detailed medication log. This log will include records of when medications are administered, noting any deviations from the prescribed schedule or the instructions on the permission form;
- Medications must be stored in the original container. The container must have the patient's name, instructions, and date of expiration;
- Prescription and non-prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician;
- All prescription drugs for children will need written permission from your doctor;
- Doctor's permission is not required for non-prescription drugs (parent permission is required for all prescription and non-prescription medication).

### 13.9. EXCLUSION/REMOVAL POLICY OF ILL PERSONS (WAC 110-300-0205)

- Each child will be observed daily for signs of illness;
- Children who are contagious must stay at home. All parents of children in my care, as well as the Health Department, will be notified by phone within 24 hours of communicable diseases or food poisoning;
- Please call me if your child will not attend due to illness. If you are unsure if your child should come or not, please call;
- If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, your child will be isolated from the other children until you arrive;
- The parent is responsible for finding substitute care in case of the child's illness;
- The following illnesses or children who are exhibiting these symptoms are not accepted in my home per instruction of the Department of Public Health:
  - **Diarrhea:** Three or more watery stools in a 24-hour period, especially if child acts or looks ill;
  - **Vomiting:** Vomiting on two or more occasions within the past 24 hours; Rash: Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching;
  - **Eyes:** Thick mucus or pus draining from the eye, or pink eye; Appearance/Behavior: unusually tired, pale, lack of appetite, difficult to wake, confused or irritable;
  - Sore Throat: Especially if associated with fever or swollen glands in the neck;
  - **Fever:** Temperature of 101 degrees F. or higher and sore throat, rash, vomiting, diarrhea, earache, irritability or confusion;
  - **Lice:** Children who have lice may not return to day care until they are louse and nit (egg) free;
  - **Whooping Cough:** Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound;
  - **Chicken Pox:** Children may return when the blisters have dried and formed scabs.

### 13.10. REPORTING AND NOTIFYING CONDITIONS TO PUBLIC HEALTH

I am required to notify the Department of Health, my licenser, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter WAC246-101).

### 13.11. CERTIFICATE OF IMMUNIZATION STATUS (110-300-0210)

A CIS form or similar form supplied by a health professional must be used and be current and updated yearly (more frequently for infants). All children must be current on their immunizations.

Children with signed immunization exemptions from a licensed physician may enroll in our childcare, however, in the event of an outbreak of a vaccine preventable disease for which the child has not received the vaccine for, the child may not return to daycare until the outbreak is gone.

## 14. SANITATION AND SAFETY

### 14.1. HAND WASHING PRACTICES AND HAND SANITIZERS (WAC 110-300-0240-241)

We (children and adults) will be washing our hands upon arrival, before and after preparing food, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. Hand sanitizer will be used in accordance with WAC 110-300-0240/0241. It will not be substituted when regular

hand-washing procedures can be practiced. It can only be used by children over twenty-four months and for whom I have signed parent permission on file.

#### 14.2. CLEANING, SANITIZING, AND DISINFECTING PROCEDURES (WAC 110-300-0240, 0241)

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables and all food prep surfaces are sanitized before and after each meal, snack or other messy play activity. Carpets within the childcare space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets and other items used during rest time are cleaned weekly or more often if soiled. When using a bleach solution to disinfect, I follow the proper ratio of: ¼ teaspoon of chlorine bleach to one quart of cool water.

#### 14.3. BLOOD BORNE PATHOGEN PLAN (WAC 110-300-0400)

All staff caring for children in my program have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated, and then properly dispose of all waste. All persons exposed will wash their hands before returning to care.

#### 14.4. INJURY PREVENTION

We (children and adults) will be washing our hands upon arrival, before and after preparing food, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. Hand sanitizer will be used in accordance with WAC 110-300-0240/0241. It will not be substituted when regular hand-washing procedures can be practiced. It can only be used by children over twenty-four months and for whom I have signed parent permission on file.

### 15. COMPLIANCE AND MISCELLANEOUS POLICIES

#### 15.1. PETS

I do not have pets.

#### 15.2. SMOKING (WAC 110-300-0450)

Smoking, and the use and visual possession of tobacco and unapproved nicotine delivery products are prohibited on our property during business hours, including, but not limited to:

- Indoor and/or outdoor licensed space;
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the home;
- In motor vehicles while transporting children;
- Buildings;
- The licensee must keep tobacco products, cigarettes, and containers holding cigarette butts, cigar butts, or ashes inaccessible to the children.

This policy applies to all persons on the premises, regardless of their purpose for being there.

Scientific evidence has linked respiratory health risks to second hand smoke.

### 15.3. DRUGS AND ALCOHOL (WAC 110-300-0225)

No illegal drugs are allowed on the premises. Alcohol and marijuana may not be consumed during business hours. The licensee, staff, volunteers, or household members must not, or allow others to:

- Have or use illegal drugs on the premises;
- Consume alcohol during operating hours;
- Be under the influence of alcohol, illegal drugs, or misused prescription drugs when working with or in the presence of children in care;
- The licensee must keep and store all alcohol, including closed and open containers, inaccessible to children;
- Marijuana and/or marijuana products in the home will be stored inaccessible to the children.

### 15.4. GUNS OR WEAPONS (WAC 110-300-0165)

I do not have any guns, weapons of ammunition in my home.

### 15.5. INSURANCE COVERAGE (WAC 110-300-0410)

We do not have liability Insurance coverage for our Daycare.

### 15.6. EXPULSION POLICY

At our facility, we will work with each individual child, promoting consistent care and maximizing opportunities for child development and learning. When a child exhibits behavior that presents serious safety concerns for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications, the child's care will be terminated. Such behavior could include, but not be limited by:

- Unruly Behavior;
- Child not conforming to the daycare's rules regarding treatment of others;
- Child exhibits behavior that presents a serious safety concern for that child or others (ex: Biting, Running, etc.);
- Negative behavior toward teachers from a child or parent;
- Intentionally breaking toys or equipment;
- Child leaving my home without permission (no one is allowed outside the building without adult supervision, even when parents are here).
- Lack of respect of furniture - standing or jumping.

Instances of such behavior do not warrant immediate expulsion. Only repeated or persistent instances of such behavior, coupled with a lack of progress in adapting, may constitute grounds for expulsion.

### 15.7. SUPERVISING CHILDREN DURING WATER ACTIVITIES (WAC 110-300-0350)

We do not have water activities.

### 15.8. PHOTOGRAPHY VIDEOTAPING AND SURVEILLANCE

Photographs and videotapes of your child will not be placed on social media or our website without your permission. There are, however, instances where, with parent permission, we will take photographs and videotapes of our instructions throughout the day for our daycare licensing and training purposes with DCYF/Early Achievers.



Additionally, our daycare has surveillance cameras both inside and outside that record 24/7 (audio and video) **locally**, and footage is kept for up to 25 days

(approximately). This footage will not be shared with other parents or reviewed by anyone under any circumstances unless required by a court order to be released to the appropriate authority for the purpose of an investigation.

A permission form is required to be signed at the time of enrollment for your child to begin care.

I, \_\_\_\_\_ (print name), have received and read Shiny Stars Childcare parent handbook and, by signing this, agree to adhere to all policies stated within.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATIVE SIGNATURE

\_\_\_\_\_  
DATE

**Program Name:** Shiny Stars Day Care

**Program Address:** 13402 Seattle Hill Road, Mill Creek, WA 98012

### 15.9. Photo, video, or surveillance activity

I give my permission for the licensee or the licensee's staff to:

Take photographs of my child \_\_\_\_\_ ☐ YES ☐ NO

Take a video of my child \_\_\_\_\_ ☐ YES ☐ NO

Capture my child's image on surveillance video used at this childcare facility \_\_\_\_\_  
\_\_\_\_\_ ☐ YES ☐ NO

I have reviewed the licensee's written policies and have had the opportunity to discuss with the licensee the policies pertaining to the items listed on this permission form.

\_\_\_\_\_  
Child Name

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE