

Little Handz Daycare Policy

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Philosophy

Hi, my name is Sherri or Miss Sherri as the kids call me. A child in full time daycare spends more than half of his/hers waking hours away from home. For this reason, it is most important that I give your child the stability and nurturing that you as parents give in your home. I will provide an environment that is safe and promotes physical, emotional, mental and social development. I will help your child build self-esteem, self-discipline and a sense of responsibility. I will be your child's friend, and special person to look up to for all their needs, when mom and/or dad are away. They will learn respect and caring of others. They will always have a feeling of warmth, love and security. I always welcome any questions, concerns, complaints or compliments about the care that your child receives. I will work with my parents to the best of my ability to be flexible and understanding. I expect only that I receive the same treatment in return.

Please no shoes on living room carpets. Children should take off their shoes immediately upon entering the daycare. Shoes in shoebox and coats hung up.

Enrollment and Admission requirements

If placement is agreed upon, parents will be required to provide and or fill out all forms listed. It is important that parent and provider arrange a visitation time prior to placement. This visit will show parents around our home and let you get a feel of where your child will be cared for. This will also be a time for the child to get acquainted with the provider and other children in the daycare. If placement is agreed upon, parents will be required to provide and or fill out all forms listed. The first two weeks of care will be a trial period for your child. This is a time for your child to adjust and become familiar with the center. At anytime during the trial period, if the parent or provider feel that this is not a suitable arrangement for the child, the contract can be terminated without penalty or reason. After the trial period the parent is required to give one months written notice before terminating care. This childcare reserves the right to make changes to the body of this contract as the need arises.

- A. Immunization Record
- B. Home Registration Form
- C. Permission Authorization Form
- D. Signed parent policy and care agreement
- E. Non-prescription Rx Form
- F. Child or Infant Information Form
- G. Fee Agreement Form
- H. Notarized Medical Care Form
- I. Registration fee (non refundable)
\$55.00 Per Child
- J. Sign in/out sheet daily must sign first and last name or first initial and full last name.

*******EVERY FAMILY IS REQUIRED TO HAVE A BACK UP PERSON IN THE EVENT CHILD NEEDS TO GO HOME OR PROVIDER IS UNABLE TO DO CARE *******

Hours of Operation 7:30 am – 4:30 PM

Little Handz Daycare is open Monday through Friday from 7:30 AM to 4:30 PM. Please make sure you are here to drop off or pick up your child at your scheduled time. I cannot leave just because my day is over if there is still a child here. Sometimes parents take this type of business for granted because I work out of my home and not elsewhere.

Daycare is based on an hourly rate in order to come up with your weekly fee. Times may differ according to individual's needs, in which case a routine schedule would supplement this policy. Provider and parent would agree upon this. There is a minimum charge of \$18.00 per day.

Registration and Fee's

A registration form needs to be filled out prior to first day of care. All families will be charged a non-refundable registration fee per child in attendance. This is to be paid prior to the onset of care. This fee will cover initial expenses of supplies for each child; paperwork needed and so forth. Once this fee is received your spot in daycare is reserved for a two-week period. If the spot needs to be held for longer than two-weeks, payment for the first two-weeks of care along with the registration fee is due to continue to hold the spot. This fee will go towards the child's first two weeks in care, however the fee is non-refundable in the event that the child does not come.

If a child is removed from care for more than two consecutive weeks not counting vacations, family leave, or summer care, a registration re-installment fee will be required before care is re-instated.

This childcare is a home, as well as a business. In order to meet our bills, many of which are to maintain care, insurance, and food for your children, fees must be paid on time. With this being said, please remember to give your notice of upcoming vacations or leave in writing no later than 30 days ahead of time.

Immunization Record

A current immunization record is a requirement for admittance to Little Handz Daycare. You must supply a record of immunization by the first day, or your enrollment is subject to termination.

Termination of Care

Both parent and/or provider shall give at **least 30 (thirty)** days written notice of termination before leaving Little Handz Daycare. **No E-mail termination letter will be accepted; it must be handwritten or typed. Termination notices will not be accepted while provider or parents are on vacation.** If less than 30 (thirty) days is given, parents will pay the childcare severance pay for the month lost in lieu of proper notification. Termination of care can or will result from:

- A. Parent no longer needs daycare
- B. Failure to pay fees
- C. Failure to abide by policy
- D. Chronic lateness in picking up child from daycare.
- E. Child's inability to adapt to daycare routine
- F. Child is not able to get along with other children
- G. Provider and parent unable to communicate

Little Handz Holiday Schedule

Little Handz Daycare recognizes the following paid holidays for both full and Part-time children. **These are paid holidays to daycare.** If a holiday falls on a Saturday the Friday prior will be taken off, if the holiday falls on a Sunday that Monday will be taken off. School aged children will pay a full day rate for holidays. A holiday takes precedence over vacation days.

NEW YEARS EVE DAY JANUARY
NEW YEARS DAY JANUARY
MARTIN LUTHER KING JANUARY
PRESIDENTS DAY FEBRUARY
MEMORIAL DAY AND THE FRIDAY BEFORE MAY
INDEPENDENCE DAY JULY
LABOR DAY AND THE FRIDAY BEFORE SEPTEMBER
VETERNS DAY NOVEMBER
THANKSGIVING DAY AND FRIDAY NOVEMBER
CHRISTMAS EVE DAY DECEMBER
CHRISTMAS DAY DECEMBER

No make up days are permitted for absences due to illness, public holidays or personal reasons.

Winter schedule

If there is a day when the weather is snowy or icy and **most** families are staying home due to the weather, I myself reserve the right to say I am closed for the day. If you know for sure you are not coming please let me know A.S.A.P. via either a phone call or e-mail. It will still be a paid day due to keeping your child's spot open.... and one day is not enough notice to use vacation time..... I will make the call as soon as I can for everyone. Sorry for any inconvenience. Please feel free to discuss any questions you might have with me.

Vacations

Daycare parents and provider will be allowed four weeks vacation per year at ½ pay rate. Payment needs to be received by the last day of care **prior** to vacation. One month's prior **written** notice shall be given to provider. **Without this 30-day notice full payment will be required.** I will also give at least 30 days written notice to all parents of my vacation schedule. A six-week leave (for family illness, maternity, or emergency) is allowed at ½ pay rate and needs to be paid in advance. Payment for this will ensure continued enrollment.

Summertime Care

If your child **will not** be attending daycare during the summer months I require two weeks daycare to be paid in order to hold that spot for your returning children in the fall. It will be a credit towards your first two weeks back in care. This fee is non-refundable in the event that the child does not return. I also need to have at least 30 days written notice as to what day will be your child's **last day** and first day they will be returning to daycare. For those families not needing care in the summer months, (Ex: school employees) there will be **NO** vacation time or discounted days during the school year since there will be no care in the summer months. I still need to hold that spot without pay for almost 3 full months.

If your child **will only** be attending daycare for the summer months, there are **NO** discounted days. Since the child is only here the 3 months of summer, no vacation or make up days will be allowed. Your scheduled is based on a full time slot for the days needed. Once this is established your pay will be consistent throughout the summer months.

DROP IN CARE

Registration fee and all daycare forms must be filled and turned in prior to any care. Once we confirm there is a spot open for your child, payment is due immediately. You may drop off a check that day or send it via mail. There are no exchanges in dates, no refunds, no make-ups because of illnesses, changes in your schedule or personal reasons. Once this day is confirmed you are committed to that fee and day regardless.

Provider Sick Days

Daycare provider will have 3 paid personal days a year. These days will be used for yearly doctor appointments, dental appointments or time to recoup from being sick.

Daycare Fee's

Infants – 23 mo's \$6.00 per hour
2 yrs to K \$5.00 per hour
1st grade & up \$4.25 per hour
Kindergarten \$25.00 per day
Drop In \$6.00 per hour per child/\$18.00 minimum per child
Before and After Care \$20.00 per day per child

Part Time Fee's

Part time rates are slightly higher and will be discussed with parents.

Payment obligation is based on your reserved time, not actual time used. This way you only pay for the time you have reserved. Rates are on a per child basis and are quoted as a salary. I figure the rates by # of hours wanted x cost per hour x number of days per week. $\text{Hrs} \times \text{rate} \times \text{days} = \text{weekly payment}$. Payment is due regardless of your child being present or not. The exception is if 30 days written notice has been given for vacation or leave. Part time rates will be slightly higher. There is a minimum fee of \$18.00 per day. A full day is considered 7hrs or more. Part time care is considered to be anything less than 5 days a week and less than 7 hrs a day. A holiday is considered to be one that is listed. Holiday's for school age children will be charged at a full days rate. New paper work to update and a rate increase will take effect each New Year in January. The increase will be \$1.00 per day that the child is in care. This increase will be used for cost of living, insurance, maintaining care, and food for your children. You will receive 30 days notice before any rate changes go into effect. . Payment is due no later than 8:30am on Monday morning of each week for the week(s) of care. Payments may be made weekly, bi-weekly or monthly. No deductions of make up days are permitted for absences due to illness, public holidays or personal reasons.

Childcare Subsidy (DSHS)

Parents who qualify for Daycare Subsidy must have full approval in place prior to attendance. Proof of qualification must be presented to provider prior first day of care. Any fees NOT covered by Subsidy are the parents' responsibility. The entire co-pay is then due on the first of each month. The state of Washington requires that you sign in and out with your complete signature.

Late Payment / NSF/Overtime

If payment is not made by Monday at 8:30am, a \$20.00 a day late charge will be added. If this happens more than once, a week's pay in advance will be expected before care is continued. A \$40.00 minimum fee plus charges I incur will be added for any NSF checks. If this happens more than once, cash or money order will be all that is accepted from that point on. A charge of \$1.00 will be added for every minute past scheduled pick-up time.

Preschool/field Trip Costs

Once field trips are planned parents will submit payment for the single trip or in the summer time for the whole month of trips. Advanced notice will be given. If cost is ever a hardship please let me know so that arrangements can be made. Around the age of 2½- 3, a separate charge will occur for preschool. This is a monthly cost and will vary depending on what company is used.

Snacks and Meals

Little Handz Daycare will supply all meals and snacks that follow the USDA requirements. This is included in your weekly fee. All formula and food for children under 1 year of age needs to be provided by parents. If your child requires special food, parents are required to provide that along with child's name and possible special directions.

EXAMPLE OF MEALS SERVED

Breakfast – Cereal, toast, fruit, milk

Lunch- fruit, vegetable, meat, bread, milk

Snack- muffins, crackers, fruit, juice

If parent sends food for a special day, please make sure there is enough for the whole daycare.

Discipline and Behavior Management Policy

With a daily schedule planned, this insures on task and positive behavior. If discipline is needed it will be by age group.

- A. Infants to 20 months: Will be removed from the situation and re-directed in other play.
- B. Toddlers to 3 years: Will be told “NO” with a brief discussion of behavior and re-directed. Short time outs may be used if negative behavior continues. Time outs are one minute per age. All time outs are within provider's sight.
- C. 3 years and older: Discussion of behavior to work out the situation into a positive behavior. If conflict is between children, a short discussion on how to talk and listen to each other. If behavior still hasn't improved, the child is removed from the situation and is given another activity to do alone at kitchen table. This gives the child time to settle down and time alone with provider.
- D. Parents will be called to help come up with a solution if the behavior becomes defiant or out of control. Dismissal from daycare will be considered if behavior continues.
- E. Corporal punishment or spanking is prohibited by law and will not be used by Little Handz Childcare. .

Daily Schedule

7:30-8:00 Quiet play

8:15 School age children go to school

8:30-9:30 Organized free play (A)

9:00-11:00 Pre-school or Outside play (B, D)

9:00-11:00 Music time, story time, organized free play (C)

11:00-12:00 clean up time and lunch time

12:30-2:30 Nap or quiet time

2:30-3:30 waking time

3:00-3:30 School age home and snack

3:30-4:30 School age has homework time and younger children free play.

- A. Organized free play: This will consist of playing with various toys, computer programs, educational videos, coloring, cutting, drawing and much more.
- B. Pre-school: I will have a monthly order shipped to me every month from Sept to June. There will be a small monthly fee for the program.
- C. Music time, story time, and organized play: We will listen to children's music CDs, and read children's books.
- D. Outside play: Outside play consists of various toys, basketball hoop, soccer balls, Frisbee's, jump ropes and so on.

I will try to maintain a daily schedule as closely as possible, depending on the ages in care. At times a more flexible day will be necessary. Field trips to the park, library and other places of interest may also take place.

Care of Young Children

Children will have separate bedding, which will be theirs while in daycare. This includes a wipe able mat, and a blanket. All bedding will be washed on the last day of the week.

- A. Infants will be provided a crib for sleeping and changing area that is washable.
- B. Car seats will be used at all times for children needing them.
- C. Provider will hold all infants requiring a bottle while being fed.
- D. Diapering Policy: parents will provide diapers, and baby wipes. All diapers will be sent home daily in plastic bags without rinsing or dumping.
- E. Toilet training policy: Parents desires will be incorporated into the toilet training process as the child shows signs of readiness. A child's potty-chair will be available.
- F. Provider will wash hands after toileting, diaper changing, contact with body fluids, handling of contaminated materials, before food preparation and eating. Children's hands will be washed after toileting, out door play and before and after mealtime. Paper towels will be used to dry hands. Washing hands will be done in the bathroom; hands will be washed in kitchen when preparing food.

Rest Times

Every child through kindergarten is mandated to take a nap or quiet time. This may consist of reading, watching an educational video, while lying on a sanitized mat. This time is for all, including the caregiver and or teachers to rejuvenate so that all may continue the day with a harmonious and playful attitude.

SIDS Policies

All infants will be placed on their backs while sleeping. Infants will sleep in a portable crib with a firm mattress. No fluffy blankets, sheepskin, pillows or stuffed toys will be placed in the crib with the infant. No infant will be put to bed with a bottle at any time.

Health Policies

EMERGENCY AND DISASTER SAFETY PLAN

Fire drills and earthquake drills will be done monthly. All children will be taught what to do in case of an emergency. Children will be taught to go to the neighbor's driveway or to the play area in the back yard in the event of a fire. They will also be taught how to get out of windows if needed, and how to call 911 in the event that the provider is unable to make the call. There are smoke alarms in each room that the daycare children have access to.

Children will learn to go under the kitchen table in the event of an earthquake. Daycare is always stocked with canned food if needed. Each child has a change of clothes and bedding at daycare if needed. In the event of an emergency, parents will be called as soon as possible.

EARTHQUAKE

- **Drop, Cover and Hold** under heavy furniture or near load bearing wall.
- When the shaking stops, evacuate to predetermined area. Bring emergency kits with you.
- Account for all children.

- Assess injuries.
- Call **911**, if needed.
- Treat injuries within your guidelines.
- Assess damage to building and rooms. Determine if need to turn gas and water heater off.
- Phone out-of-state contact with status and on-going plan.

FIRE

- Drop, Crawl, head down and small breaths, if needed.
- Phone 911. Give address and cross streets.
- Evacuate building to pre-designated place. Bring Emergency Kits with you.
- Account for all children.
- Begin phoning emergency contacts, if needed.

BLOOD-BORNE PATHOGENS

Blood-borne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). Infection of blood-borne infection include but are not limited to: bleeding, biting, loose tooth, changing band-aids or dressings, handling of breast milk, performing CPR, any visible blood. Provider will make sure hands are washed before and after handling food, preparing bottles, or feeding children, after using toilet, or assisting child with toilet, after changing diapers, or coming in contact with any bodily fluids, runny nose, spit and or vomit. Cleaning counters and toys with a 10:1 ratio of bleach water.

VIOLENCE

- Assess life/safety issues immediately.
- Implement “Evacuate” or “Lock-Down” procedures with crisis communication system.
- Phone **911**.
- Provide immediate emergency medical care.
- Account for all children.

BIOTERRORISM

- Do not touch, smell or taste unknown substances.
- Cover with paper, trash bin, clothes.
- Evacuate and close off the room.
- Mark the room as “dangerous”.
- Wash hands thoroughly.
- Call **911**.
- Make a list of all staff and children present in the room to provide to local health authorities and police.

MINOR EMERGENCIES

Daycare is required by law to have a first aid kit for minor injuries. However if your child is injured more than a bump or bruise, I will call the parent to discuss treatment. If a child needs sutures because of a minor injury parents or contact person will be notified. If parent or contact person is unavailable provider will take child for medical treatment.

LIFE THREATNING EMERGENCIES

In case of medical emergency, provider will call 911 and administer CPR/ First Aid if needed. All providers working in daycare have taken a CPR/First Aid for infants and children. Next, the parent will be contacted once the child is stable enough for provider to get to a phone. If parents can't be reached, I will call the contact people listed on your child's registration and have them try to contact the parents. In case of emergency needing immediate transport, an ambulance will be called to transport the child to an appropriate medical care facility. An adult will take my place while I go with the child for comfort and support.

RECORD KEEPING OF ALL INJURIES

I will keep records of all injuries in your child's file and an incident form will be sent home describing injury and what medical treatment was given.

Practices concerning an ill Child

If a child becomes ill at daycare or requires too much provider time and attention from other children, they will be separated, and parents will be called and expected to pick up child ASAP. If a child is vomiting this requires immediate removal from daycare. If a school age child becomes ill at school, it is the parent's, or their back up person's responsibility to pick up the child at school. Children will not be allowed into daycare with the following symptoms. All symptoms must be gone a minimum of 24 hrs before the child can return.

- A. A fever higher than 101+
- B. Vomiting
- C. Diarrhea
- D. A draining rash or rash of unknown to the body
- E. Pinkeye or discharge from the eye
- F. Lice or parasites of any type
- G. Appearance/behavior unusually tired, pale, lack of appetite, confused and or irritable
- H. Sore throat, swollen glands in the neck
- I. Persistent cough, or green nasal discharge.

Parents are required to tell provider about any of the above which may have occurred over the last 24 hours while in parents care.

- A. I will not give any medication, prescriptions or non-prescriptions, unless I have written permission from the parent to disburse it. The medication must be brought in its original container and be labeled with the child's first name, last name and date of expiration. If prescription medication, it also must have date prescription was filled and legible instruction for administration.
- B. Approval in writing from a physician or other person legally authorized to prescribe medication is required for all other non-prescription medications, medication which do not have instructions on label and medication to be taken differently than is indicated on the manufacturers label.
- C. The following non-prescription medication can be disbursed with written consent from the child's parent if the doses, duration and method of administration specified on the label for age/weight of child are followed.
 - Antihistamines
 - Non aspirin fever reducers/pain relievers
 - Non narcotic cough suppressants
 - Decongestants
 - Sunscreen
 - Anti-itching ointments or lotions intended specifically to relieve pain.
 - Diaper ointments and powders, intended specifically for use in the diaper area.¹
- D. Washington Law states that provider must report all communicable diseases to local Health Department and other parents in daycare. Also, incidents involving fractures, medical emergencies, sutures, casting, hospitalization, or death are to be reported as soon as is practical to do so to the Daycare State Licenser.
- E. The state of Washington requires that children's Immunizations be up to date.

Child Abuse Reporting Requirements

A daycare provider, who has reasonable cause to believe a child has suffered physical, sexual, verbal, emotional abuse, or neglect, is mandated by law to report this to CHILD PROTECTIVE SERVICES.

Rights to Inspect Daycare

A parent always has free access to all areas of Little Handz Daycare.

Religious Activities

Little Handz is open to all religious beliefs. We celebrate holidays to a child's understanding. If for any reason a parent does not want their child to participate, provider will have other projects available.

*****LITTLE HANDZ DAYCARE IS OPEN TO ALL FAMILIES REGARDLESS OF RACE, CREED, SEX, DISABILITIES, OR CULTURAL BACKGROUND*****

Transportation and Field Trip Requirements

Parents drop off and pick up child from daycare. Parent is required to walk child to and from daycare door. Parent is required to make eye contact with provider when dropping off or picking up child. If you need to have someone else pick up your child, they must be on the registration form as approved for pick up, or a written notice of some kind telling me it is ok for them to take your child. If it is someone I have never met, I will require ID before letting the child go.

- A. I will provide transportation for daycare field trips. A safety belt or car seat will be used for each child.
- B. A bus to Frank Love Elementary picks up and drops children off in front of my daycare.
- C. If a child does not attend Frank Love the parents need to arrange transportation to and from school.

Non Smoking Policy

This is a non-smoking daycare. No one shall smoke around the children or on the premise during daycare hours.

Pet Policy

All pets are up to date on their immunizations. The animals use a special area designated for their potty area.

Communication

I primarily use E-mail as my means of communication. It is quick and easy for me. As I think of something, like reminders and such I can send out an email. It is easy to address all parents and know that everyone has been told and I did not forget anyone. Any concerns about your child can be discussed by phone, e-mail or a pre arranged appointment. If possible please make arrangements for this that way I will be able to give you my full attention. It is most important to discuss concerns sooner than later. Keeping a good working communication between provider and parent is essential. **Please NO calls between 11:30-2:30PM or after 8PM at night.**

You can also get information, forms or my daycare email, via my website.

Miscellaneous Information

No Toys brought from home. They create problems with sharing, as well as broken hearts when the toy gets lost or broken. Small toys also create a hazard to our smaller children. The only exception to this is Show N Tell day. I keep the toys up until it is time for us to show them.

Additional Parent Provided Items

- A. Plastic bags for soiled / wet diapers or two reusable bags (QFC/Albertson/Safeway bags are fine)
- B. Bottles, nipples, bottle liners, pacifier
- C. Diapers, diaper wipes
- D. Change of clothing to be left at daycare.
- E. Your child needs to come to daycare with either Velcro or slip on shoes, something they are able to put on for themselves for when boots are not worn. I cannot spend all day tying every child's shoes.
- F. Rubber boots (ones that go on without shoes) to be left at daycare. This is important even in summer months, as the morning grass is wet. Boots need to have child's name written on the inside.
- G. Socks are a **daily** requirement for all children. Not only is it a rule in my home, but it is also a sanitary issue for the daycare.
- H. A bike helmet. You may bring your own or you can purchase one from me at a discounted price of \$10. If you purchase one from me you will take it home when you leave the daycare or your child outgrows it.
- I. Crocks or watersocks to be left at daycare for when the kids are in the pool. The concrete get super hot on their bare feet.

Parking

All persons picking up or dropping off children from Little Handz Daycare need to park in front of the house, not blocking the driveway. You will enter through the gate on the side and enter the house through the solid door.

PRESCHOOL PROGRAM OVERVIEW

1. **Music time:** At the beginning we sing with musical instruments and finger play songs.
2. **Weather bear:** We dress the weather bear for the weather of the day. The children as a group look outside and decide how to dress the bear appropriate for the weather. Each child is given a piece of clothing to attach to the bear.
3. **Calendar:** We talk about the month, day and number of the day. The day is put on the calendar and the numbers are counted each day. The calendar is done in a pattern each month, which teaches each child what a pattern is. We also sing the month song and day song at this time.
4. **ABC train:** We sing and talk the ABC's and talk about the letter of the month. We then all sit in a circle and read a book about the letter of the month.
5. **Theme of the month:** Each month has a different theme. Each day a craft is done that has to do with that theme. This includes cutting, gluing, painting, and many hands on activities.
6. **Math:** Each day we do a math gathering. This includes sorting, counting colors and learning one number a month.
7. **Free play:** This is the favorite part of preschool. The children learn to play with each other. We do a lot of dramatic play, play with kitchen toys, puppet shows, build puzzles, use rubber band boards, paint with fingers, brushes and painting utensils of different sorts. Outside time each day weather permitting.
8. **Lunchtime:** A hot lunch is served each day. The children help prepare the meal and learn to clean up after themselves.

Philosophy: My preschool program is a fun, hands on learning experience. I feel that your children learn best with a teacher that works around their needs and wants. Some days the children will want to sit and do lots of crafts and other days we may spend time at the table for a short time and then move into games and floor play. I have no more than six children in my preschool, which enables me to give them each individual attention. I work with my pre- kindergarten children to get them ready for kindergarten with the younger children being exposed but not expected to do the same quality of work. They all learn in time how to write their names and their numbers and letters. Writing and also using them in our daily activities accomplishes this. I very much enjoy working with each of my children and watching them progress and grow each year.

Daycare parents pay monthly for the cost of the program.

Personal Background

NAME: Sherri L. Lee
BIRTHDATE: 9-11-66
GRADUATED 1985 Arlington High School
CHILDREN: Jamie 20, Derric 18

CHILDCARE EXPERIENCE: I have been doing daycare on my own since 1999. I worked at Cascade Valley Hospital's onsite daycare during my senior year of school. I attended Everett Community College for three years. I was taking courses for the nursing program so I could one day work in Labor and Delivery, however do to personal reasons I had to quit. I also worked for Lady Bug/Little Bug Daycare as an assistant. I took care primarily of the babies, paperwork and helped with the preschool program.

I was an assistant coach to my son's basketball team 2 years in a row. Helped out with his Boy Scout den. Was a Girl Scout leader for my daughter when she was just 4 years old then helped her new leader until she was 12.

In the spring of 99, I took a college course called the "Stars Program". This is a 20 hr Childcare class for daycare providers, CPR class, 1st aid and the HIV classes.

The preschool program that I offer also gives me 5 hours a month towards the 10 hours required each year. It is required that all daycare providers take at least ten hours a year in continued childhood education classes.

2002 classes taken are, Coping with a Crying Baby, Disaster Preparedness, Playground Safety, S.I.D.S., Childhood Rashes, Time Management, Common Illnesses, Daycare Financial, Marketing your Daycare, CPR, 1st Aid. My daughter Jamie also took 1st Aid, and HIV in order to become my assistant.

2003 classes include Nutrition: Feeding Children, Cultural and Individual Diversity 1, Bone Health, Head lice, Giving Medications to Children, Personal Policy, Working with Humor, Back Care, Automated External Defibrillators, General Nutrition, 1st Aid. In June I took a college course in ASL (American Sign Language).

2004 classes include: Basic Child Development: Infant 1, Basic Child Abuse, Childhood Rashes, Shaken Baby Syndrome, Basic Medication Management, Basic Cleanliness, Basic Kitchen Sanitation, Managing Stress, and Special Dietary Needs, Staff Orientation and Daycare Financial Analysis. My son Derric also took his 1st aid and HIV course to become my assistant now that his sister is working. Chauffeur for my daughter back and fourth to work and team mom for Derric's football team. Whew, that is enough. ☺

2005 Classes included: Marketing For Results Pt 1, Workplace Burnout, Arts and Crafts, Communication Skills, Cultural Diversity Pt 2, Holiday Arts and Crafts Pt 1, Holiday Arts and Crafts Pt 2, Holiday Arts and Crafts Pt 3, Talking with Parents, Administration budgeting 101. First Aid and CPR.

2006. First Aid and CPR.

POLICY AGREEMENT FORM

Please read **all** of the policy and procedures sign below and turn in prior to the onset of care.
Thank you.

I/We have read and understand the ENTIRE CONTENTS of this policy and procedures contract. I /WE sign in acknowledgement and agree to comply. I/WE understand that this policy and procedures contract replaces any previous copy.

Last daycare attended and phone number

Parent Signature

Date

Email

Parent Signature

Date

Email

¹ Revised 1-25-07