

# Lakeview Childcare Handbook 2011-12



ON-SITE AT LAKEVIEW  
ELEMENTARY SCHOOL

CHILDCARE CLASSROOM 253-804-5151  
MAIN OFFICE 253-939-0488

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# **WELCOME TO LAKEVIEW ELEMENTARY CHILD CARE**

The following information has been prepared to answer some of the questions you may have about placing your child in our care. Our program is operated in cooperation with the Auburn School District. As such, we are guests of the Auburn School District and Lakeview Elementary and abide by their rules and regulations. School District policy prohibits tobacco use on all District property, both indoors and outdoors. We are open for your visitation and inspection at any time. You may call the Director, James Richey at 253-939-0488x101, with questions and concerns.

We meet in a portable classroom behind the main building at Lakeview Elementary School for a recreational childcare program of arts and crafts, sports, character lessons, games, movies and fun with friends. The childcare program is open to any Lakeview student, K-5th grade, regardless of race, creed or color.

## **HOURS - DAYS - HOLIDAYS:**

The program is open from 6:00 AM - 6:00 PM, Monday through Friday. Care will be available extended hours on parent/teacher conference days and other incidental early dismissal days. We will be closed when the schools are closed because of inclement weather (either early dismissal or non school days). We are closed for holidays such as Labor Day, Thanksgiving Day and the day following, Christmas, Winter and Spring Breaks, and Memorial Day.

## **DAILY ADMISSION:**

For your child's safety, please walk your child into the classroom. We cannot be responsible for your child until you have checked him or her in with our staff person. The child is not to be dropped off in the parking lot or left unattended. The adult dropping off/picking up the child must sign in/out. The clipboard to do so is located on the desk immediately inside the classroom door. State licensing law requires a full signature by an adult.

### **CHILD'S RECORDS:**

Registration and emergency information forms must be completed before the child begins care. All children must be current on immunizations before being admitted. ALL INDIVIDUALS authorized to pick up the child from childcare MUST be listed on the child's records. Unauthorized individuals will not be permitted to have any contact with the child, so pre-arrangement must be made with the parent. If you want your child released to attend sports practice at Lakeview after school, please provide our staff with written, dated and signed instructions.

### **MEDICATION:**

The childcare staff is happy to administer medications to children with the written consent and direction of the parent. Prescription medications will be given only as specified on the prescription label, unless other written instructions are received from the physician. Non-prescription medications will be given with written consent of the parent only at the dose, duration, and method of administration specified on the manufacturer's label for the age of the child. Please do not ask your child to be responsible for taking his or her own medication.

### **FEES - TUITION:**

All fees must be paid in advance, on the 1st and 15th of each month. A registration fee and refundable security deposit must be paid at the time of enrollment. The deposit will be applied to any remaining fees due after your child's last day of attendance. Any remaining balance will be refunded within three weeks of your child's last day.

Parents will arrange a schedule with the Director upon enrollment and will pay in advance for that schedule until they notify the director of any changes. Please see the following rate schedule which shows monthly fees for each month of the school year. **You will not receive a bill unless your child has used overtime care.**

Changes in schedule must be given to the staff **in writing** and must be requested before the first day of the month in which the change is to take place. The regularly agreed upon fee is paid to hold a child's place, regardless of whether the child is present or absent. Any extra hours/days are billed at the end of the month.

A limited number of drop-in children will be accepted with a minimum of 2 hours per visit. A child is considered to be drop-in until a regular, consistent schedule is set up for at least a month. Registration forms must be completed, registration (non-refundable) and a deposit paid prior to a child's attendance.

**ACCIDENTS AND FIRST AID:**

All of our staff have current First Aid, CPR, and HIV/AIDS training and are prepared to deal with minor accidents. In the case of serious accidents, the local Fire Department will be called. The staff knows how to contact the parent or their designated alternate and have the parent's written permission to obtain emergency medical help. Emergency telephone numbers are posted near the telephone at all times. If a child becomes ill, the parent is called and the child is watched closely while she/he rests until the parent arrives.

**DAILY SCHEDULE:**

Please make yourself familiar with your child's routine through the day. A schedule, along with weekly themes and daily highlights, is posted on the parent bulletin board near the outside door.

**MEALS - SNACKS:**

Children will participate in the school district breakfast program each morning. An afternoon snack will be served at 3:45. Please see monthly menu posted in the classroom.

**FINDERS FEE:**

It is very important that parents **notify us by 3:00 PM if their child will not be returning** to childcare after school as they normally do. Staff must do a telephone search for any child who does not arrive as scheduled. Please let staff know, in writing, or by leaving a message on our machine at 253-804-5151 if your child will not return after school. **Failure to do so will result in a \$5.00 Finders Fee** being added to your account each time we do a phone search for your child.

**TRANSITIONS –TO/FROM SCHOOL:**

Kindergarteners are escorted to and from their classroom by child care staff. Older children are matched with a buddy if they feel that they want help to and from their classroom. Child care and school staff monitors their departure and return carefully.

**CHILD ABUSE REPORTING:**

Out of concern for every child's safety and well-being and as required by state law, we will report any cases of suspected child abuse to Children's Protective Services.

**LVCC'S MISSION STATEMENT:**

To meet the needs of local families by providing an affirming character building model of affordable, accessible before and after school care in a fun, safe, and educational atmosphere.

**INTRODUCTION**

Camp Berachah Ministries was established in 1960 when a group of Christians first moved on the grounds and began an outreach ministry. In 1976, the property was rescued from commercial development and purchased by

the Philadelphia Church of Seattle. The organization continues today to encompass a vision of ministry given to many people over the years believing that God ordained these grounds as “holy and set aside for a refuge for His people.” In June of 1990, Camp Berachah Ministries, a non-profit corporation, was formed and took over operation, and in 1999 completed the purchase of the land and buildings to bring the ministry and real estate into a single organization.

Camp Berachah Ministries offers a variety of different programs for kids of all ages and with various needs. With the ever changing needs of our society, Camp Berachah Ministries decided in March of 2001 to implement the Berachah Club program to better reach the community for and to meet the needs of families today. This program is designed to assist working parents during the school year with recreational and educational care for their children. In the fall of 2007 we took over the Lakeview Child Care Center to expand our service to our community.

LVCC is a state licensed childcare facility specifically designed for children in kindergarten through fifth grade. Our schedule follows Auburn School District calendar.

### LVCC COMMITMENT

Each and every child is precious to us. It is our desire to partner with each family to encourage optimal growth and development for each child. Your family and your child are unique; therefore, we focus on individual progress, development, and satisfaction while providing a nurturing environment. We select and train staff members who are dedicated to the care and support of your child.

We believe each child is important. Many lessons and activities will include character traits that will promote unity, honesty, and integrity. In every situation your child’s freedom will be respected.

Your child’s safety is our concern. We will maintain a safe, comfortable and supportive environment for your child. You are welcome to visit with the LVCC Director or on site coordinator regarding any concerns you may have about your child or the program.

### LVCC DESCRIPTION

LVCC begins every weekday at 6:00 a.m. and ends at 6:00 p.m.

Our staff is carefully selected and trained to work with elementary age children. Each is expected to model high moral values and integrity. They interact with the student through curriculum, games, music, and stories.

The variety of activities we offer includes recreation, games, crafts, homework club, and “free time” to pursue personal interests. Some activities are conducted in small groups to encourage participation and closer interaction. Others take place within large groups to establish group identity and promote excitement.

The unique school setting allows us to use the covered play area and all of their outdoor recreation equipment.

Since we are a state licensed day care facility, we follow nutritional guidelines in snacks. Every afternoon all of the students receive a healthy snack (fruit, crackers and cheese, granola bars, yogurt) and juice or milk. Water is always readily available. Once a week we serve a sweet snack, such as a cookies.

Periodically we take students on field trips. These are planned with your child’s enjoyment in mind on days when there is a half-day or no school. You will be notified for the trip on these days. We ask that you provide a sack lunch for your child unless otherwise noted. There may be an additional fee for some field trips.

## TYPICAL ACTIVITY SCHEDULE

AM Schedule		PM Schedule	
<b>6:00 am</b>	Open	<b>3:40 pm</b>	School is out, Lakeview is open
<b>6:00 am</b>	Quiet activities ( books, coloring, etc.)	<b>3:50 pm</b>	Snack time & homework
<b>7:00 am</b>	Special; Arts and crafts, science & more!	<b>4:30 pm</b>	Game time (outside if possible)
<b>8:45 am</b>	School breakfast	<b>5:00 pm</b>	Special activity time
<b>9:00 am</b>	1 <sup>st</sup> -5 <sup>th</sup> graders off to school	<b>6:00 pm</b>	LVCC closes
<b>9:50 am</b>	Kindergarteners head to school		

## REGISTRATION AND ENROLLMENT

All children, PM kindergarten through fifth grade, are welcome to attend LVCC regardless of gender, race, color, national origin, religion, or the presence of any sensory, mental, or physical handicap.

Completed registration forms and a \$50 non-refundable application fee will secure a spot in LVCC for your child. You may register at any time. Since space is limited, you may be placed on a waiting list until a spot is available. In the spring, registration for the next school year begins for students currently enrolled in LVCC. Registration will open to new LVCC students starting in May. Do not delay in re-enrolling your child.

To provide the best care for your child we must have complete information on all enrollment forms. These forms include a Parent Agreement, Enrollment Form, Field Trip/Travel Authorization Form, Swimming Pool Authorization Form, Emergency Medical Consent Form, a Physical/Health Assessment Form, Pesticide Policy, Disaster Plan and a Record of Immunization. Please keep this information current throughout the year. If changes occur we will be glad to help you update these forms.

## ATTENDANCE OPTIONS

The morning program is available from 6:00 a.m. until the school day begins. The afternoon schedule runs from school dismissal until 6:00 p.m.

**REGISTRATION:** \$50.00 (1 child), 90.00 (2 children, same family), 125.00 (3)  
(non-refundable)

**LATE PAYMENT:** \$25.00 - tuition received after the 5<sup>th</sup> and 20<sup>th</sup> if paying 2 times a month

**Full Time Options:**

Before and After School Care      5 Days per week      \$409 (December \$245)

**Part Time Options:**

Before or After School Care      5 Days per week      \$309 (December \$188)

Before AND After School Care      3 Days per week      \$369 (December \$222)

Before or After School Care      3 Days per week      \$269 (December \$165)

**Occasional Care Options (subject to availability):\***

Before or After School Care      \$20 per day

Before AND After School Care      \$40 per day

Full Day Care      \$65 per day

\*Occasional care requires prior registration and is subject to availability

A ten (10%) discount will be given on tuition for the second child in the family enrolled.

**LATE PICK UP FEES**

A late will be charged for any child picked up after closing time (6:00 p.m.) of \$1.00 per minute per child and must be paid at the time of pick-up to the teacher waiting with your child. Please call if you are going to be late so that we can assure your children of your safety and imminent arrival.

**LVCC ATTENDANCE**

We are prepared to care for your child each scheduled day of LVCC. If your child will be absent for any reason (appointment, vacation, lesson, etc.), please notify the LVCC Director by 3 **p.m.** If your child is sick or someone else is going to provide transportation to or from school, please let us know. We need your **written permission** to release your child to someone you have not already given consent to on your enrollment form. Lakeview fees are not pro-rated for absences.

**LVCC WITHDRAWAL**

Please submit a written two week notice if you choose to withdraw from LVCC. Your final month's payment will be calculated on a pro-rated basis if two weeks notice has been given.

**SIGN IN AND SIGN OUT**

We will anticipate that your child will attend as noted by the schedule on your enrollment form. If there is a significant long-term change we will gladly alter your schedule for you. If there is an occasional deviation let us know and we will work with you to make your child's schedule as smooth as possible. Please let us know about ANY changes. We encourage you to phone the camp office and leave a message or talk to the director in person.

If you bring your child to LVCC in the morning, you must sign in your child on the Parent Notebook provided with your **full legal signature, date and time.**

We will only allow your child to leave with those for whom you have given permission on the enrollment form or in some other written correspondence. If your child is leaving with someone other than you or another parent/guardian, that person will be asked to validate their identity by showing their driver's license or another valid form of identification. This precaution is for your child's safety and security while attending LVCC.

## DAYS OF OPERATION

The LVCC program follows the Auburn School District schedule. We begin on and end based on the school year calendar on for Auburn (this may change due to unexpected closures).

LVCC will be closed for the following holidays:

- |                   |                    |                    |          |
|-------------------|--------------------|--------------------|----------|
| • Labor Day       | September          | • Presidents' Week | February |
| • Thanksgiving    | November           | • Spring Vacation  | April    |
| • Winter Vacation | December – January | • Memorial Day     | May      |

LVCC will be in full operation on weekdays that the Auburn School Districts have scheduled as workshop days and some holidays. Usually, we will arrange field trips to coincide with these days.

The following are examples of school days we will remain open.

- |                           |                              |
|---------------------------|------------------------------|
| • Teachers' Workshop Day  | • Martin Luther King Jr. Day |
| • Veterans Day (observed) | • Potential Snow Make up Day |

During school half-days, LVCC provides an early pick-up service and extended programs hours. Each year the school schedules for half-days will be posted.

For both half and full days we ask that you provide a nutritious sack lunch to include:

- |   |                                  |
|---|----------------------------------|
| -meat or alternate  | -vegetable and/or fruit          |
| -whole grain and/or enriched bread/cereal/pasta                               | -dairy (cheese, milk, or yogurt) |
| -cold pack or frozen box of juice to keep cold foods cold and safe for eating |                                  |
| -Please don't send soda pop as a beverage.                                    |                                  |

## UNSCHEDULED SCHOOL CLOSINGS

When the school closes unexpectedly, LVCC programs will continue as long as we can safely care for your child.

When school is canceled due to weather or natural disaster, we will remain open as long as we have adequate staff, heat, electricity, and a secure environment. If we are lacking in any of these necessities, we will make every reasonable effort to contact you to inform you of our closure. We will follow the Auburn School District closures for weather. When school is cancelled due to weather or natural disaster, you may take your child over to Camp Berachah for childcare at a cost of \$15.

If school is opened late or closed early, we will continue to care for your child until we can transfer them to school or until you can pick them up from LVCC.

## HOMEWORK POLICY

LVCC encourages children to complete their homework after school. We have time set aside each day for your child to work on their homework. If you have any other requests regarding homework, please let the On-Site Coordinator know so a solution can be reached.

## REQUIRED REPORTING STANDARDS

If any LVCC staff member suspects child abuse, neglect, or exploitation, we must immediately report it to Child Protective Services (according to the Washington Administrative Code 388.150.480). We will make a report if we suspect injuries or bruises are not accidental and if we see signs of emotional abuse, sexual abuse or physical neglect. Child Protective Services has the right to interview any child and/or staff member in LVCC and look through any of our files (according to Chapter 26.44 of the Revised Code of Washington). We will be charged

with a gross misdemeanor if we do not report a suspected case of child abuse. We are not required to inform parents or guardians of such a report unless specifically instructed by Child Protective Services.

We will also make every effort to prevent your child from leaving LVCC with you, a guardian, or authorized person who appears to be under the influence of alcohol or drugs or is extremely sick. We have a legal and moral obligation to retain your child if we feel that releasing him or her would be dangerous in any way. Should this situation arise, we will call an emergency contact person on your enrollment form or a cab. If the person attempting to pick up your child persists, we will call the police and Child Protective Services.

## PERSONAL PROPERTY

We encourage sharing and will help your child safeguard toys by encouraging safe and appropriate play. If personal property is accidentally damaged through the course of normal play and activities, LVCC will not be held responsible. We discourage the bringing of toys to LVCC. If they are brought, we encourage the children to keep them in their backpacks. Specifically, **electronic items are not allowed at LVCC**. We understand your need to reach your child at any time, which is why we have a phone line dedicated for LVCC. If for some reason you cannot get through on those phones, you may call the office and they will contact the director. If your child has a cell phone, he/she will be asked to keep it in his/her backpack, silenced at all times. If damage occurs due to inappropriate action by another child, we will inform the parents of all children involved.

## STANDARDS OF GUIDANCE AND DISCIPLINE

A goal of LVCC and LVCC staff is to provide a safe and supportive environment in which your child can grow and develop. We employ two types of discipline or guidance techniques, indirect and direct.

Indirect guidance is low-key and subtle, but gives specific direction. For instance, we will preview upcoming activities and changes, “You have five more minutes to play and then it is time to clean up”. We give plenty of options so children can make personal choices such as, “You may paint or read in a quiet place”. A regular routine is maintained so children know what to expect. We make every effort to be consistent in schedule, language, and expectations to minimize confusion and establish a safe and trustworthy environment.

Direct guidance is affirmative in approach, is very specific, and may be corrective in nature. Our staff learns to express direction using positive phrases instead of negative phrases. (For example, “Please walk inside the building,” instead of, “Don’t run”.) In addition to using appropriate vocabulary that children understand, we will do our best to get at their level, make eye contact, speak quietly, and ask the child to repeat the directions.

LVCC has four basic rules:

- Respect each other – follow the Golden Rule.
- Respect equipment and property – use things properly.
- Respect leaders – pay attention and follow directions.
- Respect yourself – be safe.

LVCC does not employ any of the following forms of discipline: hitting, spanking, shaking, scolding, shaming, labeling, or any other negative reaction to a child’s behavior. All forms of physical punishment are strictly forbidden.

We seek to address difficult situations in a direct manner. We try to present the solution in a way that allows the child a choice, “You can choose a quiet activity, or I can choose one for you.” If the child chooses a quiet activity, we call these times of quiet space cools. Cools are non-punitive, controlled by the child, established before the child loses control, respectful of the child’s needs, not necessarily obvious to the entire group, not followed by punishment, and not for a specific amount of time.

If a child is unable to demonstrate self-control, a brief time-out may be prescribed. Time-out occurs only when other measures fail. The teacher will explain to the child why the time-out was given and allow the child to think

about his or her behavior before returning to the group. If a child is unable to regain self-control and requires more individual attention than can be given due to staff/child ratios, we will contact the parent or guardian to arrange a meeting. Together we will determine a strategy to pursue if the difficulty continues. If the problem persists and our methods are ineffective, we will seek other solutions. If we are unable to reach a resolution and other children are negatively affected, we may resort to temporary suspension. Repeated, uncontrollable, or unsafe behavior can lead to permanent discontinuation of LVCC participation. Certain behavior (i.e. punching another child or other inappropriate physical contact with other children or adults) may result in immediate suspension from LVCC.

**Your tuition covers normal wear and tear on equipment and facilities.  
Parents will be held financially responsible for any damage done by their  
child.**

## PARENT PARTICIPATION

Parents are allowed free access and are a very important part of our program. We know that your schedule is extremely busy. Since your child is in LVCC, we feel that you and your family are a part of the greater LVCC family. Therefore, if you have specific needs, please let us know. We encourage you to get as involved as your time permits. Our needs will be posted on the LVCC bulletin boards. Some of the ways you may want to be involved are:

- Contribute to topics children are currently exploring (fossils from home, books, or stamp collecting).
- Contribute your time and skills to special projects such as art, music, dance, cooking, sewing, weaving, or woodworking.
- Help with holiday celebrations.
- Participate on a field trip.
- Be a materials maker for special projects.
- Attend a LVCC Open House

Because of licensing regulations, parents are only allowed unsupervised interaction with their child(ren) and not with any other students and/or classes.

Please let us know if you are interested in any of these opportunities to become more involved. We definitely want you to feel we are investing in you and we welcome your investments in us.

## CONCLUSION

**Thank you** for choosing the LVCC Program to serve you and your child(ren). We feel it is a privilege to care for these little ones. We will do our best to serve you and your family. We will so do it in Christ's name to honor Him.

**In the pages that follow, you will find a health care policy that is from Washington State's required guidelines for childcare facilities.**

## **LVCC'S HEALTHCARE POLICY**

### **Emergency Telephone Numbers:**

Medical/Fire: 911  
Police: 911  
Washington Poison Prevention Center: 800-222-1222

### **Hospitals Used for Emergencies**

Name	Auburn Regional Medical Center	Name	Valley Medical Center
Address	202 N. Division, Auburn	Address	400 S. 43 <sup>rd</sup> , Renton
Phone #	253-833-7711	Phone #	425-228-3450

### **Emergency Procedures:**

#### Minor Injuries:

1. Staff trained in first aid will take appropriate steps and refer to their manual as needed.
2. Staff will record the incident in the incident report binder located in LVCC.
3. When the parent arrives, they will be apprised of the situation and sign the incident report form. They will then receive a copy of the form.

#### Life-Threatening Emergencies:

1. Staff calls 911
2. Staff provides first aid as needed (according to the first aid manual).
3. Staff stays with the injured/ill child, including transport to a hospital, until a parent arrives.
4. Staff records incident
5. Director or Supervisor to call Licensor, CPS, and DSHS

Serious injury/hospitalization will be reported to the Office of Child Care policy.

### **Medication Management**

1. Medication will only be given with prior **written** consent (Form provided) of the child's parent/legal guardian, and signed by a physician.
2. All medication must be in the original container labeled with the following: Child's full name, name of medication, dosage, frequency, and duration. Please send only a weeks' supply at a time.
3. Prescription medication must have the original pharmacist label. Non-prescription medications must have the manufacturer's original label.
4. "As-needed" medication may be given only when the health professional lists specific parameters, such as "give one tablet every four hours".
5. Internal and external medications are stored in the LVCC lock box.
6. Refrigerated medication will be stored in the LVCC refrigerator in a designated medication box.
7. All medications will be stored:
  - Inaccessible to children
  - Separate from staff or household medication
  - Protected from contaminants
  - Under proper temperature
8. Unused medication will be returned to parents or flushed down the commode.
9. Records of all medication will be maintained in the LVCC files of the child that the medication is for (name of medication dose, amount, and time given).
10. Staff giving medication to a child will sign the record with their full signature.

## Procedures for excluding ill children from regular child care

Children with any of the following symptoms will not be permitted to remain in care at centers with programs not specifically approved for the care of ill children:

1. Fever of 100 degrees period
2. Vomiting.
3. Diarrhea.
4. Unidentified rash.
5. Eye discharge or pinkeye. Children can be readmitted after:
  - Medical diagnosis to rule out bacterial, or viral infection
  - 24 hours on antibiotic treatment
6. Fatigue that prevents participation in regular activities.
7. Open/oozing sores, unless properly covered, or 24 hours has passes since starting antibiotic treatment.
8. Lice (no live lice or nits) and scabies.

## Communicable Disease Reporting

Local Health Dept will be our resource on communicable disease. We will call the local Health Department for information when a child or staff member has contracted any of these illnesses:

- Acquired Immune Deficiency Syndrome (AIDS)
- Animal Bites
- Botulism (foodborne, wound, infant)
- Brucellosis
- Campylobacteriosis (Campy)
- Chancroid
- Chlamydia Trachomatis
- Cholera
- Cryptosporidiosis
- Cyclosporiasis
- Diphtheria
- E. Coli0157:H7
- Encephallitis, viral
- Giardiasis
- Gonorrhea
- Granuloma Inguinale
- Hantavirus Pulmonary Syndrome
- Hemolytic Uremic Syndrome
- Hemophilus Influenza Type B (HB)
- Hepatitis A-Acute
- Hepatitis B-Acute, chronic
- Hepatitis C-acute and chronic
- Hepatitis, unspecified (infectious)
- HIV infection
- Immunization reactions, severe, adverse
- Kawasaki Syndrome
- Legionellosis
- Leptospirosis
- Listeriosis
- Lyme disease
- Lymphogranuloma venereum
- Malaria
- Meningitis
- Meningoccal Disease
- Mumps
- Paralytic shellfish poisoning
- Pertussis
- Plague
- Pollomyellitis (Polio)
- Psittacosis
- Q Fever
- Rabies
- Rabies Post-exposure prophylaxis
- Relapsing fever (borrallosis)
- Reyes Syndrome
- Rheumatic Fever
- Rubella, including congenital
- Rubeola (10 day measles)
- Salmonellosis
- Shigellosis
- Streptococcus Group A, invasive disease
- Suspected Bioterrorism including anthrax and Smallpox
- Suspected Foodborne Origin (clusters only)
- Suspected waterborne origin (clusters only)
- Syphilis (including congenital)
- Tetanus
- Trichinosis
- Tuberculosis
- Tetanus
- Tuberculosis (TB)
- Typhoid Fever
- Tularemia
- Typhus
- Vibriosis
- Whooping Cough
- Yellow Fever
- Yersiniosis

## **First Aid**

When children are in our care, staff with current training in Cardio-Pulmonary Resuscitation (CPR) and First Aid is always available. Training documentation is kept in the staff files.

Our first aid kits contain First Aid Guide, Band-Aids (different sizes), cotton balls, sterile gauze pads, roller bandages, adhesive tape, small scissors, large triangular bandage, tweezers, syrup of ipecac (only used after calling Poison Control).

Our first aid kit is kept on top of the cabinet by the restroom.

A fully stocked first aid kit will be taken on all field trips and kept in each vehicle to transport children.

## **Health Records**

Health Records should include: identifying information about a child, health history, date of last physical exam, allergies, special considerations, immunization records, consents for emergency care, authorization to take the child out of the facility to obtain emergency health care, permission to transport the child, etc. Records should be kept for at least a year after the child withdraws from the program.

Note that forms are updated yearly for children over 2 years of age.

## **Infection Control, Disinfecting and Laundering**

General Practices:

1. Staff will wash hands at the appropriate times.
2. Staff will disinfect all surfaces that can spread diseases.
3. Staff will always rinse to remove residue left behind, if using items such as Lysol and Pineal (Phenols) or ammonia compounds as disinfectants. Bleach and water (generally at a concentration of ¼ cup to a gallon of water) does not require rinsing.
4. Spray bottles of bleach and water used for disinfecting will be prepared daily, dated, and the unused contents discarded at the end of the day. Toys will be disinfected daily or when obviously dirty. Cloth toys will be washed in the washing machines or automatic dishwasher (for dishwasher-safe-toys at a temperature of 140° F or more or ¼ cup of bleach added to the wash load).
5. Toys that cannot be washed in the washing machine will be hand washed in warm soapy water, rinsed and dipped into a disinfectant solution for one minute and allowed to air-dry. Toilets will be cleaned twice a day after each session.
6. General cleaning of the entire center will be done twice a day following each session by the staff on duty. Furniture, rugs, and carpeting will be vacuumed daily in all areas. Steam cleaning is scheduled quarterly in all areas or as needed.
7. We avoid using powder or chemical cleaners, which leave residues that can be harmful to children.

## **Hand washing**

1. Staff and volunteers must wash their hands with soap and warm water:
  - (1) When arriving at work;
  - (2) After toileting a child;
  - (3) Before, during (may use wet wipe) and after diapering a child;
  - (4) After personal toileting;
  - (5) After attending to an ill child;
  - (6) Before and after preparing, serving, or eating food;
  - (7) Before and after giving medication;
  - (8) After handling, feeding or cleaning up after animals;
  - (9) After handling bodily fluids;
  - (10) After smoking;
  - (11) After being outdoors or involved in outdoor play; and
  - (12) As needed.
2. Children will be directed or helped with hand washing
  - Upon arrival at the child care center

- Before meals or cooking activities
  - After toileting
  - After outdoor play
  - After coming into contact with body fluids
3. Soap, warm water, and individual towels are available for staff and children.
  4. Washing hands includes
    - From start to finish at least 20 seconds
    - Wet hands and apply a liberal amount of soap
    - Rub hands in a winding motion from wrists to fingertips for a period of not less than 10 seconds
    - Rinse hands thoroughly
    - Dry hands, using an individual towel
    - Use hand-drying towel to turn off water faucets

### **Preventing infections when contacting body fluids & HIV/Aids**

People with HIV/Aids can spread disease, but even healthy people can spread infection of other diseases through direct contact with body fluids in non-HIV/Aids individuals. Body fluids include blood, urine, stool (feces), drool (salvia), vomit, drainage from sores/rashes (pus), etc. The assumption that our staff makes is that when anyone has been in contact with body fluids, or is at risk for being in contact with body fluids that there is a possibility for transmission of disease, so the following precautions will be taken:

1. Any open cuts or sores on children or staff will be kept covered. Depending on the type of wound a covering may be a bandage or clothing; staff may wear non-latex gloves.
2. Whenever a child or staff comes into contact with any body fluids the area will be washed immediately with soap and warm water and dried with paper towels.
3. **All surfaces in contact with body fluids will be cleaned immediately and disinfected with an agent such as bleach in the concentration listed above.**
3. Used non-latex gloves and cleaning material used to wipe up body fluids will be put in a plastic bag, closed with a tie, and placed in a covered waste container.
4. Any brushes, brooms, dustpans, mops, etc. used to clean-up body fluids will be soaked in a disinfecting solution, and rinsed thoroughly.
5. Cloth items or mops, after soaking, should be washed with hot water in a washing machine.
6. All items are hung off the floor or ground to dry.
7. Equipment used for cleaning is stored safely and out of the children's reach Children's clothes soiled with body fluids will be put into a closed plastic bag and sent home with the child's parent. A change of clothing will be available for children in care.
8. All clothing soiled with body fluids will be changed as soon as possible.
9. Staff members in regular contact with body fluids are provided with an apron to protect street clothing.
10. All soiled laundry will be kept safely out of reach of children.
11. Hands are always washed after handling soiled laundry.

### **Food Service**

1. Foods brought from home will be labeled with the date and child's name, checked upon arrival at the center, and refrigerated as necessary.
2. Eating surfaces will be cleaned before and after use by LVCC staff.
3. Hot food will be held at a temperature of 140 degrees F or above until served.
8. Food requiring refrigeration will be stored at a temperature of 41 degrees or less.
9. A metal stem thermometer will be used to test the temperature of foods as indicated above and to ensure foods are served to children at a safe temperature.
10. All refrigerators/freezers will have thermometers placed in the warmest section.

## **Nutrition**

Our center provides an afternoon snack (fruit, crackers and cheese, granola bars, yogurt) and juice or milk. Water is always available. All food is prepared by the Camp Berachah staff at the main campus to exceed state licensing requirements for serving food and or is individually package by the manufacturer.

Parents provide the following meals: sack lunches on school closure/full day LVCC.

Our center abides by the following standards in regard to our snacks and meals:

1. All snack/meal menus will be prepared one week in advance and posted.
2. Menus list specific types of meats, fruits vegetables, juices, etc.
3. A record of foods served will be kept on file for at least six months.
4. Food allergies will be posted where staff can readily see the list.
5. Children will be provided food at intervals of 2 to 3 ½ hours apart.
6. Lunches/snacks sent from home will be examined for nutritional contents and supplemented as necessary to ensure that children's dietary needs are met.
7. Meal patterns will be followed as outlined in childcare center rules, WAC 388-150-240.

## **Allergies**

Children with food allergies will have a written list of food that may not be consumed, and if on a special allergy diet a permission form will be needed signed by the child's healthcare provider.

## **Menus**

The snack menu will be posted by the week in our classroom. We will also post a copy of the schools breakfast and lunch menu.

## **Injury Prevention**

1. The center is inspected at least quarterly for safety hazards by the Director or supervisor.
2. Hazards will be reported to our LVCC Director for correction.
3. The accident and illness log will be monitored by the Director to identify accident trends caused by equipment or in areas of the center.

## **Staff Health**

1. (1) Each employee and volunteer must have the results of a one step Mantoux TB skin test prior to starting work.  
(2) New employees and volunteers do not need a TB skin test if they have written proof of:  
(a) A negative Mantoux TB test in the twelve months prior to you hiring them;  
(b) A previously positive Mantoux TB test with documented proof of treatment or a negative chest X ray; or  
(c) Medication therapy to treat TB.  
(3) Your staff and volunteers must be retested for TB when you are notified that any of the staff or volunteers have been exposed to TB. They must comply with the direction of the local health jurisdictions.
2. Staff members who have a communicable disease are expected to remain at home until the period of communicability has passed. Such staff should follow the same procedures listed under procedures to excluding ill children listed above.

## **Supervision and Transition Planning:**

Supervision of LVCC children will be in accordance with our established s policies for counselor ratios, and meet state and county requirements.

1. Staff will be maintained at a ratio of no more than 1:15.
2. Extra staff will be assigned during special activities; such as Lifeguards for swimming, during field trips etc.
3. Children will be supervised at all times. This includes using the playground and during the transition times when moving from the building to playground. Supervision during transition times will include knowing where all the children are and to make sure they are all accounted for. Supervision means within sight or sound, and in direct proximity to the children. At no times are children unsupervised.

### **Child Abuse**

1. Suspected child abuse will be reported to CPS and DSHS
2. Signs of child abuse will be recorded in the child's confidential file.

### LVCC Disaster Plan

Emergency conditions are defined as: loss of electric power, high winds, earthquakes, fire, or a security condition (break in, burglary, or vandalism). During normal work times, notification to the LVCC Director is always the first step. During high winds and known emergencies, extra staff will be brought to LVCC.

Loss of Electric Power – We have flashlights in the building.

High Winds and Storms - Forecast winds in excess of 40 mph will require the center to expect loss of electric power and begin to implement procedures in paragraph "1". Recall of staff will be initiated to at least be available "on call" should conditions require a complete recall.

Earthquakes – Initially the Program Supervisor and or Director will instruct the children to go under the tables, and then the Program Supervisor and or Director will move the children and staff to the primary shelters, keeping them away from windows and keeping close to emergency access.

Fire/Emergency - Anytime fire or a security emergency exists, on duty staff will immediately call 911. Staff will proceed to the area (in the case of fire) to assist in evacuation of the building and stand by for the fire department. The LVCC children and staff will be evacuated to the designated meeting place under the covered play area, away from the roadways and buildings.

During any emergency the highest ranking staff person (Director, Program Supervisor, and then Lead Teacher) will be responsible for directing and accounting for all children. They will remove the sign in and out sheet while evacuating the building; from this they account for all children who are in care that day.

**In the event of an extended disaster, LVCC staff will care for all children for whatever period necessary until parents are available.**

The parents of LVCC will be able to contact our staff through our normal LVCC main phone, in addition they may contact James Richey; Associate Director (BC Director) at 253.569.2953.

**Emergency/Disaster Planning** – Lakeview can experience power outages during high winds, snow, and earthquakes. We have a plan and our staff are trained to respond to any disaster or emergency that might occur, and insure the safety of our LVCC children. There are emergency egress routes posted at both

doors at LVCC. Fire drills are conducted monthly and posted on the bulletin board. All LVCC staff know how to use a fire extinguisher and earthquake drills are conducted quarterly.

1. Initial notification of emergency conditions will be to all management staff through the Duty Manager, who will remain as the on site supervisor until relieved by the Executive Director or Associate Director. Recall of all staff will be done based on the need, severity of the emergency, and estimated time frame of emergency conditions as determined by the on site manager.

2. Extended periods of emergency conditions, power outages, or blocked roads will necessitate additional actions for guests and staff. Providing and monitoring emergency power, lighting, and other needs will depend on the time frame. Additional actions may include delivery of portable lighting. Or possibly, a moving guests and staff to more suitable facilities. Any power outages or blocked roads of over three hours will implement additional procedures and planning by the Director or CEO of CBM.

### **Pesticide Policy for LVCC**

A pesticide is a substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pest. The term pesticide 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 [ $\frac{1}{4}$  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 LVCC**

We with the Auburn School district 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.

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

- Taking out trash daily or more as needed.
- Cleaning trash cans regularly.
- Keeping trashcans 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. AND 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

## **I. Policies and Records**

**\*\*\*If it is necessary to apply pesticides the following policies and procedures will be followed.\*\*\***

We do NOT regularly apply any pesticides to our facility/building. If applied, it is done by staff of the Auburn School district. When applied the following procedures will be adhered to:

### **(A) Notification of Pesticide Policy**

We shall provide written notification annually and upon enrollment to families of children and to employees describing the program's pest control policies and methods, including posting and notification requirements. Our policy will be made available to all families and staff for review annually. A copy will be posted in the director's office, is available by request from the site director, director, and is posted on our website.

### **(B) Record Keeping and Annual Summary/Notification**

We shall keep the records of all pesticide applications to center facilities and landscapes, including a list of active ingredients and copies of Pre-Notification and Notification postings, letters and method of distribution. We shall make the records of all pesticide applications, including an annual summary of the records, readily accessible to interested persons by contacting the director. As required by law, the annual summary will include the product names of all pesticides, active ingredients, quantities of each pesticide, and amount of tank mix applied. The annual summary for the previous year will be made available for review and attached to the pesticide policy.

## **II. Building/Facility Application**

### **(A) Pre-Notification**

We will notify families and staff at least **forty-eight (48) hours** before a building/structural pesticide application. The notification system shall include:

- **A system of notifying each family and staff member in writing** (i.e. a letter sent home or mailed)

AND

- **Posting** of the pre-notification in a prominent place in the main office of the child care center, the front door of the center, and on the door to each classroom.

\*Application to the center must be made within **48 hours** following the intended date and time stated or the pre-notification process must be repeated.

\*The pre-notification requirements do NOT apply if the indoor application is made when the center is NOT occupied by children or staff for at least **two (2)** consecutive days after the application (i.e. Friday evening).

\* The pre-notification requirements do not apply to any **emergency** application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects. When an **emergency** application is made, notification will be done at the time of application and the center will be evacuated and closed to protect children and staff unless area treated can be contained and made inaccessible to children (seek advice from DCCEL licensor).

**“Pre-Notification”** and **“Time of Application Notification”** signs for facility/structure applications of pesticides (including school buses) shall be a minimum size of **eight and one-half by eleven inches (8.5” x 11”)** and shall include the following heading of:

**“Notice: Pesticide Application”**

- The product name of the pesticide to be applied
- The intended date and time of application

- The location to which the pesticide is to be applied
- The pest to be controlled
- The name and phone number of a contact person at the center
- Notification signs shall be printed in colors contrasting to the background

**B) Time of Application Notification (Facility/Structure)**

“Pre-Notification” signs must be updated if application differs from intended application with regard to product used, date or time applied, location pesticide applied, pest controlled, name or phone number of contact person. “Time of Application Notification” signs shall remain in place for at least **twenty-four (24) hours** from the time the application is completed. In the event the pesticide label requires a restricted entry interval (REI) greater than **twenty-four (24) hours**, the notification sign shall remain in place consistent with the restricted entry interval (REI) time as required by the label.

**III. Landscape/Grounds Application**

A landscape (grounds) application is any pesticide application to exterior landscape plants, lawn or insect nest located on the childcare center property (including weed killers).

**(A) Pre-notification** of pesticide application to childcare grounds/landscape will be made to all families at least 48 hours before the application of pesticides using:

- A **system of notifying each family and staff member in writing** (i.e. a letter sent home or mailed) AND
- **Posting** of the pre-notification letter in a prominent place in the main office of the child care center, the front door of the center, and on the door to each classroom.

**(B)** At the time of pesticide application **notification signs** will be **posted** for all pesticide applications made to child care grounds unless the application is otherwise required to be posted by a certified applicator under the provisions of RCW 17.21.410(1)(d).

**Notification signs** for applications made to child care grounds by maintenance shall be placed at the location of the application and at each entry point to the area being treated. Several signs will be posted when large areas are treated. Signs will also be posted in a prominent place in the main office of the childcare center, the front door, and on the door to each classroom.

The signs shall be a minimum size of **four inches by five inches (4” x 5”)** and shall include the words: **“THIS LANDSCAPE HAS BEEN RECENTLY SPRAYED OR TREATED WITH PESTICIDES BY \_\_\_\_\_”**

**FOR MORE INFORMATION PLEASE CALL:(253) 939-0488”**

and shall be placed at least twelve inches (12”) from the ground. Signs shall remain in place for a minimum of 24 hours or longer if restricted entry interval time on label requires.

**IV. Liability**

We are not liable for the removal of signs by unauthorized persons. We may not be held liable for personal property damage or bodily injury resulting from signs that are placed as required. Our maintenance department do not need to be licensed to apply pesticides unless they are using state or federally restricted use pesticides or using motorized, mechanical or pressurized power equipment (does not include pressurized backpacks or hand held spray cans).

We do **NOT** store pesticides in the childcare building or on the grounds.

**(B) Disposal**

There are strict rules for disposing of leftover pesticide product and its container. Pesticides and their containers may NOT be thrown away in regular garbage nor disposed of into our water supply (ground or sewer). We will follow the recommendations of the below agencies:

We will contact Washington Pest Consultants Association (WaPCA) for proper disposal recommendations of empty pesticide containers. (<http://pep.wsu.edu/waste/wapca.html>)

Otherwise, we will contact our local solid waste program, at 1-800-cleanup (1-800-253-2687) or visit the Earth 911 website: [www.earth911.org](http://www.earth911.org) for recommendations for disposal of leftover product.

In King County...([www.govlink.org/hazwaste](http://www.govlink.org/hazwaste)) \*Unopened containers of legal products may be transferred to another legal user or may be listed on the Industrial Materials Exchange (IMEX) (206) 296-4899.

[www.govlink.org/hazwaste/business/imex/](http://www.govlink.org/hazwaste/business/imex/)

\*Unusable pesticide product will be disposed of in a manner recommended by WSDA.

(<http://agr.wa.gov/PestFert/Pesticides/WastePesticide.htm>)

(360) 902-2056

Waste Pesticide Program

P.O. Box 42589

Olympia, WA 98504-2589

### **Compliance and Support**

Washington State Department of Agriculture (WSDA)

Pesticide Management Division

1-877-301-4555 or (509) 663-9616 (David Zamora, Ph.D.)

[www.agr.wa.gov/PestFert/Pesticides/Schools.htm](http://www.agr.wa.gov/PestFert/Pesticides/Schools.htm)

Washington State Legislature

RCW 17.21.415

[www.leg.wa.gov/RCW/index.cfm?fuseaction=section&section=17.21.415](http://www.leg.wa.gov/RCW/index.cfm?fuseaction=section&section=17.21.415)

Washington State D.S.H.S

Division of Child Care and Early Learning (DCCEL)

Contact according to Region

[www.dshs.wa.gov/esa/dccel](http://www.dshs.wa.gov/esa/dccel)

Washington Administrative Code: Child Care Center (WAC's)

<http://www1.dshs.wa.gov/esa/dccel/pdf/0308ctrwacwtoc.pdf>

Washington State Department of Health (DOH)

Pesticide Surveillance Program

1-888-586-9427

[www.doh.wa.gov/ehp/ts/PEST.htm](http://www.doh.wa.gov/ehp/ts/PEST.htm)

### **Integrated Pest Management (IPM) Resources**

Environmental Protection Agency (EPA)

[www.epa.gov/pesticides/ipm/#bkmrkl](http://www.epa.gov/pesticides/ipm/#bkmrkl)

EPA – IPM for Schools “A How to Manual”

<http://www.epa.gov/pesticides/ipm/schoolipm/index.html>

The IPM Institute of North America

[www.ipminstitute.org](http://www.ipminstitute.org)

Safer Pest Control Project (SPCP)

[www.spcpweb.org/childcare\\_ipm.html](http://www.spcpweb.org/childcare_ipm.html)

Urban Pesticide Strategy Team (UPEST)

[www.ecy.wa.gov/programs/wq/pesticides/upest/index.html](http://www.ecy.wa.gov/programs/wq/pesticides/upest/index.html)

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**Wind Meters** (Search “Wind Meter” on any search engine)

Forestry Suppliers

[www.forestry-suppliers.com](http://www.forestry-suppliers.com)

Weather Meter.Com

[www.weathermeter.com](http://www.weathermeter.com)

### **Children’s Health and Pesticides**

Beyond Pesticides

<http://www.beyondpesticides.org/main.html>

Children’s Environmental Health Network

[www.cehn.org](http://www.cehn.org)

National Children’s Study

<http://nationalchildrensstudy.gov/>

National Pesticide Information Center

<http://npic.orst.edu/>

Pediatric Environmental Health Specialty Unit (PEHSU)

<http://depts.washington.edu/pehsu/>

Physicians for Social Responsibility

[www.psrla.org/pesthealthmain.htm](http://www.psrla.org/pesthealthmain.htm)

The Precautionary Principle

<http://www.biotech-info.net/precautionary.html>

UW Center for Child Environmental Health Risks Research

<http://www.depts.washington.edu/chc/>