

Les Petits Angels Daycare

Hanene Benmbarek

Les Petits Angels

Infant. Toddler. Preschool Daycare



206-530-7740

17501 5th Ave NE Shoreline , WA 98155

INTRODUCTION

Hello Parents,

Thank you for choosing Les Petits Angels Daycare and entrusting us with your most precious gift – your child. I'd like to take this opportunity to tell you a little about myself!

Every child is unique in the eyes of his parents but also in mine. With this in mind, I strive to provide each child in my care with a loving, nurturing, clean and safe environment. I understand that you would like to find the best possible place for your child and I am dedicated to make you achieve this goal.

My name is Momo and I am from Algeria. I was formerly a math and physics teacher in middle school for couple years. Also, I earned a bachelor's degree in a civil engineering and some courses in graphic design and web development. Then, I decided to move to the USA. Hence, on top of English, I am a native Arabic speaker and fluent in French. I am currently a husband of my beautiful wife Hanane who would be happy to assist and help me to provide a better daycare environment.

DEFINITION OF CHILD CARE

DAY CARE / CHILD CARE

We are referred to as Child Care Providers, not baby-sitters.

In today's world, day care / child cares are businesses and professions; we have laws that we have to adhere to. Four out of five children under the age of five are in a child care situation. As child care professionals, we are teachers, bookkeepers, nurses, bus drivers, friends to parents and so much more. We have had hours and hours of special training to learn about developmental stages of children. We participate in professional organizations that train and encourage other providers. As this is a business, income taxes are paid every year on wages. All licensed providers are required to take ten hours of classes in ECE (Early Child care Education) each year. Along with this training, we also take CPR, First Aid training and HIV awareness classes. We are all screened for Tuberculosis and have records on file with the state. Home Child Cares are licensed through the Department of Children Youth and Family (DCYF).

Child care spaces are set up in specific areas of a home, such as a living room or, as in some cases the entire basement of a provider's home. We should 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. Home Child Cares have set hours and

the state sets the number and 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. Home child cares like mine allow a child to interact with children of all ages.

CHILD CARE PHILOSOPHY

It is my belief that children must learn from a good teacher. Their teacher must be capable and willing to be patient. Therefore, a child's needs will be met with my patience. As a child, my parents taught me that the most important things for kids to grow up is with their education and their contentment.



What ARE WAC 's?

Home Child Cares are licensed by the State of Washington. WAC is an abbreviation for Washington Administrative Code. These codes are the **LICENSED FAMILY HOME CHILD CARE STANDARDS** written by the state as they refer to laws about licensed child care. At Les Petits Angels, we follow the laws according to the State of Washington, to better serve you and your family.

EXPLANATION OF CHILD CARE CONTRACT

This handbook is legal documents obligating this child care “Les Petits Angels Daycare” to provide services for the parents of children and obligating those parents to pay Les Petits Angels Daycare for those services.

The fees that parents pay provide quality child care, in a fun-loving family atmosphere with as little stress as possible for each child. At Les Petits Angels Daycare, parents will find we have a nurturing environment in which each child gets to spend their day.

Parents 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 child care. These fees pay for age-appropriate activities, food, toys, equipment, art supplies.

Family child care providers do not receive benefits like other privately or publicly employed persons. These benefits typically include health and dental insurance, life insurance, retirement or pension plans, flexible time off, workers compensation, unemployment insurance and vacation time.

Time off cannot be taken for appointments, vacation or other obligations without careful planning in order to not make light of the responsibilities of Les Petits Angels Daycare. 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 parents when each child begins care at Les Petits Angels Daycare. This job requires at least a 60-hour work week, not including training, preparation, and bookkeeping, paperwork, shopping or cleaning on weekends. While here at Les Petits Angels Daycare we would rather not charge extra fees, it is unfair of you to cut wages or personal time. In the case that children are late being picked up, it could be taking away from time at a meeting or arriving late at an appointment. We are a team working together to provide the best possible situation for the child involved. We hope this description gives parents a better picture of the true cost of child care.

SCHEDULE

HOURS OF OPERATION

WAC: 2350, 2375

Monday - Friday	7:00 am – 5:30 pm
Saturday	Closed
Sunday	Closed
Closing Time	6:00 pm
Breakfast	7:30-8:30 am
Morning Snack	10:00-10:15 am
Lunch	12:00-12:30 pm
Afternoon Snack	2:45-3:00 pm
Dinner	4:30-5:00 pm

ADDRESS and DIRECTIONS TO Les Petits Angels Daycare

WAC: 2350, 2750

FROM I5 North or South:

- 1-Take exit 176th for 175th street NE.
- 2- Right onto 175th street NE from North or left onto 175th street NE from South 3- Left onto 5th Ave NE.
- 4- The first house on the left.

Emergency numbers that can be used Momo cell: (206) 530-7740 Hanene cell: (206) 913-1615

NO SMOKING POLICY

WAC: 2350, 2375, 4050

Smoking is prohibited in any family child care home during all hours of operation, licensed or unlicensed space. Smoking is only permitted outdoors in unlicensed space and out of view of the children. No smoking is allowed in motor vehicles while transporting children. We need the help of all parents in keeping the property clean; do not dispose of cigarettes butts where the children can pick them up.

DRUGS AND ALCOHOL

WAC 2350, 2375, 4025

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 of Les Petits Angels Daycare. All alcohol, including closed and open containers are kept inaccessible to children.

If a parent or the person picking up a child is suspected of any of this and leaves with a child then the police could be contacted, this is for the protection of your child.

GUNS AND OTHER WEAPONS

WAC 2350, 4725

None are on premises at Les Petits Angels Daycare.

CELL PHONE RULES FOR PARENTS WHILE AT LES PETITS ANGELS DAYCARE

WAC: 2350

Parents are required to finish all cell phone calls before entering the child care. 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, and we are not always right there to help you the parents handle the child's

transition, 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.

ARRIVALS, ATTENDANCE, DEPARTURES, SIGNING IN and OUT

WAC: 2400, 2375

Our childcare is entered through the front door.

Drop off and pick up must occur in the presence of my staff or myself. We must be aware at all times of every child's arrival or departure from the house or yard every day. If, for some reason, (staff is) I am not available, please call into the house

A child's presence in the child care must be documented on a daily basis by the child's parent or guardian or an authorized person by using the sign-in and sign-out procedure for each child in attendance. The parent, guardian or authorized person must use their full signature when signing in and out of the child care.

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 the parent and a staff member or I are both present while the child is in the care at Les Petits Angels Daycare, 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 their parent's car while the parent is still on the child care premises. No child may leave the child care 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 the parent sends someone that is not known to us here at Les Petits Angels daycare, we could **ask for a driver's license** to verify that person. No child will be allowed to go with any adult if that adult is suspected of intoxication at the time of pick up.

PARENT RIGHTS

WAC: 2350, 2375 (4)

All parents have free access to areas at Les Petits Angels Daycare used by their children during operation hours when children belonging to that parent are present. Parents have access to any paper-work of their children, as well as access to a staff member present who are working in the child care rooms.

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 to everyone including staff, family, as we are very serious about issues that require confidentiality.

In any licensed child care, parents have the right to see any DCYF complaint filed against them, just by asking to see them. Parents are also allowed to look at licensing checklists from DCYF which is used during monitoring visits.



Communication & Supporting Parenting

This is done with each parent each day (and monthly) verbally as needed. Parent or guardian may contact me with questions or concerns through notes, letters, and emails or by phone. To keep current with children records we need to be in communication with any changes that happen. There are also parent conferences done yearly for more in depth communication.

Parent Conference

This is where you the parent and myself meet for about 30 minutes once a year to go over new contracts this hand book, our curriculum, your child's development and what you wish for your child while there here at Les Petits Angels Daycare.

CONFIDENTIALITY POLICY

WAC 2025, 2350, 2375

Confidentiality is something that is worked on by all at Les Petits Angels Daycare Care to ensure that all family information is kept private; staff has access to records when needed. The only other person who I have to make available your records to my licensor. There is a form signed by you asking permission to give out your phone number or address to other parents and for taking pictures.

	I Provide	You Provide	Item	Comments
1.		✓	Bottles	
2.		✓	Bottle Liners	
3.		✓	Formula	Non-opened cans
4.		✓	Nipples	
5.		✓	Diapers	
6.		✓	Pacifiers	

WHAT PARENTS NEED TO SUPPLY TO THIS CHILD CARE

WAC 2250, 2375

7.		✓	Teething devices	
8.		✓	Toilet training diapers	
9.		✓	Change of clothes	
10.		✓	Cold weather clothes	
11.	✓		Blanket and sleeping necessities	

LICENSOR FOR CHILD CARE

WAC: 2350

The licensor is a person from the Department of Children Youth and Family (DCYF). This person can be someone I have seen several times, or it could be a stranger. Usually, these people are unknown to the staff and the children.

If a complaint is made to my licensor, that licensor or another official from the state could come into our home child care and talk to any child without you the parent being alerted ahead of time and without the presence of myself or a staff person. They could ask your child questions that would help them decide how to treat the complaint. It is illegal and dangerous to leave any child in the presence of a stranger; however, in this case, it is required.

NONDISCRIMINATION

WAC: 2350, 2375

Les Petits Angels Daycare is non-discriminatory. All children are welcome here. It is prohibited in child care services to discriminate on the basis of race, creed, color, or national origin.

RELIGION

WAC: 2350, 2375 (10)

No particular religions are practiced here at Les Petits Angels Daycare. 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. We do celebrate birthdays and holidays with activities and parties.

STAFF REQUIRMENTS / HOME CHILD CARE ASSISTANT
--

STAFF

WAC: 1750, 1800, 1825, 1875, 1900, 1910, 1925, 1950, 1975, 2350, 2375, 2400, 2425, 5600, 5700, 5775

I have a person hired for the purposes of helping alongside me or being left alone at times with any of the children. This person is 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 staff in attendance determine the number and the hours of staff present on any given day.

The main assistant will always be someone 18 years of age or older, who possesses the special training needed when left alone. 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.

Any assistant will have passed a TB (Tuberculosis) test, a background check, passed classes referring to adult children and infant CPR, HIV / AIDS training, and blood-borne pathogen training. When there is a full-time assistant present, that person also has to take a 30-hour course in ECE (Early Child Education) training and 10 hours or more every year after that. All children in the home child care, including the staff's own children (if under the age of 13) must be counted in determining the staff-to-child ratio and group size. Any assistant present at Les Petits Angels Daycare has the authorization and the responsibility to carry out the terms of our contract and is in charge when I am not here.

PROFESSIONAL DEVELOPMENT DAYS

WAC: 2350

Sometimes, my staff or I need to be gone in order to continue their education and training and to network with other professionals. These classes are not a vacation and always cost us money.

No more than five days will be taken off in one calendar year. Notice will be given as soon as it was known if these classes will affect the child care operation hours. There are no refunds on days that we close for these classes. These classes are taken to better the education of the staff and myself so that we can continue to educate and care for all of the children in our care.

BACKGROUND CHECKS

WAC: 1200, 1225, 2350, 2375

A criminal history background check (completed by DEL) is needed for each person who is to have unsupervised access to children in care. All assistants have background checks when hired and every three years after, everyone currently employed also has another background check completed every three years.

Anyone living in house 13 years or older also have background checks done.

CHILD PROTECTIVE SERVICES (CPS)

WAC.2250, 2300, 2350, 2375, 2400, 6275

It is mandated by Washington State Law to report any suspected incidents of child abuse, neglect, or exploitation. Physical abuse, or when a child talks about suicide. As well as inappropriate sexual contact between two or more children.

If an accident or an injury occurs involving a child who is in attendance at a child care which requires the services of a medical professional (including a dentist), not only are parents called but our licensor and Child Protective Services (CPS). It is possible that CPS and or our licensor 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.

FINANCIAL INFORMATION

WAC; 2375, 2450

Ages Served	Full time Per week	Part Time	Drop-in Per hour
18 to 36 months	\$350	\$70.00	\$15.00 per hour, no less than 3 hours
4 years	\$340.00	\$70.00	\$15.00 per hour, no less than 3 hours

REGISTRATION PROCEDURES and ENROLLMENT

WAC: 2050, 2350, 2375

A yearly registration fee of \$100 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 is made. If no time elapses between signing of the contract and child's first day, the first two weeks of care payment and the registration of \$100 are due together on the child's first day. Each child is requested to visit Les Petits Angels Daycare with their parents at least once before a contract is signed. This can ease the transition for them, as well as allowing the staff to see how the child will react and if he/she will fit well with our current group of enrolled children. There is a two-week trial period for every child. After those two weeks, if we agree that the child will do well here, then the child can be placed with Les Petits Angels Daycare.

The parent handbook is a written explanation of how Les Petits Angels Daycare works our child care philosophy and all necessary forms. Every parent must fill out, sign and date where appropriate; initial all pages at the bottom right, and return the entire packet back to the owner, Les Petits Angels Daycare no later than the child's first day.

RESERVATION OF TIME SLOT

WAC: 2350

By placing a child here in Les Petits Angels Daycare, your reserving a space a time-slot for your child. There will be no refunds or adjustments made for child care 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 guarantee an opening here.

CHILD CARE PAYMENT SCHEDULE

WAC: 2350, 2375

All days are paid, all year round.

A yearly registration fee of \$100.00 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: 12:10pm is paid until
1:00pm 3:30pm is paid until 4:00pm
5:15pm is paid until 6:00pm

Available space might occur because one of the regularly scheduled children gave notice that they would not be attending care that day. I reserve the right to fill any spots that are freed up when a regularly scheduled child is not attending childcare 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 of \$15 or more depending on the hours needed for care.

PAYMENT DETAILS

WAC: 2350, 2375

Cash or checks are accepted. Checks need to be made out to Mohamed Bouanani. A registration of \$100 is due upon signing or by the first day of the child's care. Each family makes payment which is best suited for them. Once schedule is set up and 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.

Base Fee:

Each family pays a base fee, whether the child is in attendance full- time or part-time. If the child's hours change, the base fee can be adjusted if it is discussed and agreed upon with the owner and the parents of the child. We require a two-week advance written notice for any changes in the child's attendance schedule. If this notice is not given, please be advised that parents will continue to be charged the initially agreed-upon rate.

A payment needs to be paid on the date as pre-arranged when this contract is signed and is always paid ahead. Payment is considered late if it is not presented by the end of the day that it is due. If payment is late, there is an additional fee; a fine of \$15.00 is charged for every day that payment is late. We don't like to ask for payment, but we will.

Daily or Weekly payment:

Childcare fees are based on a daily rate and are paid one week in advance. Payment for the second week is due on your first day if it was not already paid upon contract signing. If there is no time elapsed between registration and your child's first day, a two- week payment and the \$100 registration are due at the same time.

Bi-Monthly Payment:

If payment is made every two weeks, the parents and I must agree in advance which Mondays of the month payment will be due. Going forward, payment is then due on that day and not on Tuesday or any other day of the week.

This payment schedule advances payment for the following 2 weeks.

Monthly Payment:

If a parent decides to pay monthly, payment for the next month is due on the 1st of every month. (After making the first month plus one week paid).

All days are paid, regardless of a child's attendance. No time is given off, no days are unpaid. A month's written notice is needed in advance of when a parent intends to terminate care.

RECEIPTS

Receipts are written for each payment but are not passed to parents until January of the following year. If there is a parent who would like their receipts before this, please request this from Les Petits Angels Daycare. We have found that this system generally works better for both staff and parents, as it usually coincides with tax season.

PARENTS ENDING CHILD CARE with LES PETITS ANGELS DAYCARE WAC: 2350

When it comes time for child/children to leave this child care; 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 provided payments are timely and on schedule, we strive to be flexible and cooperate the best of our abilities; we will work with each family to ensure that their child/children can still attend Les Petits Angels Daycare during any life changes.

PARENTS RECEIVING STATE-ASSISTED CARE / WORKING CONNECTION CHILDREN WAC: 2350

Payment: If a parent is enrolled in Working Connection Child Care and DCYF, the amount of co-pay charged per family may vary slightly, as it is in accordance with the Working Connection Child Care and DCYF findings according to many factors in your life. Any transportation of a child is paid according to the same transportation fees that apply to all other parents.

If a parent is using financial support from DCYF, payment is paid based on the child's attendance record for the month. Full-time contracted children not attending more than 5 days during a calendar months' time without prior notice to Les Petits Angels Daycare home child care has the legal option to terminate the contract for care of that child.

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 child care is not received before the termination date, care could be immediately terminated. Parents are then held responsible to Les Petits Angels Daycare for any fees incurred that the state decides not to pay.

LES PETITS ANGELS DAYCARE GUIDELINES FOR TERMINATION OF CARE WAC: 0500

Notice will be given of termination of care of any child as the condition warrants. I reserve the right to terminate care, with little or no notice. Reasons might include, but are not limited to, the following:

- Unruly behavior
- Child not conforming to the house rules
- Treatment of others child to child
- Behavior towards staff from a child or parent
- Conflicts with parents - lack of respect toward me or staff
- Non - Payment of care

- Non - Payment when due
- Intentionally breaking toys or equipment
- Leaving the house or yard without permission (no one is allowed outside the backyard without adult supervision, even when parents are here).
- Lack of respect of furniture - standing or jumping
- Lack of attendance according to prearranged schedule

EARLY CLOSING

WAC: 2350

When it's necessary for an early closing, there will be a notice posted on the front door as soon as it's known.

CHILD CARE NOT OPEN FOR BUSINESS or ABNORMAL CLOSURE

WAC: 2350

Les Petits Angels Daycare might be closed for:

1. Sickness of staff members or family members
2. Scheduled children not in attendance (no children here)
3. All scheduled children in care that day have left (closed early)
4. Profession Development Days as needed
5. When there is no heat or no water in the house
6. When closing early child/children need to leave on time stated to be closed early
7. Personal days

When any of the above situations occur, the doors to Les Petits Angels Daycare will be closed and no children, parents, or unknown persons will be permitted to enter the child care without an appointment. The child care is also closed for business on a number of other days, including most holidays.

EXTENDED LEAVE or MATERNITY

WAC: 2350

If a child/children are not attending child care for the summer or there is a break from attending child care there is a possibility to reserve the child's time slot or if a parent plans to take time off (and keep the child with them) because of expecting an additional child, the

child's time slot can be reserved. We will agree on a date when the parent will be beginning the leave, mark the calendar for the scheduled return date of your child/ children. For the time that the child is not in child care, a full reservation fee is paid. With that said, the child can come and play with us any two days during each week (on a rotating or set schedule depending on our availability).

A deposit for the first week back is due before the parent's leave begins. This guarantees that the child/ children will be returning on the date pre-assigned. If that date goes by without the child/ children arriving, the deposit money is not refunded, and is not applied to any future start dates.

EVALUATION OF CHILD CARE CONTRACT

WAC: 2350

I try to do an evaluation of each child and the provided care once per year, as well as updating of this handbook before handing it out to sign new contracts. Evaluation is the time for parents to discuss events and activities they would like to see happen at Les Petits Angels Daycare, and for Les Petits Angels Daycare to communicate with parents about plans for the following 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.

VACATION..... OWNER'S

WAC: 2350, 2375 (1)

If Les Petits Angels Daycare is to stay in service year-round, scheduled time-off is necessary. These are important times of rest and respite 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 Les Petits Angels Daycare. 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. I work 15-hour days, Monday through Saturday, plus Sunday for cleaning, shopping, paperwork and 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. We will do our best to give all parents notice two weeks in advance when a scheduled day or two off is to occur. If a full week is to be scheduled for closure, parents will receive a month's advance notice.

**PAYMENT FOR ALL your scheduled DAYS IS REQUIRED.
ALL DAYS ARE PAID REGARDLESS OF ATTENDANCE.
NO TIME IS UNPAID;**



HOLIDAYS

WAC: 2350, 2375

Les Petits Angels Daycare participates in most state, legal holidays along with banks, schools, post offices, and business; many parents have these days off as well. Les Petits Angels Daycare will be closed for the following holidays:

Holiday	Comments
New year day	January 1 st
Memorial Day	February 18 th
Independence Day	July 4 th
Labor Day	September 2 nd

Veteran Day	November 11th
Thanksgiving Day	November 24th
Christmas	December 25th
Martin Luther King Day	January 21st
President's Day	May 27th
1st Muslim Holiday	(Exact day will be announced)
2nd Muslim Holiday	(Exact day will be announced)

PAYMENT IS REQUIRED FOR ALL HOLIDAY IF THEY ARE DAYS WHEN YOUR CHILD IS NORMALLY SCHEDULED FOR CHILD CARE.

DAILY SCHEDULE

WAC: 2350, 2375, 6550

DAILY SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
07:00 am – 8:45 am	Arrival/ free time				
08:45 am – 9:00 am	Handwashing/ Diaper change				
09:00 am – 9:30 am	Breakfast/ free play				
9:30 am – 09:45 am	Clean-up. Transition to Group time				
09:45 am – 10:00 am	Music and Movement				
10:00 am – 10:10 am	Group time				
10:10 am – 10: 45 am	Free play/ Activity time				
10:45 am – 11:00 am	Clean up/ transition outside				
11:00 am – 11:45 am	Gross Motor Activity				
11:45 am – 12:00 pm	Hand washing and Bathroom / Transition to lunch				
12:00 pm – 12:45 pm	Lunch				
12:45 pm – 1:00 pm	Clean up/ bathroom				
1:00 pm – 3:00 pm	Nap time/ Quiet Activities				
3:00 pm – 3: 15 pm	Clean up/ Hand Washing & Bathroom				
3:15 pm – 3:45 pm	Snack / Free Play				
3:45 pm – 4:00 pm	Clean up/ Transition outside				
4:00 pm – 4:45 pm	Free Play / Outside time/ Enrichment				
4:45 pm – 5:00 pm	Hand washing and Bathroom / Transition to Dinner				
5:00 pm – 5:30 pm	Dinner				
5:20 pm – 5:30 pm	Bathroom & hand washing/ Departure				

LES PETITS ANGELS DAYCARE ENVIRONMENT

TEACHING PROGRAM

WAC: 2350, 2375, 2400

My 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.

I provide 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. The daily schedule promotes:

social skills	
language and literacy	
positive self concepts	
strengthening large and small muscles	
awareness rhythm and movement	
encouraging eye hand coordination body	
individual small group and large group activities	
creative expression, music and appreciation for the arts	
physical and cognitive development in both indoor and outdoor settings	

There are 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 mastery through learning by doing. There are opportunities toward dramatic play, learning to listen to music, go over language arts and mathematical concepts; last but not least infants and toddlers have ample

opportunities to move about freely in a safe area. Sometimes because of a child's age, he or she might have to ask to play with some of the toys that are out of reach or are stored away. There are other toys that are rotated in and out periodically so that the children will not get bored. Children are able to access the learning and play materials appropriate for their development because there are found on shelving at their height.

IMPORTANT CHANGES IN A CHILD'S LIFE

WAC: 2350

When major life changes happen that affect the child's home life, please let the staff and me know. Examples include: pregnancy, marriage, divorce, and moving. Sometimes, even a visit to see Grandma and Grandpa is significant. When going on vacation (the length of stay and duration of travel) or attending major stimulating events (e.g.; movies, theater, children's museum), the events and attitudes of the people around the family may affect the child's behavior or give them a different source of creativity than usual. We want to be alerted to changes in each child's life in order to keep them feeling safe and valued.

TELEVISION (TV) TIME (Screen Time Policy)

WAC: 2350, 2400, 6650, 6675

("Screen time" means watching, using or playing television, computers, video games, video or DVD players)

There is a TV in one of our playrooms. Most of the time, the TV is not out or on. When the weather is nice we are outside more and watch even less TV.

According to the America Academy of Pediatrics it is recommended that children under the age of 2 not watch TV or be on a computer at all, children 2-8 years old watch less than 2 hours combined with computer time per day.

ANIMALS or PETS

WAC: 2350, 2375, (22) 4800, 4850, 4875, 4900 We have no pet here at Les Petits Angels Daycare.

PERSONAL BELONGINGS OF CHILDREN

WAC: 0970

Cubbies are in the play area with their names on them to place some of their belongings in and to add paperwork that we do during the day. Toys from home can come to child care sometimes if child / children can share them, remind children if they do bring toys to child care they might be left behind that day and not be found for a while or it can get broken. Parents should be aware that electric devices are too expensive to have here.

DRESS CODE and ATTIRE

WAC: 2350

All children need to wear clothing appropriate for the weather. Please bring a change of clothing that would be different than what you are wearing. If you come in long pants bring a pair of shorts. When it snows bring extra of everything. Children always need to bring tennis shoes open toe sandals catch wood chips or puddles; fancy shoes get dirty or fall off.

NAPS and SLEEPING

WAC: 2350, 3725, 3750, 3775, 6800, 7075, 7085, 7100

Les Petits Angels Daycare provides a nap time daily to each child five years or younger and for other children who are in need of sleep. Children sleep on mats at least 1 inch thick, and long enough and wide enough to be comfortable while sleeping, with physical space between children to allow staff access. The surface of the mat is of material that can be cleaned and sanitized as needed between the usages of different children. Blankets are provided and washed as needed. Infants are in cribs until the staff/or parents feels they are ready to move to the floor.

Children and infants are checked on quite frequently by me or a staff member or we sit in room while they are sleeping. Nap equipment is stored separately when not in use away from bedding used by other children. No infant is allowed to be left sleeping in a car seat or swing.



LOCAL SCHOOL INFORMATION

WAC: 2350

Fairmount Elementary is the nearest elementary school and is located 0.6 mile away. All child/children needing to go to school are taken to school in the timeliest manner possible while still providing excellent care for the other children at the child care. Under consideration are the frequency of pick up and/or drop off needed and how this could be arranged to fit the current child care schedule. For transport trips, there is the added charge of \$10.00 per day.

ACTIVITIES

WAC: 2350, 2400, 5025, 5075, 5125,

Activities encouraged and presented at the child care are according to the ages of the children present each day: There are several areas set up for the children to play indoors; all activities (indoors or outdoors) are focused on increasing the physical abilities, motor skills and cognitive development of all children.

Indoor play, when the weather does not permit, may involve the following activities:

Dramatic Play: a kitchen area with utensils and a table and baby dolls and accessories Block Area: several styles and sizes of blocks, cars and trucks, people, houses, and animals, etc.

Infant & Toddler Area: a little Tykes door toy, cars and trucks, soft blocks Arts & Crafts: Play dough, paint, coloring.

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

Outside: play games in the back yard, run, play on bikes, bounce balls, play with large outdoor toys, going for walks.

Quiet Time:

There is a scheduled quiet time every day, during which older children can read books to themselves. The staff could also assist children with homework, watch T.V. with them, or play quiet games that reinforce cognitive skills.

Clean-up:

We teach the children to help pick up toys and straighten up play areas. Before leaving an area, we clean that area up to make it ready for the next use. Before leaving the child care, we clean up any loose toys or other items, we check diapers, wash hands, and put on shoes and coats.

PARTIES and BIRTHDAYS

WAC: 2350, 2375

At Les Petits Angels Daycare, we celebrate holidays and birthdays.

Each child's birthday is a "special time" not just for them but for all of us. This is a time for us to have a party.

DISCIPLINE / GUIDANCE / RULES

WAC: 2350, 6025, 6050, 6075, 6100

Les Petits Angels Daycare 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
 - All derogatory comments, threatening comments, gestures or intimidation
- All Children are **encouraged** to behave as follows:
- Feet on the floor or “feet are used for walking”
 - Adults are to correct children
 - Sometimes, hands can be used for love pats on the shoulders
 - Speaking kindly to one another, children, staff, parents and other adults
- Here at Les Petits Angels Daycare, we try to use a positive discipline when training these children. We firmly believe that it is much easier to “catch more flies with honey than with vinegar.” We use discipline that is fair, reasonable, consistent and related to the child’s behavior. We discipline with love. Usually, I and my assistant are present or nearby to the children at all times. 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 Les Petits Angels Daycare deserves to be treated with respect. Parents are encouraged to speak with me about ideas that can help your child learn discipline.

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 that is common for this age range. If this kind of thing does happen, said child is not allowed to play with the other children for the rest of that morning or afternoon (usually less than an hour). 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 had happened. We ask them if they understand what been said to them in response. 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.

Time-outs:

Les Petits Angels Daycare use Time-Outs as a last resort. It is used when bad behavior happens, and redirection does not work. Examples of bad behavior include: throwing toys and hitting other children or adults without willingness to stop. Younger children are asked to sit in a chair in the room with us.

CORPORAL PUNISHMENT

WAC: 2350, 6100, 6125, 6150

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: 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 a child care.

This also means that parents are not allowed to spank their child or children while on the PREMISES of Les Petits Angels Daycare.

ADJUSTMENT TIME

WAC: 2350,

Sometimes takes time, hopefully no more than two weeks, for the child and parent to adjust to Les Petits Angels Daycare. It also takes me and my staff some time to adjust to the new parent's scheduled arrival. Please expect short-term behavior changes and separation anxiety. Many times, shortly after entering a new child care setting, a cold comes on; this is normal, and the child will adjust and develop immunities. As a parent, feel free to call me anytime to "check in" on your child. Parents should try not to 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.



TOILET and POTTY TRAINING

WAC: 2350, 7350.7357

This is a special time in each child's life, a sign that they are 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. The staff and I at Les Petits Angels Daycare need 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. Sometimes mornings are busy here and we might not get to that first bathroom trip on time; we would not like to see a wet spot on the rug or a puddle under a chair. Putting a child in diapers parttime and underwear part-time can be confusing and delay the training process (except at naptime, when a diaper may still be needed for a while).

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

PLAY AREA

WAC: 2350, 2375, 3700, 3925 (3), 5750

Inside we have two rooms: Each play area is of the required size, and the furnishings are adapted from a developmental point of view to the ages and number of children served to participate actively in recreational and informal educational activities. Each room has windows for emergency exit, rescue and ventilation. There is an aerial lighting.

Each child has storage space in the main room. At one of the tables of this room, we realize school and artistic projects. We also eat here, but we have our quiet time in the playroom while the young children take a nap in the other room.

The floor and carpets are cleaned daily.

There are several shelves in the eyes and arms for all children with several toys and books so that all children have access to play and reading. My staff and I are aware of what kids are doing at all times and are available and able to help or redirect activities quickly if needed. If you cannot see the children, we often go to the area where the children are to check them. It is also the room where the naps are taken.

Backyard:

At Les Petits Angels Daycare we provide a variety of age-appropriate play equipment outside for children, and some toys; from inside can also go outside.

The children have many choices for outside play. We use the outside for opportunities to get daily outdoor activities.

The back yard adjoins the indoor premises (by a hinged swinging type door that fully opens from inside without using a key). There are no latches or dead bolts, or security chains used during child care hours.

The yard is flat and fully fenced, the fence has a latch on the inside at the top, and this provides a safe and secure area. This prevents child access to roadways and other dangers. I have numerous toys, trucks, bicycles, slides, and balls as well as a play house for the children.

Back yard: Sometimes, when we do fire drills, we use the back yard to practice.

UNLICENSED SPACE

WAC; 2350, 2400 (6) 4225 (a)

There are areas in and outside of the home that the children are not allowed in. These are parts of my house that is not approved as licensed space by DCYF. I have made these areas inaccessible to the children during child care hour by using gates. If children are in an area that is unlicensed space, they are with me or a staff member.

INFANT CARE (Birth to 12 months)

WAC: 2350,2375 (24),2400,7000, 7075,7085,7125,7150,7150,7200, 7225,7250, 7275, 7300

Here at Les Petits Angels Daycare the cost for infant care is more than for other children because of the type of care required for an infant. Any infant will be moved about throughout the day to different areas. Babies are carried a lot, held while feeding, hugged, snuggled and rocked. We sing, read and play with them, we talk and smile in abundance, we have the use of saucers, swings high chairs, and cribs.

There is an area for ample opportunities for crawling and exploring. Other children are not permitted to lift and or carry children while at Les Petits Angels Daycare; this includes sisters and brothers of child care ages.

Les Petits Angels Daycare will supply the normal items for babies: infant toys and cribs with bedding. You will need to supply some changes of clothing, formula and food.

DIAPERING

Changing is done on the changing table found in the bathroom. This is an easily clean-able structure, with a nonabsorbent surface for diaper changing. This mat is large enough to prevent the surface underneath from becoming contaminated with bodily fluids. Hands can be washed in the sink located near to the table. There are disposable gloves in here when needed. Diaper are put directly into a waste container that has a cover, it is lined with disposable plastic trash bag, and is within arm reach of the diaper changing area.

FEEDING

The type of milk served to children is determined by the child's age. Birth to 12 months of age should get breast milk or iron-fortified formula. Breast milk or formula can still be served to children over 12 months, and up to 24 months of age if the parent wishes to continue.

Parents are responsible for formula for their babies. Babies are fed when needed. The mother of the baby usually set up the feeding schedule.

Bottles are made daily either at home or here. If coming from home, formula and breast milk must be prepared in clean and sanitized bottles and nipples. Each bottle must be labeled with the child's name and date of preparation. Bottle nipples are covered when not in use. Bottles and nipples are washed and sanitized before reuse.

Babies are held while using a bottle and put into a high chair when they can sit to eat food. Bottle or sippy cups are not given to a child who is lying down. In Les Petits Angels daycare we use the bottle warmer to heat formula and breast milk.

With parent's help, Les Petits Angels Daycare can provide solid foods for babies when the child is ready.

Parents discuss and decide what types of baby food will be introduced to their infant, and we work together to find what works the best.

SLEEPING

Infant 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, unless there is a written note in the infant's file from both the parent and the infant's health care provider requesting another sleeping position). Because of this, an infant cannot remain in a car seat upon arrival. When they arrive, they will be placed in crib. If the infant falls asleep in a swing, they will be removed as soon as we can carefully do so. Once infant is old enough to roll over by themselves, they can choose which way to sleep. Please do not ask us to use soft fluffy bedding, pillows or stuffed toys, or use crib bumpers or similar items in the crib. Child care homes are not allowed to use these items. Young infants usually sleep in the same room we are in and are checked during sleeping for their safety and to see that they are not getting too warm or cold. **No blankets may be used inside the cribs.**

Meals and Snacks (Examples)

Breakfast: 8:00-8:30~Homemade cakes or jam tartine, Sliced banana and (Hot or Cold)
Milk

Snack: 9:30-10:00~Cheese crackers and juice

Lunch: 11:45-12:30~Vegetable soup or rice & vegetable or couscous or mashed potatoes or pasta, seasonal fruit, milk

Snack: 2:45-3:15~Graham crackers, Applesauce and yogurt.

Dinner: 6:30 -7:15~Vegetable soup or rice & vegetable or couscous or mashed potatoes or pasta, seasonal fruit

Meal/snack menu can be found in the main play area stucked on the board where other documents and policy located. The menu is updated every week.



Special Diets

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 requirement due to a health condition, Les Petits Angels Daycare is required to have a doctor's order for purposes of enforcing the diet while the child is in our care.

Breakfast

We have breakfast anytime between 8:00 and 8:30 am. Once a child arrives and indicates that they are hungry, we will prepare to eat. If the children haven't indicated that they want to eat by a particular time, we will serve food at some point during this time period.

Snacks (after Breakfast and Lunch):

Morning snack is anywhere from 10:00am to 10:30am and serving time is determined by when they eat breakfast and when lunch is scheduled for that day. Not all children have snack at this time if they have just finished breakfast, a snack might not be needed. Afternoon snack is usually at 2:45pm.

Beverages:

Milk is served every day at breakfast and lunch; the staff encourages 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 and older are given whole pasteurized milk and kids over 24 months old are given 2%. Water is given whenever a child wants or needs it, and children are encouraged to drink more water during the hotter weather.

FOOD - HANDLING PROCEDURES

WAC: 2350, 7680, 7700, 7750

Food is stored in a safe and sanitary manner and is served at the necessary time. Servings are in portions suitable for the size and age of the child in care. Most of the time, there is a sufficient amount of food available to children to permit second helpings. Most food preferences can be accommodated for religious or medical reasons. 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. Safe drinking water is available to children at all times.

Regular silverware and dishes are used and are washed daily. Paper plates and cups and sometime plastic utensils are also used. The licensee's 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.

FOOD HANDER PERMIT;

WAC: 1250. 2375, 7675

I am required to have a current Food Handler card and will continue to have them for the health and safety of all children.

EMERGENCY PREPAREDNESS / DISASTER PLAN

WAC 2850 In case of an emergency, or if phone lines go down, parents can call:

Momo's Cell #: (206) 530-7740	Hanene's Cell #: (206) 913-1615
-------------------------------	---------------------------------



EVACUATION PLAN OFF PREMISES

WAC: 2350, 2375, 2850

If the child care home is in need of evacuation: 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 could go to one neighboring house.

Address: *Zach Foster: 17503 5th Ave NE, Shoreline, WA 98155*

EARTHQUAKE DRILLS

WAC: 2350, 2375, 2900

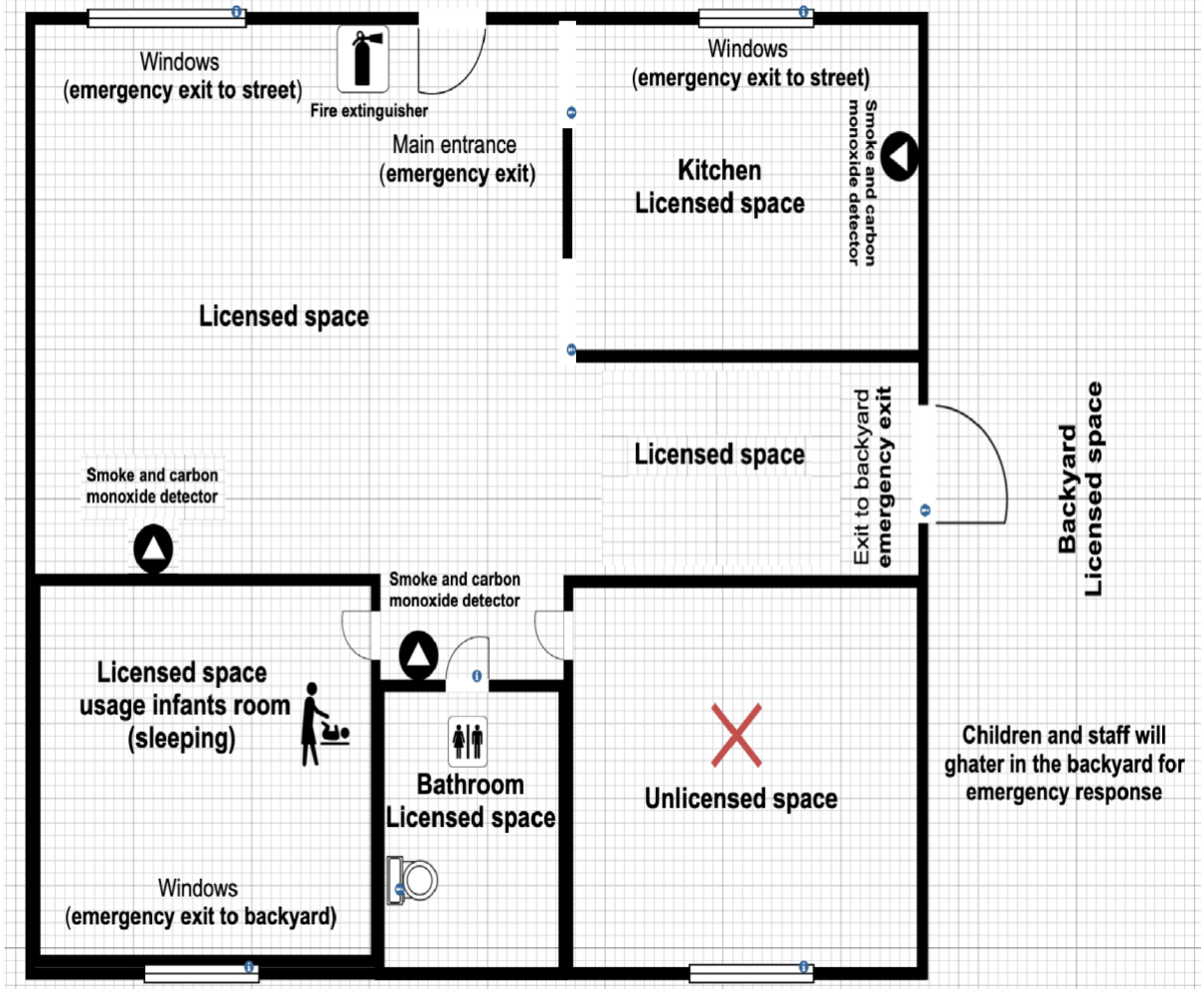
These are done at least every three months or month according to the WAC, either with fire drills or by themselves. If an earthquake drill needs to occur, we tell the children we are having an earthquake drill and that everyone needs to go under the table, the safest place to be. We all work together in the fastest and safety matter. If a really earthquake were to happen children and staff would stay in this space until I can assess whether the licensed space was safe to return to.

We practice fire drills monthly, disaster drills quarterly and lock down once a year.

EVACUATION DIAGRAM OF CHILD CARE ROOM

WAC: 2350, 2825 Note

Les Petits Angels Daycare Plan Sketch Guide for Emergency



HEALTH CARE PRACTICES

SICK CHILD ABSENCES

WAC: 2350, 2375, 3200, 3210,

Parents need to notify Les Petits Angels Daycare that your child is not attending if your child is too sick to be around others. Please call with in one hour of contractual time your child is expected.

If, for some reason, the parent plans to keep a child at home, all of the normal and contractual fees still apply. Parents, please expect to pay for any non-attended days, without hesitation or resentment. The child care provided is based upon reservation of a time slot. Children with a slight cold symptoms, cough or runny nose are still accepted in our child care.

The parents are responsible for dosing any and all medications at home when possible, but parents are welcome to send cold medication for some; most over-the-counter medication is

not met for children under the age of two. Any and all medications must be accompanied by a release form.

I understand 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 was too sick to participate.

If a child stays home sick, all child care fees still apply for one or two days absence due to illness. Every situation is different so each one is handled on an individual basis.

I reserve the right to send your child home if there are any notifiable conditions that cause me to believe your child needs medical attention.

If a child becomes sick while here he/she will be separated from others, in hopes that others will not get sick. At this time, the parent will be called. The staff, I, 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 child care laws, sick children are not allowed to remain on the premises of a child care after a parent has been notified and had ample time to pick up their child. If any serious emergency or illness were to occur, emergency help (911) would be called first, then the parent.

PLEASE PHONE LES PETITS ANGELS DAYCARE IF YOUR CHILD IS NOT ATTENDING DUE TO ILLNESS ON ANY GIVEN DAY.

CHILD CARE PROVIDER SICK

SICK

WAC: 2350, 2375

If the daycare were to be closed because I was sick, whatever illnesses are contaminating the area, parents will not want their child exposed. This is an advance apology and warning for any inconvenience this may cause. Please have back up child care in case I need to close in an emergency.

COMMUNICABLE DISEASE / INFECTION CONTROL METHODS

WAC: 2350, 3200, 3210

To take precautions against infections and communicable diseases, all providers and staff have to have a TB test done before any continuous access is permitted to the children in a home child care. (The state's requirement is that all TB tests are performed by a skin test using the Mantoux method.)

A communicable disease is something that could spread to staff and children. If a disease should be discovered amongst staff or children, we would have to notify the Public Health Nurse and the state licenser, besides you. After we are told what steps to take, we will notify

all of the parents of children in our care what we all needed to do. In this event, child care would not necessarily have to shut down. Any children who are not up-to-date with vaccines might not be able to be in child care at Les Petits Angels Daycare until the infectious stage had passed.

FIRST AID

WAC: 2350, 2375, 3575

With regard to bumps, bruises and falls, minor injuries happen to children all the time. Band-aids or Ice is used when needed.

MEDICATION ADMINISTERING

WAC: 2350, 2375, 3325, 3375, 3425, 3475, 3525, 3552 3375

Not all home child cares are willing to give children medication. Most over-the-counter medicines are given twice a day, allowing parents to do the dosing. Here at Les Petits Angels Daycare we can help give out medications to ease your child's pain. Prescriptions (Rx's) or over the counter medications are placed in a lockbox away from children's view and reach. Les Petits Angels Daycare can only accept Rx's from the child's parent's or legal guardian in the original container labeled with the child's first and last name, the date the prescription was filled, the medication's expiration date, the instructions that include how to give the medication, how often to give the medication, and how to store the medication (proper temperature). If any of the above information has been crossed out then medicine cannot be given.

Please note: We cannot give brothers and sisters any medication that is prescribed for one sibling even if this is common practice in the child's home.

Please read the labels carefully to be sure that the age of the child is approved for this medication. 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

MEDICAL EMERGENCY RESPONSE & REPORTING

WAC: 2350, 3600

If a child were to take a medication on their own or if the child was given a medication inappropriately (e.g.; 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 next steps. It could be that poison control would be called as (1 800 222 1222). We would also have to notify the licensors and CPS. 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 would cause problems.

If the situation were life-threatening, emergency help (911) would be called, then parents, as well as state licensors and CPS.

INJURY PREVENTION

WAC 2350

At Les Petits Angels Daycare safety is our biggest concern when interacting or playing with children. We have child-sized table and chairs, highchairs and cribs. All toys are regularly checked for safety issues, choking hazards or broken parts.

SANITIZING, DISINFECTANTS FOR CLEANING

WAC: 2350, 3925

Bleach and water mixture are sanitizing chemicals used. The dishes are washed in the dishwasher. Toys and play materials are cleaned and sanitized when needed sometime daily.

Disinfecting Solutions			
For use on diaper change tables, hand washing sinks, bathrooms (including toilet bowls, toilet seats, training rings, soap dispensers, potty chairs), door and cabinet handles, etc.			
Water	2.75% Bleach	5.25-6.25% Bleach	8.25% Bleach
1 Gallon	1/3 cup + 1 Tablespoon	3 Tablespoons	2 Tablespoons
1 Quart	1 ½ Tablespoons	2 ¼ teaspoons	1 ½ teaspoons

Sanitizing Solutions
For use on eating utensils, food use contact surfaces, mixed use tables, high chair trays, crib frames and mattresses, toys, pacifiers, floors, sleep mats, etc.

Water	2.75% Bleach	5.25-6.25% Bleach	8.25% Bleach
1 Gallon	1 Tablespoon	2 teaspoons	1 teaspoon
1 Quart	1 teaspoon	½ teaspoon	¼ teaspoon

BATHROOM

WAC: 2350, 4625

Children in diapers are changed on the changing table found in the infant’s room. Privacy is needed for toileting for children of the opposite sex who are four years of age and older and for other children demonstrating a need for privacy. There is 1 mounted toilet paper dispenser with toilet paper in it next to the toilet. There is a stool for the children to use that is safe, easily cleanable and resistant to moisture to reach the sink. Floors in a bathroom have a washable surface and are resistant to moisture. We clean daily and disinfect and more often when needed.

HAND WASHING WAC:

2350, 4675, 4700

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. We direct children to wash their hands or assist children with hand washing when needed.

HAND SANITIZERS

WAC: 2350, 3375, 3475, 3525, 3650

According to DCYF hand sanitizer is a medication and we need written and signed parent or guardian permission so Les Petits Angels Daycare can 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.

LAUNDRY

WAC: 2350, 3850

Bedding is washed on a regular basis usually on Fridays or more often if needed. Parents are welcome to send added bedding if they wish, as sometimes very young children are more comfortable with their own linens and blankets. I have separate and adequate facilities for storing soiled and clean linens and an effective way to clean any laundry that’s dirty. I clean laundry through temperature control and the use of chemicals in the washer and dryer. The clothes dryer is vented to the outdoors.

IMMUNIZATION / CIS RECORDS Explanation & Tracking WAC:
2350, 2375, 3250, 3275, 3300

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 child care or school and sometimes sport activities. This form needs to be submitted on or before the child's first day of child care, or completed as soon as medically possible and a document signed and dated by the parent or guardian stating when the child's immunizations will be brought up to date.

To update 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. Children are accepted into child care when parents wish to have them exempt for immunization with a sign statement expressing a religious, philosophical or personal objection.

If a parent chooses to not immunize a child, that child's parents fully accept the responsibility for any type of illness and/or disease and voluntarily will hold no responsibility upon this child care, these employees, other clientele, or any others that frequent the child care. 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 the licensor.

DIVERSITY

WAC: 6775

Les Petits Angels Daycare works at providing some of the environment that reflects each child's daily life, family culture and language, and the diversity in society. We discuss with parents how the child care reflects that child's daily life and family's culture or language when needed.

CHILD SUPERVISION

WAC 2400(2), 5750, 2452 (4c), 2450, 6425, 7650, 7750

Supervision At a child care, supervision is designed to promote positive growth and educational experiences.

Supervising children

Here at Les Petits Angels Daycare we provide the required staffing levels, staff-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 the children are located to check on them.

When deciding how closely to supervise the children we take in to consideration there ages individual differences and abilities; layout of the indoor and outdoor licensed space and play area; the risk associated with the activities children are engaged in; and any nearby hazards including those in the licensed or unlicensed space. Here at Les Petits Angels Daycare we have never used baby monitor or video monitor in place of direct supervision of the children.

Additional requirements when the children are indoors:

I am in sight or hearing range when children are indoors and I'm available and able to respond if the need arises for the safety of the children.

Additional requirements when children are outdoors:

I'm maintain the required staff-to-child ratio while outside and I'm within sight and hearing range when children preschool age or younger, or within sight or hearing range of school age children when in the licensed outdoor space and I'm available to respond if the need arises for the safety of the children.

Wading Pools--Defined—Supervision:

Sometime here at Les Petits Angels Daycare we use a wading pool. DCYF defines a wading pool as an enclosed pool with water depth of two feet or less measured without children in the pool. While the pool is in use all children are directly supervise and within reach of us, we away maintain staff-to-child ratios when children doing this activity. We empty the pool daily.

Off-site Activity supervision:

When on an off-site activity, I care of all the children all the times providing supervision, and I'm able to promptly assist or redirect the children's activities.

Food Preparation area:

Sometime we might use the kitchen for other child care activities we always have continual supervision of the children.

Eating:

We closely supervise all children when eating.

Photography Permission. WAC 110-300-0450

The facility will ask a parent or guardian's permission for photography, videotaping, or surveillance of his or her child if needed.

Expulsion. WAC 110-300-0340

(1) To promote consistent care and maximize opportunities for child development and learning, an early learning provider must develop and follow expulsion policies and practices, pursuant to WAC [110-300-0486](#).

(2) An early learning provider may expel a child only if:

(a) The child exhibits behavior that presents a serious safety concern for that child or others; and

(b) The program is not able to reduce or eliminate the safety concern through reasonable modifications.

(3) If a child is expelled, an early learning provider must:

(a) Review the program's expulsion policy with the parent or guardian of the child;

(b) Provide a record to the parent or guardian about the expulsion and the steps that were taken to avoid expulsion. The record must include the date, time, early learning program staff involved, and details of each incident that led to expulsion; and

(c) Provide information to the parent or guardian of the child that includes, but is not limited to, community-based resources that may benefit the child.

(4) The early learning provider must report to the department when children are expelled.

The information must include:

(a) Child demographic data including, but not limited to, the age, race, ethnicity, and gender of the child;

(b) The reason the child was expelled; and

(c) The resources that were provided to the parent or guardian of the child.

Dual Language WAC 110-300-0005

"**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. The facility will follow the parent or guardian's permission for teaching or talking to a child a different language than English.

The importance and Plan for Keeping the Information Current

It is important to keep the child and facility's files up to date and reserved in the facility for reference. All the files and documents are stored in our database in the cloud as well as a copy of each document stored in a safe area that is locked.

Menus, milk, and food. WAC110-300-0185

Les Petits Angels Daycare complies with the child nutrition requirements.

Meals, snack foods, and beverages provided to children in care must 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 Program* standards.

An early learning provider must supply dated menus.

Food and beverage substitutions to a scheduled menu must be of equal nutritional value.

An early learning provider must only serve water, unflavored milk or one hundred percent fruit or vegetable juice.

An early learning provider must limit the consumption of one hundred percent fruit juice to no more than four to six ounces per day for children between one and six years old, and eight to twelve ounces per day for children seven through twelve years old.

An early learning provider must serve a fruit or vegetable during at least one snack per day. The fruit and vegetable serving may count as one of the two required snack components or as a third snack component.

Liability Insurance

Les Petits Angels Daycare is not providing any liability insurance for now. But we are working on getting one as soon as possible. We will notify every parent and DCYF when the liability insurance becomes active.

Job Description

We are on the hunt for a friendly and reliable childcare provider to join our energetic childcare center. You will be responsible for overseeing children's daily schedules, providing support to staff, maintaining childcare facilities, and developing appropriate educational activities.

To succeed in this role, you must be compassionate, friendly, and willing to work a flexible schedule. Successful candidates should also possess the ability to interact with children in a positive and productive manner.

Child Care Provider Responsibilities:

- Overseeing the safety of children in your care.
- Developing an effective cleaning plan to ensure all of the interactive areas are sanitary and safe.

- Creating educational and fun activities for the children.
- Keeping up-to-date records of children’s development, routines, and interest.
- Developing and monitoring schedules to ensure that children have enough rest, physical activity, and playtime.
- Preparing and serving meals.
- When necessary, administering first-aid or CPR to children.
- Assisting children, individually or in groups, with lesson projects and homework.
- Maintaining excellent verbal and written communication with parents and guardians.

Child Care Provider Requirements:

- A minimum of 2 years’ solid work experience in a certified early childhood education center or equivalent program.
- A high school diploma or relevant qualification.
- Should have valid CPR and First Aid certifications.
- Must have a caring and compassionate attitude.

Safe Sleep Practices

The safe sleep practices are a document that can be found on the infant room stucked on the wall. The document shows the best practice for safe sleep for different age group of children.

Food Service Practices

The food service practices are a document that can be found in the kitchen shows the best method and tips to provide food safely and as recommended by parents.

Health, safety, and sanitization procedures

All the health, safety and sanitization documents are stucked on the bathroom’s wall. The documents explain the procedures on how to wash hands, stay safe, and stay away from germs.

Medication management procedures

All the medication and first aid kit are stored away from kids in a locked cabinet in the kitchen. It can only be reached by a childcare provider.

Implementation of child's individual health care or special needs plan

All the documents and instructions of a child with special needs are stored in a safe place. A childcare provider should follow the instructions provided to assist a child with special needs and with a parent's permission.

Following nonsmoking, vaping, alcohol, and drug regulations

Les Petits Angels Daycare does not allow smoking, vaping, alcohol, or drug. There is a sign shows that the facility is drug free, no smoking, no vaping, no cigarette, no marijuana.

Non-Discrimination Statement

WAC 110-300-0030 Nondiscrimination. (1) Early learning programs are defined by state law as places of public accommodation that must: (a) Not discriminate in employment practices or client services based on race, creed, color, national origin, sex, honorably discharged veteran or military status, marital status, gender, sexual orientation, age, religion, or ability; and (b) Comply with the requirements of the Washington law against discrimination (chapter 49.60 RCW) and the ADA. (2) An early learning program must have a written nondiscrimination policy addressing at least the factors listed in subsection (1) of this section.

Staff Responsibilities

If a staff or childcare provider is absent, or for some reasons he cannot provide childcare, the parent or guardians should be notified before he or she bring the child to the facility. If there is enough staff to cover the shift, then the facility will stay open at that day without any notice.

A plan when a job requires such dual responsibilities

When a job requires dual responsibilities, the staff should be available to perform the job duties. The childcare provider and the assistant should be present when a job requires dual responsibilities.

Observation, evaluation, and feedback policies

Childcare checklist observation:

Checklists are a logically sequenced way to observe children that evaluates their progress from one point to another. This observation technique can provide insight into where a child is having difficulties or excelling. By watching their behavior and comparing it to a chronological set of expectations, the observer can see where problems may exist or identify opportunities to challenge the child further.

Feedback:

In addition to reminders, teachers should provide positive feedback—verbal or non-verbal (e.g., smile, thumbs-up) affirmations—to children when they follow the rules. The purpose of positive feedback is to increase the likelihood that children will engage in appropriate behavior. Children who struggle with the rules need this positive feedback the most. It is important to comment right away when these children follow the rules, no matter how simple it seems. This feedback is critical to their improvement and success. Feedback should also be provided to parents, so they know the progress of their children.

A child's health needs, allergies and medication

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 requirement due to a health condition, Les Petits Angels Daycare is required to have a doctor's order for purposes of enforcing the diet while the child is in our care. Any medication should be followed with parent permission and as a doctor described in the prescription.

Any change in a child's daily schedule

Any change in a child's daily schedule should be documented and both parent and childcare provider should be notified. Any update to a schedule can be available in the facility (posted on the board).

Significant educational or developmental information

Any significant educational or developmental information should be documented and informed to a child's parent. The document can be found in the facility and upon the parent request.

Any communications from the family

Any communication from the family should be taken into consideration and documented in a child file. It is important to have this communication once a week or biweekly to assure child development.

Information to be shared with the family

Any information about a child development should be shared with a parent consistently. There are some cases when this information can only be shared without the presence of the child. In conclusion, whether the information is positive or negative, it should be shared with the family.

Transportation and off-site activity policy. WAC 110-300-0480

An early learning provider must have and follow a transportation and off-site activity policy for personal or public transportation service, or nonmotorized travel offered to children in care.

The transportation and off-site activity policy must include routine trips, which must not exceed two hours per day for any individual child.

Written parent or guardian authorization to transport the parent or guardian's child. The written authorization must be:

A specific event, date, and anticipated travel time;

A specific type of trip (for example, transporting to and from school, or transporting to and from a field trip); or

A full range of trips a child may take while in the early learning provider's care.

Written notices to parents or guardians, to be given at least twenty-four hours before field trips are taken.

During travel to an off-site activity, an early learning provider must:

Have the health history, appropriate medication (if applicable), emergency information, and emergency medical authorization forms accessible for each child being transported;

Have a phone to call for emergency help;

Have a complete first-aid kit;

Maintain the staff-to-child ratio, mixed groupings, and active supervision requirements;

Have a current first-aid and CPR certification pursuant to WAC [110-300-0106](#)(11);

Take attendance using a roll call or other method that assures all children are accounted for each time children begin and end travel to an off-site activity, and every time children enter and exit a vehicle; and

Never leave children unattended in the vehicle.

When an early learning provider supplies the vehicle to transport children in care, the program and provider must:

Follow chapter [46.61](#) RCW, Rules of the road, and other applicable laws regarding child restraints and car seats;

Assure that the number of passengers does not exceed the seating capacity of the vehicle;

Maintain the vehicle in good repair and safe operating condition;

Maintain the vehicle temperature at a comfortable level to children;

Assure the vehicle has a current license and registration as required by Washington state transportation laws;

Assure the vehicle has emergency reflective triangles or other devices to alert other drivers of an emergency;

Assure the driver has a valid driver's license for the type of vehicle being driven and a safe driving record for at least the last five years;

Prevent any driver with a known condition that would compromise driving, supervision, or evacuation capabilities from operating program vehicles; and

Have a current insurance policy that covers the driver, the vehicle, and all occupants.

Child records. WAC 110-300-0460

(1) An early learning provider must keep current individualized enrollment and health records for all enrolled children, including children of staff, updated annually or as often as enrolled children's health records are updated.

(a) A child's record must be kept in a confidential manner but in an area easily accessible to staff.

(b) A child's parent or guardian must be allowed access to all of their own child's records.

(2) Each child's enrollment record must include the following:

(a) The child's birth date;

(b) An enrolled child's parent or guardian's phone numbers, address, and contact information for reaching the family while the child is in care;

(c) Emergency contact information. If no emergency contact is available, a written and signed emergency contact plan may be accepted;

(d) Names and phone numbers of persons authorized to pick up enrolled children;

(e) A plan for special or individual needs of the child, if applicable, including parent or guardian signature, pursuant to WAC [110-300-0300](#);

(f) Signed parent or guardian permissions, pursuant to WAC [110-300-0450](#) as applicable for:

(i) Field trips;

(ii) Transportation;

(iii) Bathing;

(iv) Water activities including swimming pools or other bodies of water; and (v) Photo, video, or surveillance activity.

(g) The beginning and end enrollment date for children no longer in the early learning program's care;

(h) Physical restraint documentation pursuant to WAC [110-300-0335](#), if applicable;

(i) Expulsion information, documentation, and steps taken to avoid expulsion, if applicable;

(j) Termination of services documentation and communication, if applicable; and

(k) Notification of child developmental screening information given to the child's parent or guardian, if applicable.

(3) Each child's health record and the information described in subsection (2)(a) through (e) of this section must be available to staff for medical administration or emergencies.

(4) A health record is required for every child who is enrolled and counted in an early learning program's capacity. A health record must include:

(a) An immunization record, pursuant to WAC [110-300-0210](#)(1);

(b) The child's health history including any known health conditions and the child's individual care plan, if applicable;

(c) A medication authorization and administration log, pursuant to WAC [110-300-0215](#), if applicable;

(d) Documentation of special medical procedure training by parent or guardian, if applicable;

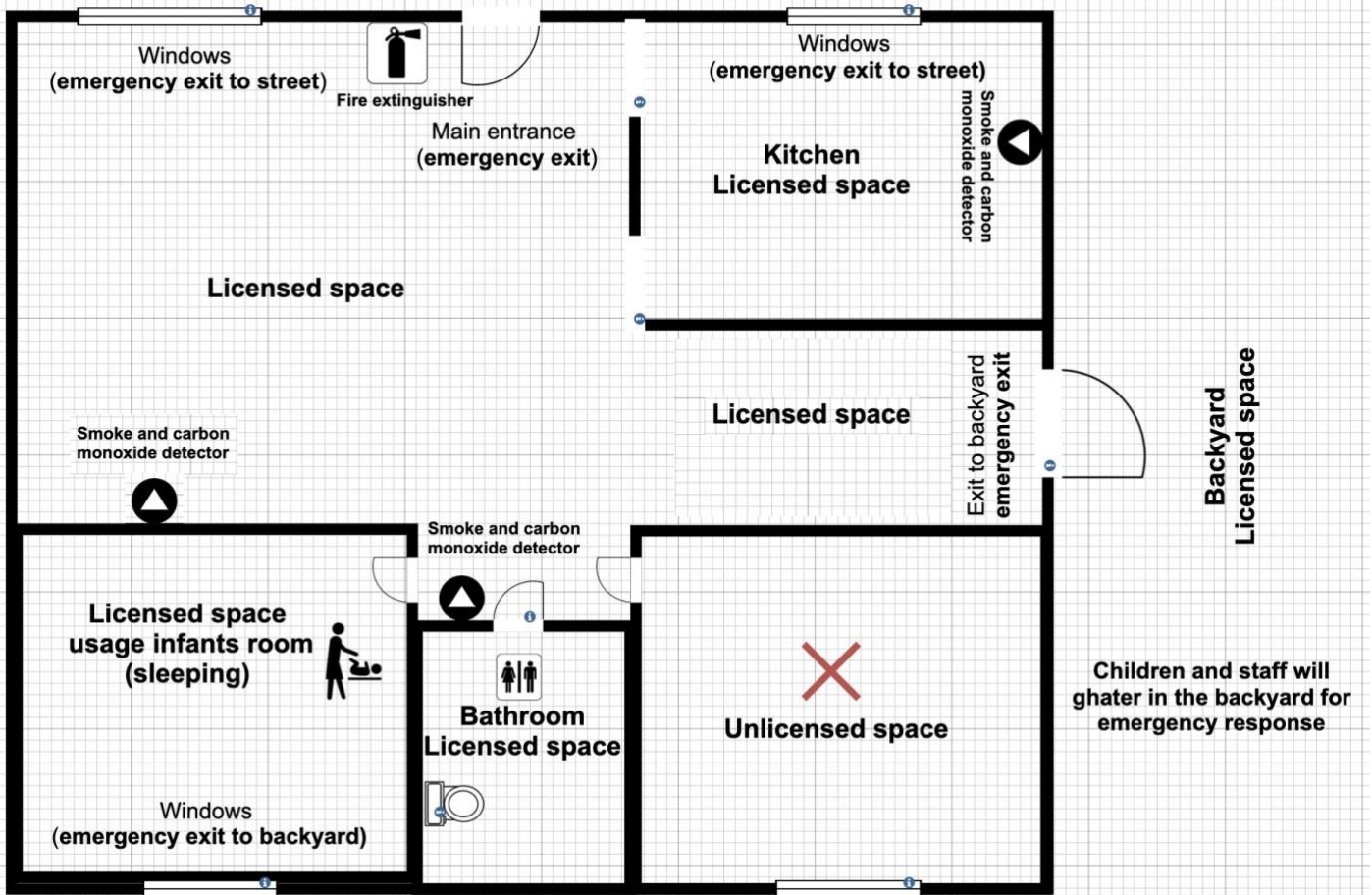
- (e) Medical and dental care provider names and contact information or what facility parents or guardians would prefer for treatment;
- (f) Dates of the child's last physical and dental exams, if available;
- (g) Consent to seek medical care and treatment of the child in the event of injury or illness, signed by the child's parent or guardian;
- (h) Signed parent or guardian permission for visiting health professionals who provide direct services to children at the early learning program;
- (i) An incident or injury report, pursuant to WAC [110-300-0475](#), that includes:
 - (i) The date and description of the child's incident or injury;
 - (ii) Treatment provided to the child while in care;
 - (iii) The names of the early learning program staff providing the treatment;
 and
 - (iv) Evidence that a copy of the incident or injury report was given to the child's parent or guardian.
- (j) Documentation that a provider reported food poisoning or contagious diseases to the local health jurisdiction or the department of health, if applicable.

School readiness and family engagement activities. WAC 110-300-0065

- (1) At least once per calendar year, an early learning provider must supply to parents or guardians' kindergarten or school readiness materials when developmentally appropriate for enrolled children.
- (2) Kindergarten or school readiness materials must be the same or similar to resources posted online by OSPI, the department, or other equivalent organizations. These materials may address:
 - (a) Kindergarten transition activities, if applicable; and
 - (b) Developmentally appropriate local school and school district activities designed to engage families.

Emergency Preparedness Plan WAC110-300-0400

Les Petits Angels Daycare Plan Sketch Guide for Emergency



90 DAY PERMISSION	CHILDS NAME
--------------------------	--------------------

Parent permission is needed every 90 calendar day's of us to use:

Diaper Ointments: Talc free powders for the diaper area of children, Sun screen and Wipes.

- Diaper ointments are used on bottoms of diapered children
- Baby Powder is used on bottoms to help stay dry & on others to freshen up with
- Sun screen if we have to apply, it is best if this is done before coming
- Hand wipes are used for diaper changes and general cleanliness

Month	Parent Signature
January	
April	
July	

October	

**DIRECTIONS TO PARENT'S OR
GUARDIAN'S HOUSE**

WAC: 2350

CHILD'S NAME:

Home Address:	Mom's Work Address (for reference only):
Home Address:	Dad's Work Address (for reference only):

Please draw a simple map of your neighborhood and write the directions to your house and work from _____:

I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE ALL OF THE POLICIES SET FORTH IN THIS HANDBOOK.

Parent/ Guardian Signature	Date
Parent/ Guardian Signature	Date



I look forward to working with you and your child in this very special relationship. Thank you for choosing me as your care provider.

Hanene