

Lakeview Daycare & Preschool

Policies and Procedures

4640 Ruddell Road SE
Lacey, WA
360.459.0868



Enrollment Procedure

In order for a parent/guardian to enroll a child, the following forms are required:

1. Signed Child Care Contract
2. Health & Immunization Form
3. Signed Emergency Medical Care Authorization Form
4. Signed Field Trip Release Form (if applicable)
5. USDA Enrollment and Income Eligibility Form
6. Signed declaration that you have read and understand our policies and procedures

SAMPLE SCHEDULE

	Little Bear	Swinging Monkey	Toddler
6:00-7:00	Arrival & Free Choice	Arrival & Free Choice	Arrival & Free Choice
7:00-8:00	Breakfast	Breakfast	Breakfast
8:15am	Free Play	Toilet Time	Diaper Change
8:30am	Free Play	Free Play	Free Play
9:00am	Circle Time	Circle Time	Buggy Ride
9:30am	Curriculum	Art/Curriculum	Circle Time
10:00am	Curriculum	Outside Play	Art
10:30am	Art	Outside Play	Diaper Change
10:45am	Free Play	Toilet & Wash Up	Lunch
11:00am	Outside Play	Lunch	Lunch
11:15am	Outside Play	Lunch	Nap
11:30am	Lunch	Nap	Nap
12 Noon	Nap	Nap	Nap
1:30pm	Nap	Nap	Diaper Change
2:00pm	Toilet & Wash Up	Toilet & Wash Up	Snack
2:30pm	Snack	Snack	Outside Play
3:00pm	Art	Outside Play	Curriculum
3:30	Outside Play	Toilet Time	Diaper Change
4:00pm	Free Play	Free Play	Free Play
4:30pm	Free Play	Free Play	Circle Time
5:00pm	Group Reading	Story Time	Story Time
5:30pm	Free Play	Free Play	Free Play

*We are required by State law to offer naps

**Outside time is shortened during winter months

***Please have your child arrive before 10:30am so they may enjoy some time with their friends before lunch and nap

****Parents of school age children must inform us if child will not be returning to care on the school bus

NON-DISCRIMINATION POLICY

No person shall be denied services or be discriminated against for reason of race, color, national origin, religious belief, or handicap

SAMPLE MENU

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	Rice Chex Bananas Milk	Pancakes Cantaloupe Milk	Toast Apple Sauce Milk	Oatmeal Fruit Cocktail Milk	French Toast Oranges Milk
LUNCH	Meatballs Mashed Potato Broccoli Bread/Butter Milk	Veggie Soup Bologna/Cheese Sandwich Apples Milk	Chicken Rice Bread/Butter Peas/Carrots Milk	Sausages Tator Tots Corn Bread/Butter Milk	Spaghetti Meat Sauce Bread/Butter Mixed Veggies Pears Milk
SNACK	Saltine Crackers Juice	Oranges Milk	Graham Crackers Juice	Apples Milk	Ice cream Vanilla Wafer Juice

LAKEVIEW DAY CARE IS USDA APPROVED

To help us maintain our eligibility for USDA Food Program assistance we appreciate your cooperation in completing the income eligibility form. All information is kept in strict confidence.

HOURS OF OPERATION

Lakeview Day Care opens at 5:30 am and closes each day at 6:00 pm, Monday through Friday. \$1.00 per minute will be charged for children picked up after 6:05 pm. Parents have free access to the center during business hours.

HOLIDAYS OBSERVED

New Years Day	Memorial Day	Veteran's Day	Christmas Eve
Martin Luther King Jr. Day	4 th of July	Thanksgiving Day	Christmas Day
President's Day	Labor Day	Day after Thanksgiving	

If a holiday falls on a weekend we may observe it on Friday or Monday.

Lakeview often celebrates holidays with a party. If you do not wish your child to be included in a particular holiday festivity, please let us know in writing. Your child will be offered the library or art as an alternative.

ATTENDANCE

All parents or other designated adults are required by law to sign children in and out of the center. Please include time and full signature. Only persons authorized in writing may pick up a child from care. We will require photo ID from anyone with whom we are not familiar.

Please notify the center if your child will be absent. This is particularly important if your child rides the bus to elementary school. If your child does not come off the bus from school as expected we will attempt to contact you. If we are not able to contact you and confirm your child is safe and was not riding the bus that day we will immediately call for police assistance in locating your child.

TERMINATION POLICY

Two weeks paid notice is required from parent for termination of care.

Lakeview Day Care will give parent two weeks' notice for termination of care. We reserve the right to terminate a child's care without giving two weeks' notice for non-conforming to center rules, including but not limited to:

Uncontrollable behavior
Use of bad language

Hurting children or staff
Harassment

Non-payment

CLOTHING & JEWELRY

Children must be fully dressed (including shoes and socks). We cannot accept a child into care who is not fully dressed. Children in diapers or pull-ups will not be accepted without diapers or pull-ups and wipes for changes.

Children need the following labeled items to be brought on Mondays and taken home for laundering on Fridays:

Pillow Case	1 Pair of Socks	1 Shirt and pair of pants or shorts or dress
Blanket	1 pair of underwear	

Children sometimes have several accidents each day. We will loan clothing when needed but request it be returned freshly laundered.

Jewelry of any kind is not allowed in the toddler room. Lakeview does not assume responsibility for jewelry lost or misplaced at the center.

TOYS FROM HOME

Children often like to bring a toy, stuffed animal or book to school. We ask you to help your child understand that are sometimes lost or broken. Lakeview staff will encourage children to keep track of their belongings but cannot assume responsibility for lost or damaged toys. For that reason we ask that expensive or special items be left at home.

CHILD ABUSE REPORTING

We are required, by law, to report all suspected cases of child abuse to the proper authorities.

DISCIPLINE POLICY

Alternatives to punishment are used whenever possible. Lakeview staff will:

Give gentle reminders
Offer acceptable alternatives
Offer encouragement
Avoid power struggles

Respect children's feelings
Clarify messages
Inject humor
Overlook small annoyances

As a last resort a child may be put in “time out” for no more than 1 minute per year of age. **Corporal punishment is not allowed.** Parents may be asked to find another place for child care if child is disruptive and unmanageable and after working with the parents, no solution or improvement has been found.

MEDICAL POLICIES AND PROCEDURES

All the children under our care are required to have an **immunization form** and a **health record** showing their last physical examination, allergies, and any other medical information you feel is pertinent for their care. These forms will be provided at the time of registration.

Medication can only be dispensed on the written approval of the parent. **Prescription medications** can only be dispersed as specified on the prescription label or otherwise authorized in writing by a physician. A record will be kept of all medications administered. **Non-prescription medications**, in original containers with the child’s name clearly written on the container, will be administered only with signed instructions from the parent. The medication must also have instruction and dosage amounts for your child’s age/weight. If on the container it does not have the dosage amount written for age/weight or it says “consult your physician”, we will need your physician’s written authority.

Medications will be stored in a locked kitchen cabinet or the refrigerator, both of which are inaccessible to the children.

A large, complete **first aid** kit is kept on the premises at all times for the treatment of minor injuries. Scratches, abrasions etc., will be cleaned and bandaged if the situation warrants. If a child has a headache, cold etc., and they wish to lie down for a while they may do so.

In the case of a potentially **communicable disease**, the child will be immediately isolated from the other children and the parents will be notified and asked to pick up the sick child.

In the event of a **serious medical emergency** such as severe bleeding, fractures, convulsions etc., the child will be treated with first aid procedures by a qualified member of the staff while another staff member calls medic one. The child’s parents/guardians will then be notified. If the parents/guardians cannot be reached, the person listed in the child’s records as “next to be contacted in case of emergency” will be notified.

If the situation requires transporting the child to the hospital, your **signed emergency medical care authorization form** will be taken to the hospital by the staff member accompanying the child. We will call 911 and transport the child by ambulance or emergency aid vehicle to **St. Peter’s Hospital** (no more than 15 minutes away). All cost of hospital treatment and transportation which may be incurred are the responsibility of the parents/guardians.

An on call nurse is available for phone consultation at all times. Full time staff members are First Aid and CPR trained. All staff are HIV/AIDS trained.

ILLNESS

Lakeview Day Care Center is not specifically approved for the care of ill children. Children with any of the following symptoms are **not permitted to remain in our care**:

1) Fever of 100 degrees F. (under arm) or higher if accompanied by one or more of the following:

Diarrhea	Sore Throat
Rash	Signs of irritability or confusion

- 2) Vomiting on 2 or more occasions within the last 24 hours.
- 3) Diarrhea - 3 or more watery stools with a 24 hour period or 1 bloody stool
- 4) Draining rash
- 5) Eye discharge or pinkeye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection or after 24 hours on antibiotic treatment
- 6) Chronic fatigue that prevents participation in regular activities.
- 7) Open or oozing sores. Unless properly covered, or 24 hours has passed since starting antibiotic treatment.
- 8) Lice or scabies
- 9) Any child clearly in discomfort for unidentified causes (earaches etc.)
- 10) Any child diagnosed with a communicable disease until such time a physician's note is provided indicating the child may return to care.

Parents will be contacted to **take ill children home** under the above circumstances. Until a parent arrives, ill children will be cared for separately from the other children to prevent infecting others.

DIAPERING AND TOILET TRAINING

Scheduled diaper and pull up changing times are 8:30am, 10:30am, before nap, after nap and 4:00pm. Diapers are also changed as needed. Children who are toilet training are encouraged to sit on the toilet at changing time. Between changing times they are given hourly reminders and opportunity to use the toilet.

Toilet training is a major event for a child and requires a joint effort between parents/guardians and Lakeview staff to ensure the child's success. Staff keep a written record of toilet training progress and will share this information with parents/guardians. During toilet training periods we ask that children wear pull ups rather than diapers and that they bring an extra change of clothing in case of accidents.

FOOD FROM HOME

Health Department regulations **do not permit homemade foods** to be brought to school for sharing with other children. If your child wishes to celebrate a birthday at the center please help us obey this regulation by bringing store bought cake, cupcakes or cookies.

BABYSITTING

Because of the conflict of interest, Lakeview **staff are not permitted to babysit** for children enrolled in the day care center. An **exception** to this rule is “Parents Night Out” which is conducted at the center from time to time. Lakeview Day Care staff are allowed to use the facility on Friday nights for group babysitting providing that at least 2 staff members are present at all times and that child/teacher ratios are observed. Any payment for this service is to be directly between parent and staff. Lakeview Day Care is not a party to babysitting arrangements made and will not receive checks or other payments for that purpose.

FIELD TRIPS

From time to time staff may arrange field trips for the children. Transportation will be by YMCA or Lakeview Day Care bus or via public transportation.

Upcoming field trips will be posted in the day care reception area several days in advance and a written notice will be placed in your child’s cubby. It is parent’s responsibility to **inform day care staff if a child is not to be included in that particular field trip.** Unless you have informed them otherwise, the staff will include your child in the planned field trip.

OUTDOOR PLAY

Washington Administrative Code (WAC) for child day care centers requires that children in our care be given the opportunity to play outside every day.

We want your children to have the outside play they need and enjoy. The ability to run, climb, use outside voices and get a healthy helping of fresh air are important to development.

Unless it is raining, snowing or very cold, we take the children out twice a day to give them the benefits of fresh air and exercise. Length of outside play time is at the discretion of the staff and depending on temperatures (even a few minutes of fresh air is beneficial). Toddler buggy rides are given once a day (blankets will be used if necessary).

Please be sure to bring a warm jacket or coat for your child. Gloves and hats are also advisable. Be sure to label them with your child’s name for easy identification. If your child is in need of a winter jacket please contact the center director to make arrangements for a donated jacket.

PESTICIDES

Spraying of pesticides is typically scheduled for Friday evening or Saturday morning so that 48 hours may elapse before day care resumes on Monday morning. In the event that spraying has to be scheduled on a week day we will give 48 hours written notice.

ANIMALS

Lakeview Day Care keeps a small aquarium tank for fish and frogs. We do not keep caged animals. The owners have dogs which are not allowed in the day care building or play ground but do interact with the children through the fence. The owners also have cats which occasionally enter the day care yard but typically run away if approached by the children. When the children go on a field trip to the owners' garden they may encounter the dogs and cats from time to time. The children are guided in the correct way to pet the animals if they show interest.

We sometimes go on field trips where the children may observe, pet or feed other animals such as goats, sheep and rabbits. Children are encouraged to interact with the animals but we will respect their wishes not to do so.

DISASTER PLAN

Lakeview Day Care maintains a disaster supply kit containing the following items:

Radio and extra batteries

Flashlights and extra batteries

Crow/pry bar

Pliers

Wrench

Plastic garbage bags, large (one per child for rain protection)

Disinfectant

Disposable Diapers and wipes

Bleach

Food Supply

Toilet paper

Soap

Water Supply

First Aid Kit

Whistle

Manual Can Opener

Books and games

Family phone list

Damage assessment list

Lakeview Day Care staff will make every effort to protect and reassure your children in the event of disaster. The procedures listed below will be followed to ensure safety in the event of:

FIRE The staff and children will evacuate the building and gather on the field outside the playground behind the day care. Staff members will call role to make sure that all the children in attendance are present and accounted for. This procedure is practiced in a monthly fire drill.

911 will be called from the day care phone if possible or from the director's residence next door or from staff member cell phones.

Parents/guardians will be notified by telephone, if necessary, and asked to pick up children as soon as possible. Until the children are picked up they will stay on the field or at the director's residence next to the center.

EARTHQUAKE During any ground movement staff and children will drop under a desk or table or take shelter in a doorway. They will hold onto the item they are under and if it moves they will move with it. They will try to stay away from windows, bookcases, file cabinets and other objects that could fall.

If they are outside they will move away from the building to protect themselves from falling glass, bricks, etc.

If in a vehicle, they will immediately pull over to the side of the road and stop. They will avoid overpasses, power lines and other hazards.

Immediately following ground motion we will:

1. Account for all personnel, children and visitors in the facility
2. Check for injuries
3. Check evacuation routes for safety
4. Check utilities for damage
5. Inspect the entire facility. If there is major damage, we will evacuate the building to the field outside the playground behind the center taking emergency supplies with us.
6. Listen to radio Emergency Alert System
7. Give instructions and reassurance to children
8. Remain with children until parents/guardians arrive

ICE AND SNOW STORMS Lakeview Day Care will make every effort to remain open for business after a winter storm. However, if staff members cannot get to work because the roads are not safe or passable, we will not be able to accept children into care. If conditions improve later in the day we will make every attempt to open the center with a “skeleton” staff if necessary. Typically, although not always, if Thurston County Schools are closed we will also be closed. Please call the center to be sure we are open before leaving home on snowy or icy mornings.

If a winter storm occurs after children are already at the center we will care for them until you are able to pick them up. Please keep in mind that our staff must also manage to make their way home so if you are able to pick up your children earlier than usual our staff will be able to leave earlier too. Please attempt to call the center if you are stranded so that together we can decide on the best action for prolonged care for your children.

EVACUATION OF PREMISES In the event of a catastrophe that requires the total evacuation of the child care center, the adjacent residence and the surrounding property, the children will be taken by Lakeview Day Care bus to the new Lacey Fire Department Facility located at 1231 Franz Street SE (between Lacey Blvd and Pacific) Phone # 491-2410.

After reading our POLICIES AND PROCEDURES MANUAL please complete the following statement and return *this page only* to Lakeview Day Care to be kept in your child's file.

I have read and understand the Policies and Procedures for Lake View Day Care

_____ Parent/Guardian

_____ dated

_____ Child(ren)