

*Cherry Valley*

**Kid's Kastle**  
CHILD CARE & PRESCHOOL

**PARENT  
HANDBOOK**

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## Cherry Valley Kid's Kastle Parent Handbook

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**Hours of Operation:** Monday through Friday 7:00 am – 5:30 pm

Each individual family will individually contract their time of care. It is Washington State Law that children remain in childcare no longer than ten hours per day.

**Vacation, Holiday and Sick Day Policies**

There will be no credit given for absent days. Vacations, holidays, sick days off taken by child, parent or provider will be charged as regularly scheduled.

Vacation taken by the provider will also be charged as normally scheduled. (2 full weeks per calendar year (14 days). If vacation is not taken before termination of care, then vacation pay will be on an accumulated basis of one (1) day paid vacation per one (1) month of care.

Provider may take up to five (5) paid days per calendar year for sick days, personal emergency or state required training. (The State of Washington requires 10 hours of training per year.)

Parents are responsible for finding alternate care in the event of illness, vacations, days off, and holidays we are closed.

**Vacations:** Thirty (30) days or more prior notice will be given before vacation is exercised.

Thirty (30) days prior notice is expected from the parents when they take vacation.

Holidays closed, as listed will be charged as normally scheduled. If a holiday falls on a Saturday then Friday we will be closed. If a holiday falls on a Sunday, then Monday we will be closed.

Holidays we are closed:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving & the Friday after
- Christmas Eve

## Christmas Day

### **Children's Records:**

All children's records, including immunization records will be kept current by initial enrollment completion and then reviewed for deficiencies, and corrected at the beginning of each year.

### **Admission Requirements and Enrollment Procedures:**

As an agreement between you and the provider to place your child/children in childcare, the parent is to read and understand all policies, complete and return the following forms on or before the first day of care:

1. Parent Information
2. Child Information
3. Permission Authorization
4. Consent for Medical Care
5. Immunization Form
6. Child Care Policies Agreement
7. Child Care Payment Contract

There will be a 2-week trial period to make sure the arrangement is satisfactory for all.

Overdue immunizations must be started on or before the date of child's placement and completed as quickly as medically indicated.

### **Disenrollment Process:**

Thirty (30) days written notice is required for termination of care.

### **Free Access:**

This childcare home will be your child's "home away from home". All areas used by your child will be accessible to you at any time your child is in care.

### **Philosophy:**

Cherry Valley Kid's Kastle is a unique experience for your child. We challenge your child to rise to new levels, and teach them to become highly capable kids! We are located in Cherry Valley of Duvall, on 20 beautiful acres, with many walking trails for adventure. Serving hot meals daily is what you will come to expect, as we follow the USDA food program recommendations. Come stay with us for a day and take a test drive on us. Take a fresh new look at quality licensed childcare.

### **Typical Daily Activities:**

- 7:00 am Morning arrivals
- 8:00 am Breakfast
- 8:30 am Clean up and bathroom break
- 9:00 am Free Play / Preschool / Circle Time

10:00 am Snack and bathroom break  
10:30 am Outside play (weather permitting), or inside exercise  
11:15 pm Get ready for lunch: set table, bathroom break, wash  
11:30 pm Lunch (Wednesday's are "sack lunch day")  
12:30 pm Clean up, bathroom break, get ready for naps  
12:45 pm Nap time / Quiet time  
3:00 pm Children awake, bathroom break, free play  
3:15 pm Snack  
3:30 pm Outside play and/or crafts/books  
5:00 pm Get ready to go home  
5:30 pm Childcare Closed

**Breakfast before arrival:**

Please do not bring your child who has eaten breakfast at home that consists of: sugar, pop tarts, fruit loops ect. Only nutritious, non processed sugar breakfast only.

**Sack Lunch Day:**

Wednesday's are sack lunch day at Cherry Valley Kid's Kastle. Please observe the guidelines below when supplying your child's lunch.

- No glass containers
- No rice or soup
- No candy
- Prepare lunches in bite sized pieces

**Parent Concerns:**

Cherry Valley Kid's Kastle can be contacted during business hours by:  
Phone/Text 425.788.8877  
Email [info@cherryvalleykidskastle.com](mailto:info@cherryvalleykidskastle.com)

Shelly Burtis can be contacted during *non-business* hours by:  
Phone/Text 206.396.7707  
Email [info@cherryvalleykidskastle.com](mailto:info@cherryvalleykidskastle.com)

Routine communication with parents about their child's activities will be done on a daily basis at time of pick up between provider/assistant and parent/guardian.

Verbal communication with the parents regarding the child's progress will occur at least twice per year. If parents wish to discuss anything that may arise, an appointment may be made for a time other than when your child is in care. Cherry Valley Kid's Kastle is always available to discuss parenting styles and support. A written plan for a child's specific needs will be addressed in the enrollment forms.

**Fees. Payment Plan:**

One month deposit is required upon placement agreement. This deposit will be held in the childcare account to be used to pay for child's last month in care or any outstanding fee's. A fee evaluation will be done yearly. Thirty (30) days notice will be

given for a rate increase.

All childcare fees are due on the first day of the month. If the first falls on a Saturday, Sunday, Holiday or Vacation, then a post dated check for the first of the month will be necessary. All fee's paid are non-refundable, except when childcare is paid for through DSHS. Overtime is not desired, but may be accepted by PRIOR AGREEMENT ONLY.

Payments are due monthly or as agreed in writing with provider. Checks will be accepted for payment. A \$50 fee will be charged for any returned check. Cash or money order will be required for payment from then on.

Late Payments incur a \$50 fee. Unless other arrangements have been made and agreed upon by both parent and provider, immediate termination may result, and deposit will not be refunded if payment is not received within 24 hours of due date. A good financial relationship is imperative.

It is important to bring your child at the agreed upon arrival time and pick up your child at the agreed upon departure time. When your child arrives late, they will most likely miss out on projects, walks, outside time or a special activity. Our days are structured around the children's planned arrival and departure times. PLEASE BE ON TIME.

Early Arrival / Late Pickup with out prior agreement with provider will be charged an Early Arrival / Late Pickup fee of \$20 for the first 10 minutes, then \$2.00 per minute there after.

Chronic Early Arrival / Late Pickup could result in termination. Early Arrival / Late Pickup charges must be paid at the time you are Early / Late.

EARLY ARRIVAL / LATE PICKUP FEES WILL BE STRICTLY ENFORCED.

### **Religious Activities:**

There will be no religious activities practiced while your child is in childcare.

### **Holidays:**

We do celebrate holidays in a somewhat commercial fashion. Such as: Bunny's at Easter and Santa at Christmas ect. I am also willing to work with each individual family as to not confuse your child.

### **Confidentiality:**

Any information given to Cherry Valley Kid's Kastle will be held in the strictest of confidence, except where mandatory notification by law is required.

### **Parent Supplied Items:**

State licensing requires parent's to supply three (3) changes of clothing in case of accidents.

Children must come fully dressed, and freshly diapered ready to start the day.

Enough diapers to accommodate at least three (3) days.

One triple package of diaper wipes per quarter. (Jan-April-July-October)

### **Guidance & Discipline Policy:**

Whenever I encounter unacceptable behavior, I first engage in a friendly discussion on

the behavior in question, and why it is not acceptable. I will also attempt to redirect the

child's attention towards more positive activities or conduct. This may consist of sending

the child to play with different children or a different area of the room or yard. Should additional measures be required, the child is placed in a different area designed for separation for a short time. This gives the child a chance to rest and feel free from circumstances that lead to the situation. Two to ten minutes of separate room time, calms the child, enabling a return to the other children on peaceful terms. We do not spank, or use corporal punishment, nor do we use any verbal punitive measures. We rely solely on talking it out, time out, and loving reassurance to dissuade children from unacceptable behavior patterns. Physical punishment, corporal punishment, or verbal abuse are not allowed here at

Cherry Valley Kid's Kastle and is unacceptable by staff or parents.

### **Infant/Toddler Care:**

#### **SIDS Policy:**

Infants will always be put to sleep on their back. No stuffed toys, pillows or fluffy blankets will be in the crib with your baby. The room temp will remain comfortable so that your baby will not be overheated. Babies will not be allowed to sleep in a container, such as: car seats, swings ect. All infants will have tummy time daily under provider's supervision. Babies will be checked often while sleeping and no one will be allowed to smoke around your child. This is a non-smoking household.

#### **Feeding:**

The parents will provide Milk/Formula bottles and baby food.

Infants feeding schedule will be decided and agreed upon by both parents and provider.

Formula or breast milk over twelve (12) hours old will be discarded.

Baby food and formula will be labeled with child's name.

Small infants will be held during bottle-feeding.

#### **Diapering:**

Diapering and Potty Training will be done away from food preparation area and on a

washable surface, sanitized after each use. Parents will provide diapers, training pants and wipes. Please mark all your child's items with a permanent marking pen. Toilet training will be done upon agreement between parents and provider.

**Child Abuse:**

Suspected child abuse and/or neglect will be reported to DSHS/CPS as required by Washington State Law.

**Food Service Practices:**

WAC 170-296A-7125

(1) Use glass bottles or use plastic bottles labeled with "1," "2," "4," or "5" on the bottle. A plastic bottle must not contain the chemical bisphenol-A or phthalates.

(2) If heating a bottle, heat the bottle in warm water that is not more than one hundred twenty degrees Fahrenheit;

(3) Not use a microwave oven to warm the contents of a bottle;

(4) Clean bottles and nipples before each use, only with warm soapy water and a bottlebrush, or in a dishwasher;

(5) Keep bottle nipples covered if bottles are prepared ahead, and label the bottle with the date it was prepared;

(6) Not allow infants to share bottles or infant cups;

(7) Have a method to identify the individual child's bottle or cup;

(8) Keep the contents of a child's bottle inaccessible to other children; and

(9) Throw away milk, breast milk, or formula if it has been sitting at room temperature for more than one hour.

WAC 170-296A-7150

Breast Milk

When breast milk is provided for a child, the licensee must:

(1) For breast milk to be used on the day received refrigerate and label the breast milk container;

(2) If the breast milk is to be frozen, label the container with the child's name and date the milk was brought to the child care. The licensee must:

(a) Store frozen breast milk at ten degrees Fahrenheit or less;

(b) Keep frozen breast milk not more than two weeks;

(c) Use frozen breast milk within twenty-four hours after thawing;

(d) Thaw breast milk in the refrigerator, under warm running water, or in a container with warm water that is not more than one hundred twenty degrees Fahrenheit; and

(e) Never thaw or heat breast milk in a microwave oven or on the stove.

WAC 170-296A-7175

Bottle feeding infants

(1) When bottle feeding, the licensee or staff must:

(a) Test the bottle contents before feeding, to avoid scalding or burning the infant's mouth;

(b) Hold infants when the infant is unable to hold his or her bottle;



- (c) Not prop bottles when feeding an infant;
  - (d) Not give a bottle or cup to an infant who is lying down;
  - (e) Feed infants on demand or based on the parent or guardian's recommended feeding schedule;
  - (f) Stop feeding the infant when he or she shows signs of fullness; and
  - (g) Not add medication, cereal, supplements, or sweeteners to the contents of the bottle unless prescribed by a health care provider.
- (2) When an infant can hold his or her own bottle, the licensee or staff:
- (a) May hold the infant or place the infant in a semi-reclining or upright position during bottle feeding; and
  - (b) Must be in the same room within visual range of the infant during feeding.
- (3) The licensee or staff must take the bottle from the infant when the child finishes feeding.

#### WAC 170-296A-7200

##### Feeding solid food to infants

- (1) The licensee must consult with and have approval from an infant's parent or guardian before introducing solid food to an infant.
- (2) When serving infants solid food the licensee or staff must:
- (a) Hold or sit the infant in a semi-reclining or upright position;
  - (b) Not allow infants to share the same dish or utensil;
  - (c) Stir and test for safe temperature after heating food and before serving;
  - (d) Throw away any uneaten food from the serving container;
  - (e) Serve solid food by utensil or let the child feed themselves; and
  - (f) Feed the infant when hungry unless the parent or guardian gives written instructions for an alternative feeding schedule, and stop feeding when the infant shows signs of fullness.

#### WAC 170-296A-7500

##### Food must meet USDA guidelines

The licensee must provide meals and snack foods to children in care according to the current edition of the U.S. Department of Agriculture (USDA) - Child and adult care food program (CACFP) charts for the ages of children in the licensee's care.

#### WAC 170-296A-7525

##### Parent or guardian-provided food

- (1) A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee.
- (2) A written food plan is not required for infant formula, breast milk or baby food supplied by the child's parent or guardian.
- (3) A written food plan may include accommodations for:
- (a) The child's medical needs;
  - (b) Special diets;
  - (c) Religious or cultural preference; or
  - (d) Family preference.

(4) The licensee must supplement the food provided by the parent or guardian with foods listed in the USDA CACFP requirements if the food provided by the parent or guardian does not meet the nutritional needs of the child.

#### WAC 170-296A-7550

##### Home canned foods

The licensee must not serve home canned foods due to the risk of botulism poisoning.

#### WAC 170-296A-7575

##### Drinking Water

The licensee must supply safe drinking water for the children in care. Drinking water must be served in a safe and sanitary manner and be available throughout the day. See WAC 170-296A-1400 for water testing requirements for a family home child care that receives its drinking water from a private well and water system.

#### WAC 170-296A-7600

##### Serving Milk

(1) The licensee must serve milk according to the ages of the children in care. The licensee is responsible to serve:

(a) Breast milk or formula to children from birth to twelve months old. The parent or guardian may request breast milk or formula be served to their child after the child turns twelve months of age.

(b) Whole pasteurized milk to children from twelve months through twenty-four months old if the child is ready to be served whole milk.

(c) Pasteurized milk or pasteurized milk product to children over twenty-four months old.

(2) Variations of subsection (1)(a), (b), or (c) of this section require a written statement from the child's health provider.

#### WAC 170-296A-7625

##### Meal and snack schedule

(1) The licensee must offer meals and snacks to the children in care at intervals of at least two hours apart and no more than three hours unless the child is asleep.

(2) The licensee must offer a snack to children arriving from school.

#### WAC 170-296A-7650

##### Serving foods

(1) The licensee or staff may:

(a) Serve each child individually; or

(b) Serve family style in serving containers that allow each child the opportunity to serve themselves.

(2) The licensee or staff must:

(a) Stir and test for safe temperature any heated food before serving;

(b) Closely supervise all children when eating;

(c) Not force or shame a child to eat or try any food;

- (d) Not punish a child for refusing to try or eat foods;
- (e) Serve meals in a safe and sanitary manner;
- (f) Be respectful of each child's cultural food practices; and
- (g) Sit with children during meals when possible.

We serve balanced meals and limit sugar.

Typical meals:

Breakfast	Lunch	Snack
Rolled Oats	Turkey & Cheese Sandwich	Muffins
Raisins	Cut Apples & Green Beans	Apples/Grapes
Banana	Vegetables & Rice	Peanut Butter Crackers
Milk	Milk	Milk

**Transportation:**

We do not engage in off site field trips, or provide transportation. We do not provide transportation for pick up or delivery of your child. Parents must transport their child to and from childcare.

WAC 170-296A-6475

Transportation

When transporting children the licensee, staff, and volunteers must:

- (1) Follow RCW 46.61.687 and other applicable law regarding child restraints and car seats;
- (2) Carry in the vehicle all items required under WAC 170-296A-6450 and a current copy of each child's completed enrollment form;
- (3) Maintain the vehicle in safe operating condition;
- (4) Have a valid driver's license;
- (5) Have a current insurance policy that covers the driver, the vehicle, and all occupants;
- (6) Take attendance each time children are getting in or getting out of the vehicle;
- (7) Never leave children unattended in the vehicle; and
- (8) Maintain required staff-to-child ratio and capacity.

**Staffing Policy:**

All assistants and the licensee will have a current FBI Criminal History Background check performed by the Department of Early Learning. All assistants and the licensee will have a current CPR, First Aid and Blood Borne Pathogens training. If an assistant is required according to the capacity restrictions, and is unavailable, then the parents will be notified to pick up their child. If the primary care provider is away for any reason, a primary assistant member will supervise the children that are CPR, First Aid and Blood Borne Pathogen trained.

**Staff Training and Professional Development Records:**

Parents and guardians will have access to all licensees and staff training and professional development records.

**Pet Policy:**

We do not have any pets. We often are visited by wild deer, rabbits and eagles.

**Health Care & Emergency Preparedness:****Disaster Plan:**

The fire evacuation plan and fire drill procedures are posted and monthly fire and earthquake drills will be executed. In the event of a fire or earthquake we will notify the parents where to pick up their children. In case of disaster and you cannot be notified, we will be on the premises or, in the case of extreme emergency where we would have to leave the premises, then we will be at Cherry Valley Elementary or at a destination directed to us by officials. We do have disaster kits available for each child to fill with supplies. Please bring supplies for your child's kit. Some suggestions are: Photos, water bottle, non perishable snacks, space blanket, flashlight, ect. If your child has special needs, please let me know and/or provide me with those items to put in their disaster kits.

If an evacuation is necessary then the licensee and assistants will carry children that cannot walk on their own and direct the children that can walk out of the building and to a safe location.

The licensee or primary assistant will be responsible for gathering the first aid kit, child medication records and if applicable children's medication and the attendance book to account for all children in care that day.

**Earthquake procedures:**

During an earthquake the licensee and staff members will instruct and assist the children to move to a safe place while the earthquake is active. The licensee or primary assistant will be responsible for gathering the attendance book to account for all children in care that day. After an earthquake the licensee or primary staff member will assess whether the licensed space is safe for the children by visual analysis of the building.

**Lockdown of the facility or shelter in place:**

All doors and windows will be secured by locks and wooden dowels if necessary. Curtains will be drawn and the children will remain in the main room or kitchen portion of the facility. The parents or guardians will be notified by telephone call, text message or email message.

The licensee must keep the premises a three day supply of food, water, and medications required by individual children for use in a disaster, lockdown, or shelter in place incident.

**Fire Evacuation Plan:**

In case of fire, a staff member will blow the whistle located on the fire extinguisher and staff members will instruct, assist and/or carry the children to a safe place out of the building. The licensee or primary assistant will be responsible for gathering the attendance book, phone and files and account for all children in care that day. After the children and staff have been safely evacuated, the licensee or primary staff member will call 911. The licensee or primary staff member will wait with the children in a safe place in the back yard.

### **Injury & Medical Emergency:**

#### Minor Accidents:

Small scratches, bumps, and cuts are treated at the childcare. Parents are not called when minor accidents occur.

#### More critical than minor, but not life threatening injuries:

On the spot first aid is given to the child, the parent is then emailed/called. If the parent cannot be reached, then the child's doctor is called. Emergency/Alternative person will then be emailed/called until child can be picked up and taken to the doctor. Parents will continue to be emailed/called until contact is made. The Department of Early Learning will be notified within twenty-four hours, and submit an injury/incident report form to the department.

#### Life threatening Emergencies: Calls will be made in the following order:

Give First Aid / CPR, call 911. The parents will then be contacted via phone call/e-mail/text message. If we are unable to reach the parents at once, then the child's doctor will be called.

The parents will continually be called/email/text until contact is made. If we are still unable to

reach the parents, then those persons authorized on the client information form will be e-mailed/called. The Department of Early Learning will be notified within twenty-four hours, and submit an injury/incident report form to the department.

If no contact can be made to either parent or authorized person, then 911 will make the decision to take the child to the hospital for emergency treatment. If the parents have listed their hospital of choice on the consent for medical care form, then the emergency personnel will be advised to transport the child to requested hospital. If no hospital is preferred, then we will request that the child go to Children's Hospital.

### **Medication Management:**

Parents must fill out a Medical Permission form when they want to have medication administered at daycare. The medication must be written for immediate use and illness. The medication will only be administered for the name and dose on it's original container. All medication will be stored in a locked container inaccessible to the children.

Non-prescription medication, such as Tylenol can be administered at childcare, only if the parent has completed the Medical Permission form for that specific medication. I will call the parent before administering any non-prescription medication. All medication will be stored in a locked container inaccessible to the children.

### **Handling Illness:**

Parents will notify the provider of child's illness, or not attending childcare, before the time the child is due to arrive. If the provider is ill, the parents will be notified immediately. The licensee, staff members or family members will not enter the licensed space if they show signs of a communicable disease. Children are observed daily for illness and signs of abuse and neglect. Parents are required to call the provider BEFORE bringing a child who is not

feeling well or shows signs of communicable disease to determine whether or not the child may attend childcare.

**Medical and Sick Policy:**

**DO NOT BRING A SICK CHILD TO THE DAYCARE. WE MUST NOT SPREAD DISEASE.**

By King County Health Department regulations, children with the following illnesses/symptoms will NOT be accepted into daycare until child's doctor says it is acceptable for child to return and they are no longer contagious and there have been no symptoms for twenty-four (24) hours.

Fever of 100 degrees or higher

Vomiting

Diarrhea

A rash, especially a draining rash

Pink eye or a discharge from the eye

Fatigue or illness, which prevents participation in daily activities

Lice or mites

Any communicable disease or infectious disease

Sore throat

Head Lice and Pink Eye are very contagious. DO NOT BRING YOUR CHILD TO DAYCARE WITH EITHER CONDITION UNTIL IT HAS BEEN SUCCESSFULLY TREATED BY A DOCTOR.

**If your child is too sick to participate in outside play, then your child is too sick to come to childcare.**

Children need fresh air daily. Fresh air does not give children colds or make them sick if they are properly dressed. Germs are spread in closed areas: homes, stores, schools, childcare, and even medical offices.

If a child becomes sick at daycare, we will call you. At that time you must pick up your child and get necessary medical treatment.

WAC 170-296A3210

Communicable disease procedure

When the licensee becomes aware that he or she, a household member, staff person or child in care has been diagnosed with any of the following communicable diseases:

Chickenpox aka: Varicella

Conjunctivitis aka: Pink Eye (bacterial)

Diphtheria

E. coli infection

Giardiasis

Hepatitis A virus

Invasive haemophilus influenza disease (except otitis media)

Measles

Meningitis (bacteria) aka: Meningococcal meningitis

Mumps

Pertussis aka: Whooping cough

Rubella aka: German measles

Salmonellosis aka: Salmonelle or "food poisoning"

Shigellosis aka: Shigella

Tuberculosis (active) aka: TB

(1) The licensee must, within twenty-four hours notify:

(a) The local health jurisdiction or DOH, except notice is not required for a diagnosis of chickenpox or conjunctivitis;

(b) The department; and

(c) Parents or guardians of each of the children in care.

(2) The licensee must follow the health plan before providing care or before readmitting the household member, staff person or child into the child care.

(3) The licensee's health plan must include provisions for excluding or separating a child, staff person, or household member with communicable disease as described in subsection (1) of this section or any of the following:

(a) Fever of one hundred one degrees Fahrenheit or higher measured orally, or one hundred degrees Fahrenheit or higher measured under the armpit (axially), if the individual also has:

(i) Earache;

(ii) Headache;

(iii) Sore throat;

(iv) Rash; or

(v) Fatigue that prevents the individual from participating in regular activities.

(b) Vomiting that occurs two or more times in a twenty-four hour period;

(c) Diarrhea with three or more watery stools, or one bloody stool, in a twenty-four hour period;

(d) Rash not associated with heat, diapering, or an allergic reaction; or

(e) Drainage of thick mucus or pus from the eye.

### **Immunization Tracking:**

Parents are required to keep child's immunizations and yearly exams up to date and inform provider as they are updated. Keep provider informed of changes in your child's health, allergies, and major adjustments as they occur.

### **Measures For Disease Prevention and Infection Control:**

We will wash our/their hands with antibacterial soap before and after diaper changes or toileting,

after contact with body fluid, before and after cooking and eating. Children will be directed and/or helped to wash hands after toileting, handling contaminated materials, before and after meals or cooking activities.

### **Hand Washing:**

WAC 170-296A-3625

(1) The licensee and staff must follow and teach children proper hand washing procedures.

Proper hand washing procedures include:

- (a) Wetting hands with warm water;
- (b) Apply soap to the hands;
- (c) Washing hands;
- (d) Rinsing hands;
- (e) Drying hands with a paper towel, single-use cloth towel or air hand dryer; and
- (f) Turning off the water with paper towel or single use cloth towel.

(2) Paper towels must be disposed of after a single use.

(3) If cloth towels are used, the licensee must wash and sanitize each cloth towel after a single use.

(4) If an air hand dryer is used, it must have a heat guard to prevent burning and must turn off automatically.

### **Cleaning and Sanitizing:**

WAC 170-296A-3850

Cleaning Laundry

The licensee must wash child care laundry using:

- (1) Laundry soap or detergent; and
  - (a) Temperature control (warm or hot cycle); or
  - (b) Chlorine bleach.

WAC 170-296A-3875

Cleaning Toys

The licensee must clean and sanitize toys as provided in WAC 170-296A-0010:

- (1) Before a child plays with a toy that has come into contact with another child's mouth or bodily fluids;
- (2) After being contaminated with bodily fluids or visibly soiled; or
- (3) Not less than weekly when the toys have been used by the children.

WAC 170-296A-3925

Cleaning, sanitizing and disinfecting table:

(1) The following table describes the minimum frequency for cleaning, sanitizing, or disinfecting items in the licensed space.

(2) "Disinfect" or "disinfecting" means to eliminate virtually all germs on a surface by the process of cleaning and rinsing, followed by:

(a) A chlorine bleach and water solution of one tablespoon of chlorine bleach to one quart of cool water, allowed to stand wet for at least two minutes; or

(b) Other disinfectant product if used strictly according to the manufacturer's label instructions including, but not limited to, quantity used, time the product must be left in place, adequate time to allow the product to dry or rinsing if applicable, and appropriateness for use on the surface to be disinfected. Any disinfectant used on food contact surfaces or toys must be labeled safe for food contact surfaces.

(3) "Sanitize" means to reduce the number of microorganisms on a surface by the process of:

- (a) Cleaning and rinsing, followed by using:



(i) A chlorine bleach and water solution of three-quarters teaspoon of chlorine bleach to one quart of cool water, allowed to stand wet for at least two minutes; or

(ii) Another sanitizer product if used strictly according to manufacturer's label instructions including, but not limited to, quantity used, time the product must be left in place, and adequate time to allow the product to dry, and appropriateness for use on the surface to be sanitized. If used on food contact surfaces or toys, a sanitizer product must be labeled as safe for food contact surfaces; or

(b) For laundry and dishwasher use only, "sanitize" means use of a bleach and water solution or temperature control.

CLEANING, SANITIZING, AND DISINFECTING TABLE				
		"X" means CLEAN	and SANITIZE or DISINFECT	FREQUENCY
(a)	Kitchen countertops/tabletops, floors, doorknobs, and cabinet handles.	X	Sanitize (see subsection (3) of this section)	Daily or more often when soiled.
(b)	Food preparation/surfaces.	X	Sanitize (see subsection (3) of this section)	Before/after contact with food activity; between preparation of raw and cooked foods.
(c)	Carpets and large area rugs/small rugs.	X		(i) Vacuum daily.
				(ii) Installed carpet - Clean yearly or more often when soiled using a carpet shampoo machine, steam cleaner, or dry carpet cleaner.
				(iii) Small rugs - Shake outdoors or vacuum daily. Launder weekly or more often when soiled.
				(iv) Removable rugs - May be used in the bathroom. They must be easily removable and able to be washed when needed. Launder and sanitize weekly or more often when soiled.
(d)	Utensils, surfaces/toys that go in the mouth or have been in contact with other body fluids.	X	Sanitize (see subsection (3) of this section)	After each child's use; may use disposable, one-time utensils.
(e)	Toys that are not contaminated with body fluids and machine-washable cloth toys. Dress-up clothes (not worn on the head or come into contact with the head while dressing). Combs/hairbrushes, (none of these items should be shared among children).	X	Sanitize (see subsection (3) of this section)	Weekly or more often when visibly soiled.
(f)	Bedding, blankets, sleeping bags, individual			Weekly or more often when soiled.

	sheets, pillowcases (if used).	X	Sanitize (see subsection (3) of this section)	Items that are put in the washing machine must be cleaned by using laundry detergent and sanitized by temperature (hot or warm water cycle) or chlorine bleach.
(g)	Wash cloths or single use towels.	X	Sanitize (see subsection (3) of this section)	After each use.
(h)	Hats and helmets.	X		After each child's use or use disposable hats that only one child wears.
(i)	Cribs and crib mattresses.	X	Sanitize (see subsection (3) of this section)	Weekly, before use by different child, and more often whenever soiled or wet.
(j)	Handwashing sinks, faucets, surrounding counters, soap dispensers, doorknobs.	X	Disinfect (see subsection (2) of this section)	Daily or more often when soiled.
(k)	Toilet seats, toilet training rings, toilet handles, doorknobs or cubicle handles, floors.	X	Disinfect (see subsection (2) of this section)	Daily or immediately if visibly soiled.
(l)	Toilet bowls.	X	Disinfect (see subsection (2) of this section)	Daily or more often as needed (e.g., child vomits or has explosive diarrhea, etc.).
(m)	Changing tables, potty chairs (use of potty chairs in child care is discouraged because of high risk of contamination).	X	Disinfect (see subsection (2) of this section)	After each child's use.
(n)	Waste receptacles.	X		Daily or more often as needed.

**Sleep:**

Playpens and vinyl covered foam mats will be used for napping. All infants will adhere to their own sleeping schedule. We follow the SIDS recommendations, by putting infants on their backs to sleep. All children will have separate bedding, and will be washed between uses by different children and/or every week if bedding is not used by different children.

**No Smoking Policy:**

Smoking is strictly prohibited in motor vehicles while transporting children, in the house at any time and on the property during business hours.

**Drug and Alcohol Policy:**

WAC 170-296A-4025

Drugs and alcohol

(1) The licensee, staff, volunteers, or household members must not, or allow others to:

(a) Have or use illegal drugs on the premises;

- (b) Consume alcohol during operating hours; or
  - (c) Be under the influence of alcohol, illegal drugs or misused prescription drugs when working with or in the presence of children in care.
- (2) The licensee must keep and store all alcohol, including closed and open containers, inaccessible to children.

**Guns and Weapons:**

WAC 170-296A-4725

Guns and other weapons

(1) The licensee must store guns, ammunition and other weapons inaccessible to children in a:

(a) Locked gun safe; or locked room. If stored in a locked room, each gun must be stored unloaded and with a trigger lock or other disabling feature.

**Overnight Care:**

Cherry Valley Kid's Kastle does not provide overnight care.

**Sign In / Sign Out Procedures:**

It is mandated by the Department of Early Learning that all parents, guardians and authorized persons sign their child in and out with a full signature. Failing to do this can result in Cherry Valley Kid's Kastle being fined by Department of Early Learning and subsequently making the parent responsible for the fee incurred.

**Play:**

All infants will be exercised daily and will be able to crawl and play freely in a safe area.

**Personal Items:**

Parents are encouraged to allow children to bring one or two personal items (toy/blanket) to accommodate the child's comfort and security.

**Accommodation:** Children will be reasonably accommodated to their physical and mental limitations or disabilities.

**Birthdays:**

Please remind us of your child's birthday so that we can help him/her to celebrate.

**Bulletin Board:**

We are required to post until corrected, and keep copies of inspections and facility licensing compliance agreements for any deficiencies.

**Anti-Discrimination:**

There will be no discrimination against race, creed, color, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability or use of a trained guide dog or service animal by a disabled person, or any other sector protected by law.

**Excluding of persons:**

We are required by law to exclude persons from the property, whose presence on the premises is prohibited by regulations.

**Liability Insurance:**

Per RCW 74.15.340 I am required to inform you that I have chosen to opt out of liability insurance.

I / We \_\_\_\_\_ have read and fully understand Cherry Valley Kid's Kastle Policies and Procedures, consisting of nineteen (19) pages including this signature page. I / We agree to comply with these Policies and Procedures while our child \_\_\_\_\_ receives care at Cherry Valley Kid's Kastle 30025 NE 172<sup>nd</sup> St, Duvall, WA. 98019.

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Parent Signature Date

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Parent Signature Date

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Provider's Signature Date

Revised 11/24/14