

All Children of the World

ECO Healthy Certified & Washington State Licensed

Childcare & Pre-School

Parent Handbook

“Welcome!....

When you enter this home,

*you are a scientist,
explorer, and artist.*

*You are important,
loved and respected.*

Most of all, you are a friend.

All of you is welcome here!

You are the reason we are here.”



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Monday – Friday 6:30am—5:30pm

ALL CHILDREN OF THE WORLD - PHILOSOPHY

WE AIM TO GIVE EVERY CHILD, BIRTH TO SCHOOL AGE, NURTURING LOVE, CONCERN, SAFETY, SECURITY, AND NUTRITIONAL MEALS, STIMULATING AND EDUCATIONAL CHILD CARE WITH RESPECTFUL, OBSERVANT, RESPONSIVE CAREGIVERS WHO OFFER THE OPPORTUNITY FOR ENGAGING AND SUCCESSFUL EDUCATIONAL LEARNING.

WE BELIEVE THAT EACH CHILD IS A UNIQUE AND A SPECIAL INDIVIDUAL. WE ARE PASSIONATE ABOUT FOCUSING ON OUR RELATIONSHIP WITH EACH CHILD AND STRIVE TO MAKE MEANINGFUL CONNECTIONS BY ENGAGING, REASSURING, CHALLENGING, INSPIRING THRU ENCOURAGEMENT, LISTENING, AND GIFTING EACH CHILD 'TIME' TO GAIN RESILIENCE. WE AS CAREGIVERS, GAIN OUR EDUCATION THROUGH CHILDCARE CLASSES WITH MODERN, QUALIFIED, EDUCATED, EXPERT PERSONS; HISTORICAL RESEARCH; READING; KNOWLEDGEABLE NETWORKS AND RESOURCES; STUDYING DEVELOPMENTALLY APPROPRIATE PRACTICE (DAP) AND RESOURCES FOR INFANT EDUCATORS (RIE®). OUR GOAL IS TO PROVIDE HIGH-QUALITY CHILD CARE BY CREATING AN ENVIRONMENT THAT PROMOTES THE PHYSICAL, SOCIAL, EMOTIONAL, AND COGNITIVE DEVELOPMENT OF EACH CHILD, AS WELL AS RESPONDING TO THE NEEDS OF YOUR FAMILY. WE BELIEVE AND PRACTICE THAT CHILDHOOD IS A WORTHY, IMPORTANT STAGE THAT DESERVES AS MUCH RESPECT AS ADULTHOOD AND SHOULD NOT BE RUSHED THROUGH AND THAT EVERY CHILD DESERVES OPPORTUNITIES TO LEARN.

WE PRIDE OURSELVES IN GIVING THE CHILDREN A UNIQUE, MIXED-AGE, PLAY-BASED EXPERIENCE. WE ARE CHILD-FOCUSED AND ARE INSPIRED TO OFFER ACTIVITIES AND ROUTINES THAT RESPECT YOUR CHILD'S INDIVIDUAL DEVELOPMENTAL TIMELINE.

PLAY IS VERY IMPORTANT WORK FOR CHILDREN OF ALL AGES. PLAY IS A VEHICLE THROUGH WHICH LEARNING OCCURS. WHEN CHILDREN ARE PLAYING, THEY ARE TRULY ENGAGED IN THEIR ACTIVITY. PLAY IS ACTIVE, HANDS-ON, INTERACTIVE, INTENTIONAL, OPEN-ENDED, LOUD, MESSY, AND FOCUSED ON PROCESS OVER PRODUCT. CHILDREN ARE WELCOME TO BUILD, IMAGINE, CREATE, AND EXPERIMENT. CHILDREN WILL GAIN SELF-SUFFICIENCY AND CONFIDENCE, PERSISTENCE AND PERSEVERATION. CHILDREN WILL USE THEIR WHOLE BODY TO INTERACT WITH THE ENVIRONMENT. OUR ACTIVITIES AND ROUTINES WILL HELP THE CHILDREN BECOME ACTIVE MEMBERS OF A GROUP AS WELL AS PLAY WELL ON THEIR OWN.

IT IS OUR GOAL TO INSPIRE EACH CHILD TO DISCOVER A WORLD WHERE THEY CAN PLAY, EXPRESS CREATIVE FREEDOM, GAIN SELF-TRUST, AND OWN PERSONAL RESPONSIBILITY AS THEY OPEN THEIR MIND AND ADHERE TO THE EXCITEMENT OF LEARNING AND THE ENJOYMENT OF SHARING IT WITH OTHERS.

THROUGHOUT THE DAY, WE OBSERVE AND REACT TO CREATE ENGAGING PLAY-BASED ACTIVITIES INDOORS & OUTDOORS THAT PROMOTE A CHILDS:

SELF HELP/INDEPENDENCE * POSITIVE SELF CONCEPTS (SELF ESTEEM) * EMOTIONAL SELF AWARENESS
LARGE & SMALL MOTOR SKILLS * LISTENING AND LANGUAGE SKILLS * THINKING SKILLS * PRINTING SKILLS
SOCIAL SKILLS * PROBLEM-SOLVING * SELF DISCIPLINE * SPATIAL CONCEPTS
KINDERGARTEN READINESS * LEARNING OF 'LIFE SKILLS' * RELATE TO OTHERS AND SHOW EMPATHY
BECOME RESPONSIBLE FOR THEIR DECISIONS AND ACTIONS *

WE ATTEMPT TO RESPECT EACH CHILD'S DAILY LIFE, FAMILY CULTURE, LANGUAGE, AND THE DIVERSITY IN SOCIETY.
I WISH FOR THEM TO EXPERIMENT * EXPLORE * TAKE RISKS * MAKE MISTAKES * APPLY A TRIAL AND ERROR
APPROACH TO LEARNING * BE CREATIVE THROUGH PROCESS ART AND MUSIC.

THE MAIN DEVELOPMENTAL AREAS ADDRESSED IN OUR CURRICULUM ARE:

SOCIAL/EMOTIONAL DEVELOPMENT ~ CONNECTING WITH OTHERS MOTIVATES A CHILD TO LEARN AND PROVIDES THEM WITH A SENSE OF WHO THEY ARE IN THE WORLD.

COGNITIVE DEVELOPMENT ~ INVOLVES THE WAY CHILDREN THINK AND DEVELOP.

LANGUAGE DEVELOPMENT ~ INCLUDES UNDERSTANDING AND COMMUNICATION THROUGH WORDS BOTH SPOKEN AND WRITTEN.

PHYSICAL DEVELOPMENT ~ A CHILD'S GRADUAL CONTROL OVER THEIR LARGE AND SMALL MUSCLES. CHILDREN AGES 1 TO 5 YEARS, LEARN TO WORK COOPERATIVELY IN SMALL GROUPS TO REACH DEVELOPMENTAL MILESTONES AND SCHOOL READINESS THROUGH EXPLORING AND EXPERIMENTING IN OUR LEARNING CENTERS.

IMPORTANT LIFE SKILLS ~ CHILDREN ARE GIVEN **TIME AND THE OPPORTUNITY TO STRUGGLE** TO MASTER THE TOOLS NEEDED TO SUCCEED IN LIFE. EXAMPLES INCLUDE SELF-HELP; PROBLEM-SOLVING; SELF-DRESS; SERVING; PERSONAL CARE NEEDS & CLEANING.

CREATIVE ARTS ~ TEACHES TEXTURE, COLOR, DESIGN, AND MOTOR CONTROL AND PROMOTES CREATIVE EXPRESSION.

LIBRARY & LANGUAGE ~ EXPERIENCES WITH ENHANCED VOCABULARY, LISTENING AND WRITING SKILLS, AND EARLY READING.

MATH & MANIPULATIVES ~ INTRODUCES PROBLEM-SOLVING, PATTERNING, NUMBER CONCEPTS, ORDER, AND FINE MUSCLE COORDINATION.

SENSORY WET & DRY ~ ENCOURAGES CHILDREN TO EXPLORE A VARIETY OF SUBSTANCES USING THEIR SENSES AND ENHANCING MATH AND SCIENCE EXPERIENCES.

BLOCK BUILDING ~ PROMOTES LEARNING OF SHAPES, DIMENSIONS, SIZE, BALANCE, AND CONSTRUCTION AND ENCOURAGES COOPERATIVE PLAY AND CREATIVITY.

MUSIC & MOVEMENT ~ OFFERS CREATIVE EXPERIENCES, TEACHES MELODY, AND DEVELOPS LARGE MOTOR SKILLS.

SCIENCE & DISCOVERY ~ IT IS ALL ABOUT THE WORLD AROUND US. OPPORTUNITIES ARE PROVIDED THAT WILL SPARK A CHILD'S CURIOSITY AND WONDER. THERE ARE OPEN-ENDED MATERIALS PLACED IN THE ENVIRONMENT THAT THE CHILDREN CAN MANIPULATE IN A VARIETY OF IMAGINATIVE WAYS.

OPEN DOOR POLICY AND ACCESS

DURING OPERATING HOURS, PARENTS HAVE PERMISSION TO HAVE FREE ACCESS TO ALL LICENSED AREAS USED BY YOUR CHILD(REN); HAVE ACCESS TO THE RECORDS OF YOUR OWN CHILD(REN)S BUT NOT HAVE ACCESS TO INFORMATION ABOUT ANY OTHER CHILD; AND ALL STAFF TRAINING AND PROFESSIONAL DEVELOPMENT RECORDS.

THERE ARE UNLICENSED AREAS OF MY HOME THAT ARE MADE INACCESSIBLE TO THE CHILDREN IN MY CARE BY AN EFFECTIVE METHOD OR BARRIER THAT REASONABLY PREVENTS A CHILD'S ABILITY TO REACH, ENTER OR USE THESE AREAS.

SIGN-IN / SIGN-OUT PROCEDURE

PER STATE REGULATIONS, EVERY CHILD'S PRESENCE MUST BE DOCUMENTED. THE CHILD'S PARENT, GUARDIAN, OR AUTHORIZED PERSON MUST DOCUMENT THE TIME OF ARRIVAL AND DEPARTURE OF EACH CHILD ON A DAILY BASIS WHICH NEEDS TO INCLUDE A LEGAL SIGNATURE

PAYMENT PROCEDURE

THE FEE DISCUSSED ON THE PAYMENT AGREEMENT FORM, IS TO BE PAID **IN ADVANCE** AND ON THE DATE(S) AGREED UPON. (RATES ARE SUBJECT TO CHANGE AT OWNERS DISCRETION)

I AM CURRENTLY NOT SET UP TO ACCEPT CREDIT OR DEBIT CARDS...PAYMENTS VIA PERSONAL CHECK, MONEY ORDER (MADE OUT TO DEBORAH THURBER), AND/OR CASH WILL BE ACCEPTED. PARENTS ARE RESPONSIBLE TO PAY FOR ANY OF MY BANK FEES ASSOCIATED WITH ANY RETURNED CHECKS. (AFTER 2 NSF I ONLY ACCEPT MONEY ORDERS OR CASH PAYMENTS)
W-10s AND YEARLY TOTALS WILL BE GIVEN TO ALL PARENTS BY JANUARY 31ST OF EVERY YEAR.

PAYMENT IS MADE WHETHER OR NOT YOUR CHILD(REN) ARE PRESENT REGARDLESS OF ILLNESS (INCLUDING COVID EXPOSURE AND OR CHILDCARE OUTBREAK CLOSURE ORDERED BY THE DOH OR CDC), HOLIDAY, UNEXPECTED CLOSURES, PROVIDER VACATION, OR YOUR PERSONAL VACATION.

THERE IS A **5% LATE FEE** THAT WILL BE ADDED TO ANY PAYMENT THAT IS NOT MADE ON THE SCHEDULED PAY DATE(S) AGREED UPON (SEE PAYMENT AGREEMENT FORM), OR IF PREVIOUS NOTIFICATION IS NOT GIVEN.

*IF A SITUATION ARISES AND YOU NEED MORE TIME TO MAKE YOUR PAYMENT, PLEASE DISCUSS THIS NEED WITH ME IN ADVANCE, SO AN AGREEMENT CAN BE MADE BETWEEN US, OR BE SUBJECTED TO THE LATE FEE CHANGES.

IF PAYMENT IS MORE THAN FIVE (5) WORKING DAYS LATE, CARE MAY BE DISCONTINUED.

A 2 WEEK WRITTEN NOTIFICATION (MORE, IF POSSIBLE) OF YOUR INTENT TO TERMINATE CHILDCARE SERVICES IS REQUIRED.

IF UPON LEAVING CARE, THERE IS AN OUTSTANDING BALANCE, A \$5.00 PER DAY LATE FEE WILL BE ADDED TO THE OUTSTANDING BALANCE UNTIL PAID IN FULL. ALL OUTSTANDING BALANCES AND FEES MAY BE TURNED OVER FOR COLLECTION 30 DAYS AFTER THE DATE OF LAST CARE AND YOU, THE PARENT ARE RESPONSIBLE FOR ALL ACCRUING CHARGES, LATE FEES, AND OUTSTANDING CHILDCARE BALANCES.

HOURS OF OPERATION / SCHEDULED CLOSURES

ALL CHILDREN OF THE WORLD IS OPEN MONDAY THROUGH FRIDAY.

6:30 am to 5:30 pm

(HOURS SUBJECT TO CHANGE AT OWNERS DISCRETION)

ON THE PAYMENT AGREEMENT FORM, THERE IS A SECTION CONCERNING ARRIVAL AND DEPARTURE TIMES. PARENTS MUST FOLLOW THIS AGREEMENT. I HAVE A FAMILY AND I NEED TO BE ABLE TO ATTEND TO THEIR NEEDS AS WELL. IF YOU ARE UNAVOIDABLY DETAINED, I ASK THAT YOU PHONE ME. YOUR CHILD(REN) WILL EXPECT YOU AND MAY BECOME FRIGHTENED AND WORRIED IF I CAN NOT TELL THEM WHERE YOU ARE. I ASK THAT YOU COMMUNICATE WITH ME VERBALLY OR IN WRITING IF A CHANGE IN YOUR ARRIVAL AND DEPARTURE TIMES NEEDS TO CHANGE. AT LEAST A 2 WEEK (MORE, IF POSSIBLE) NOTIFICATION OF UN-ENROLLMENT OF CARE IS REQUIRED.

I FEEL THAT EVERY CHILD AND PARENT DESERVES A HAPPY, SAFE AND SECURE CHILDCARE THEY KNOW THEY CAN DEPEND UPON. I AM HERE FOR YOUR CHILD(REN) AND YOU. I COULD BE AVAILABLE FOR EXTENDED HOURS AND OVERNIGHT WITH PRIOR NOTIFICATION AND AGREEMENT. EXTRA CHARGES WILL APPLY.

ALL CHILDREN OF THE WORLD WILL BE CLOSED ON THE FOLLOWING HOLIDAYS*: (PAYMENT IS REQUIRED)

NEW YEARS DAY ~ MARTIN LUTHER KING (OCCASIONALLY) ~ PRESIDENTS DAY ~ MEMORIAL DAY ~ JUNETEENTH ~ INDEPENDENCE DAY
~ LABOR DAY ~ VETERAN'S DAY (OCCASIONALLY) ~ THANKSGIVING & THE DAY AFTER ~
CHRISTMAS EVE & CHRISTMAS DAY (AND THE DAYS BETWEEN THROUGH NEW YEAR'S DAY)

* IF THE HOLIDAY FALLS ON A SATURDAY, THE PREVIOUS FRIDAY WILL BE TAKEN. IF THE HOLIDAY FALLS ON A SUNDAY, THE FOLLOWING MONDAY WILL BE TAKEN.

I TAKE AT LEAST ONE WEEK OF PAID VACATION DURING THE SUMMER. I ALSO TAKE THE DAYS OFF BETWEEN CHRISTMAS AND NEW YEARS AS MY PAID VACATION TIMES. I RESERVE THE RIGHT TO TAKE OTHER DAYS OFF INCLUDING, BUT NOT LIMITED TO, IN CASE OF AN EMERGENCY; BEREAVEMENT; FAMILY-RELATED ILLNESS OR MEDICAL PROCEDURE, AND/OR A PERSONAL ILLNESS OR MEDICAL PROCEDURE THAT RENDERS ME UNABLE TO CARE FOR THE CHILDREN. I WILL GIVE NOTICE AS EARLY AS POSSIBLE SO YOU CAN MAKE ARRANGEMENTS FOR OTHER CARE.

WHEN YOU SCHEDULE ANY PERSONAL VACATION TIME, I WILL NEED AT LEAST 2-WEEK NOTICE BEFORE YOUR VACATION. PAYMENT IS EXPECTED IN ORDER TO RESERVE YOUR SPOT.

DAILY 'FLEXIBLE' SCHEDULE WITH 'PREDICTABILITY'

6:30 AM **DOORS OPEN – PLAY-BASED LEARNING ACTIVITIES – CHILD'S CHOICE - PARENT/CHILD GREETING**

8:00-9:00 AM **BREAKFAST SERVED** (STARTING AT APPROXIMATELY 8:00AM AND TO THOSE WHO ARRIVE BEFORE 9 AM)
PLAY-BASED ACTIVITIES – CHILD'S CHOICE CLEAN UP AND PREPARATION FOR PRESCHOOL/MORNING ACTIVITY

9:00A -11:30A ***PRESCHOOL - MORNING ACTIVITIES AND OUTSIDE PLAY** (WEATHER PERMITTED)
MORNING OPEN SNACK (DIAPER CHECK/CHANGE)
CLEAN UP – LUNCH PREPARATION BEGINS (11:30 AM PRESCHOOL-ONLY #1 POSITION PICK-UP)

Approximately 12:00 NOON **LUNCH SERVED** (TO THOSE WHO ARRIVE BEFORE 12:30)
AFTER COMPLETELY LUNCH - **CLEAN UP – NAP PREPARATION & STORY TIME** (DIAPER CHECK/CHANGE)
(12:30PM PRESCHOOL-ONLY #2 POSITION PICK-UP)

Approximately 1:00-2:45/3:00 PM **NAP TIME OR 30 MINUTE QUIET TIME EDUCATIONAL ACTIVITIES** FOR THOSE CHILDREN NOT
NEEDING A NAP FOLLOWED BY CHILD'S CHOICE OF PLAY-BASED ACTIVITIES

Approximately 2:45/3:00pm to 5:30 PM **WAKE UP - AFTERNOON OPEN SNACK** (DIAPER CHECK/CHANGE)
PLAY-BASED LEARNING AND/OR AFTERNOON ACTIVITIES OR OUTSIDE PLAY (WEATHER PERMITTED) UNTIL
PARENT ARRIVES (PRESCHOOL-ONLY #3 POSITION PICK-UP)
*SCHOOL AGE CHILDREN ARRIVE OFF THE BUS AT 3:40PM AND ARE SEVERED SNACK)
(DIAPER CHECK/CHANGE BEFORE PARENT SCHEDULED PICK-UP TIME)

5:30 PM **DOORS CLOSED**
PRESCHOOL SCHEDULED DAYS ARE SET BY FOLLOWING WEST VALLEY SCHOOL DISTRICT SCHEDULE

DISCLAIMER: SCHEDULED ACTIVITIES ABOVE ARE PREDICTABLE YET SUBJECTED TO CHANGE AT THE DISCRETION OF THE PROVIDER/OWNER, WEATHER CONDITIONS, INTEREST OF THE CHILDREN, OR OTHER UNFORESEEN SITUATIONS

SUMMER SCHEDULE

OUR THEMED DAYS PROVIDE CHILDREN WITH A WELL-ROUNDED SUMMER EXPERIENCE. THE CHILDREN EXPLORE NEW AND EXCITING ACTIVITIES THAT POSITIVELY IMPACT THEIR INTELLECTUAL, PSYCHOLOGICAL, AND PHYSICAL DEVELOPMENT. SUMMER CALENDARS OF SCHEDULED EVENTS ARE MADE AVAILABLE.

ALL CHILDREN OF THE WORLD SUMMER SCHEDULE ALLOWS THE CHILDREN TO PARTICIPATE IN A RANGE OF ACTIVITIES SUCH AS:

- ❖ DAILY WATER ACTIVITIES - SPRINKLER, WATER TABLE, AND SPLASH PADS. (PARENTS WILL NEED TO SIGN A MORE INFORMED WRITTEN PERMISSION FORM ANNUALLY FOR THEIR CHILD(REN) TO PARTICIPATE IN WATER ACTIVITIES.)
- ❖ OCCASIONAL FIELD TRIPS WITH THE COMPLETE GROUP
- ❖ OLDER CHILDREN LESSON ACTIVITIES ~ GYMNASTICS LESSONS; SWIMMING LESSONS; GOLF LESSONS ETC. (THESE LESSONS COME WITH ADDITIONAL CHARGES PAID DIRECTLY TO THE ASSOCIATED PROGRAM SITE. THESE ACTIVITIES ARE NOT MANDATORY)
- ❖ ARTS AND CRAFTS
- ❖ SCHOOL-AGE CHILDREN READ AND ENGAGE IN ACADEMIC ENHANCEMENT ACTIVITIES
- ❖ THEMED EVENTS
- ❖ COOKING
- ❖ MUSIC/DANCING
- ❖ DRESS-UP DAYS (EXAMPLES: WESTERN DAY; HAWAIIAN DAY; SPORTS DAY)
- ❖ AND OTHER EXCITING PLANNED ACTIVITIES



ALL CHILDREN OF THE WORLD IS A ECO-HEALTHY CERTIFIED CHILDCARE

I PRIDE MYSELF ON HAVING CHOSEN TO HAVE A CHILDCARE HOME WHERE THE ENVIRONMENT IS SAFE, ECO-HEALTHY, AND 'GREEN' AS POSSIBLE WHILE REDUCING THE CHILDREN'S EXPOSURE TO TOXINS.

ALL CHILDREN OF THE WORLD IS QUALIFIED AS AN "ECO-HEALTHY" BY COMPLETING A CHECKLIST THAT HIGHLIGHTS 30 STEPS THAT ENSURE A SAFE PLACE FOR CHILDREN. AS AN ECO-HEALTHY PROVIDER, I COMMIT TO REDUCING CHILDREN'S EXPOSURE TO TOXIC AND OTHER ENVIRONMENTAL HEALTH HAZARDS. THE ENDORSEMENT CERTIFICATION IS POSTED TO LET PARENTS AND OTHERS KNOW OF MY EFFORTS AND DEMONSTRATES MY COMMITMENT TO BEING ECO-HEALTHY!

YOU TOO CAN CONTRIBUTE BY:

- THOROUGHLY WASHING FRUITS AND VEGETABLES TO AVOID POSSIBLE EXPOSURE TO PESTICIDES.
- NOT ALLOWING YOUR VEHICLE TO IDLE DURING DROP-OFF AND PICK-UP TIMES,
- NOT SMOKING ANYWHERE ON THE PREMISES OR IN THE SIGHT OF ANY CHILD.
- USING BIODEGRADABLE, NON-TOXIC CLEANING PRODUCTS AND THE LEAST TOXIC DISINFECTING AND SANITIZING PRODUCTS AND NOT USING AEROSOL SPRAYS OF ANY KIND.
- TO AVOID POSSIBLE LEAD EXPOSURE FROM WATER LINES, USE ONLY COLD WATER FOR DRINKING, COOKING, AND MAKING BABY FORMULA. RUN THE WATER FOR 10-30 SECONDS OR UNTIL IT FEELS NOTICEABLY COLDER.
- USE ONLY NON-TOXIC ART SUPPLIES APPROVED BY THE ART AND CREATIVE MATERIALS INSTITUTE (ACMI) LOOK FOR ACMI NON-TOXIC SEALS: AP, AP NEW, AP +PC, CK, CP, HL/CR, HL/NT AT www.acminet.org.
- KEEP YOUR GARBAGE COVERED AT ALL TIMES TO AVOID ATTRACTING PESTS AND TO MINIMIZE ODORS.
- RECYCLE ALL PAPER, CARDBOARD, GLASS, ALUMINUM, AND PLASTIC CONTAINERS.
- SCREEN TOYS FOR LEAD BY SEARCHING www.cpsc.gov or www.healthystuff.org/departments/toys REGULARLY. AND BUY ONLY 'PVC-FREE' AND 'PHTHALATE-FREE' TOYS,
- VACUUM CARPETS DAILY. HAVE CARPETS CLEANED AT LEAST TWICE A YEAR AND AS NEEDED WITH BIODEGRADABLE CLEANERS.
- NEVER MICROWAVE FOOD IN PLASTIC CONTAINERS, PLASTIC WRAP, OR PLASTIC BAGS.

NOTICE



**NO SMOKING
NO VAPING
NO
E-CIGARETTES
NO
CANNABIS OF
ANY KIND**

NO SMOKING POLICY

**MY HOME IS A NON-SMOKING, NON-VAPING, NON-CANNABIS OF ANY TYPE,
SMOKE-FREE HOME.**

SMOKING, VAPING OR SIMILAR ACTIVITY IS NOT PERMITTED WITHIN TWENTY-FIVE FEET OF ANY ENTRANCE, EXIT, WINDOW, OR VENTILATION INTAKE OF MY HOME OR WHERE ANY CHILD MAY SEE YOU.

PER STATE REGULATIONS, (WAC110-300-0420-(3) a & b) I CAN NOT ALLOW ANY PERSON TO USE, CONSUME OR BE UNDER THE INFLUENCE OF ALCOHOL, CANNABIS OR ANY FORM, ILLEGAL DRUGS OR MISUSE PRESCRIPTION DRUGS ON THE PREMISES; IN THE PRESENCE OF ANY CHILD AND IS STRICTLY PROHIBITED WHILE WORKING WITH CHILDREN.

NONDISCRIMINATION STATEMENT

WE DO NOT DISCRIMINATE AGAINST ANY CHILD OR THEIR FAMILY. WE DO NOT PREVENT ENTRY TO OUR SETTING ON THE BASIS OF RACE, CREED, ETHNICITY, NATIONAL ORIGIN, MATERIAL STATUS, GENDER, SEXUAL ORIENTATION, CLASS, AGE, RELIGION, OR ABILITY. WE DO NOT DISCRIMINATE AGAINST A CHILD WITH A DISABILITY OR REFUSE A CHILD ENTRY TO OUR SETTING BECAUSE OF ANY DISABILITY.

IF YOUR CHILD(REN) HAS A DISABILITY/SPECIAL NEEDS, CLEAR COMMUNICATION BETWEEN PROVIDER AND PARENT IS IMPORTANT FOR THE WELL-BEING OF THE CHILD(REN). PROVIDER AND PARENTS WILL NEED TO DEVELOP AN ACTION PLAN TO ENSURE THAT WE ARE QUALIFIED TO CARE FOR YOUR CHILD(REN) WITH SPECIAL NEEDS.

WE AIM TO WORK IN PARTNERSHIP WITH PARENTS TO ENSURE THAT THE ETHNICITY, MEDICAL, CULTURAL, AND DIETARY NEEDS OF ALL THE CHILDREN IS MET.

CONFIDENTIALITY POLICY

AT ALL CHILDREN OF THE WORLD, WE ARE COMMITTED TO MAKING SURE THAT ANY CHILD, PARENT AND STAFF MEMBER INVOLVED HAS THEIR INDIVIDUAL PRIVACY RESPECTED AND PROTECTED. THIS WILL, IN TURN, CREATE MORE OF A SUCCESSFUL RELATIONSHIP WITH ALL INVOLVED.

IT IS OUR STRICT POLICY TO MAINTAIN ALL PERSONAL RECORDS OF OUR CLIENTS AND STAFF SO THEY REMAIN PROTECTED FROM MISUSE, LOSS, OR UNAUTHORIZED ACCESS IN A SECURE AND CONFIDENTIAL MANNER. THE INFORMATION CONTAINED IN THESE RECORDS SHALL ONLY BE VIEWED BY CURRENT EMPLOYEES AS NEEDED TO PERFORM THEIR DUTIES. EMPLOYEES SHALL NOT DISCLOSE OR KNOWINGLY PERMIT THE DISCLOSURE OF ANY INFORMATION CONCERNING ANY CHILD OR HIS/HER FAMILY, DIRECTLY OR INDIRECTLY, TO ANY UNAUTHORIZED PERSON. (ALL STAFF HAVE BEEN ADVISED OF THIS POLICY AND HAVE AGREED TO COMPLY AND ARE AWARE THAT FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN TERMINATION OF EMPLOYMENT.)

THE MAINTENANCE OF THESE RECORDS WILL BE SUPERVISED BY DEBORAH THURBER/OWNER AND SHALL REMAIN IN HER CUSTODY. RECORDS MAY BE VIEWED BY MEDICAL RESPONSE PROFESSIONALS IN AN EMERGENCY SITUATION AND AUTHORIZED STATE AND FEDERAL AGENCIES AS REQUIRED FOR INSPECTION OF COMPLIANCE BY THE STATE OF WASHINGTON'S DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF) LICENSING.

STAFFING

ALL CHILDREN OF THE WORLD IS A WASHINGTON STATE LICENSED FAMILY HOME CHILDCARE. I/DEBORAH THURBER AM THE PRIMARY CHILDCARE PROVIDER. I HAVE A QUALIFIED, FULL-TIME ASSISTANT THAT WORKS MONDAY THROUGH FRIDAY AT THE HOURS THAT I NEED ASSISTANCE. I AM LICENSED FOR UP TO 12 CHILDREN, WITH NO MORE THAN 6 CHILDREN UNDER THE AGE OF 2 YEARS WITH 2 WALKING, AND THE REMAINING CHILDREN ARE OVER TWO YEARS WHEN I HAVE A QUALIFIED ASSISTANT. WE FULFILL THE STRICT STATE REGULATION ON STAFFING REQUIREMENTS AND RATIOS AT ALL TIMES DURING ALL OPERATING HOURS. IF FOR SOME REASON, I OR MY ASSISTANT NEEDS TO LEAVE THE PREMISES DURING DAYCARE HOURS, (i.e. SCHEDULED APPOINTMENT OR ILLNESS), I HAVE QUALIFIED BACKUP ASSISTANTS.

IF I, PERSONALLY, EXPERIENCE A MEDICAL EMERGENCY, OR AN ILLNESS THAT CAUSES ME NOT TO BE ABLE TO CARE FOR THE CHILDREN AND ADEQUATE STAFFING CAN NOT BE OBTAINED, I WILL CLOSE. IT IS YOUR RESPONSIBILITY TO HAVE BACKUP CARE. I WILL TRY AND GIVE YOU AS MUCH NOTICE AS POSSIBLE IN THE EVENT OF A CLOSURE.

ALL PERSONS RESPONSIBLE FOR THE CARE OF THE CHILDREN IN MY HOME:

- ARE FOCUSED ON BUILDING EMOTIONALLY SECURE RELATIONSHIPS WITH EVERY CHILD;
- CURRENTLY ARE AT LEAST 18 YEARS OR OLDER;
- HAVE CLEARED A CRIMINAL BACKGROUND CHECK;
- HAS A CURRENT CPR CARDS (WHICH INCLUDES INFANT, CHILD, AND ADULT) AND BASIC STANDARD FIRST AID TRAINING ~RENEWED EVERY 2 YEARS);
- HAVE COMPLETED ANNUAL BLOOD-BORNE PATHOGENS CLASSES;
- HAS COMPLETED THE STATE'S BUILDING BLOCKS 30 HOUR BASIC TRAINING COURSE;
- GETS AT LEAST 10 HOURS OF CONTINUED EDUCATION ANNUALLY; WHICH INCLUDES ALL STATE'S MANDATORY TRAINING REQUIREMENT CLASSES.
- HAVE COMPLETED THE REQUIRED, ANNUAL INFANT SAFE SLEEP TRAINING;
- DEMONSTRATE POSITIVE INTERACTION WITH THE CHILDREN AND OTHER ADULTS;
- INTERACT WITH CHILDREN THROUGH LISTENING AND RESPONDING TO WHAT THE CHILDREN HAVE TO SAY;
- ARE IN FREQUENT, VERBAL COMMUNICATION WITH THE CHILDREN IN A POSITIVE, REINFORCING, CHEERFUL AND SOOTHING WAY; WE EXPLAIN ACTIONS, EVEN TO VERY YOUNG INFANTS;
- TREATS EACH CHILD WITH CONSIDERATION AND RESPECT AND APPROPRIATELY HOLDS, TOUCHES, AND SMILES AT THE CHILDREN AND SPEAKS TO THE CHILDREN AT THEIR EYE LEVEL WHEN POSSIBLE AND APPROPRIATE AND IS RESPONSIVE TO CHILDREN, AND ENCOURAGES THEM TO SHARE EXPERIENCES, IDEAS, AND FEELINGS;
- ARE PHYSICALLY ABLE TO RESPOND TO AND INVESTIGATE CRIES AND OTHER SIGNS OF DISTRESS;
- PERFORM DEVELOPMENTALLY APPROPRIATE NURTURING ACTIVITIES THAT TAKE INTO CONSIDERATION THE PARENTS' NURTURING PRACTICES;
- ARE RELIABLE AND DEPENDABLE; TRUTHFUL AND HAVE A DISPOSITION THAT IS RESPECTFUL OF YOUR CHILD(REN)'S NEED FOR CARING ATTENTION.

I/DEBORAH THURBER HAVE A CHILD'S DEVELOPMENTAL ASSOCIATES DEGREE (CDA) THAT HAS GIVEN ME AN UNDERSTANDING OF HOW CHILDREN DEVELOP SOCIALLY, EMOTIONALLY, PHYSICALLY, AND INTELLECTUALLY. I TAKE PRIDE IN THE ABILITY TO PLAN AND PROVIDE CARE FOR CHILDREN THAT IS BASED ON AN UNDERSTANDING OF EACH CHILD'S INTERESTS, LIFE EXPERIENCES, STRENGTHS, AND NEEDS. I DO NOT HAVE ORGANIZED RELIGIOUS ACTIVITIES OR PROJECTS. HOWEVER, I AM A CHRISTIAN AND IF I AM ASKED QUESTIONS, MY MORAL VALUES WILL BE A PART OF MY ANSWER. PERSONALLY, WE CELEBRATE CHRISTIAN AND TRADITIONAL HOLIDAYS. I HAVE BEEN DOING LICENSED CHILDCARE IN WASHINGTON SINCE JANUARY 1989 AND WOULD CONSIDER IT A BLESSING TO HAVE YOUR CHILD(REN) IN MY CARE.



MEALS, SNACKS & SAFE DRINKING WATER

IT IS VERY IMPORTANT TO US THAT WE SERVE HEALTHY, NUTRITIOUS MEALS AND SNACKS. **SAFE DRINKING WATER** IS ALWAYS AVAILABLE AND IS GRACIOUSLY OFFERED THROUGHOUT THE DAY. DRINK WATER IS OBTAINED FROM SOURCES THAT HAVE BEEN PROFESSIONALLY TESTED AND ARE KNOWN TO BE CERTIFIED FREE FROM LEAD AND COPPER. MY STAFF AND I ALL POSSESS AND MAINTAINS A CURRENT STATE FOOD HANDLERS PERMIT. I PARTICIPATE IN THE USDA FOOD PROGRAM, WHICH MONITORS THE MEALS I SERVE THE CHILD TO MAKE SURE I SERVE HEALTHY, NUTRITIOUS MEALS AND SNACKS THAT MEET THE USDA GUIDELINES. DAILY MENUS ARE KEPT ELECTRONICALLY AND ARE AVAILABLE UPON REQUEST. **I PURCHASE ORGANIC FOODS WHENEVER FEASIBLE.**

WE EAT MEALS AND SNACKS FAMILY-STYLE' TO PROMOTE GOOD TABLE MANNERS. (OR WE SERVE EACH CHILD INDIVIDUALLY) WE AIM TO HELP THE CHILDREN LEARN ABOUT HEALTHILY EATING HABITS BY TRYING A VARIETY OF FOODS. FOODS ARE SERVED AT A SAFE TEMPERATURE AND IN A SAFE, SANITARY MANNER. THE CHILDREN ARE CLOSELY SUPERVISED WHEN EATING AND ARE NOT FORCED, SHAMED, OR PUNISHED TO TRY OR FOR REFUSING TO TRY/EAT FOODS. STAFF AND I SIT WITH THE CHILDREN DURING MEALS WHEN POSSIBLE.

MEALS CONSIST OF:

BREAKFAST - ALWAYS MILK*; WHOLE-GRAIN, LOW SUGAR CEREAL OR BREAKFAST BREADS; AND FRESH FRUIT.

(3 EXAMPLES: WHOLE GRAIN CEREAL IN MILK & BANANA / PANCAKES, STRAWBERRIES & MILK / BISCUIT, BLUEBERRIES & MILK)

SNACKS - I CHOOSE TWO OF THE FOLLOWING COMPONENTS:

MILK* / DAIRY PRODUCT; PROTEIN FOOD; WHOLE-GRAIN BREAD OR BREAD ALTERNATE; FRUIT OR VEGETABLE

(3 EXAMPLES: CHEESE AND WHOLE-GRAIN CRACKERS / YOGURT AND GRAHAM CRACKERS / APPLES & PEANUT BUTTER)

LUNCH/DINNER - CONSIST OF THE FOLLOWING:

ALWAYS MILK*; A MEAT (PROTEIN FOOD); A WHOLE GRAIN BREAD OR BREAD ALTERNATE; A FRUIT AND A VEGETABLE

(3 EXAMPLES: MILK, CHICKEN NUGGETS, WHOLE GRAIN ROLL, GREEN BEANS & PEACHES / MILK, SLOPPY JOES, FRENCH FRIES & CHERRIES / MILK, FISH STICKS, MACARONI & CHEESE, PEAS & ORANGES.

***MILK:** I SERVE WHOLE MILK TO CHILDREN 12- 24 MONTHS AND 1% MILK TO ALL OTHERS (UNLESS OTHERWISE AUTHORIZED BY YOUR CHILD'S PHYSICIAN)

WHOLE GRAIN: AT LEAST ONE, BUT USUALLY MORE, OF THE GRAIN SERVINGS GIVEN PER DAY WILL BE 100% WHOLE GRAIN-RICH. WHOLE GRAIN IS A PRODUCT THAT HAS THE WORD "WHOLE" BEFORE THE FIRST INGREDIENT LISTED IN THE INGREDIENT LIST.

CHILDREN WITH SPECIAL DIETS AND NEEDS

PRIOR TO ENROLLMENT, ANY SPECIAL DIETARY REQUIREMENTS NEED TO BE DISCUSSED AND AN INDIVIDUAL CARE PLAN WILL NEED TO BE CREATED. THIS PLAN MAY INCLUDE ACCOMMODATION FOR A CHILD'S SPECIAL DIETS; RELIGIOUS AND CULTURAL PREFERENCES OR FAMILY PREFERENCES. A PARENT MAY PROVIDE ALTERNATIVE FOOD FOR THEIR CHILD.

FOR CHILDREN WITH SEVERE REACTIONS TO CERTAIN FOODS DUE TO A MEDICAL CONDITION: THE INDIVIDUAL CARE PLAN WILL NEED THE CHILD'S HEALTH CARE PROVIDER'S SIGNATURE AND PARENTS MUST ENSURE WE HAVE THE NECESSARY MEDICATION, TRAINING, AND EQUIPMENT TO PROPERLY MANAGE THEIR CHILD'S FOOD ALLERGIES.



I AM NOT A 'PEANUT FREE' ENVIRONMENT



SPECIAL OCCASIONS: (BIRTHDAY AND OTHER SPECIAL DAYS) TREATS ARE WELCOME WITH PRIOR PLANNING.

PRIOR TO SERVING: SNACKS/TREATS PREPARED, COOKED, OR BAKED AT HOME BY PARENTS OF A CHILD IN CARE, WE MUST RECEIVE WRITTEN PERMISSION FROM EACH CHILD'S PARENT STATING THEIR CHILD MAY CONSUME FOOD PREPARED, COOKED, OR BAKED BY ANOTHER CHILD'S PARENT.



HAND WASHING & TEETH BRUSHING POLICY



I HAVE A RESPONSIBILITY TO MAINTAIN A HABIT OF CONSTANTLY WASHING HANDS WITH SOAP AND WATER FOR THE PURPOSE OF PRECAUTION AGAINST THE SPREAD OF GERMS AND DISEASE. MY STAFF AND I WILL BE A GOOD ROLE MODELS FOR THE CHILDREN TO PROMOTE GOOD HEALTH HABITS.

WE WILL OFTEN "CHAT" WITH THE CHILDREN ABOUT THE NEED AND REASONS FOR GOOD HANDWASHING HABITS AS WELL AS TOILETING, COVERING THEIR MOUTHS WITH OUR ELBOW WHEN COUGHING AND PROPER NOSE BLOWING HABITS.

GOOD HEALTH HABITS WILL BE REGULARLY INCLUDED IN THE PLANNED CURRICULUM AS WELL AS COMMUNICATION THROUGHOUT OUR DAILY INTERACTIONS WITH THE CHILDREN. CHILDREN WILL BE MONITORED, REMINDED, AND ASSISTED TO DEVELOP HEALTHY HANDWASHING HABITS.

NOTE: PARENTS MAY OPT-OUT OF THE DAILY TOOTH BRUSHING ACTIVITIES BY SIGNING A WRITTEN FORM.

AT LEAST ONCE PER DAY, I WILL OFFER EACH CHILD AN OPPORTUNITY FOR DEVELOPMENTALLY APPROPRIATE TOOTH BRUSHING. TOOTH BRUSHING WILL BE DONE SAFELY, SANITARILY AND BE EDUCATIONAL. TOOTHBRUSHES ARE STORED IN A MANNER THAT PREVENTS CROSS-CONTAMINATION. PARENTS ARE RESPONSIBLE TO PROVIDE NON-FLUORIDE TOOTHPASTE AND AN AGE-APPROPRIATE TOOTHBRUSH, LABELED WITH THE CHILD'S NAME. THE TOOTHBRUSH WILL NEED TO BE REPLACED EVERY 3 MONTHS OR WHEN THE CONDITION OF THE TOOTHBRUSH DEEMS NECESSARY.



ALL CHILDREN OF THE WORLD'S ~ INFANT PHILOSOPHY

WE BELIEVE IN RESPECT FOR, AND TRUST IN THE INFANT TO BE AN INITIATOR, AN EXPLORER, AND AS A SELF-LEARNER. WE FOCUS ON THE RELATIONSHIP WE FOSTER WITH EACH INFANT AND TREAT EVERY INFANT AS A UNIQUE HUMAN BEING. WE DEMONSTRATE OUR RESPECT EVERY TIME WE INTERACT WITH THEM. WHEN WE HELP A CHILD FEEL SECURE, FEEL APPRECIATED, FEEL THAT "SOMEBODY IS DEEPLY, TRULY INTERESTED IN ME," BY THE WAY WE LOOK AT THEM, THE WAY WE LISTEN TO THEM, WE CAN INFLUENCE THAT CHILD'S PERSONALITY AND HOW THEY SEE LIFE. WE STRIVE TO OFFER AN ENVIRONMENT FOR ALL CHILDREN THAT IS PHYSICALLY SAFE, COGNITIVELY CHALLENGING, AND EMOTIONALLY NURTURING. WE OFFER PLENTY OF TIME FOR UNINTERRUPTED PLAY. FREEDOM TO EXPLORE AND INTERACT WITH OTHER CHILDREN. DURING CARE ACTIVITIES (DIAPERING, FEEDING, BATHING, DRESSING, ETC.) WE ENCOURAGE EVEN THE TINIEST INFANTS TO BECOME AN ACTIVE PARTICIPANTS RATHER THAN A PASSIVE RECIPIENTS OF THE ACTIVITIES. WE ARE SENSITIVE OBSERVERS OF YOUR INFANT IN ORDER TO UNDERSTAND HIS OR HER NEEDS. WHEN DEVELOPMENTALLY READY, WE OFFER CONSISTENT, CLEARLY DEFINED LIMITS AND EXPECTATIONS TO DEVELOP DISCIPLINE.

INFANTS FEEDING

I ASK EACH PARENT OF AN INFANT TO WRITE DOWN YOUR INFANTS FEEDING SCHEDULE.

PARENTS MUST SUPPLY ALL FORMULA AND/OR BREAST MILK AND JAR FOOD (THROUGH THE 1ST STAGES) I SUGGEST LEAVING A SUPPLY OF FORMULA OR DATED, FROZEN BREAST MILK AND FOOD AND I WILL NOTIFY YOU WHEN YOUR SUPPLIES RUN LOW.

PLEASE WRITE YOUR CHILDS NAME ON YOUR INFANT'S BOTTLES (GLASS OR PLASTIC BOTTLES MUST NOT CONTAIN THE CHEMICAL BISPHENOL-A OR PHTHALATES AND BE CODED WITH '1', '2', '4' OR '5')

FORMULA: FORMULA WILL BE PREPARED ACCORDING TO THE MANUFACTURER'S DIRECTIONS AND NEVER SERVED PAST THE EXPIRATION DATE ON THE CONTAINER. PREPARED FORMULA BOTTLES ARE WARMED IN A CONTAINER OF WARM WATER (NEVER MICROWAVED) AND TESTED BEFORE FEEDING TO AVOID SCALDING OR BURNING THE INFANT'S MOUTH. CONTENTS OF ANY BOTTLE NOT FULLY CONSUMED WITHIN ONE HOUR NEEDS TO BE THROWN AWAY.

BREAST MILK: IF YOU PROVIDE BREAST MILK FOR A CHILD, FRESH BREAST MILK WILL BE REFRIGERATED AFTER LABELING AND WILL BE USED WITHIN 24 HOURS OF BEING RECEIVED. IF THE BREAST MILK COMES FROZEN, IT MUST BE LABELED WITH THE CHILD'S NAME. STATE REGULATIONS STATE THAT I CAN ONLY KEEP FROZEN BREAST MILK FOR NO MORE THAN 30 DAYS. WE THAW BREAST MILK IN THE REFRIGERATOR OR IN A CONTAINER OF WARM WATER CAREFULLY TO AVOID SCALING THE INFANT'S MOUTH. (NEVER MICROWAVED) BREAST MILK NOT FULLY CONSUMED WITHIN AN HOUR CAN BE REFRIGERATED AND RETURNED TO YOU IF SO DESIRED, OR BE THROWN AWAY.

BOTTLE FEEDING: INFANTS ARE FED ON-DEMAND OR BASED ON THE PARENT'S RECOMMENDED FEEDING SCHEDULE. INFANTS ARE **HELD** IN A SEMI-RECLINING OR UPRIGHT POSITION WHEN THEY ARE FED A BOTTLE UNTIL THEY CAN FEED THEMSELVES. I DO NOT PROP BOTTLES.

SOLID FOODS FROM A JAR: BEFORE I CAN INTRODUCE SOLID FOOD TO AN INFANT, PARENTS MUST INFORM ME, GIVE APPROVAL AND SHARE DESIRED SCHEDULE GUIDELINES. JAR FOOD, THROUGH THE 1ST STAGE, WILL BE SUPPLIED BY THE PATENTS. I WILL SUPPLY INFANT CEREALS (GERBER WHOLE WHEAT & OATMEAL) AND JAR FOOD ONCE THE 1ST STAGE FOODS HAVE ALL BEEN TRIED AND NO ALLERGIES HAVE FORMED. INFANTS BEING SERVED SOLID FOODS FOR THE FIRST TIME WILL BE FED IN A SEMI-RECLINING OR UPRIGHT POSITION AND BE SERVED WITH THEIR OWN INDIVIDUAL UTENSILS (NEVER SHARED). UNEATEN FOOD FROM THE SERVING CONTAINER WILL BE THROWN AWAY.

PLEASE INFORM ME WHEN YOU HAVE INTRODUCED SOLID 'REGULAR' FOODS TO YOUR CHILD SO WE TOO CAN INCLUDE THESE ITEMS. (I.E. CRACKERS, CHEERIOS, ETC.)

INFANT 'TUMMY TIME'

WHEN INFANTS ARE AWAKE, EACH INFANT WILL BE OFFERED SUPERVISED 'TUMMY TIME' (PLACING THE INFANT IN A NONRESTRICTIVE PRONE POSITION ONLY ON HIS/HER STOMACH, WHEN NOT IN SLEEPING EQUIPMENT) AT LEAST THREE TIMES DAILY.

DIAPER CHANGING POLICY

MY STAFF AND I WEAR RUBBER GLOVES TO PROTECT OURSELVES.

THE SCHEDULED DIAPER CHECKS/CHANGING TIMES ARE 8:00 AM; 10:00 AM; 12:30 PM; 3:00 PM; 5:00 PM OR CHANGED WHEN NECESSARY, OR WHENEVER THEY INDICATE DISCOMFORT.

WITH PARENT PRE-AUTHORIZATION, WE MAY APPLY DIAPER OINTMENT AND/OR TALC-FREE POWDER IF DEEMED NECESSARY.

THE DIAPER CHANGING AREA IS CLEANED AND DISINFECTED WITH A SOLUTION CONSISTING OF 1 TABLESPOON BLEACH/QUART OF WATER BETWEEN EACH USE.

WE WASH OUR HANDS BEFORE (WEAR RUBBER GLOVES DURING) AND AFTER WITH SOAP AND WATER AND THE CHILD'S HANDS WITH EITHER SOAP AND WATER OR A DIAPER WIPE IMMEDIATELY AFTER DIAPERING DEPENDING UPON THEIR AGE AND DEVELOPMENTAL READINESS.

I ASK THE PARENTS WITH CHILDREN WHO ARE IN DIAPERS TO BRING A BAG OF DIAPERS THAT CAN STAY HERE AND WE WILL INFORM YOU WHEN THE SUPPLIES GET LOW. (IF A DIAPER BAG IS A MUST, PLEASE BRING A SMALL BAG.)

I ONLY ALLOW DISPOSABLE DIAPERS TO BE USED WHILE YOUR CHILD(REN) IS IN MY CARE FOR SANITATION REASONS.

I SUPPLY THE DIAPER WIPES, A&D AND DESTIN DIAPER OINTMENT, AND TALC-FREE POWER (PRE-AUTHORIZATION REQUIRED) UNLESS YOUR CHILD HAS AN ALLERGY.

TOILET TRAINING

WHEN A CHILD SHOWS SIGNS OF THE DESIRE TO BE TOILET TRAINED, A DISCUSSION NEEDS TO TAKE PLACE BETWEEN THE PARENTS AND ME. WE USE POSITIVE REINFORCEMENT; RALLY SENSITIVE METHODS; DEVELOPMENTALLY APPROPRIATE METHODS AND THE ROUTINE DEVELOPED IN AGREEMENT THAT WILL WORK BEST FOR YOU THE PARENT AT HOME AND ME. I USE INDIVIDUAL MODIFIED TOILET SEATS THAT FIT NICELY INTO THE SEAT OF A STANDARD TOILET, WHICH IS CLEANED AND DISINFECTED DAILY OR MORE OFTEN WHEN SOILED.

NAP TIME

PER STATE REGULATIONS, WE ARE REQUIRED TO OFFER A DAILY SUPERVISED REST PERIOD FOR ALL CHILDREN FIVE YEARS OF AGE AND YOUNGER WHO REMAIN IN CARE MORE THAN SIX HOURS PER DAY AND OFFER TO ANY CHILD WHO SHOWS A NEED FOR REST.

INFANTS AND TODDLERS: A CLEAN PORT-A-CRIB WITH A FIRM, SNUG-FITTING MATTRESS AND TIGHT-FITTING SHEET WILL BE SUPPLIED FOR EACH INDIVIDUAL INFANT AND TODDLER. (BASSINETTE FOR NEWBORNS)

(THIS EQUIPMENT IS APPROVED FOR INFANTS AND TODDLERS BY THE U.S. CONSUMER PRODUCT SAFETY COMMISSION)

ALL CHILDREN OF THE WORLD'S STAFF FOLLOW THE CURRENT STANDARD OF THE AMERICAN ACADEMY OF PEDIATRICS CONCERNING SAFE SLEEP PRACTICES INCLUDING SIDS/SUID RISK REDUCTION WHEN INFANTS ARE SLEEPING. WE ACTIVELY SUPERVISE INFANTS BY VISIBLY CHECKING OFTEN AND BEING WITHIN SIGHT AND HEARING RANGE WHEN AN INFANT IS GOING TO SLEEP, IS SLEEPING OR WAKING UP, AND IN SUFFICIENT LIGHTING SO WE CAN OBSERVE THE INFANT'S SKIN COLOR. WE ALLOW INFANTS TO FOLLOW THEIR OWN SLEEP PATTERNS AND WE PLACE INFANTS TO SLEEP ON THEIR BACKS. IF AN INFANT TURNS OVER WHILE SLEEPING, WE RETURN THE INFANT TO THEIR BACK UNTIL THEY ARE ABLE TO INDEPENDENTLY ROLL FROM THEIR BACKS TO THEIR FRONT AND FRONT TO THEIR BACKS. WE CAN NOT USE ANY "SLEEP POSITIONING DEVICE" UNLESS DIRECTED BY YOUR HEALTH CARE PROVIDER. THIS DIRECTIVE MUST BE IN WRITING AND A COPY NEEDS TO BE SUPPLIED FOR OUR RECORDS.

I DO NOT ALLOW SOFT FLUFFY BEDDING, STUFFED TOYS, PILLOWS, BLANKETS, OR SIMILAR ITEMS IN THE INFANT SLEEPING EQUIPMENT. STEPS WILL BE TAKEN SO INFANTS DO NOT GET TOO WARM DURING SLEEP.

KINDERGARTENERS AND YOUNGER: EACH INDIVIDUAL CHILD WILL BE SUPPLIED WITH AN NAP COT IN GOOD REPAIR, MADE OF A MATERIAL THAT IS WATER-RESISTANT THAT CAN BE CLEANED AND SANITIZED. NAP COTS ARE LONG ENOUGH AND WIDE ENOUGH FOR THE SIZE OF EACH CHILD AND WILL BE COVERED WITH A CLEAN SHEET AND BLANKET.

WHEN NOT IN USE, NAP COTS AND SLEEPING EQUIPMENT ARE STORED SO THAT THE SLEEPING SURFACES ARE NOT TOUCHING EACH OTHER, UNLESS THEY HAVE BEEN CLEANED AND SANITIZED.

OLDER CHILDREN WHO DO NOT REQUIRE REST: QUIET ACTIVITIES ARE AVAILABLE AFTER A 30 MINUTE 'READING' TIME.

IF YOUR CHILD(REN) HAS A SPECIAL BLANKET AND A SMALL PILLOW THEY ARE WELCOME TO BRING THEM.

*ALL BEDDING ITEMS ARE LAUNDERED WEEKLY OR MORE OFTEN IF DEEMED NECESSARY WITH DETERGENT IN A WARM WASH CYCLE. PERSONAL ITEMS WILL BE SENT HOME FOR LAUNDERING.

PET POLICY

I CURRENTLY HAVE A CAIRN TERRIER (NAMED COOKIE); A MINIATURE SCHNAUZER (NAMED CANDY); A MINIATURE PINSCHER (NAMED PENNY) AND A VISITING YORKSHIRE TERRIER (MY ASSISTANT'S PET, NAMED RASCAL.) MOST ARE HYPO-ALLERGENIC DOG BREEDS THAT DO NOT SHED.

THE DOGS GET THEIR REQUIRED IMMUNIZATIONS AND ARE ALLOWED TO ROAM MY HOME. THE CHILDREN DO HAVE ACCESS TO THEM THROUGHOUT THEIR DAY. THEY ARE VERY SWEET-NATURED, NON-AGGRESSIVE, AND HAVE BEEN AROUND CHILDREN ALL THEIR LIVES, BUT I CAN AND DO LIMIT THEIR ACCESS TO THE CHILDREN AT TIMES.

CHILDREN ARE DIRECTLY SUPERVISED WHEN THEY ARE INTERACTING WITH THE PETS AND WE WASH OUR HANDS AFTER INTERACTING WITH OUR FURRY FRIENDS.

I AM AN ANIMAL LOVER AND I FEEL THAT HAVING PETS CAN BE A VERY GOOD EXPERIENCE FOR CHILDREN. MY STAFF AND I WILL INSTILL IN THE CHILDREN A RESPECTFUL WAY OF CARING FOR AND TOUCHING OF THE ANIMALS.

*** IF HAVING PETS AROUND YOUR CHILD(REN) IS AN ISSUE OR QUESTION, PLEASE SPEAK TO ME BEFORE ENROLLMENT. ***

TRANSPORTATION / OFF SITE FIELDTRIPS

FIELD TRIPS ARE AN OCCASIONAL ACTIVITY FOR US. IT WILL DEPEND UPON THE NUMBER AND AGES OF THE CHILDREN. NOTICE WILL BE GIVEN PRIOR TO THE OUTING AND A FEE IS SOMETIMES CHARGED. ALL CHILDREN PARTICIPATING MUST HAVE A SIGNED PERMISSION SLIPS AND CAR SEATS/BOOSTERS ARE A MUST FOR THE CHILDREN NEEDING THEM.

CHILDREN ARE DIRECTLY SUPERVISED AT ALL TIMES AND STAFF WILL BE ABLE TO PROMPTLY ASSIST OR REDIRECT THE CHILDREN'S ACTIVITIES. DRIVERS WITH A VALID DRIVERS LICENSE; INSURED, SAFE, RELIABLE VEHICLE WITH THE APPROPRIATE NUMBER OF SEATBELTS WILL TRANSPORT. 'ATTENDANCE' WILL BE TAKEN EACH TIME CHILDREN ARE GETTING IN OR GETTING OUT OF THE VEHICLE AND WHEN CHANGING FROM ONE ACTIVITY TO ANOTHER. STAFF-TO-CHILD RATIOS ARE MAINTAINED AT ALL TIMES. PUBLIC TRANSPORTATION WILL NOT BE UTILIZED. I WILL BRING THE FIRST AID KIT AND HAVE MY CELL PHONE ON ME IN CASE YOU NEED TO REACH ME OR IF THERE IS AN EMERGENCY.

CHILDREN WITH SPECIAL NEEDS / INDIVIDUAL CARE PLANS

WE BELIEVE THAT THERE IS GREAT BENEFIT TO PROVIDING CARE TO BOTH CHILDREN WITH SPECIAL NEEDS AND TYPICAL DEVELOPING CHILDREN. WE RESPECT THAT EACH CHILD IS AN UNIQUE INDIVIDUAL AND THAT ALL CHILDREN CAN LEARN. OUR PROGRAM PROVIDES AN INCLUSIVE SETTING THAT RECOGNIZES CHILDREN'S VARIED ABILITIES, INTERESTS, NEEDS, AND LEARNING STYLES. CHILDREN ARE COMBINED AS PEERS. THE TYPICAL DEVELOPING CHILDREN SERVE AS MODELS FOR THE CHILDREN WITH SPECIAL NEEDS INSPIRING LANGUAGE AND CREATIVE PLAY. THE TYPICAL DEVELOPING CHILDREN WILL GAIN UNDERSTANDING, AND ACCEPTANCE AND BUILD WONDERFUL VALUES.

PARENTS OF CHILDREN WHO HAVE BEEN IDENTIFIED WITH HAVING SPECIAL NEEDS THAT HAVE AN EXISTING INDIVIDUAL EDUCATION PLAN (IEP); INDIVIDUAL HEALTH PLAN (IHP); 504 PLAN OR INDIVIDUALIZED FAMILY SERVICES PLAN (IFSP) WILL NEED TO WORK WITH DEBORAH THURBER TO DEVELOP AN INDIVIDUAL CARE PLAN. THERE MAY BE SOME SPECIAL NEEDS THAT WILL REQUIRE MORE CARE AND ATTENTION THAN WE CAN GIVE OR ARE NOT PROFESSIONALLY TRAINED TO ASSIST WITH.

POSITIVE GUIDANCE

I DO NOT USE OR WILL I ALLOW ANYONE TO USE ANY TYPE OF CORPORAL PUNISHMENT IN MY HOME.

MY STAFF AND I WILL RELY ON THE POSITIVE, TRUSTWORTHY RELATIONSHIP WE HAVE WITH EACH CHILD AND USE CONSISTENT, PROVEN, AGE-APPROPRIATE GUIDANCE TECHNIQUES TO HELP CHILDREN GAIN SELF-CONTROL, EMPATHY, AND RESPECT FOR OTHERS. WE PRIDE OURSELVES ON MODELING AND TEACHING SOCIAL SKILLS SUCH AS TAKING TURNS, COOPERATION, WAITING, SELF-CONTROL, RESPECT FOR THE RIGHTS OF OTHERS, TREATING OTHERS KINDLY, AND CONFLICT RESOLUTION. WE INVOLVE THE CHILDREN IN DECIDING ON AND CREATING THE CLEAR, CONSISTENT RULES AND REGULARLY REMIND THE CHILDREN OF THE GUIDELINES AND LIMITS. WE EXPLAIN TO THE CHILDREN THE NATURAL AND LOGICAL CONSEQUENCES RELATED TO THEIR BEHAVIOR IN A REASONABLE AND DEVELOPMENTALLY APPROPRIATE MANNER.

WE NOTICE WHEN THE CHILD(REN) DOES THE RIGHT THING AND COMMENT FAVORABLE.

THE CHILDREN ARE ENCOURAGED TO TALK ABOUT THEIR FEELINGS AND IDEAS. RATHER THAN SOLVING PROBLEMS WITH FORCE, MY STAFF AND I HELP THE CHILD(REN) IDENTIFY THESE FEELINGS AND EXPRESS THEM TO THE RELEVANT PERSONS.

WE TRY TO RECOGNIZE THE SIGNS OF STRESS AND EMOTIONAL UPSET AND WE UNDERSTAND WHAT TO DO. WE ARE DECISIVE. WE TRY TO STEP IN AND GUIDE BEHAVIOR. WE WILL TRY TO ANTICIPATE AND ELIMINATE ANY POTENTIAL PROBLEMS. WE WILL MAKE CHANGES WHEN NECESSARY.

THE ENVIRONMENT IS ARRANGED TO PROMOTE POSITIVE INTERACTIONS SO THAT A MINIMAL NUMBER OF "NO'S" ARE NECESSARY.

WE DO OUR BEST TO PLAN AHEAD TO PREVENT PROBLEMS AND LET THE CHILDREN KNOW THAT EVENTS WILL HAPPEN NEXT. WE CONSISTENTLY INVOLVE THE CHILDREN IN SOLVING PROBLEMS.

POSITIVE GUIDANCE TECHNIQUE

WHEN A DISCIPLINE SITUATION ARISES AND AFTER CONSIDERING THE KNOWLEDGE OF THE CHILD'S GENERAL HEALTH, GROWTH, AND DEVELOPMENT, LEARNING STYLE, AND UNIQUE CHARACTERISTICS, WE WILL ASSESS THE SITUATION AND AFTER OFFERING A ONE-TIME WARNING THEN POSSIBLY APPLY ONE OR MORE OF THE FOLLOWING GUIDANCE TECHNIQUES:

- * COACH BEHAVIOR; BY OFFERING A ONE-TIME WARNING AND SUGGESTING A POSITIVE ALTERNATIVE.
- * OFFER CHOICES;
- * DISTRACTING;
- * REDIRECTING OR HELPING THE CHILD CHANGE THEIR FOCUS TO SOMETHING APPROPRIATE TO ACHIEVE THEIR GOAL;

IF BEHAVIOR CONTINUES:

IF THE NEED ARISES, WHERE WE MUST SEPARATE A PRESCHOOL-AGE OR SCHOOL-AGE CHILD FROM THE OTHER CHILDREN TO REGAIN CONTROL OF THEMSELVES AND HAS THE ABILITY TO UNDERSTAND THE CONSEQUENCES OF THEIR ACTIONS:

1. WE MAY DIRECT VERBALLY OR RESPECTFULLY TAKE THE CHILD BY THE HAND AND WALK THE CHILD TO A LESS STIMULATING ENVIRONMENT AND AWAY FROM THE SITUATION AND SIT WITH HIM/HER AND COMMUNICATE TO THE CHILD THE REASON FOR BEING SEPARATED FROM THE OTHER CHILDREN.
2. WE WILL WAIT FOR THE CHILD TO DECIDE WHEN HE/SHE IS READY TO COME BACK TO THE SITUATION.
3. THEN WE ASK THE CHILD TO TAKE TIME TO DESCRIBE HIS/HER FEELINGS AND ALLOW THEM TO BE INVOLVED IN THE PROBLEM-SOLVING. WE WILL DISCUSS THESE FEELINGS, THE RULES AND EXPLAIN TO THE CHILDREN WITH REASONABLE AND AGE-APPROPRIATE NATURAL AND LOGICAL CONSEQUENCES RELATED TO THEIR BEHAVIOR.
4. WE WILL THEN HELP THE CHILD RETURN AND BE MORE SUCCESSFUL.

WE DO NOT BELIEVE THAT ANY TYPICALLY DEVELOPING CHILD SHOULD EVER BE PHYSICALLY RESTRAINED AT ANY TIME FOR ANY REASON. SITUATIONS CAN BE EASLEY RESOLVED THROUGH OUR CONNECTION WITH THE CHILD AND COMMUNICATING THE DESIRED ACTIONS. EVEN THOUGH ALL STAFF PERSONS HAVE COMPLETED THE MANDATORY CHILD RESTRAINT TRAINING, NO PERSON IN MY PROGRAM WILL RESTRAIN A CHILD FOR ANY REASON.

MY STAFF AND I ARE MANDATED TO PROHIBIT AND WILL PREVENT ANY PERSON ON THE PREMISES FROM DOING ANY PHYSICAL AND MENTAL PUNISHMENT SUCH AS BUT NOT LIMITED TO: USING PROFANITY, OBSCENE LANGUAGE, 'PUT DOWNS', CULTURAL OR RACIAL SLURS, NAME-CALLING, OR MAKING DEROGATORY, SHAMING OR HUMILIATING REMARKS, USE OR THREATEN TO USE ANY PHYSICAL HARM OR INAPPROPRIATE DISCIPLINE SUCH AS SPANKING, SLAPPING, SHAKING, JERKING, BITING, HITTING, KICKING, STRIKING, PULLING HAIR, PUSHING, SHOIVING OR INFLECTING PAIN AS A PUNISHMENT. THESE ARE NOT INCLUDED IN MY DISCIPLINE PHILOSOPHY AND WE ARE TO REPORT SUSPECTED OR ACTUAL ABUSE OR NEGLIGENCE AS UNDER RCW 26.44.030 TO DSHS CHILDREN ADMINISTRATION INTAKE OR LAW ENFORCEMENT.

EXPULSION POLICY

UNFORTUNATELY, THERE ARE REASONS I MAY HAVE TO EXPEL A CHILD FROM MY PROGRAM PERMANENTLY.

IF YOUR CHILD EXHIBITS BEHAVIOR THAT PRESENTS A SERIOUS SAFETY CONCERN FOR THEMSELVES OR OTHERS:

- PARENTS WILL BE CALLED AND CORRESPONDENCE WILL BE SENT HOME OR VERBALLY COMMUNICATED INDICATING WHAT THE PROBLEM IS AND EVERY EFFORT WILL NEED TO BE MADE BY BOTH MYSELF, MY STAFF, AND YOU, THE PARENTS, TO CORRECT THE PROBLEM.
- A PLAN WILL BE WRITTEN AND DOCUMENTED WITH THE ENGAGEMENT OF PARENTS/GUARDIAN/FAMILY IN A SPIRIT OF COLLABORATION REGARDING HOW THE CHILD'S BEHAVIOR(S) MAY BE BEST HANDLED, INCLUDING APPROPRIATE SOLUTIONS THAT WILL WORK AT HOME AND WHILE IN CARE THAT ALL INVOLVED WILL NEED TO ADHERE TO, TO AVOID EXPULSION. THE PLAN MAY INCLUDE ACCESSING AN EARLY CHILDHOOD MENTAL HEALTH CONSULTANT, CONTACTING THE CHILD'S PRIMARY CARE PROVIDER, OR OTHER APPROPRIATE COMMUNITY-BASED SERVICES.

I WANT YOU TO KNOW THAT WE WILL DO EVERYTHING POSSIBLE TO WORK WITH YOU AND YOUR FAMILY IN ORDER TO PREVENT THIS POLICY FROM BEING ENFORCED.

EXPULSION WILL TAKE PLACE IF:

- CONTINUED PLACEMENT OF THE CHILD IN MY PROGRAM CLEARLY JEOPARDIZES THE PHYSICAL SAFETY OF THE CHILD AND/OR OTHERS; OR
- ALL POSSIBLE INTERVENTIONS AND SUPPORT RECOMMENDED BY A QUALIFIED EARLY CHILDHOOD MENTAL HEALTH CONSULTANT AIMED AT PROVIDING A PHYSICALLY SAFE ENVIRONMENT HAVE BEEN EXHAUSTED; OR
- THE FAMILY IS UNWILLING TO PARTICIPATE OR ADHERE TO THE PLAN; OR
- THE OWNER, DEBORAH THURBER, AND/OR STAFF ARE NOT ABLE TO REDUCE OR ELIMINATE THE SAFETY CONCERN THROUGH REASONABLE MODIFICATIONS.

UPON EXPULSION*: A LETTER (DATED, TIME-STAMPED AND STAFF INVOLVED LISTED) WILL BE GIVEN TO THE PARENT/GUARDIAN WITH DETAILS OF EACH INCIDENT THAT LED TO THE EXPULSION CLEARLY DESCRIBED AND ADDITIONAL RESOURCES THAT MAY BE USEFUL. PARENTS WILL BE GIVEN A MINIMUM OF ONE WEEK'S NOTICE TO FIND ANOTHER FACILITY TO PROVIDE CARE FOR THIS CHILD.

*I AM MANDATED TO REPORT ANY EXPULSION OF A CHILD USING THIS POLICY TO THE DCYF

TERMINATION OF SERVICES / UNENROLLMENT

I, DEBORAH THURBER, OWNER OF ALL CHILDREN OF THE WORLD MAY TERMINATE CHILDCARE SERVICES DUE TO ANY PARENT OR GUARDIAN'S INABILITY TO MEET THE EXPECTATIONS AND REQUIREMENTS OF THIS EARLY LEARNING PROGRAM.

ADDRESS EXPECTATIONS AND REQUIREMENTS OF THIS PROGRAM MAY INCLUDE, BUT ARE NOT LIMITED TO:

- * FAILURE TO COMPLY WITH THE POLICIES OUTLINED IN THIS PARENT HANDBOOK;
- * FAILURE TO COMPLY WITH THE FINANCIAL CONTRACT INCLUDING UNPAID CHILDCARE EXPENSES; LATE FEES AND/OR RECURRING LATE PAYMENT OF FEES;
- * CONTINUAL EARLY ARRIVALS WITHOUT NOTICE;
- * REPEATED FAILURE TO PICK UP CHILD(REN) AT SCHEDULED TIMES WITHOUT NOTICE;
- * A PARENT, GUARDIAN, FAMILY MEMBER, OR FAMILY ASSOCIATE'S BLATANT DISRESPECT OR UNSAFE BEHAVIOR IN OR NEAR MY EARLY LEARNING PROGRAM SPACE OR INTERACTIONS TOWARDS MYSELF, MY FAMILY MEMBERS, STAFF OR OTHER CHILDCARE PARENTS.

IF THE RULES AND POLICIES SET FORTH ARE NOT FOLLOWED, I DEBORAH THURBER, OWNER OF ALL CHILDREN OF THE WORLD, RESERVE THE RIGHT TO TERMINATE THE CHILDCARE CONTRACT AGREEMENT AT ANY TIME.

A 2 WEEK WRITTEN NOTIFICATION (MORE, IF POSSIBLE) OF YOUR INTENT TO TERMINATE CHILDCARE SERVICES IS REQUIRED.

IMMUNIZATION POLICY AND RECORDS

PARENTS ARE RESPONSIBLE TO OBTAIN AND MAINTAIN UP-TO-DATE IMMUNIZATION RECORDS FOR EACH CHILD. THESE RECORDS MUST BE PRESENTED UPON REGISTRATION AND CAN BE WRITTEN ON THE FORM THAT IS PROVIDED OR BE A COPY FROM YOUR CHILD'S PHYSICIAN. THESE RECORDS NEED TO BE UPDATED EVERY TIME A NEW IMMUNIZATION IS GIVEN OR AT LEAST YEARLY, AS NEEDED. IT IS A STATE REQUIREMENT THAT I HAVE THESE RECORDS ON FILE AT ALL TIMES.

PLEASE SCHEDULE IMMUNIZATIONS ON A FRIDAY OR ON A DAY WHEN YOU CAN BE WITH YOUR CHILD FOR THE FIRST 24 HOUR PERIOD FOLLOWING THE ADMINISTERED IMMUNIZATION. CHILDREN CAN RETURN TO CHILDCARE AFTER NO SIDE EFFECTS HAVE BEEN OBSERVED FOLLOWING THE 24-HOUR WINDOW. THANK YOU.

ILLNESS

IF A CHILD BECOMES ILL WHILE IN CARE, PARENTS WILL BE CALLED AND ARRANGEMENTS MUST BE MADE TO PICK UP THE CHILD IMMEDIATELY. PARENTS NEED TO BE SURE THAT I AM ABLE TO REACH SOMEONE AT ALL TIMES. A CHILD WHO IS ILL, IS MISERABLE AND NEEDS TO BE AT HOME OR IN A SPOT WHERE ONE ON ONE CARE CAN BE PROVIDED.

FOR THE HEALTH OF THE OTHER CHILDREN, MYSELF, STAFF, AND MY FAMILY, I ASK YOU TO KEEP YOUR CHILD(REN) HOME (UNLESS COVERED BY AN INDIVIDUAL CARE PLAN OR PROTECTED BY THE ADA) IF HE/SHE HAS ANY OF THE FOLLOWING:

- ☞ FEVER OF 100° FOR CHILDREN OVER TWO MONTHS OLD (OR 100.4° FOR AN INFANT YOUNGER THAN TWO MONTHS)
 - ☞ "GREEN RUNNY NOSE / SEVERE COUGH" ☞ VOMITING (TWO OR MORE TIMES IN A 24-HOUR PERIOD)
 - ☞ DIARRHEA (WITH 2 OR MORE WATERY STOOLS IN A 24-HOUR PERIOD OR WHOSE STOOL CONTAINS MORE BLOOD OR MUCUS)
 - ☞ BEHAVIOR CHANGES ARE CONSISTENT WITH A SORE THROAT, SWOLLEN NECK GLANDS; EARACHE, OR HEADACHE.
 - ☞ ABNORMAL DRAINAGE FROM THE EYE OR POSSIBLE PINKEYE ☞ ANY COMMUNICABLE DISEASE (PLEASE NOTIFY ME)
 - ☞ UNEXPLAINED RASH OR SKIN ERUPTION (NOT ASSOCIATED WITH HEAT, DIAPERING, OR AN ALLERGIC REACTION)
- ☞ IF HE/SHE ACTS LISTLESS, DROWSY, LACK OF APPETITE, OR SHOWS BEHAVIOR THAT IS NOTICEABLY OUT OF THE ORDINARY.

I RESERVE THE RIGHT TO SEND A CHILD HOME IF I FEEL THAT:

AN ILLNESS OR CONDITION PREVENTS A CHILD FROM PARTICIPATING IN NORMAL ACTIVITIES

AN ILLNESS OR CONDITION REQUIRES MORE CARE AND ATTENTION THAN WE CAN GIVE.

THE ILL CHILD COMPROMISES OR PLACES AT RISK THE HEALTH AND SAFETY OF THE STAFF OR OTHER CHILDREN IN CARE.

OR IF THERE IS A RISK, THAT THE CHILD'S ILLNESS OR CONDITION WILL SPREAD TO OTHER CHILDREN OR INDIVIDUALS IN MY HOME.

≡

MEDICATIONS

I MUST HAVE A **MEDICATION/TREATMENT AUTHORIZATION FORM** FILLED OUT AND SIGNED BY THE PARENT FOR EACH MEDICATION TO BE GIVEN BEFORE ANY MEDICATION WILL BE ADMINISTERED. PARENTS MUST SUPPLY THE ORIGINAL CONTAINER OR PACKAGE AND INFORM US ON HOW TO STORE THE MEDICATION AND THE ADVERSE REACTIONS OR SIDE EFFECTS. PLEASE VERBALLY EXPLAIN THE INSTRUCTIONS AND HAND THE MEDICATION TO ME/DEBORAH THURBER. I WILL ADMINISTER MEDICATIONS TO YOUR SPECIFICATIONS.

ALL PRESCRIPTION MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER, HAVE A NON-EXPIRED EXPIRATION DATE, AND BE CLEARLY LABELED WITH THE CHILD'S FIRST AND LAST NAME, INSTRUCTIONS FOR ADMINISTRATION, AND STORAGE INSTRUCTIONS. SUCH MEDICATIONS WILL ONLY BE GIVEN TO THE CHILD FOR WHICH THE PRESCRIPTION IS PRESCRIBED FOR AND GIVEN IN THE AMOUNT AND FREQUENCY PRESCRIBED FOR AND WILL BE GIVEN FOR THE PURPOSE OR CONDITION THAT THE MEDICATION IS PRESCRIBED TO TREAT.

OVER-THE-COUNTER OR NON-PRESCRIPTION MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER AND HAVE A NON-EXPIRED EXPIRATION DATE. THE MEDICATION WILL BE GIVEN TO A CHILD IN THE DOSAGE, FREQUENCY, AND AS DIRECTED ON THE MANUFACTURER'S LABEL. MEDICATIONS WILL BE GIVEN IN ACCORDANCE WITH THE AGE AND WEIGHT OF THE CHILD AND ONLY FOR THE PURPOSE OR CONDITION THAT THE MEDICATION IS INTENDED TO TREAT.

ALL MEDICATIONS ARE KEPT IN A LOCKED CONTAINER OR CABINET UNTIL USED AND OUT OF REACH OF CHILDREN IN A SPECIALLY DESIGNATED AREA, AND MARKED ACCORDINGLY.

EACH TIME MEDICATION IS ADMINISTERED TO A CHILD, AN ENTRY WILL BE MADE ON THE BACK OF THE AUTHORIZATION FORM (WHICH INCLUDES: THE DATE, TIMES GIVEN, AND AMOUNTS GIVEN) AND WILL BE KEPT CONFIDENTIAL AND AVAILABLE FOR YOUR REVIEW.

MEDICATIONS WILL BE RETURNED TO THE PARENT WHEN THE CHILD IS PICKED UP OR AFTER THE AUTHORIZATION HAS EXPIRED.

IF YOUR CHILD TAKES ANY DAILY MEDICATIONS ON A REGULAR BASIS FOR A CHRONIC HEALTH CONDITION, THE STATE REQUIRES THAT YOU SUPPLY A THREE (3) DAY SUPPLY OF SAID MEDICATION IN CASE OF AN EMERGENCY SITUATION IN WHERE YOU WILL NOT BE ABLE TO BE REUNITED.

NO MEDICATION WILL BE GIVEN TO ANY CHILD WITHOUT PARENT'S PERMISSION.

CONTAGIOUS DISEASES

IN THE EVENT A CHILD IN CARE, MYSELF, A STAFF PERSON, OR A FAMILY MEMBER IS DIAGNOSED WITH A NOTIFIABLE CONTAGIOUS DISEASE LISTED IN WAC 246-110-010, I MUST REPORT THE DIAGNOSIS TO THE LOCAL HEALTH DEPARTMENT AND THE DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF). IF YOUR CHILD IS EXPOSED TO OR DIAGNOSED WITH A NOTIFIABLE CONTAGIOUS DISEASE, PLEASE INFORM ME.

THE NOTIFIABLE CONTAGIOUS DISEASES THAT MUST BE REPORTED TO THE LOCAL HEALTH DEPARTMENT CAN BE FOUND IN WAC 246-110-010(3). SOME EXAMPLES LISTED ARE BACTERIAL MENINGITIS; DIPHTHERIA; E. COLI INFECTION; HEPATITIS A; MEASLES; MUMPS; PERTUSSIS (WHOOPIING COUGH); RUBELLA (GERMAN MEASLES); SALMONELLA POISONING; CHICKENPOX OR TUBERCULOSIS.

OTHER CONTAGIOUS DISEASES I NEED TO BE AWARE OF ARE CONJUNCTIVITIS ('PINK EYE) AND INFLUENZA.

I WILL POST ANY NOTIFICATIONS OF CONTAGIOUS DISEASES AND INFORM ALL PARENTS BY NOTE IF YOUR CHILD(REN) HAS BEEN EXPOSED TO ANY COMMUNICABLE DISEASES LISTED ABOVE WHILE IN MY CARE.

ANY CHILDREN, STAFF, AND FAMILY MEMBERS EXCLUDED FROM CARE BY THE HEALTH DEPARTMENT WILL NOT BE ALLOWED REMITTANCE UNLESS THEY HAVE BEEN RELEASED AND APPROVED TO RETURN TO CARE BY A HEALTH CARE PROFESSIONAL AND THE HEALTH DEPARTMENT.

MEDICAL EMERGENCY

I WILL DO EVERYTHING IN MY POWER TO KEEP YOUR CHILD(REN) AS SAFE AS POSSIBLE WHILE THEY ARE IN MY CARE. I CHECK MY INDOORS AND OUTDOOR DAILY FOR UNSAFE ITEMS AND THEY ARE REMOVED AND/OR REPAIRED TO PREVENT INJURY.

IF A MINOR INJURY REQUIRING FIRST AID ONLY HAPPENS, I AND MY STAFF ARE TRAINED IN FIRST AID AND I HAVE FIRST AID KITS AVAILABLE. AFTER CARING FOR THE CHILD, I WILL EITHER CALL OR TEXT AND LET YOU KNOW WHAT THE SITUATION IS OR INFORM YOU OF THE SITUATION UPON ARRIVAL.

IF A NON-LIFE-THREATENING EMERGENCY SITUATION ARISES AND I FEEL THAT PROFESSIONAL MEDICAL TREATMENT IS REQUIRED, FIRST AID WILL BE ADMINISTERED TO YOUR CHILD BY A QUALIFIED STAFF PERSON OR MYSELF AND YOU WILL BE NOTIFIED IMMEDIATELY. YOU ARE EXPECTED TO ARRIVE AS SOON AS POSSIBLE SO YOUR CHILD CAN BE TAKEN TO RECEIVE THE MEDICAL ATTENTION THEY NEED. I AM REQUIRED TO CALL THE DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF) TO REPORT THE ACCIDENT AND FILL OUT A 'INJURY/INCIDENT REPORT' WHICH I WILL HAVE AVAILABLE FOR YOU TO SIGN. A COPY CAN ACCOMPANY YOU TO THE DOCTOR AND A COPY WILL BE SENT TO THE DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF).

IF A MEDICAL EMERGENCY ARISES THAT 911 NEEDS TO BE CALLED, I WILL CALL 911 IMMEDIATELY. AFTER ATTENDING TO THE CHILD, YOU WILL BE NOTIFIED IMMEDIATELY AFTER (USUALLY BY ANOTHER STAFF PERSON.) I AND MY STAFF ARE CERTIFIED IN CPR AND FIRST AID AND WILL CARE FOR THE CHILD UNTIL THE EMS ARRIVES. I AM REQUIRED TO CALL THE DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF) TO REPORT THE ACCIDENT AND FILL OUT A 'INJURY/INCIDENT REPORT' WHICH I WILL HAVE AVAILABLE FOR YOU TO SIGN WITHIN 24 HOURS AND A COPY WILL BE SENT TO THE DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)

IT IS MANDATED BY THE STATE FOR PARENTS TO SIGN A MEDICAL RELEASE FORM THAT I WILL KEEP ON FILE IN CASE OF AN EMERGENCY. THE MEDICAL RELEASE WILL GIVE PERMISSION FOR EMS TO ASSIST YOUR CHILD WITHOUT YOUR PRESENCE.

EMERGENCY EVACUATION PLAN

IN CASE OF AN EMERGENCY THAT CAUSES US TO EVACUATE THE HOUSE, WE WILL FOLLOW OUR PRACTICED MONTHLY FIRE EVACUATION PLAN AND ALL CHILDREN WILL BE EVACUATED TO THE NEAREST SAFE PLACE OUTSIDE THE HOME (ACROSS THE STREET FROM OUR OUTSIDE PLAY SPACE IN A NEIGHBORS YARD) AND CALL 911. (THIS PLAN AND FLOOR PLAN ARE LOCATED AT EVERY ENTRANCE FOR YOUR REVIEW) CHILDREN WILL ALL BE ACCOUNTED FOR BY REVIEWING THE SIGN-IN/OUT SHEETS (THE REASON WHY IT IS IMPORTANT TO SIGN IN EVERY TIME) AND STAFF IS INSTRUCTED TO KEEP A MENTAL COUNT OF THE CHILDREN IN CARE AT ALL TIMES. IF AN ACTUAL EVENT OCCURS, PARENTS WILL BE NOTIFIED SOON AFTER AND ARRANGEMENTS FOR THE PICK UP OF YOUR CHILD(REN) WILL BE MADE IF NEEDED.

IN CASE THE NEIGHBORHOOD IS EVACUATED, I PLAN TO TAKE THE CHILDREN TO CHUCK E CHEESE AT 14919 E SPRAGUE IN THE VALLEY. WE WILL EVACUATE ACCORDING TO THE ABOVE PLAN AND UPON ARRIVING I WILL THEN PLACE CALLS TO EVERY PARENT LETTING YOU KNOW WHAT THE SITUATION IS. YOU WILL THEN NEED TO MAKE IMMEDIATE ARRANGEMENTS TO PICK YOUR CHILD UP AS SOON AS POSSIBLE.

IF THE EMERGENCY PREVENTS YOU FROM REACHING YOUR CHILD, REST ASSURED YOUR CHILD WILL REMAIN WITH ME, SAFE UNTIL YOU AND YOUR CHILD CAN BE REUNITED. I HAVE A SUPPLY OF NON-PERISHABLE FOODS ON HAND AT ALL TIMES AND A GOOD SUPPLY OF FRESH WATER. I HAVE ENOUGH SUPPLIES FOR EVERY CHILD FOR UP TO THREE DAYS.

IF YOUR CHILD TAKES ANY DAILY MEDICATIONS ON A REGULAR BASIS FOR A CHRONIC HEALTH CONDITION, I WILL NEED A THREE (3) DAY SUPPLY OF SAID MEDICATION IN CASE OF SUCH A SITUATION.

COMMUNICATION / SUPPORT

I WILL COMMUNICATE WITH YOU ON A DAILY BASIS ABOUT YOUR CHILD(REN)'S PROGRESS AND DAILY ACTIVITIES, EITHER VERBALLY OR WITH WRITTEN DAILY ACTIVITY FORMS. I INTEND TO KEEP THESE CONVERSATIONS PRIVATE AND WILL NOT SHARE THIS INFORMATION IN THE PRESENCE OF OTHER PARENTS OR CHILDREN.

IF YOU HAVE A TOPIC TO DISCUSS WITH ME THAT IS SENSITIVE IN NATURE, I ASK YOU TO CALL ME DURING NAPTIME (BETWEEN 1 AND 3PM) OR AFTER HOURS (AFTER 5:30 PM) TO DISCUSS THINGS IN PRIVATE. WE COULD ALSO ARRANGE A CONFIDENTIAL TIME AND SPACE FOR MORE IMPORTANT TOPICS TO BE DISCUSSED.

PARENTS ARE ALWAYS WELCOME TO CALL ANYTIME TO CHECK ON THEIR CHILD(REN)...IF WE DO NOT ANSWER THE PHONE, WE ARE UNAVOIDABLY DETAINED CARING FOR THE CHILDREN AND WILL RETURN YOUR CALL AS SOON AS POSSIBLE. YOU ARE WELCOME TO CONTACT ME VIA PHONE, EMAIL (DEBTHURBER@HOTMAIL.COM), OR TEXT.

DEVELOPMENT SCREENING IS IMPORTANT FOR EACH CHILDBIRTH – AGE 5. I CONDUCT 'DEVELOPMENTAL ASSESSMENT' ON EVERY CHILD IN MY CARE ON A REGULAR ONGOING BASIS THROUGH OBSERVATION AND DAILY PERSONAL INTERACTION. I WILL SHARE THAT INFORMATION WITH YOU. IF YOU HAVE ANY QUESTIONS AT ANY TIME, FEEL FREE TO ASK ME ANYTHING. IF THE NEED ARISES AND ADDITIONAL SUPPORT IS NEEDED, I HAVE MANY RESOURCES AT MY DISPOSAL (INCLUDING BUT NOT LIMITED TO ORGANIZATIONS; LOCAL BUSINESSES; SCHOOL DISTRICTS, SPECIALISTS, AND RECOURSES LISTED ON DCYF'S WEBSITE THAT CONDUCT PROFESSIONAL DEVELOPMENTAL SCREENING.) I AM HAPPY TO SUPPORT YOU WITH ANY QUESTIONS OR CONCERNS YOU MAY HAVE REGARDING YOUR CHILD(REN) OR PARENTING.

I OCCASIONALLY HAND OUT PARENT EDUCATIONAL INFORMATION BROCHURES, PARENT NEWSLETTERS, AND OTHER INFORMATION SENT TO ME FOR PARENTS. THIS INFORMATION IS USUALLY LOCATED BY THE SIGN-IN/OUT SHEET AREA.

WE WELCOME FAMILIES TO SHARE INFORMATION AT ANY TIME WITH THE OWNER/DEBORAH THURBER ABOUT THEIR CHILD'S DEVELOPMENTAL, BEHAVIORAL, HEALTH, LINGUISTIC, CULTURAL, SOCIAL, AND OTHER RELEVANT INFORMATION SO THAT KNOWLEDGE CAN BE GAINED AND SHARED IF YOU SO DESIRE. YOU ARE ALWAYS WELCOME TO SHARE YOUR LANGUAGE AND CULTURE WITH US. I AM MANDATED BY THE STATE TO SUPPLY PARENTS WITH KINDERGARTEN OR SCHOOL READINESS MATERIALS WHEN DEVELOPMENTALLY APPROPRIATE.

CHILD INFORMATION / RECORDS UPDATE

WE SEEK TO UPDATE THE INFORMATION OF EACH CHILD'S ENROLLMENT FORM AS OFTEN AS DEEMED NECESSARY (OR AT LEAST ANNUALLY) AND FAMILIES ARE ENCOURAGED TO INFORM DEBORAH THURBER/OWNER AS SOON AS POSSIBLE SHOULD ANY OF THEIR INFORMATION CHANGE, INCLUDING INDIVIDUAL IMMUNIZATIONS AS THEY ARE GIVEN TO YOUR CHILD SO OUR RECORDS ARE KEPT CURRENT.

UPON REGISTRATION

THE FOLLOWING FORMS MUST BE COMPLETED AND TURNED IN ON OR BEFORE THE FIRST DAY OF CARE:

COMPLETED REGISTRATION FORM;
INDIVIDUAL CHILD INFORMATION SHEET INCLUDING THE PARENTAL PERMISSIONS
SIGNED HANDBOOK ACKNOWLEDGEMENT;
PAYMENT & TIME AGREEMENT FORM;
MEDICAL RELEASE FORM IN CASE OF AN EMERGENCY;
COMPLETED AND SIGNED IMMUNIZATION FORM; AND
FIRST PAYMENT

FOOD PROGRAM ENROLLMENT FORM (I WILL SUPPLY THIS AT THE END OF THE FIRST DAY FOR YOU TO SIGN)

ADDITIONAL ITEMS THAT SHOULD ACCOMPANY YOUR CHILD ON THEIR FIRST DAY:

BACKPACK FOR PRE-SCHOOL-AGED CHILDREN (FOR PERSONAL ITEMS AND CREATIONS TO TAKE HOME)
NON-SPILL WATER BOTTLE (NON-INFANTS ONLY)
A CHANGE OF CLOTHES (SEVERAL SETS IF AN INFANT OR POTTY-TRAINING)
DIAPERS/PULL-UPS, IF APPLICABLE
FORMULA OR BREAST MILK AND AT LEAST 3 BOTTLES (LABELED WITH CHILD'S NAME); 1ST FOODS; IF APPLICABLE
A SPECIAL ITEM FROM HOME (OPTIONAL)
THREE-DAY SUPPLY OF CRITICAL MEDICATION, IF APPLICABLE
SUNSCREEN IF SUMMER

THANK YOU FOR TAKING THE TIME TO TOUR MY HOME!!!

*"IN THIS HOME, RELATIONSHIPS ARE FOSTERED, FAMILIES ARE RESPECTED, AND CHILDREN ARE HONORED.
IN THIS HOME, NATURE'S GIFTS ARE VALUED AND CHILDREN'S THOUGHTS ARE CAPTURED. IN THIS HOME,
LEARNING IS ALIVE AND AESTHETIC BEAUTY IS APPRECIATED."*

DEBORAH THURBER Home/Cell/Text: 926-6144 debthurber@Gmail.com