



Early Learning Center

LICENSED BY THE STATE OF WASHINGTON FOR THE CITY OF KENT

Parent Handbook

Hello,

We have put together an early learning program for children from 15 months to 7 years old. We are licensed by DCYF-Department of Children, Youth and Families, which was changed from DEL- Department of Early Learning.

All Early Learning Providers when first starting are require to take a 30 hour classes in ECE (Early Childcare Education), then we take ten hours every year after. We are all screened for (TB) tuberculosis along with this we take training in CPR, First Aid, HIV awareness classes. “Safe sleep” Abuse and Neglect, Cavity Free Kids, Immunization, Disaster & Emergency Preparedness, Families Experiencing Homelessness, Medication Management, Abusive Head Trauma class all of these classes are mandatory and there are still more to come. All of these records are on file with the state.

We have age-appropriate materials available for interaction with children of all ages. Children learn by doing, so our materials are manipulative.

Thank you for choosing Montessori Hearts Childcare and Early Learning Center and entrusting us with your most precious gift – your child.

THIS BOOK IS PUT TOGETHER TO GIVE YOU THE PARENTS A BETTER UNDERSTANDINFG OF HOW I WILL BE RUNNING MY BUSINESS OF EARLY LEARNING. YOU WILL FIND LAWS AND OTHER RELEVANT PROGRAM POLICIES TO BETTER SERVE YOU.

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CURRICULUM PHILOSOPHY AND PLANNING

WAC 0305

“Montessori schools promote hands on, self paced, collaborative, joyful learning. Children in Montessori follow their interests, wherever that passion leads; giving them strong academics, leadership, self discipline, responsibility, independence, initiative and a lifelong love of learning.”

Children are innately interested in learning about the world around them and through their natural curiosity are able to develop themselves. By providing an environment that supports natural development, Montessori education enables children to develop the fundamental capacities that they need to become happy and fulfilled adults who contribute to society.

Authentic Montessori environments encompass the following principles:

- Mixed age groups which not only offer a wide range of activities to spark children’s interest but also enable children to learn from others and learn by helping others.
- Freedom for children to work at their own pace, without interruption, choosing from a range of activities that are developmentally challenging and appropriate.
- Exploration is encouraged so that children find things out for themselves, make mistakes and correct them independently.
- Respect for each child as an individual personality with unique talents.
- Respect for others, the community and the environment.

At Montessori Hearts Childcare and Early Learning Center there are two classrooms of mixed age groups. The children in the Toddler classroom are 15 months to 30 months. The children in the Preschool/Kindergarten classroom are 30 months to 7 years. Once a child reaches 30 months and is potty-trained, he/she may transfer to the Preschool/Kindergarten classroom. Within the Toddler classroom, the children are free to investigate and explore within a safe environment.

We do group and individual open-ended activities and take the time to talk with the children about what they are doing. We use self-talk and parallel-talk and language expansion to expand on what is happening. We encourage communication in English and children's home languages when possible.

All children that talk (or trying to talk) are encouraging to participate in what is happening by asking questions as we’re providing guidance. We use a variety of teaching strategies (different techniques, curricula, or styles) and materials to address different learning styles, abilities, developmental levels, and temperament.

We have a reference book (“Washington State Early Learning and Development Guidelines”) that can help us be on track per age group if we are in question as to what the abilities are at a certain age. It states “children learn through relationships with many people in their life’s like child care professionals – teachers”. In play children express their zest for living. They learn hands-on

through interacting with everyone and everything around them. They observe, listen, touch, taste and smell. They use their creativity and imagination.

We use a scaffolding method to gradually move children toward stronger understanding and a greater independence in their learning process and development of emotionally, socially, cognitively, and physically.

Every day is a growing experience not just for the children but for the teachers as well.

Teachers here will know what the curriculum philosophy is so we are all on the same page with what we are doing with the children. We always hope that children will have a nurturing relationship with each of us as they continue care here.

LAW'S FOR EARLY LEARNING: WAC

WAC is an abbreviation for Washington Administrative Code. In August 2019 these standards changed to "FOUNDATIONAL QUALITY STANDARDS FOR EARLY LEARNING PROGRAMS". These are Licensed Family Early Learning Programs/ in home early learnings. State legislature directed the department DCYF- Department of Children Youth and Families to create a single set of licensing standards for center and family home providers. Early Learning Program's follow laws according to the State of Washington, to better serve you and your family.

EXPLANATION OF EARLY LEARNING CONTRACT

WAC 0450 2-v (vii)

As a business we have formal written policies either on paper or in electronic format. This handbook and our Health Policy book with materials developed from Seattle & King County Public Health is a legal document obligating this early learning facility as an Early Learning Program to provide services for you the parents and obligating you to pay for it. You will sign documentation stating that you the parent or guardian reviewed these documents - this handbook of the early learning program policies and the Health Policy book with materials developed from Seattle & King County Public Health. At Montessori Hearts Childcare and Early Learning Center, we provide care for all children private pay and DSHS.

The fees that you pay provide quality early learning in a fun-loving family atmosphere with as little stress as possible for each child. Parents will find there is a nurturing environment in which each child spends their day. YOU are paying for a service, for a reserved time slot, regardless of children's attendance according to the child's pre-arranged schedule. By making payments promptly, parents are guaranteeing that there will always be room for their child in our quality-ensured, limited-capacity early learning. These fees pay for age-appropriate activities, food, materials, equipment, art supplies, a safe playground and a beautiful classroom.

To protect our rights and income, as well as our time and other obligations, parents will find that guaranteed wages, as well as pre-defined late fees are part of this document and the contractual agreement that we enter into with you the parent when each child. At Montessori Hearts Childcare and Early Learning Center, we would rather not charge extra fees, but it is necessary to ensure that our teacher's time is valued.

We are a team working together to provide the best possible learning environment for your child involved.

PHONE NUMBER, EMAIL, ADDRESS with DIRECTIONS Co-Director Beth Camp @ 206 778 0882 admin@montessorihearts.org 19800 108th AVE SE Kent 98031

Montessori Hearts Childcare and Early Learning Center is located within New Hope Presbyterian Church on 108th between SE 200th & SE 196th. The entrance to the childcare and early learning center is found on the NE side of the building. The main entrance of the church is not used to enter the program.

EARLY ACHIEVERS

WAC 0450, 0005

Early Achievers (EA) is a statewide program for early learnings that allows programs to accept DSHS children under the age of five. New early learning centers, such as Montessori Hearts Childcare and Early Learning Center, are allowed a few months prior to joining the program. Along with supporting families in need, early Early Achievers offers coaching to ensure the quality of the program. Each program is rated every three years. To acquire our rating we use coaching, we have professional development teams and resources to show us and support each child's learning and development. This is an ongoing project. We work all the time to keep within the rating that we receive which is given every three years.

LICENSOR FOR EARLY LEARNING PROGRAMS

WAC110-300-0450

The licensor is a person from the Department of Children, Youth and Families (DCYF) that ensures the safety and WAC compliance for all licensed child care programs. Licensors come out to inspect the Early Learning Program every year.

COMMUNICATION PLAN FOR FAMILY ENGAGEMENT AND PARTNERSHIP

WAC 0450 2-b, 2-l, 0080, 0085

Upon your child's enrollment and annually thereafter this Early Learning Program needs to know what your children's developmental goals are.

Through communication and questionnaires, such as the child information form, we will attempt to obtain information from you and your family members about your child's developmental, behavioral, health, linguistic, cultural, social behavior, and learning patterns. It is important for staff and teachers to know as much about your child and your family in order to work together to teach and care for your child.

It is our goal to determine how our program can best accommodate each child's individual characteristics, strengths, and needs. We collaborate when need be on behavior management. Our successful collaboration leads to a better outcome for your child and family. Parent-Teacher conferences are scheduled twice a year. During this time, just the parent and teacher meet to allow open and honest conversations regarding your child.

Parents or guardian may contact teachers or staff with questions or concerns through notes, by phone, messaging, or texting (Beth Camp - Co-Director) 206 778 0882 or emailing to admin@montessorihearts.org.

PARENT RIGHTS

WAC: 0450 vii

Introductory Visit

During the first tour of the school, it is preferred that just the parents attend to gather all of the information regarding the program and its benefits. After that visit, we encourage the child to visit the program before his/her first day. This gives your child an opportunity to meet the directors and the teachers.

Parent Conferences

Parent-Teacher conferences are held twice a year and are a valuable time for the teachers to share the child's growth, strengths and areas to improve. It is an opportune time for parents to share their family's goals for the child and any changes noticed at home. Children are not allowed to attend conferences as it is a time to talk candidly about them.

REGISTRATION PROCEDURES, ENROLLMENT & DISENROLLMENT

WAC: 0450 (k)

A annual registration fee of \$100.00 is due at time of enrollment. This fee is non-refundable. There is also a \$100 annual materials fee.

The space for your child is not held until payment is made or notice from DCYF is received.

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

1. Application
2. Medical Consent Form
3. Child Information
4. Developmental Screening
5. Permission Authorization for field trips, water activities, photo, video and pets.
6. Certificate of Immunization Status (CIS) or Certificate of Exemption (COE)
7. A plan for special or individual needs of a child, including allergies (if applicable)

ADDITIONAL FEES

WAC: 4750

If the family needs their child to have longer hours than the contracted pre-arranged time, additional tuition for the extra time will be incurred. All extra time must be prearranged with the director 24 hours in advance.

HOW CHILDREN'S RECORD, INCLUDING IMMUNIZATION RECORDS, ARE KEPT CURRENT

WAC 110-300-0460

A record for your child is very important to us. The records will be used to plan your child's curriculum, classroom setting, daily activities and in emergency situations. All children's files, including immunization records, must be updated by parents. To keep children's records current, please notify the office regarding changes to address, employment, contact information, health, and updates to immunizations. Child's records are reviewed by the office once a quarter.

CERTIFICATE OF IMMUNIZATION STATUS (CIS)

WAC 110-300-0210

A CIS form or similar form supplied by a health professional must be used, be current and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed Certificate of exemption (COE) from a licensed physician for a specific vaccination, the child will be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

CONFIDENTIALITY POLICY

WAC 110-300-0465

Children's records include all admission forms, medication information, injury and incident reports, attendance records, payment history and other information obtain while caring for your children. This Information will remain confidential. You have the right to access your child's records any time. Anything of a sensitive nature will be shared outside of the presence of the children. On a need to know basis, staff members may access your child's file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at this child care.

DCYF may also access your children's files.

NON-DISCRIMINATION STATEMENT, ANTI BIAS AND BULLYING

WAC 110-300-0030, 0331, 0160

Our program is defined by state and federal law as a place of public accommodation. We do not discriminate in my employment practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW).

Bullying of any child/person is not tolerated. If the person causing harm is a child, the program along with the child's parents will form a plan of action. The parents of the child being bullied will be notified. Again, a plan of action for this child will be developed and implemented.

CHILD PROTECTIVE SERVICES (CPS)

WAC 110-300-0450, 0475

We are mandatory reporters. We are individuals who, in the ordinary course of our work and

because we have regular contact with children, are required to report (or cause a report to be made) whenever physical, sexual, or other types of abuse has been observed or is suspected, or when there is evidence of neglect, knowledge of an incident, or an imminent risk of serious harm or exploitation, or when a child talks about suicide, as well as inappropriate sexual contact between two or more children or the worst when imminent risk of serious harm could happen. This is mandated by Washington State Law.

If an accident or an injury occurs involving a child in attendance at an early learning program which requires the services of a medical professional (including a dentist), not only are parents called but licensing and Child Protective Services (CPS). It is possible that CPS and or licensing will then come out to verify the scene of the incident and determine if the correct procedures were taken to assist and the next steps to take.

PERMISSION FOR FREE ACCESS

WAC 110-300-0085

All parents have free access to areas used by their children during operational hours while your child is present at the early learning program. Parents have access to their child's paperwork, as well as access to the teacher's training and professional development records. To avoid the distraction of too many adults in the classroom, it is preferred that appointments are made to observe the classroom. But parents are welcome to drop in and observe. Please schedule a time to talk to one of the directors or your child's teachers. During class time, the teachers and staff are focused on the children's learning and will not have time to talk.

In any licensed early learning program, parents have the right to see DCYF complaints filed against the program. Parents are also allowed to look at DCYF licensing checklists, compliance agreements, inspections reports, and notices of enforcement actions.

FOR PARENTS UTILIZING DSHS & WORKING CONNECTIONS SUBSIDY

WAC 110-300-0450 vii

Full Time: 5-10 hours of care a day

Part Time: less than 5 hours of care a day

Families participating in DSHS assistance must have their preapproval letter received by the program prior to the child entering the program. Most families participating in DSHS assistance will have a co-pay that is payable to the program. The co-pay is paid at the beginning of the month for the whole month whether or not your child attends the whole month. If coverage is terminated by DSHS, parents are then held responsible to Montessori Hearts Childcare and Early Learning Center for any tuition incurred that the state decides to not pay.

DSHS PAYMENTS

WAC: 0450 vii

DSHS parents agree to pay the state assigned co-pay. This co-pay must be made promptly on an agreed upon day by you the parent that you have agreed on. Usually within the first week of the month. Payments are made to all Early Learning Programs from the state after the end of each month by summing the attendance this is tracked by you signing in electronically or on paper on a daily basis.

ARRIVALS, ATTENDANCE, DEPARTURES, SIGNING IN AND OUT

WAC 110-300-0450 2 (M)

Enter the Early Learning Program through the side door of the building into a hallway, turn left to enter our large room that we use within the church. Drop off and pick up must occur in the presence of a teachers. We must be aware at all times of every child's arrival or departure whether it's inside or outside.

A child's presence in the early learning program must be documented on a daily basis by the child's parent/guardian or by an authorized person by using the sign-in and sign-out procedure for each child in attendance. If the tablet is not working, then an alternative method will be provided.

The parents of any children not attending care or arriving late are to email, message or call within one hour's time of the contractual time of arrival.

All children like to test their limits. No child may leave the building or playground without an adult. No child may leave the early learning site or get into any vehicle without being accompanied by the parent who has signed them out for that day. Please help your child recognize that it is important to follow all of the school rules even when his/her parent is present.

Parents have the option to have another person pick up their child. On the enrollment form there are spaces to add these trusted adults. If you, the parent, sends someone that is not known to the staff at Montessori Hearts Childcare and Early Learning Center, we will ask for a driver's license to verify the identity. In circumstances where someone new must be sent to school to pick up your child, please notify the program in writing via email or messaging. No child will be allowed to go with any adult if that adult is suspected of intoxication/ or high at the time of pick up.

ELECTRONIC ATTENDANCE SYSTEM SIGN IN AND OUT

WAC 110-300-0455

The state now requires an electronic sign in and out system. Along with keeping track of attendance, the tablets are excellent ways to ensure everyone's safety during emergencies. To help us keep all the children and staff safe, please sign in and out every day.

COST OF CARE RATES

WAC 110-300-0450

Rates are evaluated each year and may increase each school year. The program’s current rates are:

AGES	FULLTIME (M-F) PER MONTH 9-3:30	PART-TIME DAY (M-F) PER MONTH 9-12 or 12:30-3:30
Toddlers 15 to 30 months	\$1,240.00	\$620.00
Extra Care Per Hour Per Month	\$125.00	
Pre-School 2½ yrs. To 7 yrs. not in school	\$1,100.00	\$550.00
Extra Care Per Hour Per Month	\$100.00	

RESERVATION OF TIME SLOT

WAC 110-300-0450

By enrolling your child at Montessori Hearts Childcare and Early Learning Center, you are reserving a space / time-slot for your child. There will be no refunds or adjustments made for early learning tuition for time missed due to illness, or non-attendance. There is a 30-day withdrawal notice at the end of the Parent Handbook. This may be used to end your child’s tuition contract with Montessori Heart Childcare and Early Learning Center.

Holiday Pay:

Fees are not reduced during months/weeks that have holidays or vacations. The planned time off is calculated into the annual tuition amount.

LATE FEES, LATE CHECKS or OVERTIME

WAC: 0450 vii

Late fees or overtime are in effect after the **set time** for you to pick up your child. (If you are scheduled to pick-up at 5:00 pm than over time kicks in at 5:05. Late fees are **\$2.00** for every 5 minutes after the pre-arranged pick-up time. Calling Montessori Hearts Childcare and Early Learning Center to inform us that there is an unavoidable late pick up of a child is appreciated but does not waive any late fees. Calling in reassures the staff and your child that you okay and on the way.

Tuition not received to the program by the 3rd of each month (or the next business day if the 3rd falls on a weekend), there will be a \$35 late fee added to your child’s tuition account. If fees remain unpaid after a period of three days, your child will not be admitted until ALL fees are paid in full.

NSF (NON-SUFFICIENT FUNDS)

WAC: 0450 vii

If a check written to the program has to be returned for non-sufficient funds, Montessori Hearts Childcare and Early Learning Center will assess a \$50 charge to the family's account. The total payment plus \$50 fee is due in cash immediately.

EXTRA CHARGES

Field Trip fees: Field trip fees will be charged when necessary. You will typically receive a month's notice of any charges.

RECEIPTS AND TAXES

Upon request we will give you a payment receipt when you pay for child care. Parents will be able to print an annual tuition statement from the tuition portal on the program's website:

www.montessorihearts.org

HOURS AND DAYS OF OPERATION

WAC: 0360 2-d

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

Day	Hours
Monday - Friday	7AM to 6PM
Saturday - Sunday	closed

HOLIDAYS

WAC 0450 2 (IV) j

We participate in state legal holidays like banks, schools, and post offices. We are closed for the following holidays:

New Year's Eve Day, New Year's Day (December 31, January 1)	Labor Day (The first Monday in September)
Martin Luther King Jr. Day (The third Monday in January)	Veteran's Day (November 11 th)
President's Day (The third Monday in February)	Thanksgiving and the Friday After (The fourth Thursday in November, & Friday)
Memorial Day (The last Monday in May)	The last two weeks of December which includes Christmas Day (December 25 th)
Independence Day (July 4 th)	

We are open most other holidays, including our birthdays, but we reserve the right to be closed.

PAYMENT IS REQUIRED FOR ALL HOLIDAYS IF THEY ARE DAYS WHEN YOUR CHILD IS NORMALLY SCHEDULED FOR EARLY LEARNING.

Family/Parent/Guardian Vacations and Absences

1. You are required to give 2 weeks advance notice for vacation.
2. Please call and inform us when your child will not attend due to illness or some other event.
3. Payment will not be reduced during your vacation days.
4. Please advise us upon enrollment if you plan to remove your child from child care for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).

PROVIDER VACATION/EMERGENCY CLOSURE POLICY

WAC 110-300-0450

We will give you at least 2 weeks advance notice of any closure dates such as summer vacation, Spring break or other schedule dates of closure. Payment will not be reduced during these breaks.

Montessori Hearts Childcare and Early Learning Center follows the Kent School District calendar. There are exceptions. We do not follow the school district's half days or the mid-winter break in February.

In cases of inclement weather (i.e.; snow, ice, or other), we will close if KSD closes. But we will not follow Kent School District's late start policy during inclement weather. We will start at our normally scheduled time. **No time is unpaid- all days are paid, all the time.**

LOCAL SCHOOL INFORMATION

WAC 110-300-0450 (vii)

Panther Lake Elem. 10200 SE 216th St. 253 373 7470

Spring Brook Elem 200354 100th SE 253 373 7485

BACK-UP CHILD CARE AND CONSISTENT CARE POLICY

WAC 110-300-0495

We recommend that you have access to an alternate child care arrangement. You may need care for school closure days or emergencies such as no electricity. If there is an emergency or reason that center needs to be closed you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup child care. For a child care referral, please call:

Child Care Aware of Washington

(206) 329-5544

1-800-446-1114

STAFFING PLAN, CLASSROOM TYPES AND RATIOS

WAC 110-300-0015

If your child's teacher is absent the replacement teacher will be another lead teacher. The individual needs of each child will be carried out by this substitute teachers. The teachers-to-child ratio would be maintained by having enough teachers to cover the hours needed. Teachers will have contact information for the director should an emergency arise. And will follow our daily schedule. The ratio for the Toddler classroom is 1 teacher to 7 toddlers. The preschool/kindergarten classroom's ratio is 1 teacher to 10 children.

Termination of Services Policy

PRIVATE PAYING PARENT ENDING EARLY LEARNING with MONTESSORI HEARTS CHILDCARE AND EARLY LEARNING CENTERS

WAC 110-300-0485

To terminate your contract with Montessori Hearts, a 30-day written notice is required. This notice will end your financial obligation to the program, as long as all tuition and fees are paid through the end of the 30-day notice.

DSHS ENDING / TERMINATION OF EARLY LEARNING

WAC 110-300-0450 2 – g and r

Like other parents you must give a 30-day written notice before terminating care. DSHS usually does not issue 30-day notices of termination of service, it is the parent's responsibility to do so. If your child attends the program and DSHS does not pay, then the tuition becomes the parents' responsibility. In the past, the state has been known to audit early learnings to assess whether the parent who is receiving DSHS financial assistance is participating in an approved activity while the child is in early learning. If the parent is found participating in an unapproved activity and the state requests its money back, Montessori Hearts Childcare and Early Learning Center must return the full amount requested, even though the parent's child was in our care. If this should happen, the parent will be required to reimburse Montessori Hearts Childcare and Early Learning Center for the amount requested by the state. There are no exceptions.

PROGRAM GUIDELINES FOR TERMINATION

WAC (110-300-0486, 0340)

The following are conditions that may cause child care to be immediately terminated:

- A. Non-receipt of co-pay
- B. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the child care facility, staff or policies
- C. Continual late payments or unpaid bills
- D. Continual late arrivals or pick-ups

EXPULSION POLICY

WAC 110-300-0486

At our facility we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. When a child exhibits behavior that presents serious safety concern for the child or others and the program is not able to reduce or eliminate

the safety concern through reasonable modifications the child’s care will be terminated. Such behavior could include, but not be limited by:

- Unruly behavior
- Child not conforming to the school rules regarding treatment of others
- Child exhibits behavior that presents a **serious safety concern** for that child or others
- Negative behavior toward teachers or director from a child or parent
- Intentionally breaking toys or equipment
- Child leaving the program without permission (no one is allowed outside the building without adult supervision, even when parents are here). This could be a CPS call.
- Lack of respect of furniture - standing or jumping
- Lack of attendance according to prearranged schedule
- Montessori Hearts Childcare and Early Learning Center does not meet your needs for your child.

Prior to expulsion of services due to child’s behavior we will provide the following supports:

1. We will have a parent or guardian meeting weekly or sooner as needed.
2. We will review the expulsion policy with the parents or guardians.
3. We will record the incidents that led up to the expulsion, include the date, time, staff involved and details of the incidents
4. We will give the parents or guardians a copy of the steps that were taken to avoid expulsion
5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
6. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians.
7. We will give the parents or guardians referrals to community-based programs/settings

The Department will be notified of the expulsion.

POSTING REQUIREMENTS

WAC 110-300-0505

All policies, handbooks and postings are kept on the parent table outside of the classroom and in the office. These items will also be available online.

WHAT PARENTS NEED TO SUPPLY TO THIS EARLY LEARNING PROGRAM

WAC 110-300-0450

Slippers	Sippy cups for the Toddler classroom
Extra clothes (socks, shirt, pants and underwear) 2 sets for toddlers, 1 set for older children	

Shoes and coats for all ages and a change of clothing Sunscreen	Diapers, wipes, pacifiers
Blanket & items to sleep, with if needed	Toilet Training Pants not pull-ups
Sunscreen	NO electronics are to be brought to school
Only "toys" may be brought on Friday for show and tell. Toys brought any other day, will be kept in the office until the child is picked up.	

DUAL LANGUAGE LEARNING

WAC 110-300-0305

DCYR Definitions "Dual language learners" refers to children who are learning two or more languages at the same time. This term includes children who learn two or more languages from birth, and children who are still mastering their home language when they are introduced to and start learning a second language. (Source: The *Washington State Early Learning and Development Guideline*.) We would use both languages throughout the day.

DIVERSITY

WAC 110-300-6775

Early Learning Programs work at providing an environment that reflects children's daily life, family culture and language, and the diversity in society. We discuss with you how the early learning reflects your child's life and family's culture or language when needed. At Montessori Hearts Childcare and Early Learning Center, we have books, dolls, food and other educational materials about different cultures. We welcome any input for families on how we can add to this area.

NON-DISCRIMINATION

WAC: 0450 2-a, 0030

We are a place of public accommodation all children are welcome. It is prohibited in early learning programs services to discriminate on race, creed, ethnicity, national origin, marital status, gender, sexual orientation, class, age, religion, or ability. We ahead to the ADA.

(Americans with Disabilities Act)

CELL PHONE RULES FOR PARENTS WHILE AT MONTESSORI HEARTS CHILDCARE AND EARLY LEARNING CENTER

WAC 110-300-0450 2-v (vii)

Parents are required to finish all cell phone calls before entering the classroom. In order to give every child a good drop-off and pick-up experience and to allow time for communication about your child, a parent's full attention is needed.

DRESS CODE AND ATTIRE

WAC 110-300-0450 (vii)

All children need to wear clothing appropriate for the weather. Boots and hoods if it's raining. Gloves and hats if it is cold. Please have your girls wear shorts under their dresses.

TYPICAL ACTIVITY SCHEDULE MONTESSORI HEARTS CHILDCARE AND EARLY LEARNING PROGRAM (Monday – Friday)	
7:00 – 9:00	Early care children arrive and may bring and eat breakfast. Child-directed activities.
8:50 – 9:00	Morning and all-day children arrive.
9:00 – 9:25	Circle time
9:25 – 11:00	Learning and creative activity time. Self-serve snack is available for children at 10am.
11:00 – 11:30	Circle time
11:30 – 12noon	Outside activities - working on large motor skills. Morning children depart.
12:00 – 12:30	Lunch – Lunches are provided by the child’s parents.
12:25	Afternoon only children arrive.
12:30 – 2:30	Learning and creative activity time. Self-serve snack is available for children at 2pm.
12:30 – 1:30	Naptime for those children scheduled to nap or showing fatigue. As children awake, they rejoin the classroom activities.
2:30 – 3:00	Circle time
3:00 – 3:30	Outside activities - working on large motor skills. Afternoon children depart.
3:30- 6:00	Child directed activities. Self-serve snack is available for children at 4:30. Late care children depart.
6:00	C L O S E D

This childcare uses emergent curriculum and considers each child's learning style. Therefore this; schedule is subject to change with no notice."

SCREEN TIME USAGE

WAC 110-300-0155

Short 2-3 minute videos may be used on occasion to enhance the children’s understanding of a topic, ie. a rocket launch.

OUTDOOR EARLY LEARNING PROGRAM SPACE

WAC 110-300-0147

Our facility offers an outdoor programming daily for all children enrolled, except during the following conditions (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;(b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;(d) Earthquake;(e) Air quality emergency ordered by a local or state authority on air quality or public health;(f) Lockdown notification ordered by a public safety authority; and(g)

Other similar incidents. Children must have appropriate clothing for outdoor activities during days that may be hot, rainy and cold.

The outdoor play space at Montessori Hearts Childcare and Early Learning Center promotes a variety of age and developmentally appropriate active play areas for children in care. Activities encourage and promote both moderate and vigorous physical activity such as running, jumping, skipping, pushing, pulling, kicking, and climbing. Any climbing play equipment is placed on playground wood chips at least nine inches deep.

At any Early Learning Program you will not see any bouncing equipment including, but not limited to, trampolines, rebounders and inflatable equipment.

We are outside every day in the morning and in the afternoon no matter what the weather.

SLEEPING TODDLERS AND OTHER SLEEPING CHILDREN

WAC 110-300-0265)

Montessori Hearts Childcare and Early Learning Center provides a nap time daily to each child preschool age (5 not in school) and younger who remain in care for more than six hours per day, or who show a need for rest. A teacher is in the room with the children while they sleep. Not all lights are off while toddlers are sleeping a sufficiently light is needed in the room in which they are sleeping to observe skin color and to monitor breathing patterns.

They sleep on mats at least 1 inch thick, and long enough and wide enough to be comfortable while sleeping, there is at least eighteen inches on each side for easy access. Mats are arranged so children are head to toe, or toe to toe. The surface of the mat is of material that can be cleaned and sanitized as needed between the usages of different children. Blankets and pillows are provided by the child's family and taken home and washed when needed.

MIXED AGE GROUPS

WAC 110-300-0357

At Montessori Hearts Childcare and Early Learning Center there are two classrooms of mixed age groups. The children in the Toddler classroom are 15 months to 30 months. The children in the Preschool/Kindergarten classroom are 30 months to 7 years. Once a child reaches 30 months and is potty-trained, he/she may transfer to the Preschool/Kindergarten classroom.

INDIVIDUAL CARE PLAN, SPECIAL NEEDS ACCOMODATION

WAC 110-300-0300

We will ask all parents and guardians to have a written individual care plan for each child with special needs including allergies. The individual care plan must be signed by the parent or guardian and must contain the following:

1. The child's diagnosis, if known;
2. Contact information for the primary health care provider or other relevant specialist;

3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
4. Directions on how to administer medication;
5. Allergies;
6. Food allergy and dietary needs, pursuant to WAC [110-300-0186](#);
7. Activity, behavioral, or environmental modifications for the child;
8. Known symptoms and triggers;
9. Emergency response plans and what procedures to perform; and
10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:

- a. Physician or physician's assistant;
 - b. Mental health professional;
 - c. Education professional;
 - d. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
 - e. Registered nurse or advanced registered nurse practitioner.
11. If the child has one of the following it must accompany the child's service plan.
- (a) Individual education plan (IEP);
 - (b) Individual health plan (IHP);
 - (c) 504 Plan; or
 - (d) Individualized family service plan (IFSP).

The staff at Montessori Hearts Childcare and Early Learning Center will do our best to help each family through this process to ensure the health and safety of their child. Parents, please note, that for a health professional to visit the program, prior authorization from the family is required.

RELIGION

WAC 110-300-0450

All families and teachers are intitled to their own ideas on religion. Families from all religions are welcome.

Our Vision

Create an environment where children are empowered with the lifelong love of learning that will enable them to make a positive difference in our world.

Our Mission

To maintain an authentic Montessori program for children 15 months to 7 years. Recognizing that Maria Montessori's method focuses on following the child and making adjustments in curriculum to meet modern children's needs.

Our Statement of Faith

The Bible is the Word of God. God is our Saviour. This school invites all children to enter, without judgment, to learn about God's love. This love is conveyed through actions more than

words. Our beliefs are not forced upon the children, but we consider our time with them as an opportunity to open the door to their own personal walk with the Lord.

CHILD GUIDANCE PLAN

WAC 110-300-0331, 0335, 0490

AT Montessori Hearts Childcare and Early Learning Center teachers uses fair and positive guidance and discipline methods that are appropriate to the child's developmental level, abilities, and culture that are related to the child's behavior.

If a child (not toddler) is unable to calm down or follow the program rules, the child is given a safe place to sit or stand to regain his/her self-control. The teacher gets down on the child's level to speak to him/her to explain in simple terms the program rules. The child would remain under the direct supervision of a teacher or the director during this separation keeping in mind the child's developmental level, language skills, individual and special needs, and ability to understand the consequences of his or her actions.

For toddlers, the toddler teacher will talk with the child in a calm voice and allow the child to calm down.

CHILD RESTRAINT POLICY

WAC 110-300-0331, 0335, 0490

At Montessori Hearts Childcare and Early Learning Center, holding a child so they cannot move even if that is gently as possible is considered a form of restraint.

The first step is separating the child within the classroom as stated above. If this is not successful, the parent would be notified. The next is to put him/her into an area that is less stimulating where the child cannot hurt themselves or others. We only use the minimum amount of time necessary to control the situation. If the parent has not arrived, and restraint is required for the safety of the child, restraint may be used if a teacher has received training.

If you the parent knows ahead of time your child is at risk of being out of control, then we must set up a restraint policy/individual care plan in advance. Part of that plan would be that we would document the incident, with date, time, who was involved, duration and what happened before, during and after the child was restrained. This would go into your child's file for future reference.

CORPORAL PUNISHMENT

WAC 110-300-0331, 0335, 0490

Corporal Punishment is defined as: *The infliction of pain by any means for the purpose of punishment, correction, discipline.*

The following behavior is not acceptable and according to our WAC's/laws is forbidding: hitting, biting, jerking, shaking, spanking, slapping, striking or kicking a child or other means of inflicting physical pain or causing bodily harm by any person to a child in an early learning. This also

means that parents are not allowed to spank their child or children while on the premises of Montessori Hearts Childcare and Early Learning Center.

DIAPERING

WAC 110-300-0220

This is now called the “diaper changing station” which is done in the bathroom on an easily cleanable mat with a nonabsorbent surface large enough to prevent the surface underneath from becoming contaminated with bodily fluids on the floor.

At Montessori Hearts Childcare and Early Learning Center we have posted the easily viewable diaper changing procedure. Hands can be washed in the sink in the bathroom. There are disposable gloves when needed. Diapers are put directly into a waste container used only for diapers that has a tight cover, and is lined with a disposable plastic trash bag, and is within arm reach of the diaper changing area. We check diapers at least every two hours and change diaper when necessary, or whenever the child indicates discomfort.

The parents or guardians will need to supply appropriate diapers include disposable or cloth diapers and diaper wipes. All staff, parents or guardians will wash their hands immediately before and after diapering. The child’s hands will also be washed immediately after diapering.

TOILET TRAINING

WAC 110-300-0220

Before a child is ready to start toilet training, we will discuss with the parent or guardian their views on toilet training. For toilet training we use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with the parents or guardians. The child will be escorted to the bathroom by the teacher when the need is shown. He/she will be assisted in pulling down garments and getting onto the potty. The child will be encouraged to go potty and celebrated when there is success. The teacher will help the child off the potty and to redress. They will both wash their hands in the bathroom and return to class.

TODDLER NUTRITION AND FEEDING (15 MONTHS to 35 MONTHS)

WAC 110-300-0285

Food:

WAC 0285

Our Toddlers are 15 months and older. Parents send lunch and we pass out snacks .

Breast Milk or Formula

WAC 0280, 0281

Breast milk/formula can be served to children over 12 months, and up to 24 months of age if the parent wishes to continue. This would be put into a sippy cup not a bottle. Parents are responsible for formula otherwise whole milk is served until your child/ren reach 2 years old. Every day milk is offered at breakfast and lunch.

If your child is still breast feeding, you are welcome to breast feed your child in the office, for privacy.

Unless medically directed that a time is needed different than what is scheduled, all children eat together every two hours.

Toddlers use appropriate eating equipment/silverware and cups, and at an appropriate child-size table and chair. Teacher sit with children to model and observe.

Toddlers DO NOT use Polystyrene foam (Styrofoam) cups, bowls, or plates.

SCHOOL READINESS KINDERGARTEN

WAC 110-300-0065

At Montessori Hearts Childcare and Early Learning Center we work together to get your child ready for kindergarten and first grade. Please remember that Montessori Hearts Childcare and Early Learning Center also offers kindergarten that allow your child to show his/her leadership and mastery of the work as well as continuing to be challenged.

To prepare your child for moving onto another school, you will need a copy of your child's birth certificate, an updated, signed, immunization form and emergency contact information (names and telephone numbers of two authorized contacts for your child).

Most registration for new kindergarten students begins in January. Each neighboring school should have a kindergarten information packet you can pick up or find online.

If you are looking for more information about kindergarten school readiness you can find is posted online by OSPI. (The Office of Superintendent of Public Instruction they are the primary agency charged with overseeing K–12 education in Washington State). www.k12.wa.us
You will find kindergarten transition activities here to help you.

MEAL AND SNACK SCHEDULE

WAC 110-300-0180

Food is offered at intervals not less than 2 hours and not more than 3 hours apart unless the child is asleep.

Our early learning program is open over 9 hours; we provide snack and parents bring their child/ren's lunch.

The following meals and snacks are served by the early learning program:

<u>Time</u>	<u>Meal/Snack</u>
10am	Morning Snack
2pm	Afternoon Snack
4:30pm	Late Care Snack
Breakfast, lunch and late care snack are provided by the parents.	
7:30am	Breakfast
12noon	Lunch

- Breakfast or morning snack is made available to any child in care.

- A snack is provided to children who arrive after school.
- Each snack or meal includes a liquid to drink:
 - Unflavored milk must be served with every meal.
 - 100% fruit/vegetable juice may be served at snack, limited to 4 oz. or less per day for children over 12 months.
 - Water may also be served.
- Breast milk may be served in place of cow's milk for children over 12 months if it is the parent's preference (no note is required). If not serving breast milk to the child:
 - only pasteurized whole milk is served to children between 12 and 24 months old, unless the child's parent/guardian and health care provider have requested low-fat milk in writing. (*Low-fat diets for children under age 2 may affect brain development.*)
 - only pasteurized 1% or nonfat milk is served to children over 2 years
 - Soy milk may be substituted for cow's milk with a written request from child's parents/guardians if the child is over 12 months.
- Cereals served contain no more 6 grams of sugar per 1 ounce serving.
- Yogurts do not contain more than 23 grams of total sugar per 6 ounce serving.
- At least one whole grain-rich item is served per day.
- At least one snack per day contains a fruit or vegetable.
- Foods high in fat, added sugar and salt are limited.
- Meals include foods that vary in color, flavor and texture.
- Ethnic and cultural foods are incorporated into the menu.
- Menus are followed. Necessary substitutions are noted on the permanent menu.
- Families who provide their child's lunch are notified in writing of the food requirements for mealtime. We have available food supplies to supplement food brought from home that **does not meet** the nutrition requirements.
- If juice, cookies, or candy is sent with a child, they will have to eat them after they leave.
- Children have free access to drinking water throughout the day, indoors and outdoors (using individual reusable drinking containers or disposable cups).

- Children with food allergies or medically-required special diets have diet prescriptions signed by a health care provider on file.
- Children with severe and/or life threatening food allergies have a completed individual care plan signed by the parent and health care provider.
- Diet modifications for special diets, food allergies, religious and/or cultural beliefs are accommodated and posted in the kitchen and eating area and will be kept confidential. All food substitutions are of equal nutrient value and are recorded on the menu or on an attached sheet of paper.
- Plastic eating and drinking equipment does not contain BPA or have cracks or chips.

FOOD HANDLING PROCEDURES AND DISHWASHING

WAC 110-300-0195, 0198)

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

Safe food, bottle and formula storage, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with current department of health Washington State Food and Beverage Workers' manual and current foundational Quality Standards WAC 110-300.

Food is stored in a safe and sanitary manner and is served at the necessary times. Servings are in portion suitable for the size and age of the child in care. If the meal patterns or serving sizes do not meet the child's nutritional needs, a statement from the child's parent and from the child's doctor is needed documenting the necessary variation. Water is available to children at all times where they can get to it themselves and we do not drink for the faucet in the bathroom.

Regular and plastic silverware are both used.

An automatic dishwasher is used to sanitize dishes.

SAFETY OF FOOD CONTAINERS AND PREPARATION AREA

WAC 110-300-0197

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

Food will not be cooked or reheated in a microwave unless the container is labeled by the manufacturer as "microwave use", "microwave safe", or other similar labeling. Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times.

POLICIES FOR FOOD BROUGHT FROM HOME

WAC 110-300-0190

A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. All food and drink items brought from home must be labeled with child's first and last name and the date it was prepared. If you choose to provide alternative food for your child, we will need a written plan. Any meal or snack brought from home that does not meet USDA CACFP requirements will not be served to your child. If items are brought from home to share such as birthday cakes or cupcakes a written permission must be obtained by all parents of children who will consume the item.

WATER ACTIVITIES

WAC 110-300-0175

Children at our program are not taken swimming. Water activities such as watering flowers, water painting and water sensory tables will be available.

OFFSITE POLICY

TRANSPORTATION / FIELD TRIPS /NON-MOTORIZED TRAVEL

WAC 110-300-0480

Parents/guardians transport children to and from school.

1. Parents are responsible for transportation to and from the facility.
2. If we take a field trip off site, you will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance.
3. Transportation for field trips will be provided by private cars, vans, busses or walking.
4. Everyone over 8 years old is buckled at all times. If your child is under 8 years old, please provide a car seat/booster seat on planned field trip days.
5. Children's emergency contact and medical release forms and medical/immunization records, a first aid kit, first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.
6. Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a criminal background check.
7. School age children will be transported to and from school in the following manner: via parent volunteers.
8. There is no smoking, vaping or using any form of cannabis while on field trips by parents, staff or other adults.

Liability Insurance

WAC 110-300-0410

Montessori Hearts Childcare and Early Learning Center **HAS** liability insurance coverage for this business.

OVERNIGHT CARE

WAC 110-300-0270

DCYF declares "**Overnight care**" meaning early learning provided for a child anytime between the hours of nine o'clock at night and five o'clock in the morning that includes a sleep period of three or more hours.

Montessori Hearts Childcare and Early Learning Center does not provide this service.

DENTAL HYGIENE PRACTICE AND EDUCATION

WAC 110-300-0180(2)

In case of emergency, it is required that the program has on file, who your child's dentist or emergency contact is for a dental emergency.

Toothbrushing is something that we do not do at Montessori Hearts Childcare and Early Learning Center. We want all children brush their teeth at home, please. We provide a work in the classroom that demonstrates how to brush a tooth model properly. There is a form called "Toothbrushing" that parents sign stating that they acknowledge that we do not brush teeth.

HEALTH CARE PRACTICES

WAC 110-300-0500

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as Immunization tracking, and medication management, storage, administration and documentation. We have established handwashing and hand sanitizer use, the observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy, the care for pets and animals that have access to licensed space policy and the health risks of interacting with pets and animals documented.

Our health policy is reviewed and approved by the department and can be found on the program's website and on the parent table.

EMERGENCY PREPAREDNESS AND EVACUATION PLAN

WAC 110-300-0470, 0166

You will find our programs evacuation plan posted on all classroom exit doors, in the kitchenettes, and the office. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and

an annual lock down drill. Please refer to the posted evacuation plan for a full list of details, floor plan, and gathering place outside of our facility so you are aware of our emergency and natural and unnatural disasters /evacuation procedures.

Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. We continually check our facility for potential hazards on a regular basis.

Should this facility become inhabitable in a disaster, we will be found on the playground. If that is not possible, then we will be at the New Beginnings Christian Fellowship, 19300 108th Ave. SE, Kent, WA 98031.

Our emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and when it is appropriate to evacuate WAC 110-300-0470(1)(c).

The program will have a prepared disaster kit that includes the following: water, non-perishable food, battery powered radio, flashlight, first aid kit, extra batteries, whistle, dust mask, plastic sheeting and duct tape, moist towelettes, garbage bags and plastic ties, wrench, manual can opener, cell phone and charger. One of the directors will grab disaster kit on the way out of the building.

Parents are responsible for supplying an emergency kit for their child/ren. The kit should include non-perishable food,water, bandaids, space blanket, flashlight and candy.

We check food, water, and supply expiration dates at least annually and rotate supplies accordingly. We maintain essential prescribed medications and medical supplies on hand for individuals who need them. Each room has a fully stocked "Grab and Go" bag.

Grab and Go Backpack contents:

- Labeled for easy identification
- Emergency forms for students and staff
- "Rescue" medications with authorization forms
- First aid kit
- Flashlight and batteries
- Whistle
- Bottle of water
- Paper cups
- Age appropriate snacks
- Tarp or ground cover and emergency blanket
- Tissue or toilet paper and/wipes and diapers
- Plastic bags
- Age-appropriate time passers (books, crayons, paper, etc.)

We will keep the children at our facility until the parents are able to safely arrive to pick up their

children after a disaster and will not leave your child unsupervised.

EARTHQUAKE PLAN

WAC 110-300-0470

When Indoors:

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

When Outside:

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

After earthquake:

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

If gas is smelled; the main gas valve will be immediately turned off

- We will monitor our portable radio or cell phone for information and emergency instructions
- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of building until it has been inspected for re-entry and determined safe.

Monitor radio for information and emergency instructions.

- Stay off all phones (for 3-5 hours) unless you have a life-threatening emergency.
- Call out-of-area contact when possible to report status and inform of immediate plan.
- Remain outside of building until it has been inspected for re-entry.

FIRE EVACUATION PLAN

WAC 110-300-0470

- Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- Evacuate the building quickly and calmly:
 - If caught in smoke, have everyone drop to hands and knees and crawl to exit.

- Pull clothing over nose and mouth to use as a filter for breathing.
- If clothes catch fire, STOP, DROP, & ROLL until fire is out.
- Take attendance tablets and grab and go bags.
- Have staff person check areas where children may be located or hiding before leaving building.
- Gather in meeting spot outside and account for all children, staff, and visitors.
- Call 911 from outside of building.
- Do not re-enter building until cleared by fire department.
- Fire drills are conducted monthly. The fire drill form will be kept in the office and on the parent table.

LOCKDOWN/SHELTER-IN-PLACE

Lockdown drills are means of practicing preparedness in the event that a criminal act is ongoing in the area close to the early learning center. A lockdown begins when the police or an official agency notifies our early learning program that it is unsafe to leave the facility or be outdoors. The center can also choose to lockdown and call 911 if there is a person at or near the center that is making children or staff uncomfortable.

General Lockdown Guidelines:

- Immediately let staff know of dangerous or potentially dangerous person.
- Lock outside doors and windows. Close and secure interior doors. Close any curtains or blinds.
- Notify emergency personnel by calling 911, if there is a real threat to your early learning.
- Give notice to parents as to what is happening and when they can pick up their children.
- Turn off lights. Keep everyone away from doors and windows.
- Stay out of sight, preferably sitting on floor. Maintain a calm atmosphere in room by reading or talking quietly to children.

If the person is in building:

- Try to isolate the person from children and staff.
 - Do not try to physically restrain or block the person.
 - Remain calm and polite; avoid direct confrontation.

If children are outside:

- and a dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If this is not possible, evacuate to designated evacuation site.
- and dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

If children are inside:

- Keep children in classrooms and initiate **LOCKDOWN**.

INJURY OR MEDICAL EMERGENCY RESPONSE AND REPORTING

WAC 110-300-0475

1. All staff have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified with an injury report. With some minor injury's parents may be called to help decide whether the child should go home.
3. Head injuries, severe bleeding or other serious injuries we will contact the parent immediately and write an injury report.
4. In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will notify you as soon as safely possible.
5. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to my Department's Licensor and child's social worker, if any. You will be given a copy.
6. All injuries that the child arrives with will be documented and an injury report will be written.

MEDICINE MANAGEMENT AND POLICY

WAC 110-300-0215

1. **Prescription medication.** Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with: The child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date, dosage amount, and length of time to give the medication; and instructions for administration and storage.
2. **A detailed medication log,** inclusive of documentation of when a medication is given or not given as prescribed, or as indicated on the permission form will be kept with all medicines given out at our child care facility.
3. **Storage:** Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration. It will be stored out of the reach of the children. Medication will be stored according to its label including medication that states it must be refrigerated. Controlled substances will be locked up.
4. **Oral medication:** Any medicine taken by mouth for children under two will need written permission from your doctor and stored separate from topical medications.
5. **Permissions:** Doctor's permission is required for all prescription medication and is not required for non-prescription drugs (parent permission is required for all medication, both prescription and non-prescription).
6. **Training:** a child's parents or guardian (or an appointed designee) will need to provide training

for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).

7. **Unused medication:** All unused medication must be taken home by the parent or guardian.

EXCLUSION/REMOVAL POLICY OF ILL PERSONS

WAC 110-300-0500

1. Each child will be observed daily for signs of illness.
2. Children who are contagious must stay at home. All parents of children in my care, will be notified by phone within 24 hours of communicable diseases or food poisoning. The health Department will be notified of food poisoning and of all reportable diseases at the facility.
3. Please call if your child will not attend due to illness. If you are unsure if your child should come or not, please call.
4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, we will reasonably prevent contact between the ill child and other children until you arrive.
5. The parent is responsible for finding substitute care in case of the child's illness.
6. Children and staff who are exhibiting the following symptoms will be excluded from child care per instruction of the Department of Public Health. A doctor's letter may be required to return to child care.

Diarrhea: where stool frequency exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus;

Vomiting: Vomiting on two or more occasions within the past 24 hours.

Rash: Body rash not associated with diapering, heat or allergic reactions.

Eyes: Thick mucus or pus draining from the eye, or pink eye.

Appearance/Behavior: A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness. unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

Sore Throat: Especially if associated with fever or swollen glands in the neck.

Open sores or wounds: discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;

Fever: A fever 101 degrees Fahrenheit for children over two months (or 100.4 degrees Fahrenheit for an infant younger than two months) by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea);

Lice, ringworm, or scabies: Individuals with head lice, ringworm, or scabies must be excluded from the child care premises beginning from the end of the day the head lice or scabies was discovered. Children with lice may return after the child is treated.

Whooping Cough: Prolonged cough that may cause a child to vomit, turn red or blue or inhale

with a whooping sound

Chicken Pox: Children may return when the blisters have dried and formed scabs.

An illness or condition: that prevents your child from participating in normal activities such as outdoor play.

REPORTING AND NOTIFYING CONDITIONS TO PUBLIC HEALTH

WAC 246-110-010(3)

We are required to notify the Department of Health, my licenser, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter [WAC 246-110-010\(3\)](#)).

PESTICIDE POLICY

WAC 110-300-0255

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Our pest control steps include: Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both the Indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found; we will document all steps taken to remove or exterminate the pests; and provide notification to all parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest). Pesticide will only be applied when children are not present. We will always comply with the Washington Pesticide Application Act chapter [17.21](#) RCW. We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

HAND WASHING PRACTICES AND HAND SANITIZERS

WAC 110-300-0240-241

To reduce the spread of germs and infections we will help direct, assist, teach, and coach, your children to wash their hands. We will use the following steps

Wet hands with warm water, apply soap to the hands, rub hands together to wash for at least twenty seconds, thoroughly rinse hands with water, dry hands with a paper towel, single-use cloth towel, or air hand dryer, turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and properly discard paper single-use cloth towels after each use.

We will have all children wash their hands at the following times:

- (a) When arriving at the early learning premises;
- (b) After using the toilet;
- (c) After diapering;
- (d) After outdoor play;
- (e) After gardening activities;
- (f) After playing with animals;
- (g) After touching body fluids such as blood or after nose blowing or sneezing;

- (h) Before and after eating or participating in food activities including table setting; and
- (i) As needed or required by the circumstances.

Staff will wash their hands

- (a) When arriving at work;
- (b) After toileting a child;
- (c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);
- (d) After personal toileting;
- (e) After attending to an ill child;
- (f) Before and after preparing, serving, or eating food;
- (g) Before preparing bottles;
- (h) After handling raw or undercooked meat, poultry, or fish;
- (i) Before and after giving medication or applying topical ointment;
- (j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;
- (k) After handling bodily fluids;
- (l) After using tobacco or vapor products;
- (m) After being outdoors;
- (n) After gardening activities;
- (o) After handling garbage and garbage receptacles; and
- (p) As needed or required by the circumstances

Please set a good example for your child and help them to wash their hands with the steps above.

Hand sanitizer will be used in accordance with [WAC 110-300-3650](#) and will not be substituted when regular hand washing procedures can be practiced and can only be used by children over twenty-four months and for whom the parent has signed parent permission form and it is on file. Hand sanitizers will not be within reach of the children.

CLEANING, SANITIZING AND DISINFECTING PROCEDURES

WAC 110-300-0240/0241

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets and other laundry will be cleaned, sanitized and disinfected weekly or more often if soiled. If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow department of health's current guidelines for mixing bleach solutions for child care and similar environments.

BLOOD BORNE PATHOGEN PLAN

WAC 110-300-0400

All staff caring for children in Montessori Hearts Childcare and Early Learning Program have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the

items and surfaces that are contaminated. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care.

The program's Bloodborne pathogen plan can be found within the program's Health Policy.

INJURY PREVENTION

WAC 110-300-0475

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, equipment are safe and the area is free from hazards. All cleaning products, chemicals, and personal hygiene products will be inaccessible to the children and stored. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

PET POLICY

WAC 110-300-0225

- Occasionally, animals may be brought into the program to visit.
- Animals at or visiting our early learning program are carefully chosen in regards to care, temperament, health risks, and appropriateness for young children.
- We do not have the following animals as part of our early learning program activities:
 - Birds of the parrot family, which may carry psittacosis, a respiratory illness.
 - Reptiles or amphibians, which frequently carry *Salmonella* and pose a risk to children who may put unwashed hands in their mouths.
 - Chickens and ducks, which may excrete *E. coli*, *Salmonella*, and *Campylobacter*, and *S. paratyphoid* in their waste, all of which are bacteria that can cause serious diarrheal disease in humans, with more severe illness and complications in children.
- Parents are notified in writing when/if animals will be on the premises. Children with an allergic response to animals are accommodated.
- Any animal that shows signs of illness, disease, pests, worms, or parasites will be removed from the licensed space until it is seen and treated for the condition.
- Animals, their cages, and any other animal equipment are never allowed in the kitchen, food preparation, or eating areas.
- Children and adults wash hands after feeding animals or touching/handling animals or animal home or equipment.

PHOTOGRAPHY VIDEOTAPING AND SURVEILLANCE

WAC 110-300-0450

Photography is a great way to document a child's progression in his/her learning process. In addition to the other required forms, you will be asked to complete a picture/video permission form. Photos or videos of your child will not be placed on social media by the program without your permission.

ALCOHOL, SMOKING, CANNABIS, ILLEGAL DRUGS,

WAC 110-300-0450 2-d, 0420 1.2-a, b, 3-c, f 5,

Early Learning Programs are businesses. Smoking/vaping are prohibited in any business. This is a state law not only for early learning centers. Smoking, vaping, or similar activities are prohibited in licensed indoor space, **even during nonbusiness hours**. Just like a public building it is prohibited to smoke, vape, or do similar activities within twenty-five feet of a business entrance, exit, operable windows, and vents.

Anyone found on the premises under the influence of alcohol, illegal drugs or the misusing of prescription drugs will be asked to leave. All alcohol, closed or open must be kept inaccessible to children as well as the storing of any tobacco or vapor products. In any Early Learning Program it is prohibit for any person from using, consuming, or being under the influence of cannabis products in any form on licensed space during business hours.

WEAPONS

WAC 110-300-0165

No guns or other weapons are on the premises at Montessori Hearts Childcare and Early Learning Center.

LIABILITY INSURANCE

WAC 110-300-0410

Montessori Hearts Childcare and Early Learning Center **HAS** liability insurance coverage for this business.

SAFE WATER SOURCES

WAC 170-300-0235

To stay open Montessori Hearts Childcare and Early Learning Center must have hot and cold running water. In 2018 the state started testing our water source by a laboratory accredited by the department of ecology to analyze drinking water to test the water supply for lead and copper. This will be done once every six years. If the test results are at or above the current EPA action level, then early learning providers must immediately close or use bottled water. The amount of the alternative source of potable water must be sufficient to ensure compliance with the requirements of this chapter for safe drinking water, handwashing, sanitizing, dishwashing, and cooking. The program's water has been tested. The results can be found in the office and on the parent table.

SAFE DRINKING WATER

WAC 170-300-0236

We offer drinking water multiple times throughout the day and is always available to children at all times both inside and outside. We do not use the bathroom sink which is used for hand washing, toileting or diapering.

RETAINING FACILITY AND PROGRAM RECORDS

WAC 170-300-0465

All records are kept for a minimum of five years unless otherwise indicated and current records from the previous twelve months are kept in the licensed space and be immediately available for review. Records are kept in the program office. These records may only be viewed on a need to know basis.

CHILDS NAME _____

FINAL SIGNATURE FOR MONTESSORI HEARTS CHILDCARE AND EARLY LEARNING CENTER Parent handbook & Contract

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

Parent/ Guardian Signature	Date
Parent/ Guardian Signature	Date