



Parent Handbook 2017-2018  
16601 NE 95th Street Redmond, WA 98052  
Phone: 425-885-9364  
[www.littlefolksschool.com](http://www.littlefolksschool.com)  
Tax ID #91-0860640

# Table of Contents

## Daycare Information

General Policies & School Overview .....3  
Contact Information & Parent Communication.....4

## Preschool

Educational Philosophy .....5  
Sample Daily Activities .....5  
What to Bring.....6

## Elementary

Before & After Care Program Activities ..... 7

## Attendance and Scheduling

Attendance Procedures .....7  
Inclement Weather Closures .....7  
Daily Schedule.....8

Standard of Behavior & Discipline .....9

Financial Policy.....10

Meals & Food Service .....11

## Health Policy

First Aid, Health Records, Immunizations .....12

Hand Washing, Procedures for Ill Children .....13

Accidental Injury, Medication Management.....14

Disaster Preparedness .....15

Child Abuse & Neglect.....15

Animals on Site.....16

Pesticide Policy & Pest Management.....16

Emergency Contact Numbers .....17



# General Policies and School Overview

## **AFFILIATION**

Little Folks School is licensed by the Washington State Department of Social and Health Services and operates within the requirements set by the department. The Center is owned and sponsored by the Redmond Assembly of God Church and endeavors to provide the highest quality learning experiences in a loving, Christian environment.

## **WHO MAY ATTEND**

Little Folks School accepts children ages 2.5 to 12 years old. We are committed to treating all families with dignity and respect for their individual needs and differences.

It is the policy of this child care center that no person shall be subjected to discrimination because of race, color, national origin, gender, sexual orientation, including gender identity, age, religion, creed, marital status, disabled or Vietnam Era Veteran status, or the presence of any physical, mental, or sensory handicap.

This child care facility does not discriminate against children, families, or staff with disabilities. Children, families and staff with sensory, mental or physical disabilities are encouraged to participate in all the activities and opportunities at the center. We assess children on an individual basis to determine whether a child with special needs can be cared for at our center with reasonable accommodations. Any person who believes that he/she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, DC 202501.

This policy applies to every aspect of the agency's programs, practices, policies, and activities, including client services and employment practices.

## **RIGHT TO REFUSAL**

If the Director and staff determine that the daycare experience is not in the best interest of the child, the right to refuse acceptance will be within the authority of the Director. This may apply to a child already enrolled, as well as a candidate for enrollment.

## **AVAILABLE PROGRAMS**

### Preschool:

2.5's Developmental Playgroup

3's Preschool

Pre-Kindergarten

Kindergarten Prep

*2, 3, 4, and 5-day options are offered (depending on the class) as well as extended preschool, part-time, or full-time care.*

### Elementary:

Before & After school care, including van drop-off and pickup, serving Norman Rockwell, Horace Mann, and Redmond Elementary schools

### **Come Visit Us!**

We invite you to check out our facilities and observe or participate in your child's class! Visits may be scheduled during your child's registered program. Please contact your child's teacher.

## Little Folks School Contacts

**Director**

Laura Lucas

[laura@littlefolksschool.com](mailto:laura@littlefolksschool.com)

**School Office:**

425.885.9364

[office@littlefolksschool.com](mailto:office@littlefolksschool.com)

**Billing Specialist:**

Werona Armstrong

[werona@redmondag.org](mailto:werona@redmondag.org)

## Parent Communication

*Little Folks school will use the following methods to keep you updated on classroom activities, curriculum, special events, and school closures:*

- Monthly newsletters sent home in your child's folder and posted on the classroom bulletin board
- Memos posted on the sign-in/sign-out clipboards
- School website: [www.littlefolksschool.com](http://www.littlefolksschool.com)
- Little Folks School app (this will provide the most up-to-date notifications in the event of inclement weather closures)

# Preschool

## **Educational Philosophy:**

At Little Folks School, we believe a quality education goes beyond just academics. We take a holistic approach in our teaching to nurture the development of the whole child, focusing on these 5 key areas:

**Intellectual:** Children are observers and explorers by nature. Our play-based curriculum and classroom environments are designed to engage and expand upon their natural curiosity and imagination. We want to establish an excitement and love of learning from an early age.

**Social & Emotional:** The state of a child's emotions and interpersonal relationships directly affects their ability to learn. We aim to create a safe and healthy learning environment by instilling each child with a strong sense of self, empowering them to understand and manage their emotions, and modeling positive communication skills.

**Physical:** An active, healthy body is vital to the development of an active, healthy mind! Each class has a scheduled recess for free-play in our gym or playground with toys and play equipment designed to foster the growth of their gross motor skills and overall physical health. We also serve nutritionally balanced meals and snacks to fuel their mind and body for learning and fun!

**Spiritual:** We believe each child was uniquely and lovingly created by God. Through Bible lessons in the classroom and chapel twice a month, we teach children what it means to be loved by God and how to live out the principles that Jesus himself taught such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

## **Examples of Daily Activities**

### Devotional Time

Bible story and/or verse, songs, prayer. Chapel is held twice a month.

### Circle Time

Classroom community time where children learn about the concepts of the day/week, participate in music, science experiments or math lessons, story times, etc. It is also a valuable time to establish the life skills of listening, following directions, taking turns, and valuing others.

### Free Choice Exploration Time

Children have the opportunity to select from and participate in the concept-related interest centers, art projects, sensory tubs, table toys, books, etc. Teachers engage students one-on-one to build relationships and evaluate skills.

### Gym or Outdoor Playground

Children are given time and space to run, jump, climb, ride bikes, and play group games.

### Clean Up

To create a sense of personal ownership, responsibility, and accomplishment, children are encouraged to put toys away in their proper place when finished with them.

### Rest/Quiet Time

To allow rest for their minds and bodies, children can take a nap OR participate in quiet play activities after lunch

### \*Field Trips\*

Field trips may be taken on occasion to give a hands-on experience for concepts learned in the classroom. Vans owned by the church & school are used for transportation, as well as parent chaperones. We follow all state requirements for seatbelts, car seats, and boosters. Additional costs may apply.

## What to Bring

- **Backpack or Tote:** This is recommended to transport artwork and other important papers home, as well as soiled clothes in cases of messy play or accidents
- **Play & Weather-Appropriate Clothing:** We encourage sensory exploration and outdoor play. Please make sure your child's clothes and shoes are conducive to active play—running, jumping, climbing, riding bikes, etc.—and warm enough for outdoor play in the winter months.
- **One Full Change of Clothing:** We are diligent about sending children to use the restroom, but accidents may still happen. It is helpful to have a full set of clothing on hand in these cases. *This includes shirt, pants, underwear, socks, and shoes or slippers. These items will be stored in your child's cubby.*
- **Diapers/Pull-Ups/Wipes:** If your child is in diapers or pull-ups OR in the process of potty training, please bring a supply of their diapers/pull-ups and wipes to be stored in their cubby for changing.
- **Nap-Time Items:** If your child will be taking a nap, a cot and a clean sheet will be provided. Please bring a blanket. You may also bring a pillow and a stuffed animal. These items may be left at our center in the Nap Room. *Please note: we wash our sheets weekly but do not wash any items brought from home.*
- **Birthday Treats (Optional):** We enjoy honoring each child and celebrating their birthday with their class. You are welcome to bring an item to share. Please contact your child's teacher to coordinate. Note: The Department of Health strongly recommends that parents send food that has been purchased at stores or bakeries to avoid any repercussions or liabilities relating to food allergies or food-borne illnesses.
- **Toys:** A special toy from home may be brought *for Show and Tell only*. We request that all other toys remain at home.

**Please LABEL \*ALL\* of your child's belongings**  
(hats, coats, jackets, gloves, lunchboxes, backpacks, water bottles, bedding, etc.)

**Little Folks School is not responsible for lost or stolen items**

# Elementary

## BEFORE & AFTER-SCHOOL CARE ACTIVITIES

### Before-School Care:

Gym time and free-play in the classrooms are made available for our elementary students before they are transported to school by certified staff in vans owned by the church and Little Folks School. We follow all state requirements for seatbelts, car seats, and boosters.

### After-School Care:

Children are picked up from their elementary schools in our vans and brought to Little Folks School. Upon their arrival, they are signed in by their teachers and served a snack. Our after-care teachers plan a variety of art projects, sensory experiences, STEM activities, dramatic play centers, and group games so students can engage and have fun. A portion of each afternoon is also set aside for students to complete their homework.

### Holiday and Vacation Care:

Care for school-age children is provided during the various LEAP days, winter, mid-winter, spring and summer breaks. To ensure we are adequately staffed, *parents **must** sign up for this care.* Field trips may also be taken during these breaks using the church/school vans. Parental permission slips will be required and additional costs may apply.

## ATTENDANCE PROCEDURES

### *Preschool AND Elementary*

#### **ARRIVAL & PICK-UP**

- *Each child **MUST** be **signed in** AND **signed out** by the parent or other authorized adult with the time and a complete signature.*
- Our center must be informed of any alternate drop off or pickup arrangements. We cannot allow your child to be picked up by anyone other than those you authorize on the enrollment form. To add a contact to your approved list, please send an email to [office@littlefolksschool.com](mailto:office@littlefolksschool.com)
- If children are in the outdoor play area when you arrive for pickup, you must walk out to the play area to meet them. We cannot send children unattended into the parking lot.

#### **ABSENCE OR ILLNESS**

Please call the office at 425.885.9364 OR send an email to [office@littlefolksschool.com](mailto:office@littlefolksschool.com) if your child will not be at school. *This applies to Preschool AND Before & After Care.* If your child becomes ill while at school, their teacher or the office manager will notify you to come pick them up.

#### **INCLEMENT WEATHER CLOSURES**

To protect the safety of the children and staff, Little Folks School will follow the weather closure schedules of the Lake Washington School District. If Lake Washington Schools are closed or on delayed/emergency schedules, *preschool classes (9-11:30 or 9-1) will be cancelled.* Please tune in to your local TV/Radio station for information on LWSD closures. If the Director determines the road conditions are safe, Little Folks *may* open for full-time preschool and Before & After Care students. *Before coming in, please check our website or download our app for the most up-to-date closure information.*

## LITTLE FOLKS SCHOOL DAILY SCHEDULE

*BLUE indicates Elementary Student Activities*

*RED indicates Preschool Activities*

*PURPLE indicates Combined Activities*

6:30	Little Folks Opens Quiet Activities in Classrooms (Preschool + Elementary in separate rooms)
8:00	Gym
8:05-8:45	Elementary Students transported to their schools
9:00	Preschool Program begins
11:30-12:30	Lunch & Gym Time
(12-2:00)	<i>Nap for Preschoolers (Nappers)</i>
12:30-2:00	Quiet Activities for Preschoolers (Non-Nappers & K-Prep)
2:00	Non-Nappers Gym Time Nappers wake up, potty, wash hands
2:30-3:00	Snack
3:00-4:30	Nappers & Non-nappers combine for small group activity rotations
3:00-3:30	Van Pick-up for Elementary Students.
3:15-4:00	Elementary Students' Snack + free play in Gym.
4:00-5:00	Elementary Students' Activity Rotations
4:30	Preschoolers' Gym Time
5:00	Elementary Students: Group game in Gym. Preschoolers Quiet Play in Classroom
5:30	Snack & closing activities (Preschool + Elementary combine)
6:00	LFS closes



## LFS STANDARD OF BEHAVIOR

We believe that students and staff have the right to a safe and non-threatening learning environment. Any harmful or potentially harmful behavior toward students, staff, or property is not allowed. Respect, self-control, and conflict-resolution skills will always be taught and encouraged.

### DISCIPLINE

We recognize that all behavior is a form of communication. Teachers will address discipline based on an understanding of the child's stage of development and individual needs. Discipline will be directed towards teaching the child acceptable behavior, healthy communication/conflict resolution skills, empathy, and respect for the rights of others.

Here is an example of the disciplinary process we follow:

1. Gently remind the child of a better behavior choice
2. Help the child identify a better choice & how to change behavior.
3. Re-direct the child to another activity.
4. Remove from play for 3-5 minutes with explanation as to why the child is taking the time out and to provide an opportunity to calm down or refocus energy.
5. Remove from the area or group until the child is ready to rejoin with appropriate behavior.
6. If the behavior is becoming a pattern, discuss with the parents and come to a joint agreement on a plan or solution.
7. In extreme cases, if there is no improvement and the behavior is disrupting the learning environment or safety of students or staff, parents will receive 3 warnings when incidents occur. At the second warning, a conference will be scheduled to further discuss the problem with the parent, teacher, and Director. At the third warning, parents will be asked to make other arrangements for childcare.

## LFS FINANCIAL POLICY

LFS Accounting is managed by Hagan accounting firm. Invoices\*\* and statements\* will be sent to families via email. Your monthly tuition, as stated on the Rates Schedule, is due at the start of each month. If tuition is not received by the 15<sup>th</sup> of the month, a **late fee of 3%** will be assessed. The current month's tuition must be paid in full before the 1st of the month or your child will not be allowed to continue. Little Folks School requests that all payments be made by check or online (*credit cards are not accepted*). Checks can be made out to Little Folks School.

*Parents may be billed separately if requested in writing. Both accounts must be paid by the due date for continued childcare. After 30 days overdue, childcare will be suspended and we may contact the other parent to discuss payment options to remain at LFS.*

*It is your responsibility to check your e-mail and SPAM folders and communicate with the Director if you do not receive an invoice by the 1<sup>st</sup> of the month.*

\***Statement:** Informs you of your total balance that is due as of the last day of the month

\*\***Invoice:** Informs you of the amount due for that month of care.

**Registration Fee:** A non-refundable registration fee of \$150 will be charged for new students registration expenses and to guarantee a place for your child in the center in September. A \$100 re-enrollment fee will be charged to reserve a child's place for the following school year. If the child has been enrolled for 3 months or less, the re-enrollment fee will be waived for the following school year.

**Insurance:** Each child will be covered by the group insurance policy of the center.

**Tuition:**

- **Tuition for Morning, Extended & Part time Preschool** is charged for September-May; holidays or breaks do not reduce the rate. June will be prorated for the shortened month.
- **Part time tuition rates** will be charged for 4-6 hours per day. A credit of 5 vacation days is available for Part time students after 3 months of attendance.
- **Full-day tuition** will be charged for over 6 hours per day. A credit of ten vacation days is available for Full-Time students after three months of attendance.
- **Before & After-School** will be charged a flat monthly rate regardless of the number of hours the child is in attendance. A credit of ten vacation days is available after three months of attendance.

**Returned Checks:** If checks are returned as "Insufficient Funds," a service charge of \$25 will be assessed. If two checks are returned within a 30-day period, online payments or money orders will be required.

**Vacation Credit:** Advance notice of ten days is required by the first of the month to receive vacation credit. Vacation credit will be given up to a maximum of 10 days per school calendar year for **full-time students**. Credit can be used after 3 months of full time attendance.

**Vacation Holding Fee:** Little Folks generously allows a one-month holding fee of 25% of regular tuition for extended vacations. For trips extending beyond a month you may withdraw from the class or pay the full tuition amount to hold your placement in the class.

**Late Minutes:** A charge of \$1 per minute will be assessed for parents who are late picking up their child from their registered program. This fee will be added to your next invoice. In the event of an emergency situation, you will not be charged if the center is notified in advance.

**Withdrawing From a Class:** Written notification must be received 30 days in advance of withdrawing from and discontinuing a class to prevent charge for services. 50% of monthly tuition will be charged if 30 days notice is not given.

**Questions:** Any questions, concerns, or disputes regarding your bill must be addressed to our part time Billing Specialist, Werona, at [Werona@redmondag.org](mailto:Werona@redmondag.org) of Little Folks School and **not to the Hagen Firm**.

## MEALS & FOOD SERVICE

Meals and snacks are provided by and prepared at Little Folks School. **Food handler permits** are required for staff who prepare full meals. We follow the Washington State Department of Social and Health Services guidelines for nutrition, meal planning, and preparation.

### ***Nutrition for children in child care***

1. Meal and snack menus are posted at least 1 week in advance on a dated calendar.
2. Food is offered at intervals not less than 2 hours and not more than 3-1/2 hours apart.
3. LFS is open over 9 hours; we provide 3 snacks and lunch.  
*The following meals and snacks are served by LFS:*

<u>Time</u>	<u>Meal/Snack</u>
• 8:30-9:30	Morning Snack (time varies by class)
• 11:30-12:30	Preschool Lunch
• 2:30	Preschool Afternoon Snack
• 3:15	Elementary Afternoon Snack
• 5:30	Evening Snack
4. Each snack or meal includes a drink. The drink may be water or one of the required meal components such as milk or 100% fruit juice.
5. Menus include hot and cold food and vary in colors, flavors and textures.
6. Ethnic and cultural foods are incorporated into the menu.
7. Menus list specific types of meats, fruits, vegetables, etc.
8. Menus include a variety of fruits, vegetables and entrée' items.
9. Foods served are generally moderate in fat, sugar, and salt content.
10. Children have free access to drinking water (individual disposable cups or single use glasses only).
11. Menu modifications are planned and written for children needing special diets.
12. Menus are followed. Necessary substitutions are noted on the permanent menu copy.
13. Permanent menu copies are kept on file for at least 6 months. (USDA requires food menus to be kept for 3 years plus the current years.)
14. Children with food allergies and medically-required special diets have diet prescriptions signed by a health care provider on file. Names of children and their specific food allergies are posted in the kitchen, the child's classroom and the area where food is eaten by the child.
15. Children with severe and/or life threatening food allergies have a completed individual care plan signed by the parent and health care provider.
16. Diet modifications for food allergies, religious and/or cultural beliefs are accommodated and posted in the kitchen and classroom.
17. Mealtime and snack environments are developmentally appropriate and support children's development of positive eating and nutritional habits. We encourage staff to sit, eat and have casual conversations with the children during mealtimes.
18. Families who provide sack lunches are notified in writing of the food requirements for mealtime.

# HEALTH POLICY

## **PURPOSE & USE OF HEALTH POLICY**

This is a description of our health and safety practices that fulfill the licensing requirements of the Washington State Department of Social and Health Services. It was prepared by Little Folks Management and approved by the Public Health Nurse Consultant, Robin Laurence.

## **NO SMOKING**

We are a non-smoking facility. Smoking will not be allowed on the center premises.

## **FIRST AID**

Staff members are required to be First Aid and CPR certified. At least one person with current First Aid and CPR certification will be present with each group of children at all times. Documentation of staff certification is kept at our center in personnel files.

## **HEALTH RECORDS**

Each child's file contains their enrollment form, emergency contact information, and health records. The health records are required to contain:

1. Health, developmental, nutrition and dental histories
2. Date of last physical exam
3. Name, phone number of health care provider and dentist
4. Allergy information and food intolerances
5. Individualized care plan for child with special health care needs (medical, physical, developmental or behavioral)
6. A list of current medications
7. Current immunization records (CIS)
8. Consent for emergency care
9. Preferred hospital
10. Any assistive devices used (e.g., glasses, hearing aids, braces)

The above information will be updated annually or as soon as parents inform LFS of any changes.

## **IMMUNIZATIONS**

To protect all children and staff, each child is required to have a completed and signed Certificate of Immunization Status on site. The official CIS form or a copy of both sides of that form is used. Other forms/printouts are not accepted in place of the CIS form.

Immunization records are reviewed at least annually by Little Folks Office Management.

*Children are required to be immunized for the following:*

- DTaP (Diphtheria, Tetanus, Pertussis)
- IPV (Polio)
- MMR (Measles, Mumps, Rubella)
- Hepatitis B
- HIB (Hemophilus Influenza Type B)
- Varicella (Chicken Pox)

Children may attend child care *without* an immunization under the following circumstances:

- when the parent signs the back of the CIS form stating they have personal, religious or philosophical reasons for not obtaining the immunization(s)

**OR**

- the health care provider signs that the child is medically exempted.

**A current list of exempted children is maintained at all times.**

Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.

**HAND WASHING**

Children are assisted or supervised in hand washing:

- Upon arrival at LFS
- Before and after meals, snacks or cooking activities in specific hand-washing sinks
- After toileting or diapering
- After handling or coming in contact with body fluids
- After outdoor play
- After touching animals

*Hand washing procedures are posted at each area used for hand washing.*

**POLICY & PROCEDURE FOR ILL CHILDREN**

Children with any of the following symptoms are not permitted to remain in care:

1. **Fever of at least 100 degrees F as read under arm accompanied by one or more of the following:**
  - \*Diarrhea or vomiting      \*sore throat**
  - \*Earache                      \*rash**
  - \*Headache                    \*Signs of irritability or confusion**
  - \*Fatigue that limits participation in daily activities**

*\*Digital thermometers are used\**
2. **Vomiting:** 2 or more occasions within the past 24 hours.
3. **Diarrhea:** 3 or more watery stools within the past 24 hours or any bloody stools
4. **Rash:** especially with fever or itching
5. **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24 hours of antibiotic treatment.
6. **Sick appearance, not feeling well, and/or not able to keep up with program activities.**
7. **Open or oozing sores,** unless properly covered **and** 24 hours have passed since starting antibiotic treatment, if antibiotic treatment is necessary.
8. **Lice or scabies:**
  - Head lice: until no nits are present
  - Scabies: until after treatment is begun.

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. We notify parents and guardians of possible exposure by memos and posted notes. Individual child confidentiality is maintained.

Children with any of the above symptoms/conditions are separated (excluded) from the group and cared for in the LFS Office or the Director's office. The parent/guardian or emergency contact is notified to pick up the child.

Following illness exclusion, children may be readmitted to the program when they no longer have any of the above symptoms and/or Public Health guidelines for child care are met.

## ACCIDENTAL INJURY:

We make an immediate attempt to contact the parent or guardian in cases of head injury or other severe injury. If a parent cannot be reached, we will call the child's physician if necessary and/or the emergency contact listed in your child's file. For minor incidents, an incident report will be completed by our staff. One copy will be sent home in your child's folder and one copy will be kept in their file at the center.

## MEDICATION MANAGEMENT

1. Medication is accepted only in its **original container**, labeled with **child's name**.
2. Medication is **not** accepted if it is **expired**.
3. Medication is given **only** with prior **written** consent of a child's parent/
4. Legal guardian. (This consent can be obtained from each teacher.)

### Parent/Guardian Consent

A parent/legal guardian may provide the sole consent for a medication (without the consent of a health care provider), **if and only if** the medication meets all of the following criteria:

The medication is over-the-counter and is one of the following:

- \*Antihistamine
- \*Non-aspirin fever reducer/pain reliever
- \*Non-narcotic cough suppressant
- \*Decongestant
- \*Ointment or lotion intended specifically to relieve itching or dry skin
- \*Sunscreen
- \*The medication has instructions and dosage recommendations for the child's age and weight; **and**
- \*The medication duration, dosage, amount and frequency specified on consent do not exceed label recommendations.

*Written consent for **medications** covers only the course of illness or specific episode. Written consent for **sunscreen** is valid up to 6 months.*

### Health Care Provider Consent

1. The written consent of a health care provider with prescriptive authority is required for prescription medications and all over-the-counter medications that do not meet the above criteria (including vitamins, iron, supplements, oral re-hydration solutions, fluoride, herbal remedies).
2. Medication is added to a child's food or liquid only with the **written consent of a health care provider**.
3. A licensed health care provider's consent is accepted in one of 3 ways:
  - \*The provider's name is on the original pharmacist's label (along w/ child's name, name of the medication, dosage, frequency [**cannot be given "as needed"**], duration and expiration date) **or**
  - \*The provider signs a note or prescription that includes the information required on the pharmacist's label; **or**
  - \*the provider signs a completed Medication Authorization Form.

### Emergency supply of critical medications

For children's critical medications, including those taken at home, we ask for a 3-day supply to be stored on site with our disaster supplies. Staff are also encouraged to supply the same.

### Medication Storage

Medication is stored in a designated container in the LFS kitchen cabinet. It is:

- \*Inaccessible to children
- \*Separate from staff medication
- \*Protected from sources of contamination
- \*Away from heat, light and sources of moisture
- \*At temperature specified on the labels (ie. At room temp or refrigerated)
- \*So that internal (oral) and external (topical) medications are separated
- \*Separate from food
- \*In a sanitary and orderly manner

## DISASTER PREPAREDNESS

### **Plan and Training**

Little Folks School has developed a disaster preparedness plan/policy. Our plan includes responses to the different disasters our site is vulnerable to, as well as procedures for on- and off-site evacuation and shelter-in-place. Evacuation routes and our disaster preparedness plan are located in each classroom.

Staff are oriented to our disaster policy at our September staff meeting each year. Parents are given annual reminders of the disaster and preparedness plans.

Staff are trained in the use of the fire extinguishers at the September staff meeting each year. All staff are trained in utility control (how to turn off gas, electric, water.). Disaster trainings are documented.

### **Supplies**

Little Folks School has a supply of food and water for children and staff for at least 72 hours in case parents/guardians are unable to pick up children at the usual time. The LFS staff is responsible for stocking supplies. Expiration dates of food, water and supplies are checked every 6 months and supplies are rotated accordingly. Essential medications and medical supplies are also kept on hand for individuals needing them.

### **Hazard Mitigation**

We have taken action to make our center earthquake/disaster safe by planning for cabinets and cubbies to be secured to walls and studs. We continuously monitor all rooms for things that could fall and cause injury or block an exit and take action to correct these things. The staff is responsible for hazard mitigation and expected to be aware of their environment and make changes as necessary to increase safety.

### **Drills**

Fire/disaster drills are conducted and documented each month. Earthquake drills are also conducted on a regular basis.

**Note:** A detailed copy of the LFS Crisis/Disaster Response Policy is available in each classroom and the LFS Office. You will be provided a personal copy at Open House. Parents must **read the copy** and **sign** a form confirming that you have read over this policy. If you have not received one, please see the office manager.

## CHILD ABUSE & NEGLECT

1. Child care providers are state mandated reporters of child abuse and neglect; we immediately report suspected or witnessed child abuse or neglect to Child Protective Services (CPS). The phone number for CPS is 1-800-609-8764.
2. Signs of child abuse or neglect are documented on Suspicious Symptoms or Incidents for Documentation form which is located in the Director's office.
3. Training on identifying and reporting child abuse and neglect is provided to all staff and documentation is kept in staff files.
4. Licensor is notified of any CPS reports made.

## ANIMALS ON SITE

We have an aquarium that is located in a preschool classroom. A Fish Policy has been written and will be located in the LFS office and in the Room 119.

## PESTICIDE POLICY

### **Background Information:**

Increasing concern about the impact of pesticides on children's health has led to a law dealing with pesticide use in schools and licensed child care centers. As of July 1, 2002, public schools and licensed child care centers must provide annual notification of their pest control policies and methods, establish a system to notify families of children and employees of planned pesticide use, and post signs where pesticides have been applied. (Chapter 17.21 RCW, The Pesticide Application Act).

The impact of pesticides on children's health can range from irritation to skin and mucous membranes, to difficulty breathing, rash or vomiting. Long term exposure may lead to developmental delay, immune or endocrine system disruption or cancer.

In addition, children with special needs, asthma and allergies can be highly sensitive to pesticides and suffer from mild to severe reactions to pesticides and pesticide residues.

### **Definition of a Pesticide:**

A pesticide is a substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pest.

The term applies to:

- Pesticides (note: some fertilizers may contain pesticides)
- Insecticides (i.e., ant or roach killer, flea and lice control products).
- Herbicides (i.e., weed killers)
- Fungicides (i.e., sanitizers, cleaners, mold and mildew cleaners, some pool chemicals for algae, including bleach (note: when bleach is used for general sanitizing [1/4 cup bleach: 1 gallon water] it is NOT considered a pesticide).
- Miticides (i.e., mite control products: termite, dust, spider)
- Labels should be read carefully. The label will contain an EPA registration number.

### **Intent of Policy:**

This policy is designed to protect the health of children, meet RCW 17.21.415 and the Compliance Guide for the Use of Pesticides published by the Washington State Department of Agriculture. Full text of the law can be found at: [www.agr.wa.gov/PestFert/Pesticides/docs/ComplGuidPub075.pdf](http://www.agr.wa.gov/PestFert/Pesticides/docs/ComplGuidPub075.pdf)

### **Intent of Child Care Center:**

We are dedicated to using the least amount of chemical control of pests in our program in order to provide the healthiest environment possible for our children.

## **In order to control pests at LFS:**

### **We attempt to PREVENT infestation by:**

- \* Taking out trash daily or more as needed.
- \* Cleaning trash cans regularly.
- \* Keeping trash cans or dumpsters covered and away from the building.
- \* Keeping grounds clear of food and rubbish.
- \* Storing food in sealed plastic or metal containers.
- \* Cleaning and sanitizing all dishes, utensils, and surfaces used for eating or food preparation after meals and at the end of the day.



- \* Preventing pest entry into facility by sealing cracks and holes, using and repairing window screens and door sweeps.
- \* Moisture control by maintaining plumbing and water drainage systems.
- \* Mechanically managing weeds.
- \* Planting native vegetation that is non-toxic.
- \* Mulching plant beds.
- \* Integrated Pest Management (IPM).

**Integrated Pest Management (IPM) (definition):**

IPM is a pest management strategy that focuses on long term prevention or suppression of pest problems including the following six components: (\*Must also be in compliance with RCW 17.21.415).

1. Education of staff.
2. Monitoring pests.
3. Pest prevention (non-chemical)
4. Least hazardous approach to pest control.
5. Notification of pesticide use.
6. Record keeping.

\*Pesticide Policy from Seattle and King County Public Health Department

**EMERGENCY CONTACT NUMBERS**

**Emergency Telephone Numbers:**

Fire/Police/Ambulance: 911	CPS: 1-800-609-8764
Poison Center: 1-800-222-1222	Animal Control: 306-296-7387

**Other important telephone numbers:**

DEL Licensor:  
*Jane Inglis* 425-590-3099

Public Health Nurse Consultant: 206-263-8630

Communicable Disease/Immunization Hotline: 206-296-4949

Out-of-Area Emergency Contact: 208-642-4416