



Butterfly Home Daycare and Preschool

**2305 N 159th St
Shoreline, WA 98133
Tel (206) 363-3454 | (206) 412-5244**

Please read this handbook thoroughly.

We are excited about the opportunity of getting to know your family and look forward to the privilege of caring for your precious child.

Sohad's home has been inspected by a Washington State licenser and meets the minimum licensing requirements as required by Washington State law.

This handbook was updated on 07/02/2023

This handbook template was prepared for WAC 110-300 in effect 08-01-2019 The parent handbook is a written explanation of how Butterfly Home Daycare and Preschool works, our child care philosophy, and all necessary forms, rules, and procedures.

Every parent/guardian must fill out, sign and date where appropriate; initial all pages at the bottom right, and return the entire packet back to the owner, Sohad Sarhan, no later than the child's first day (This is only required if you requested a printed copy.)

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Hours of Operation and Holidays

Hours and Days of Operation

The child care program is open the following hours except on holidays, vacations, and closures. Families are welcome to visit their children at any time during the day.

Open 5 days a week Monday-Friday	7:00 AM– 5:30 PM
Opening/ Drop Off Time	7:00 AM
Breakfast	8:00 AM
Bathroom Break & Clean Up	8:30 AM
Circle/Story Time	9:00 AM
Morning Play Time	9:15 AM
Hand Washing & Morning Snack	10:00 AM
Gross Motor Activities (Indoor and Outdoor)	10:30 AM
Lunch	11:30 AM
Bathroom Break & Setting Up for Nap Time	12:00 PM
Nap Time	12:30 PM
Bathroom Break & Afternoon Snack	3:00 PM
Afternoon Play Time (Indoor and Outdoor)	3:20 PM
Closing/ Pick Up Time	5:30 PM

Holidays

Our child care is closed for the following holidays:

<p>New Year's Eve Day, New Year's Day (December 31, January 1)</p>	<p>Labor Day (The first Monday in September)</p>
<p>Martin Luther King Jr. Day (The third Monday in January)</p>	<p>Veteran's Day (November 11th)</p>
<p>President's Day (The third Monday in February)</p>	<p>Thanksgiving and the Friday After (The fourth Thursday in November, & Friday)</p>
<p>Memorial Day (The last Monday in May)</p>	<p>Christmas Eve Day, Christmas Day (December 24th, 25th)</p>
<p>Independence Day (July 4th) (July 5th) Depending on where it falls, perhaps also the day after</p>	<p>Childcare Provider Day (Friday Before Mother's Day) Families will be notified if I change this holiday on a different date.</p>

<p>Eid Al-Fitr Changes yearly according to the cycle of the moon. Families will be notified.</p>	<p>Eid Al-Adha Changes yearly according to the cycle of the moon. Families will be notified.</p>
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All holiday and vacation days that Butterfly Home Daycare and Preschool is closed are paid. If the vacation/holiday is on a weekend and observed on a weekday, Butterfly Home Daycare and Preschool will be closed the weekday it is observed.

Vacation/Emergency Closure Policy

Early Closure

When it's necessary for an early closure of Butterfly Home Daycare and Preschool, there will be a notice posted/texted. This may be followed with more notices to those families affected. Children need to be picked up by the posted time. Overtime fees for those days will be in effect beginning at the posted early closing time.

Butterfly Home Daycare and Preschool practices a no-refund policy for any time where a child might be in care and a situation occurs where Butterfly Home Daycare and Preschool closes early.

Childcare Not Open For Business or Abnormal

Closures Butterfly Home Daycare and Preschool might be closed for:

- Sickness of staff members or family members
- Scheduled children not in attendance (no children here)
- All scheduled children in care that day have left (closed early)
- Professional Development Days as needed
- When there is no heat or no running water in the house
- Personal days
- If it is not safe to come to or leave Butterfly Home Daycare and Preschool (i.e. snow closures, fire, natural disaster, etc.)

When any of the above situations occur, the doors to Butterfly Home Daycare and Preschool will be closed and no children, families, or unknown persons will be permitted to enter the childcare without an appointment. The childcare is also closed for business on a number of other days, including most holidays. You will be notified via text/email if there is an abnormal closure.

Philosophy and Program Description Philosophy

I believe every child is special and they are all very important to me. I have created a nurturing and safe environment in order to provide the best possible care. I am committed to the total well-being of each and every child and family who pass through our door. My goal is to promote a strong partnership among children, parents, and provider.

Typical Daily Activity Schedule

(WAC: 110-300-0150, 110-300-0305, 110-300-0310, 110-300-0360) *Daily Schedule*

Open 5 days a week Monday-Friday	7:00 AM– 5:30 PM
Opening/ Drop Off Time	7:00 AM
Breakfast	8:00 AM
Bathroom Break & Clean Up	8:30 AM
Circle/Story Time	9:00 AM
Morning Play Time	9:15 AM
Hand Washing & Morning Snack	10:00 AM
Gross Motor Activities (Indoor and Outdoor)	10:30 AM
Lunch	11:30 AM
Bathroom Break & Setting Up for Nap Time	12:00 PM
Nap Time	12:30 PM
Bathroom Break & Afternoon Snack	3:00 PM

Afternoon Play Time (Indoor and Outdoor)	3:20 PM
Closing/ Pick Up Time	5:30 PM

Curriculum

The curriculum we use at Butterfly Home Daycare and Preschool is the Early Achievers program curriculum (play-based). We are rated a level 3. For more information go to:

→ <https://dcyf.wa.gov/services/earlylearning-child-care/early-achievers> → <https://dcyf.wa.gov/sites/default/files/pdf/EarlyAchieversQualityStandards.pdf>

School Readiness and Family Engagement

Activities (WAC 110-300-0065)

Butterfly Home Daycare and Preschool is rated a Level 3 in the state-funded Early Achievers program. This program helps us prepare your child to be school ready. Here are links for resources on school/kindergarten readiness:

- <https://www.k12.wa.us/student-success/testing/state-testing-overview/washington-kindergarten-inventory-developing-skills-wakids> • <https://dcyf.wa.gov/practice/oiaa/agency-performance/education>

Non-Discrimination Policy

(WAC: 110-300-0030)

Butterfly Home Daycare and Preschool is a non-discriminatory program. All children and families are welcome here. Sohad does not discriminate in her enrollment, hiring practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, sexual orientation, age, class, socioeconomic status, religion, physical or mental abilities, use of a trained dog or service animal or communication and learning styles. We will do our best to assist children and families who have limited English skills.

Dual Language Learners

At Butterfly Home Daycare and Preschool, we strive to be as inclusive as possible. We teach our children English and Arabic (if approved by parents/guardians). We always love to incorporate your family's home language at daycare as well. We create a welcoming and positive environment and want to work with families. Please let us know how we can include your child's home language at Butterfly Home Daycare and Preschool. Here are some resources:

- <https://extension.psu.edu/programs/betterkidcare/news/2016/dll-strategies> → <https://earlyedgecalifornia.org/dll-resources/>
- <https://www.aft.org/ae/fall2018/espinoza>

Admission Requirements and Enrollment Procedures (WAC 110-300-0340, 110-300-0460, 110-300-0485, 110-300-0486)

Introductory Visit

Each new family needs to visit Butterfly Home Daycare and Preschool at least 1 time prior to enrollment. Please call in advance to schedule a tour. I serve children ages birth through 13 years on a part-time, full-time, or drop-in basis. I also accept children whose care may be subsidized by the Department of Social and Health Services (DSHS) or another child care program.

Admission Forms

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

- 1) Child Care Registration Form
- 2) Permission Authorization Form
- 3) Child Care Agreement Form
- 4) Certificate of Immunization Status (CIS) or similar form supplied by health professional (or Immunization exempt form discussed below)
- 5) Tooth Brushing Form (as applicable)

Upon payment of deposit and registration fees, you will be sent a welcome email that includes any information you might need for the first day of care as well as free links to get the first three forms listed above. These forms are kept in a file for your child at Butterfly Home Daycare and Preschool. Only parents/guardians who have signed these forms have a legal write to see them.

Up-To-Date Records

Your records will be checked and updated every 3 months for accuracy. If there are any changes before that time, you must notify me immediately. Any changes of phone numbers, address, emergency contact information, and updates to the child's shot records must be reported right away.

Registration Procedures and Enrollment

A yearly registration fee of \$300.00 is due at time of signing. This fee is non refundable and non-negotiable.

A reservation is not held until this payment is made. If no time elapses between signing of the contract and child's first day, the tuition and the registration of \$300.00 are due together on the child's first day.

Children are requested to visit Butterfly Home Daycare and Preschool with their parents/guardians at least once before a contract is signed. This can ease the transition for your child, allows the staff to see how your child will react to a new setting, and lets us assess if he/she will fit well with our current group of enrolled children here at Butterfly Home Daycare and Preschool. There is a two-week trial period for every child. After those two weeks, if we agree that the child will do well here, care will be continued as stated on the Child Care Agreement Form.

Trial Period

The trial period will be 2 weeks. This period is used to observe the child's adjustment to care and to talk about concerns. We will talk to you daily about your child's day. Please tell Sohad if you have any concerns. After a 2-week trial period, we will determine if the child care services are satisfactory to everyone. If any problems cannot be resolved, the care is terminated. Those two weeks will be paid regardless of continuation of care. This provision applies ONLY to the trial period.

Termination of Services and Expulsion Policy

You are required to give Sohad a month's notice of your intent to terminate care via email. This month is paid regardless of if your child is in attendance during that period. We will ask you to fill out an exit questionnaire when necessary.

The following are conditions that will cause childcare to be terminated: ➤ Continual late payments

- A child exhibits behavior that presents a serious safety concern for that child or others and we are not able to reduce or eliminate the safety concern through reasonable modifications
 - Not respecting childcare setting and policies (children and/or parents/guardians)
 - Continual late pick-ups

We expel a child only after there are continued behaviors that present a serious safety concern for that child or others and we are not able to reduce or eliminate the safety concern through reasonable modifications. We converse with families in person and via text/emails to work on such behaviors with a child. We give multiple notices to families before terminating care. We formally meet with the child's family at least once outside of normal business hours and

discuss how we can move forward or if Butterfly Home Daycare and Preschool is the right fit for your child. We give up to 4 weeks for families to find alternative care if we deem that our childcare is not a good fit anymore. Behaviors can include, but are not limited to, hitting, biting, getting close to another child's face and screaming, slapping/punching, striking or kicking, etc.

We see expulsion as a last resort. We know how hard expulsions are on families and children and we want to work with your family as much as we can to avoid expulsion.

To learn more, here are some resources that we use:

- <https://eclkc.ohs.acf.hhs.gov/publication/understanding-eliminating-expulsion-early-childhood-programs>
- <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/ehs-ta-10.pdf>

Information on How Children's Records Are Kept Current, Including Immunization Records

(WAC 110-300-0205, 110-300-0210, 110-300-0460)

Immunization/CIS Record Explanation & Tracking There is a state form called an immunization form that gives a record of all the shots your child has received throughout their young life. This is something that you as a parent/guardian need to have available for any childcare, school, or sometimes sport activities. This form needs to be submitted on or before the child's first day of childcare or completed as soon as medically possible.

We work together to update and keep individual immunization records current. At each appointment where your child gets a new shot, ask the doctor for a new immunization form and bring the updated form in as soon as possible so we can stay up to date.

When families wish to have their child exempt from immunizations, children are accepted into child care with a signed statement expressing a religious, philosophical or personal objection. If wanting to be exempt of immunizations, please sign and bring the following form before your first day of care:

https://dcyf.wa.gov/sites/default/files/pdf/el-license/348-106_CertificateofExemption.pdf

If a family chooses to not immunize a child, that child's family fully accepts the responsibility for any type of illness and/or disease and voluntarily will hold no responsibility upon this child care, employees, other clientele, or any others that frequent the child care. All families will be notified should the spread of an infection or communicable disease occur, as well as the notifications made to the health department and to your licensor.

For more Washington State information on immunizations please go to: <https://apps.leg.wa.gov/wac/default.aspx?cite=110-300-0210>

Parent/Guardian's Rights: Permission for Free Access

All parents/guardians have free access to areas at Butterfly Home Daycare and Preschools used by their children during operation hours when children belonging to that parent/guardian are present at the child care.

Parents/guardians have access to any paperwork of their children, as well as access to a staff member, if present, that are working in the child care rooms.

Parents/guardians are welcome to drop in and observe anytime, with the understanding that there is a chance that we might be leaving or absent, picking up children at a school or walking to the park. Please give us a call or send us a text when you would like to drop by to make sure the children are awake.

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

In any licensed childcare, parents/guardians have the right to see any DSHS complaint filed against them, just by asking to see them. Parents/guardians are also allowed to look at licensing checklists from DCYF (Department of Child, Youth, and Families) that are used during monitoring visits by my licensor.

Developmental Screening and Communication to Parents/Guardians

(WAC 110-300-0055, 110-300-0085)

Please contact Sohad in person, by phone, or email anytime you have a question or concern about your child, or our childcare program. Text messages are the best way of communicating.

Drop off and pick up times are opportunities for us to communicate on a daily basis. We love to discuss anything important about your child so that we can support each other in providing the best care to help your child thrive. Be sure to share with us anything you think we should know, and we will do the same.

At least twice a year we would love an update on your child that includes:

- A child's strength in areas of development, health issues, special needs, and other concerns

- family routines or events
- approaches to parenting
- family beliefs, culture, language, and child rearing practices
- internal transitions within our program and transitions to external services or programs
 - behavior management collaborations
 - developmental goals
 - linguistic goals
 - health goals
 - social goals
 - anything we can know to improve your child's care

Developmental screenings are important for your child, especially in the ages of birth through 5 years old. Here are some are three resources for parents/guardians:

- snohd.org/269/Parent-Resources
- <https://www.peps.org/ParentResources/by-topic/local/snohomish-county-parent-support>
- <https://dcyf.wa.gov/services/foster-parenting/parenting-resources>

We have an option to have a scheduled meeting with you twice each year to discuss your child in a more formal way through a family/provider conference. In these conferences we will communicate with each other about goals, strengths and challenges for your child, and how we can support you in your parenting as you support us in our caregiving. Please let Sohad know if you'd like to have a meeting.

Religious Activities

We do **NOT** celebrate religious activities at Butterfly Home Daycare and Preschool. I believe the parents are responsible for these activities according to their individual preferences. I respect all religions and beliefs. Please feel free to discuss any particular needs so your child feels comfortable.

Confidentiality Policy

Information and records about your child in the program will remain confidential. You have the right to access your child's records. Anything of a sensitive nature will be shared outside of the presence of the children. Only parents/guardians who have signed these forms have a legal write to see them unless we are conducting a mandatory reporting (see *Child Abuse Reporting* section below for more information).

Fees and Payment Plan Information

Rates

Rates are evaluated normally at the end of the calendar year and may be raised every year on January 1st. Notice will be given for rate increases. If other adjustments are needed, a two-week notice will be given.

If more than 10 hours of child care is needed per day, a day and a half will be charged. Butterfly Home Daycare and Preschool is set by DSHS subsidy rates for our area when a child is subsidized. Rates are evaluated and may rise when deemed necessary.

Definitions - Full Time, Part Time and Drop In

At Butterfly Home Daycare and Preschool full tuition is due the morning of the first day of each month or the first day of care, whichever falls first. When a child is enrolled, parents/guardians must indicate how many days per week their child will be at our daycare. Payment for each designated day on your Child Care Agreement Form is required whether your child actually attends. For example, if a parent/guardian indicates that their child will be at our daycare 5 days a week, yet they only come for 3 of those days, payment for the 5 days is still required.

Full Time: 4-5 Days per week. You are still charged for a full day regardless of if your child attends for 2 hours or 8 hours because their spot is held for them for a full day.

Part time: Minimum of 3 days a week.

Drop In: Any care that is not on a regularly scheduled basis.

Payment Plan, Penalties, and Extra Charges

Payment Plan:

Parents/guardians are required to pay for the time their children are scheduled to be in care. In other words, parents/guardians are paying for a space whether their child is there or not. Payment for care is due in advance on the first of every month. Special payment terms are negotiable on occasion and will be defined in your child's contract.

Daily or Weekly payment:

Butterfly Home Daycare and Preschool does *not* accept daily or weekly payments.

Bi-Monthly Payment:

Butterfly Home Daycare and Preschool does *not* accept bi-monthly payments.

Monthly Payment:

At Butterfly Home Daycare and Preschool, we ask for all parents/guardians to pay tuition on the morning of the 1st of every month. We accept tuition via checks made out to Sohad Sarhan. 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/guardian intends to terminate care and tuition must be paid for this time period. The first month's tuition and the \$300.00 registration fee are due at the same time on the first day of care.

Holiday Pay:

Fees are not reduced during months/weeks that have holidays. All holidays and vacations are paid.

Payment Penalties:

- 1) The fee for late payment is \$35 per day. If fees remain unpaid after a period of three days, your child will not be admitted until *ALL* fees are paid in full.
- 2) The penalty for NSF checks is \$50 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.
- 3) Overtime (late pick up) fees are \$1.00 a minute.

Vacations and Absences

- You are required to give 4 weeks advance notice for vacation.
- We will give you at least 1 months' advance notice of our vacation schedule. We will take 2 weeks of paid vacation per year.
- Please call or text and inform us when your child will not attend due to illness or some other event.
- Please advise us via email upon enrollment if you plan to remove your child from child care for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).

Fees

- **Deposit:** Your child's position is reserved upon payment of a deposit based on your child's monthly tuition. This fee is non-refundable and does not apply towards any tuition.
- **Registration Fee:** We require a non-refundable registration fee of \$300 to cover administrative costs.
- **Field Trip Fees:** Field trip fees will be charged when necessary. You will receive advance notice of any charges.

- **Overtime Fee:** We charge \$1 per minute when a child is in care over the time written on your family's Child Care Agreement Form.
- **Late Fee:** We charge \$35 per day if tuition is not paid on time. Tuition is due the morning of the first day of the month.

Family Discount

We do not offer a family discount at this time.

Written Plan for Children With Special Needs

Often, there is an added cost for the care of special needs children and sometimes more assistance is needed when compared to your average care. These costs can come from third party services your family needs and does not come from Butterfly Home Daycare and Preschool. We do not charge more for children with special needs. Any program fees your family inquiries from a third party will be paid by your family.

The provision of care and acceptance of special needs children in our child care is no longer at the sole discretion of the owner. As of March 2012, the Department of Child, Youth, and Families (DCYF) now needs to approve when the care of a special needs' child is going to happen at Butterfly Home Daycare and Preschool. Child care can only start with DCYF approval after submitting a written plan, signed by the parent/guardian, to DCYF that describes how the child's needs will be met by Sohad and her staff.

Checklist of Child Care Supplies

	<i>We Provide</i>	<i>You Provide</i>	<i>Item</i>	<i>Comments</i>
1.		X	Bottles	
2.		X	Bottle Liners	
3.		X	Infant Breast Milk or Formula	We Only Accept Closed Containers For Formula.
4.		X	Nipples	

5.		X	Diapers	
6.		X	Pacifiers	
7.		X	Teething Devices/Gels	Teething Gels Require a Signed Medication Form.
8.		X	Toilet Training Diapers	
9.			Car Seat/Booster seat (appropriate for your child's size/age)	N/A
10.		X	Change of Clothes	Weather Appropriate Clothing Required

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12.		X	Blanket Or Toy For Comfort During Awake Times	
13.		X	Disinfected Toothbrush & Toothpaste	Only If You Did Not Fill Out The Exempt Form
14.		X	Sunscreen	Sunscreen Requires a Signed Medication Form.

15.	X		Child Care Cribs Or Sleeping Mat	
16.	X		Sheets And Blankets for Child Care Cribs	
17.		X	Emergency Kit	List of Required Materials Below

PLEASE MAKE SURE TO PUT YOUR CHILD'S NAME ON EVERYTHING EDIBLE INCLUDING BOTTLES, SNACKS, FOOD CONTAINERS, ETC. PUT NAMES ON THE OUTSIDE OF WIPES AND BAGS OF DIAPERS. PUT INITIALS ON TAGS OF ALL CLOTHING.

Meals and Snacks

(WAC 110-300-0180, 110-300-0185, 110-300-0186, 10-300-0190, 110-300-0195, 110- 300-0196, 110-300-0197, 110-300-0198, 110-300-0215, 110-300-0236, 110-300-0300)

I participate in the USDA Food Program. All meals and snacks are prepared and served in accordance with the U.S. Department of Agriculture guidelines. All staff members have up to date Washington State Food Handlers' Permits.

I provide all lunch meals. We also recommend parents/guardians to bring snacks that your child loves to eat every day. Please label all food and snack packages and drinking bottles with your child's name and the date you are dropping it off at Butterfly Home Daycare and Preschool.

Written Plan for Food Service

- We will maintain child to staff ratios in Butterfly Home Daycare and Preschool's licensed space during food prep before snack times/meals. During high capacity of children, we always have trained staff on site to help with food prep to help keep the required child to staff ratio.

- Food coming from home **MUST** be put in the fridge at drop off **RIGHT AWAY** until ready to serve.
 - Home canned foods are not allowed to be served.
 - Safe drinking water will be served.
- Whole milk will be served to children >12 months unless parents/guardians provide alternative milk.
- We do not serve juice, soda, chips, candy, baked goods, or anything that has little or no nutritional value. We ask parents/guardians to refrain from packing this for their child.
- Meals, snack foods, and beverages provided to children in care either from parents/guardians or from Butterfly Home Daycare and Preschool 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 Programs* standards.
- On special occasions, such as birthdays, we allow parents/guardians to bring in snacks that may not satisfy the nutritional requirements for all children but must be aware of all allergies if being shared with all children. Hard candy and gum are not allowed to be served.
 - Food must not be tampered with or spoiled.
- All food must be obtained from an approved source licensed and inspected by the local health department (USDA, WSDA, etc.)

See information about infant feeding, bottles and breast milk in the Care of Young Children section of this handbook.

Allergies Notice

It is your responsibility to notify Sohad of any allergies or adverse reactions your child may have with certain foods or beverages. If your child has allergies or special dietary requirements due to a health condition, Sohad will need an individual care plan with written instructions that must:

- Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction
- Provide a specific treatment plan for Butterfly Home Daycare and Preschool staff to follow in response to an allergic reaction.
- The specific treatment plan must include the names of all medication to be administered, the directions for how to administer the medication, the directions related to medication dosage amounts, and description of possible allergic reactions, and symptoms associated with the child's particular allergies

Meals Served/Sample Menu and Description of How Foods Are Served

Breakfast

We have breakfast anytime between 7:00 am and 8:30 am. Once a child arrives and indicates that they are hungry, we will prepare then something 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. Please try to give breakfast to your child before drop offs if they are used to eating before 8:00 am.

Lunch

We usually eat lunch between 11:30 am and 12:30 pm during school time and when school is not in session. *I provide lunch.* Sometimes lunchtime can be on a different schedule due to an event planned (i.e. a swimming lesson, a field trip or someone joining us to eat). This doesn't affect infants as they have their own schedules. If a child comes late, lunch can still be served, just let us know in advance. We try sitting with children at their table during meals when possible and try to serve food family style unless parents/guardians request otherwise.

Snacks

Morning snack is anywhere from 9:30am to 10:30am and serving time is determined by when a child has eaten breakfast and when lunch is scheduled for that day. *Butterfly Home Daycare and Preschool provides snack, but we openly welcome children to bring their own snacks.* Not all children have snack at this time; if they have just finished breakfast, a snack might not be needed. Afternoon snack is usually around 3:00pm or when a child wakes up from their nap. Snack ends around 4:00pm and if any children are still here after 5:00pm, another snack can be given.

Sample Menu:

Breakfast

- Cheerios
- Sliced banana
- Milk

Morning Snack

- Wheat crackers
- Water

Lunch

- Chicken nuggets
- Rice

- Peas
- Pears
- Milk

Afternoon Snack

- Cheese
- Apple slices
- Water

Food Handling Practices

Anyone preparing food for the children is required to have a valid Food Handler's Permit. Again, all staff at Butterfly Home Daycare and Preschool have up-to-date Food Handler's Permits. All staff follow Washington State guidelines on healthy food handling/prep.

After meals and snacks, food will be disposed of or refrigerated immediately.

Tooth Brushing Practices

At least once per day, an early learning provider must offer children an opportunity to brush their teeth in a developmentally appropriate way. To offset disinfecting, storing, and asking parents/guardians to pay for toothbrushes and toothpaste we ask parents/guardians to sign an exempt form. This is provided to you before the first day of care and ask it to be brought in with your registration paperwork. Books will be ready daily about the importance of toothbrushing and steps to brushing your teeth. This decision is completely up to your family. If you would like to opt-in, please message Sohad.

Safety of Food Containers and Preparation Area

Sometimes we might use the kitchen for cleaning and other childcare activities; in that case we always have continual supervision of the children.

Policies for Food Brought from Home: Additional Snacks or Meals

Parents/guardians are welcome to add to our meals or snacks as long as they supply enough food for all children. When you send a lunch for your child it must be nutritional. If it is not satisfactory, the staff at Butterfly Home Daycare and Preschool will have to supplement the missing necessary ingredients for a healthy and balanced meal. This does not refer to children who are allergic to foods (milk, meat, etc.). If juice, cookies, or candy is sent with a child, they will have to eat them after they leave.

Dishwashing Practices

(WAC 110-300-0197)

Sanitizing and Disinfectants for Cleaning

Bleach and water mixtures, Comet, Lysol spray or liquid, and Pine Sol are some of the sanitizing chemicals used. Most of the time, the dishes are washed in the dishwasher. Toys and play materials are cleaned and sanitized as needed, sometimes daily, and on Fridays even when not used.

Care of Young Children

(WAC 110-300-0221, 110-300-0220, 110-300-0280, 110-300-0281, 110-300-0285)

Separation Adjustment Time

This sometimes takes time, hopefully no more than two weeks, for the child and parent/guardian to adjust to Butterfly Home Daycare and Preschool. It also takes Sohad and the staff some time to adjust to the new parent/guardian's scheduled arrival. Please expect short-term behavior changes and separation anxiety. Many times, shortly after entering a new childcare setting, a cold comes on; this is normal, and the child will adjust and develop immunities. As a parent/guardian, feel free to call/text Sohad anytime to "check in" on your child. Parents/guardians 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.

It helps when we can establish a routine. Please try to come around the same time every morning. Please come in, take yours and your child's shoes off if entering daycare past the indoor entrance mat, sign in on the attendance sheet while comforting your child, tell us when they woke up and the time they last ate if your child is an infant, give your child a big hug, and tell them goodbye. If your child doesn't want to leave your arms you can pass your child over to a staff member and we will comfort them. Also talk to your child on your way to daycare and let them know that they are going to Butterfly Home Daycare and Preschool and how excited you all are so they can be comfortable and know where they are when they arrive. A great way to do this is to have a "daycare" song; a song you and your child only listen to on your way to daycare.

Diapering Procedure

Diaper changing is done on the changing pad/mat found in the diaper changing area away from where food is stored/prepared/served. This mat is an easily cleanable structure, is not torn or repaired with tape, and is washable with a nonabsorbent surface. This mat is large enough to prevent the surface underneath from becoming contaminated with bodily fluids and is moisture resistant. Hands must be washed in the

sink located next to the table. Disposable gloves must be used at every diaper change and have to be changed after each child. Diapers are put directly into a waste container that has a tight cover, and is lined with a disposable plastic trash bag, and is within arm reach of the diaper changing area. Diaper changing mats must be cleaned and sanitized after every diaper change.

Toilet and Potty Training

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/guardian undertakes the task of potty training when they want it to happen and not when the child is ready, 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 Sohad at Butterfly Home Daycare and Preschool need the cooperation of the family. We will need to be supplied with clean cloth underpants once the child is fully potty trained. Parents/guardians should dress their children in clothes that promote their independence. Do not bring a child in underpants or pull-ups 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 part time 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) but we need to know ahead of time if your child will be coming in the morning in just underwear.

If the parent/guardian wishes to use pull-ups at home, that is fine. We find that using them here in childcare doesn't work as well.

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

Feeding and Bottle Preparation

Butterfly Home Daycare and Preschool is NOT on a food program set up with the state. 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, up to 24 months of age if the parent/guardian wishes to continue.

Infants are held when feeding and bottles are not propped.

Parents/guardians are responsible for providing formula for their babies. Babies are fed when needed. The mother/guardian or the baby usually set up the feeding schedule.

Bottles are made daily either at home or at Butterfly Home Daycare and Preschool. 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 first and last name** and date of preparation. Bottle nipples are covered when not in use. Bottles and nipples are washed and sanitized before reuse.

Frozen breast milk may stay at Butterfly Home Daycare and Preschool for up to 30 days and must be stored at zero degrees Fahrenheit or colder. Frozen breast milk must be labeled with the child's first and last name and date received. Thawed breast milk that has not been served within twenty-four hours must be returned to the parent/guardian. Breast milk brought at drop off must go home with the child every day. We do not thaw or heat breast milk in a microwave oven or on the stove. We thaw frozen breast milk in the refrigerator, under warm running water, in a container with warm water, or in a bottle warmer.

PLEASE MAKE SURE TO PUT YOUR CHILD'S NAME ON EVERYTHING THAT CONTAINS, OR IS, EDIBLE INCLUDING BOTTLES, SNACKS, FOOD CONTAINERS, ETC.

Babies are held while using a bottle and put into a highchair when they can sit to eat food. It is best not to use a microwave oven to warm formula, and it cannot be used for breast milk at all. We use bottle warmers to warm bottles.

Once a child goes off formula or breast milk, usually around one year old, they need to be given whole milk. Children can switch to 1 % pasteurized milk when they are 2 years of age; this is what is served to the other older children. Every day we serve milk at breakfast, lunch, and/or snack times. We are not allowed to change to juice or another non-state approved beverage unless there is written permission from your child's healthcare provider.

With the parent/guardian's help, Butterfly Home Daycare and Preschool can provide babies solid foods when the child is ready. Babies are usually on baby food until they are 1 year old. Any cereal infants eat must be iron fortified just like the formula, and we work together to find what works the best. Not all jars of baby food are nutritious; if the first ingredient is water, then it is not nutritious enough for a baby. According to state regulations as a licensed child-care provider, we are not to add cereal to any bottle. If a baby needs food, then they are to be held and fed or placed in a highchair.

Naps and Rest Periods

(WAC 110-300-0290, 110-300-0291)

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 no longer need a nap. No child will be forced to sleep. We will work with you to discuss your child's sleep patterns and needs.

Infants and toddlers will follow individual sleep schedules. 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 the infant's healthcare provider requesting another sleeping position, all infants and toddlers in Butterfly Home Daycare and Preschool will be put to sleep on their backs. Because of this, an infant cannot remain in a car seat upon arrival, and they will be placed in a crib. If the infant falls asleep in a swing they will be removed as soon as we can carefully do so. Once infants are old enough to roll over by themselves, they can choose which way to sleep but are always first laid down on their backs. 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 frequently during sleeping for their safety and to see that they are not getting too warm or cold. All staff members take annual safe sleep training and abide by the training information given.

Infant Sleep Position

To reduce the risk of sudden infant death syndrome (SIDS) and Sudden Unexpected Infant Death (SUIDS) we will:

- Actively supervising infants by visibly checking every fifteen minutes and being within sight and hearing range, including when an infant goes to sleep, is sleeping, or is waking up
- Placing an infant to sleep on their back or following the current standard of American Academy of Pediatrics. If an infant turns over while sleeping, the provider must return the infant to their back until the infant is able to independently roll from back to front and front to back
 - Not using a sleep positioning device unless directed to do so by an infant's health care provider. The directive must be in writing and kept in the infant's file
 - Sufficiently lighting the room in which the infant is sleeping to observe skin color
 - Monitoring breathing patterns of an infant
 - Allowing infants to follow their own sleep patterns
- Not allowing blankets, stuffed toys, pillows, crib bumpers, and similar items inside a crib, bassinet, or other equipment if occupied by a resting or sleeping infant
- Take steps so infants do not get too warm during sleep. Use sleep sacks in place of blankets. If a blanket is used for older children, it must be lightweight and be placed no higher than the child's chest with the child's arms free
- Not allowing a blanket or any other item to cover or drape over an occupied crib, bassinet, or other equipment where infants commonly sleep
- Not allowing bedding or clothing to cover any portion of an infant's head or face while sleeping, and readjusting these items when necessary
- Preventing infants from getting too warm while sleeping, which may be exhibited by indicators that include, but are not limited to, sweating; flushed,

pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability

Tummy Time

We love infants on their tummies! We interact with your infant while they are awake and on their tummy 2 to 3 times each day for a short period of time (3-5 minutes). Tummy time is always supervised by a staff member. If they can tolerate longer periods, we allow an infant to stay longer on their tummies. Tummy time is very important for a child.

The American Academy of Pediatrics says “While it is important to place your baby on his back for sleep, it’s also important to make sure that as he gets older, he gets some tummy time. Tummy time should take place when your infant is awake and alert. Place him on his tummy on a solid surface such as the floor. Place a toy in front of him and engage him in play. Doing this regularly will help strengthen the muscles in his neck. It also will help prevent your baby from developing a flat spot on the back of his head. Prolonged time spent lying on his back can cause the back of his head to flatten. While this condition doesn’t cause any developmental problems, a misshapen head can look odd. So be sure your baby gets some tummy time each day.”

Discipline/Guidance/Rules

(WAC 110-300-0310, 110-300-0315, 110-300-0325, 110-300-0330, 110-300-0331, 110-300-0335, 110-300-0490)

Behavior Management and Discipline

We will use consistent, fair, positive methods when 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 Butterfly Home Daycare and Preschool staff and parents/guardians. 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.

Child Restraint Policy

Butterfly Home Daycare and Preschool staff do NOT physically restrain children.

Rules

Butterfly Home Daycare and Preschool 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 or high fives for positive behavior
- Speaking kindly to one another, children, staff, parents/guardians and other adults

Discipline

Here at Butterfly Home Daycare and Preschool, we use positive discipline when training the 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. Sohad or her assistants are always present or nearby to the children. Sometimes, we can know ahead of time when problems or conflicts might occur and can redirect the children.

Every child and adult on the premises of Butterfly Home Daycare and Preschool deserves to be treated with respect. Parents/guardians are encouraged to speak with Sohad 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 1/2 to 2 1/2 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/guardians 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 trouble and sit down with them (it is important to be at their eye 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 has been said to them in response to the incident. Once we come to an agreement, the child is allowed to go back to playing. This can take between two and ten minutes.

Sharing

Sometimes, if children argue about a toy, we will 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-ins/Break time

Butterfly Home Daycare and Preschool uses time-ins/break times 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 against a door in the room with us or can be asked to sit on the floor next to a wall where we can have a conversation about why what they did was not okay. We wait to do this until the child is old enough to understand what is going on and why they are going in time-in. Often, we separate the school-aged children into separate rooms, or they are asked to go outside (under adult supervision).

Corporal Punishment

Corporal Punishment is defined as: *The infliction of pain by any means for the purpose of punishment, correction, and 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 or adult in childcare. This also means that parents/guardians are not allowed to spank their child or children while on the premises of Butterfly Home Daycare and Preschool.

Child Abuse Reporting

As a childcare provider, Sohad will protect children from all forms of child abuse or neglect. Sohad is required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) and/or the local law enforcement agency immediately (without prior notification to the parents/guardians involved). Sohad will also inform her licensor. All staff or volunteers in this program, as well as family members living in the house, are trained on prevention and reporting of child abuse and neglect and are mandatory reporters as well.

Child Protective Services (CPS)

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 or between a child and an adult.

If an accident or an injury occurs involving a child who is in attendance at our child care which requires the services of a medical professional (including a dentist), not only are parents/guardians called but Sohad’s licensor and Child Protective Services (CPS) are called as well. It is possible that CPS and/or Sohad’s licensor will then come out to verify the scene of the incident, determine if the correct procedures were taken to assist, and advise on the next steps to be taken.

Transportation and Field Trips

(WAC 110-300-0460, 110-300-0480)

- Parents/guardians are responsible for transportation to and from Sohad’s home.
- If we take a field trip off site, you will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance.
- Transportation for field trips will be provided by private cars or walking.
- There are seat belts in the back seat(s) of Sohad’s car. Everyone is always buckled. If your child is under 8 years old, please provide a car seat/booster seat on planned field trip days.
- Children’s emergency contact and medical release forms and medical/immunization records, a first aid kit, Sohad’s first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.
- Parents/guardians who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a clean criminal background check.
 - School age children will be transported to and from school in the following manner:

School	Transportation Method
Parkwood Elementary School	Walking From Bus Pick Up Location

Examples of field trips include:
We do not take field trips at this time.

Staffing Plan

We will maintain the Washington State required staff to child ratios at all times. If Sohad needs to be absent for any amount of time, you will be notified. Any staff who covers for her in her absence will meet all Washington 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 Sohad needs to be absent for an extended period of time, you will be notified.

Staffing When Provider is Absent

A responsible assistant with the same qualifications required for Sohad(The Provider) will be left in place of her.

Weather Conditions and Outdoor Hazards

(WAC 110-300-0147, 110-300-0148, 110-300-0165)

We like to be playing outside as much as we can. We ask parents/guardians to provide weather appropriate clothing for your child every day. Please read this letter regarding Outdoor Play:

<http://www.snohd.org/DocumentCenter/View/431/Outdoor-Play-Policy-Parent-Letter-PDF>

We are outside for at least 30 minutes a day unless weather poses a health or safety risk including:

- Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority
 - Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority
 - Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger
 - Earthquake
- Air quality emergency ordered by a local or state authority on air quality or public health
 - Lockdown notification ordered by a public safety authority; and
 - Other similar incidents

We do not have a garden in our outdoor play space.

Emergency Preparedness and Evacuation Plan

(WAC 110-300-0165, 110-300-0166, 110-300-0170, 110-300-0175, 110-300-0470)

In the case of an emergency, Butterfly Home Daycare and Preschool staff's first responsibility is to evacuate the children to a safe place outside of the home and account for all children in attendance using the sign in sheet as reference.

Please remember to sign your child in and out every day. After evacuating

children, 911 will be notified. We will then contact all parents/guardians to arrange pick-up of children if needed. Please refer to the evacuation plan for a full list of details, floor plan, and gathering place outside of Sohad's home. It is posted on the wall in Butterfly Home Daycare and Preschool.

In the case of a disaster of any kind, Sohad has prepared her home in order to evacuate our children and staff.

If Sohad has an emergency, children will NOT be left unsupervised. Butterfly Home Daycare and Preschool staff are trained to substitute for Sohad in her absence. In case an emergency or natural disaster occurs where parents/guardians are not able to pick up their children, we will have back up supplies (including the emergency supplies below that we ask you to provide) for up to three days.

Out of State Phone Number

In case of an emergency, it is often easier to call out of state than to call a neighbor next door. If phone lines go down, parents/guardians can call the numbers below.

It is also good that you give Butterfly Home Daycare and Preschool an out of state number and give that same out-of-state person Butterfly Home Daycare and Preschool child care numbers:

Sohad's Home #: 206-363-3454	Sohad's Cell #: 206-412-5244
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Water Hazards and Swimming Pools

There are no swimming pools, bodies of water, water hazards, combustible materials, open flames, matches, lighters, portable heaters/ fuel powered generators, wood stoves, fireplaces or candles in Butterfly Home Daycare and Preschool licensed area.

We have water activities available for the children.

Fire Drills and Fire Alarm

We practice fire evacuations drills monthly which include a monthly inspection of premises to identify & eliminate possible fire hazards. Every three months we do an earthquake, lockdown, and shelter-in-place drills. Annually, we conduct state-approved maintenance on our fire extinguishers, and we request a representative of our local fire department to conduct an official child care fire safety inspection using a state fire marshal form.

We practice different methods of fire drills at the childcare.

- **Evacuation Plan Practice:** We talk about what to do in case of a fire and practice the steps of how to get out of Butterfly Home Daycare and Preschool and where to meet.
- **Activities:** Color pictures that are fire-related (fire truck, fire fighter, good kinds of fire and bad kinds of fire) and we talk about them with the children.

Older children are asked to make up their own version of different fire pictures related to the ones the younger children are given.

- **Rule Practice:** We go over the three rules of clothing on fire: Stop, Drop and Roll.
- **Smoke Detector Test:** A staff member or Sohad shows the children the test button on the smoke detector, talks about what it sounds like and then tests it. Weather permitting, we proceed outside to our meeting place. This is also done to test the smoke alarm.
- **Whistle Test:** A whistle hangs off the fire extinguisher that is only used for fire drills.
- **Drill Test:** A staff member or Sohad will say "fire drill" to the children and we follow our evacuation plan.

Action Plan For Person Discovering a Fire/ Fire Evacuation Plan

There is a written fire evacuation plan posted by the main daycare entrance in a place that is clearly visible to the staff and parents/guardians. This evacuation floor plan identifies exits, pathways, doors, and windows for all to know. Drills are practiced monthly and updated as needed.

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

Our fire extinguisher is hanging on the wall at the bottom of the indoor stairs. Fire extinguishers receive annual maintenance certification by a firm specializing in fire safety and licensed to do this type of work. The last adult out double-checks any children, grabs the cordless phone, the emergency bag that includes numbers of families, shuts the door, and calls 911 followed by family members of each child.

Action Pending Arrival of Fire Department

Once outside and all are accounted for, we would wait together for the fire trucks. If it was a real fire, we would not go back in until we received the all-clear from the firemen. If we had to evacuate, parents/guardians would be notified. See evacuation off premises below.

Evacuation Plan Off Premises

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 licensor) or because Sohad's home has become uninhabitable in a disaster.

If we, the neighborhood, or local area are evacuating: We could go to **Parkwood Elementary School**

Address: 1815 N 155th St, Shoreline, WA 98133

Phone: (206) 393-4150

Lockdown and Shelter-In-Place Drills

Lockdown drills are means of practicing preparedness in our childcare in the event of a criminal act in the area or when a criminal is too close to the childcare home. We would also do a lockdown here if the local school was in a lockdown and we knew about it, or when police or an official emergency response agency notifies Butterfly Home Daycare and Preschool that it is unsafe to leave the facility or be outdoors because of an emergency.

Sohad and Butterfly Home Daycare and Preschool's staff are trained to make sure that outside doors and windows are locked, that the children will not open them, and the curtains are closed. Children could stay in the room and continue to play unless instructed to move to our lockdown area. We would then go into the nap room like we do for our earthquake drills. If the emergency is life-threatening and we are allowed to move, the occupants present at the time of the emergency will evacuate to our evacuation location above and parents/guardians would be called if they had not already called us.

Evacuation Diagram of Childcare Room

If there is a fire in the home during child care operating hours, Sohad and Butterfly Home Daycare and Preschool staff's first responsibility is to evacuate the children in care to a safe place outside the home. Please view the information area for Butterfly Home Daycare and Preschool's Evacuation plan and evacuation diagram.

Emergency Kit Instructions

Please provide a kit for each child in care within 30 days of enrollment.

All perishable items must be replaced every six months. Place all items in a quart or one gallon zip lock bag and mark your child's name and the date each time the kit is updated.

Emergency Kit Contents:

- 1 Emergency "space" blanket (small rectangular package; available • at REI)
- 1 Emergency light stick (available at REI or hardware store)

- 1 Family photo for comfort in case child is with us for a lengthy time
- 2-3 Fruit snacks (small foil or plastic wrapped bags)
- 2-3 Granola or energy bars (foil wrapped)
- 1 Hand or diaper wipes (small bag)
- 1 Kleenex (small package)
- 1 Letter or note of support written to your child of school age
- Emergency contact telephone numbers including parent/guardian's phone numbers and out of state contacts
- 1 Stuffed animal or favorite cuddle toy (very small)
- Change of clothes (3 days' worth)
- 3 days' worth of medication if applicable
- 3 days' worth of drinking water (*I provide this, no need to bring it in*)

Sohad has practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. Sohad continually checks her home for potential hazards.

If Sohad is notified by law enforcement of a lockdown situation, we will keep the children indoors until notified otherwise.

Injury or Medical Emergency Response and Reporting

Sohad and her staff have First Aid, Adult/Child/Infant CPR, and HIV/Aids/Blood Borne Pathogens Prevention training. Minor cuts, bruises, and scrapes will be treated. Parents/guardians will be notified. With some minor injuries' parents/guardians will be called to help decide whether the child should go home.

In the event of a serious injury or emergency, we will call 911 and administer first aid and/or CPR if needed. Sohad 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, Sohad is required to immediately call and submit an "Injury/Incident Report" to her Department of Social and Health Services Licensor and child's social worker, if any. You will be given a copy.

Health Practices, Hand Washing Practices, Hand Sanitizer Policy, and Cleaning Policy

(WAC 110-300-0165, 110-300-0198, 110-300-0200, 110-300-0205, 110-300-0215, 110-300-0220, 110-300-0221, 110-300-0240, 110-300-0241, 110-300-0245)

Medicine Management

All medications (prescription and non-prescription) shall be administered only with the written approval of a parent/guardian. A Medication Treatment Authorization form (authorization to administer medication) must be completed.

Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.

Medications must be stored in the original container. The container must have the patient's name, instructions, and date of expiration.

Doctor's permission is not required for non-prescriptions drugs such

- as: • Diaper ointments and powder (as needed)
- Sunscreen
- Lip balm or lotion
- Hand sanitizers or hand wipes with alcohol (only allowed for children older than 24 months)
- Fluoride toothpaste (for children 24 months and older)
- Antihistamines
- Non-Aspirin pain relievers and fever reducers
- Cough medicine
- Decongestants
- Anti-itching creams

Non-prescription medication not included in the categories listed above; taken differently than indicated on the manufacturer's label; or lacking labeled instructions shall only be given if authorized in writing by a physician.

Any medicine taken by mouth for children under two will need written permission from your doctor.

A detailed record will be kept of all medicines given at childcare.

Ill Children Policy

- Each child will be observed daily for signs of illness.
- Children who are contagious must stay at home. All parents/guardians of children in our care, as well as the local health department, will be notified by phone within 24 hours of communicable diseases or food poisoning.
- Please call or text us if your child will not be in attendance due to illness. If you are unsure your child should come or not, please call/text.
- 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 an event, your child will be isolated from the other children until you arrive.
- If your child has any communicable disease (except a cold with minor symptoms), you must have a physician's written clearance before returning to child care. Other parents and the Health Department will be notified.

→ The parent/guardian 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 Sohad's home per instruction of the Department of Public Health:

- **Diarrhea:** Two or more watery stools in a 24-hour period, especially if the 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 100 degrees F. or higher and sore throat, rash, vomiting, diarrhea, earache, irritability or confusion.
- **Lice:** Children who have lice may not return to daycare 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
- **Chickenpox:** Children may return when the blisters have dried and formed scabs.
- **Hand, Foot, and Mouth Disease:** Children may return when rashes/sores have scabbed over, and fever has broken for more than 24 hours. A written note from the doctor stating your child has Hand, Foot, and Mouth Disease is required for your child's file. We ask that your child stays home for 3-6 days to avoid spreading of disease.
- **Diphtheria**
- **E. coli Infection**
- **Giardiasis**
- **Hepatitis A Virus**
- **Invasive Haemophilus Influenzae**
- **Measles**
- **Mumps**
- **Bacterial Meningitis**
- **Food Poisoning**
- **Rubella (German Measles)**
- **Shigellosis (Shigella)**
- **Active Tuberculosis (TB)**

Please read "Keeping Your Ill Child at Home" from the Seattle-King County Department of Public Health:

<https://kingcounty.gov/depts/health/child-teen health/child-care->

Reporting and Notifying Conditions to Public Health

Sohad is required to notify the Department of Health, her licensor, and all families of children in her care within 24 hours if there is an outbreak of a communicable disease in the childcare or in Sohad's immediate family.

Hand Washing Practices and Hand Sanitizer Policy

We (children and Butterfly Home Daycare and Preschool staff) will be washing our hands upon arrival, before and after preparing food/eating, when handling pets, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. Hand sanitizer will not be substituted when regular hand washing procedures can be practiced. Hand sanitizer can only be used by children over twenty-four months and for whom Sohad has a parent/guardian signed permission form on file.

A sink is in the bathroom where the children are provided with inspected warm running water, soap, and paper towels. The sink is 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. We ask children to wet their hands with warm water, apply soap to their hands, scrub both of their hands, rinse their hands, use a clean paper towel to dry their hand, and turn off the water with said paper towel.

Cleaning and Disinfecting

Cleaning, sanitizing and disinfecting practices include daily sanitizing all toys and eating utensils that are mouthed by children.

Tables, utensils, highchairs, chairs used in the kitchen area, 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 every 6 months.

Bedding, blankets and other items used during rest time are cleaned and sanitized weekly or more often if soiled. Butterfly Home Daycare and Preschool staff disinfect all diaper change tables/mats, hand washing sinks, bathrooms (including toilet bowls, toilet seats, training rings, soap dispensers, potty chairs), door and

cabinet handles, etc. Cleaning schedules are posted on the wall near the indoor stairs.

When using a bleach solution to sanitize or disinfect, Sohad and Butterfly Home Daycare and Preschool staff follow the proper ratios in accordance with Washington State Department of Health Guidelines:

- <https://www.doh.wa.gov/Portals/1/Documents/8340/970-216-Disinfect-en-L.pdf>
- <https://www.snohd.org/DocumentCenter/View/448/Bleach-Chart-PDF>

Blood Borne Pathogen Plan

All staff caring for children at Butterfly Home Daycare and Preschool have completed the Bloodborne Pathogen training and will renew their training annually. 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 hands before returning to care.

Injury Prevention

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

Butterfly Home Daycare and Preschool staff will check daily to make certain that both the indoor and outdoor play areas are safe for children, families, and staff members. We will check that all areas are free from broken glass, ensure that toys and equipment are safe, and verify that all areas are free from any hazards. All cleaning products and chemicals will be inaccessible to the children.

Smoking Policy

(WAC 110-300-0420)

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

- Indoor and outdoor grounds
- licensed or unlicensed space that children can access
- Adjacent sidewalks
- Parking lots
- Buildings
- Private vehicles

This policy applies to all persons on the premises, regardless of their purpose for being there. Federal law prohibits smoking within 25 feet of the premises. 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/guardians in keeping the property clean; do not dispose of cigarette butts where the children can pick them up. Scientific evidence has linked respiratory health risks to secondhand smoke.

Drugs and Alcohol Policy

(WAC 110-300-0420)

No illegal drugs are allowed on the premises. Alcohol may not be consumed during business hours. No one under the influence of drugs or alcohol may be in the presence of the children at any time. Any alcohol, including closed and open containers, in the home will be stored inaccessible to the children.

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 Butterfly Home Daycare and Preschool.

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 or Weapons

(WAC 110-300-0165)

Sohad does not have any firearms, guns, weapons, and/or ammunition in her home.

Overnight Care and Staffing

(WAC 110-300-0270)

Overnight care is not provided at Butterfly Home Daycare and Preschool.

Pets (WAC 110-300-0225)

There are no pets at Butterfly Home Daycare and Preschool.

Optional Items Not Required by the Department of Child, Youth, and Families

(WAC 110-300-0155, 110-300-0455)

Training and Experience

Butterfly Home Daycare and Preschool opened in 1994. The State of Washington requires that we take annual training on topics related to caring for young children. Feel free to ask us about our training. We will share any interesting things we learn with the families in our program.

Business Practices

Parents/guardians have the right to have another person pick up their child. On the Child Care Registration form there are spaces to add these trusted adults. If the parent/guardian sends someone that is not known to us here at Butterfly Home Daycare and Preschool, we will not give your child to them unless previously discussed and you have sent us a state-issued identification card. Please identify on the Child Care Registration form who is authorized to pick up your child. **If someone is picking up your child (i.e. grandma, parent, aunt, uncle, etc.) that we have not seen before, parents/guardians must text Sohad a copy of the person's state-issued identification card with clear visibility of the picture and the first and last name.** The person picking up your child must have identification on them at pick up as well because we may ask for in-person 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, we will call 911.

Backup Child Care

We recommend that you have access to an alternate childcare arrangement. You may need care if we are ill or when we are on vacation. If we are ill, you will be notified as soon as possible so that you can make other arrangements. Although we have back up assistants if we become ill and it is rare for us to randomly close, it is always your responsibility to find backup child care. For a childcare referral, please call: 206-363- 3454 or 206-412-5244.

Arrivals, Attendance, Departures, and Signing In and Out

Arrival and Pick-up Instructions: When arriving; the parent/guardian or authorized person must sign your child in and sign your child out at pick up time. The sign-in/sign out form is located next to the entrance. You are required to sign in/out using full name/signature, date, and time. After signing in, give Butterfly Home Daycare and Preschool staff an update on your child including when they woke up and last ate, give your child a hug goodbye, and pass them over to one of the staff members so that they can eat or go play.

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

authorized person must use their full signature when signing in and out of the childcare. The use of a full signature became law in October 2004.

The childcare is entered through the main daycare entrance. Drop-offs and pick-ups must occur in the presence of Sohad or her staff and 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, Butterfly Home Daycare and Preschool staff is not available, please call into the house.

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

All children like to test their limits. If you and Sohad or a staff member are present while your child is in care at Butterfly Home Daycare and Preschool, 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/guardian's car while the parent/guardian is still on the childcare premises. No child may leave the childcare or get into any vehicle without being accompanied by the parent/guardian who has signed them out for that day.

Child Care Resources

(206) 329-1011

www.childcare.org

Receipts and Taxes

Sohad will give you a payment receipt when you pay for childcare. Please also take screenshots of your bank statements and keep these receipts for tax purposes. You will receive an Internal Revenue Service (IRS) W-10 Form reporting your annual childcare expenditures for the applicable tax year. If not available, please keep your receipts as records so that you may use the tuition as a tax right off. Sohad will provide you her tax information around the beginning of the new year.

Insurance

The business and facilities of Butterfly Home Daycare and Preschool are covered under liability insurance.

Television (TV) Time (Screen Time Policy)

Screen time is defined by Merriam-Webster as time spent watching television, playing a video game, or using an electronic device with a screen (such as a smartphone or tablet).

We do **not** have a television in our childcare and there is no screen time. Here is information about screen time provided by the American Academy of Pediatrics: • <https://www.aap.org/en-us/about-the-aap/aap-press-room/Pages/American-Academy-of-Pediatrics-Announces-New-Recommendations-for-Childrens-Media-Use.aspx#targetText=Among%20the%20AAP%20recommendations%3A&targetText=For%20children%20ages%202%20to,to%20the%20world%20around%20them.>

Thank you so much for taking the time to read through our parent handbook and policies. If you have any questions or concerns please feel free to ask us in person, call us at 206-363-3454 or 206-412-5244, or email us at sohadk@gmail.com

Welcome to Butterfly Home Daycare and Preschool :)

Sohad Sarhan

PARENT / GUARDIAN ATTESTATION AND SIGNATURE

I, the parent / guardian, by my signature below attest that I have received a copy of the childcare center policies with an effective date of _____. I further attest that I have read and understand these policies, and I agree to abide by them.

Signature – Parent / Guardian

Date Signed

Signature – Licensee

Date Signed

Note: Policies shall be provided to the parents any time the policies are updated.

PLEASE SEND A TEXT/EMAIL WITH A SIGNED COPY, CONFIRMING YOU HAVE READ ALL OF THIS HANDBOOK WHEN SENT FOR THE FIRST TIME OR AFTER AN UPDATED VERSION HAS BEEN SENT TO YOU.