

# COLUMBIA BASIN CHILD CARE & PRESCHOOL LP



**2022 S TWEEDT ST  
KENNEWICK, WA 99338  
509-308-2615**

## **Columbia Basin Child Care & Preschool Philosophy**

**We believe** that immersing children in a high-quality program for their practicum and observations best serves the students as well as the families and children in our community.

**We believe** that children are our most precious and important resource, worthy of respect, and to be valued for their uniqueness.

**We believe** children are natural learners. When placed in a stimulating interactive environment, each child's potential can be fully realized.

**We believe** children are curious, open-minded, honest, and accepting. Taking the time to observe them and listening to their ideas and thoughts will help staff fulfill each child's individual needs.

**We believe** that play is a positive and natural way children learn. Play is exploring, experimenting, joyful, and the process through which each child discovers and develops an understanding of the world.

**We believe** that parents are the most important adults in a child's life. We want to develop a respectful partnership between teachers and parents. We assist the parents and ultimately the children when we provide support, encouragement, and education for the parents.

# Columbia Basin Child Care & Preschool

We can be reached anytime between 7:00 am and 5:30 pm Monday through Friday, in person, calling, or text if you have any questions or concerns,

Cell 509-308-2615 (call or text message)  
2022 S Tweedt St ● Kennewick, WA 99338  
[www.columbiabasinchildcare.com](http://www.columbiabasinchildcare.com)

Jan Espericueta – *Co-Owner*  
Shaylene Craigo – *Co-Owner*  
Alex Espericueta - *Volunteer*

## Typical Daily Schedule

**7:00 am - 8:00 am** — Breakfast

**8:30 am - 11:00 am** — Learning time (Preschool, Calendar, Manners, Organized fun activity, Songs, Color & Shape Recognition, Letters & Numbers.)

**11:00 am - 12:00 pm** — Lunch Time

**12:00 pm - 3:00 pm** — Nap or Quiet Time

**3:00 pm - 3:30 pm** — Snack Time

**3:30 pm - 4:40 pm** — Free Play

**4:40 pm - 5:30 pm** — Pick-up time

## PROGRAM GOALS

Columbia Basin Child Care & Preschool is an in-home childcare and preschool committed to providing quality learning experiences by teaching age-appropriate curriculum for children aged birth to 6 years of age, in a safe and nurturing environment. Our aim is to provide experiences that stimulate development in your child physically, intellectually, emotionally, and socially in a loving environment.

### **PHYSICALLY:**

Providing experiences which develop large and small muscle coordination and motor skills. Learning how to feed and exercise our bodies to grow healthy.

### **MENTALLY:**

We teach preschool every day during the school year. We provide a learning environment and develop enthusiasm for learning, exploring, and firsthand experiences. We will communicate in person at least once per week your individual child's progress.

### **INTELLECTUALLY:**

Encouraging language development and communication, math and literacy skills through pattern matching, number and color recognition, storybook time and reading. Lots of hands-on experiences are created along with learning through play.

### **SOCIALLY:**

Encouraging participation in group activities, playing in small groups, getting along with others, and developing a feeling of security, belonging, and teamwork.

### **EMOTIONALLY:**

We like to encourage and help children continue to develop healthy self-esteem with positive reinforcement and to teach them to express their feelings in a constructive way.

### **SPIRITUALLY:**

Learning who we are and loving ourselves. To know that we are special, and we are loved. Your religious preference will always be respected. Please let me know if your child is on a special diet per your personal religion.

**This program has been established based on sincere love for children. We nurture children in our care as well as provide opportunities that will stimulate them to learn and grow. Children with special needs, we will do our best to accommodate each child on an individual basis.**

## HOURS

Columbia Basin Child Care & Preschool is open from 7:00 am to 5:30 pm Monday through Friday. We are closed for: **New Year's Day & the day after, Martin Luther King Day, Presidents Day, the week of Spring Break, Memorial Day, Juneteenth, the 4th of July & the day after, one week in the summer (parents will receive at least one month notice), Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Day & the day after, and Christmas Eve until January 2nd.**

Childcare fees will remain constant during these closures. When the weather is hazardous, we are usually open. If in doubt, give us a call!

## INSPECTION REPORTS AND ENFORCEMENT ACTIONS

All inspection reports and enforcement actions can be found online at [www.findchildcarewa.org](http://www.findchildcarewa.org). If you have any questions or concerns feel free to reach out to either Jan Espericueta or Shaylene Craigo.

All enforcement actions will be posted in the facility on the bulletin board near the sliding glass doors as required.

## MEDICATIONS

We will never administer medication without written forms signed by parents or legal guardians. If medication is accidentally or incorrectly administered, we immediately contact the Poison Control Center. Medication release forms must be filled out for each medication. Medications will only be given for dates specified on the prescription. We cannot give medications if:

- The medication form is not given out.
- The medication is prescribed for someone other than the child.
- The medication is to control diarrhea (they should be kept at home)
- The medication is not in the original container.

Please remember that a medical form must be filled out for Tylenol, Desitin, and even sunscreen. For class II narcotics, it will be kept in a locked box in the kitchen cupboards, next to the playroom, on a high shelf. We provide first aid according to the First Aid manual. If it is serious, we call 911.

Medications and our First Aid Kit and CPR equipment are labeled and located in the upper cupboard closest to the sliding glass door in the kitchen.

## MINOR / MAJOR EMERGENCIES

Minor medical emergencies:

1. Provide first aid.
2. Complete incident report.
3. Notify parents, licensor

Major medical emergencies:

1. Call 911.
2. Provide first aid/CPR until EMS arrives.
3. Notify Parents. If possible, this will be done in tandem with steps 1 and 2.
4. Complete incident report.
5. Notify licensor.

## GUIDELINES FOR ILLNESS

**DO NOT** bring your child to daycare if they have any of the following symptoms:

- Running a fever within the past 24 hours.
- Unusual, unexplained, or contagious rash.
- Discharge from eyes, nose, or ears that is green or yellow, or a continuous runny nose.
- Vomiting 2 or more times within the last 24 hours.
- Unusual or lethargic behavior.
- Diarrhea (3 or more watery stools within the last 24 hours)
- Head lice/nits

- Eye discharge or pink eye must be medicated 24 hours before returning to care.
- Continuous cough.

Children are observed as they enter the facility for signs and symptoms of illness, as well as continually throughout the day. If your child at any time shows signs or symptoms of illness, we will promptly contact you, as the parent or guardian, to obtain further information. Based on the nature and severity of the symptoms, we will collaboratively determine the best course of action for your child's well-being.

Our policy states that if your child has any of the above symptoms, we require them to see a doctor and bring a doctor's note stating that your child is no longer contagious and the duration of the antibiotic they are taking, if any. If they are put on an antibiotic, they must be on it for 24 hours before returning to daycare.

If any of the above symptoms are observed, parents must make arrangements to have the child picked up immediately. If your child should become ill during daycare hours, they will be isolated from the other children, and we will contact you to pick them up immediately. We will use every precaution to prevent the exposure of blood or bodily fluids.

To establish procedures for responding to incidents involving blood or bodily fluids in a manner that ensures the safety of children, staff, and others at the childcare facility.

#### 1. Prevention:

Staff are required to use universal precautions, including wearing gloves when handling bodily fluids or providing first aid.

We will maintain a clean and hygienic environment through regular cleaning and disinfection practices.

All staff are educated on proper disposal procedures for contaminated items.

#### 2. Incident Response:

##### Immediate Response:

Ensure the safety of the child and others present.

Wear appropriate personal protective equipment (PPE) such as gloves and, if necessary, face masks.

Provide first aid as needed while minimizing exposure to bodily fluids.

##### Notification:

Notify the child's parent or guardian immediately about the incident.

##### Documentation:

Document the incident in detail, including:

Date, time, and location of the incident.

Description of how the exposure occurred.

Type of bodily fluid involved.

Actions taken by staff (e.g., first aid administered, PPE used).

##### Medical Evaluation:

Recommend that the child receives medical evaluation and testing, as appropriate, following exposure to blood or bodily fluids.

### 3. Cleaning and Disinfection:

Use appropriate disinfectants to clean surfaces contaminated with blood or bodily fluids. Follow recommended procedures for cleaning and disposing of contaminated items, including used gloves and other PPE.

### 4. Staff Training:

Ensure all staff members receive training annually on the facility's Blood and Bodily Fluids Exposure Plan.

Training should include:

Recognition of potential exposure situations.

Use of PPE and safe handling practices.

Procedures for incident reporting and documentation.

To prevent the spread of infection in my home I will not accept children with communicable diseases into my facility. Communicable diseases will be reported to the Health Department in Kennewick. To protect your children, if I have an infectious disease, my daycare will close. Parents will be informed if their child is exposed to an infectious disease.

## **DENTAL HYGIENE PLAN**

To promote good dental hygiene practices among children attending the facility, ensuring their oral health and overall well-being.

### 1. Daily Oral Care Routine:

**Toothbrushing:** Children will listen to a tooth brushing book during lunch and participate in a tooth brushing activity.

**Water Consumption:** Encourage water intake throughout the day, especially after meals, to rinse away food particles and prevent tooth decay.

### 2. Age-Appropriate Education:

**Interactive Activities:** Engage children in fun activities and songs that promote dental hygiene, such as brushing teeth properly and the importance of visiting the dentist.

**Storytelling:** Use age-appropriate books and stories that emphasize dental care and visiting the dentist in a positive light.

### 3. Dental Health Promotion:

**Nutrition Guidance:** Provide information to parents and guardians on healthy snack options that promote dental health, such as fruits, vegetables, and low-sugar snacks.

**Dental Visits:** Encourage regular dental check-ups and cleanings. Provide parents with information on local dental clinics and resources for pediatric dentists.

### 4. Opt-Out Option:

**Parental Consent:** Parents or guardians have the option to opt their child out of the facility's dental hygiene activities.

Alternative Activities: We will provide alternative activities during toothbrushing time for children whose parents opt out, ensuring they are supervised and engaged.

### **IMMUNIZATIONS**

All children must have up-to-date immunizations to attend Columbia Basin Child Care & Preschool. To ensure our children's health, all exemptions must have an exemption form with a doctor's note attached. If your child's immunizations are not updated, we reserve the right to deny care until you are able to prove their current immunization status.

### **ITEMS FROM HOME**

The facility cannot be responsible for personal items brought from home. If it is a necessary item (such as a sleeping blanket) we will do our best to keep track of it. Please label these items clearly so we know who they belong to. Toys from home will be shared as we encourage and teach children to share. Please keep in mind that it is very hard for children to share items they consider personal property. Try to choose items that will make them successful in the sharing process. We find if they have good experiences with sharing, they share more and more! However, we do not allow toys with small pieces, or coins from home, as we have small children in the facility.

Items that you should have in your child's cubby are:

- Extra Clothes in case of accident or soiling
- Diapers and wipes (if age appropriate)
- A blanket for Quiet Time
- Your child's Disaster Kit (contents can be found in our Disaster Plans Booklet)

### **CLOTHING**

It is important for children to have freedom of movement. Please dress your child in comfortable clothes that do not restrict them. Clothes should be suitable for climbing and running. Please bring an extra set of weather and seasonally appropriate clothes for your child. Please label all items with your child's full name.

### **NAPS AND QUIET TIME**

Resting time is a normal part of our day. All children up to age 5 are required to remain quiet for the scheduled time, even if they do not sleep. This facility follows the Sudden Infant Death Guidelines: "The licensee must follow the recommendations of the American Academy of Pediatrics (1-800-505-CRIB), putting all infants on their backs each time for sleep".

Infants have their own sleep schedule for napping and toddlers may have a morning nap if needed. Afternoon naps are from roughly 11:50 am to 3:00 pm. The older children rest from roughly 12:00 pm to 2:00 pm. Please try not to pick up children during these times as it disrupts the other children. However, parents are encouraged to visit the facility at any hour. Parents always have free access to all areas of childcare facilities used by their children.

Individual bedding for napping will be stored separated with your child's name on it in the hall closet next to the playroom. If your child requires napping in a playpen, we require that you bring your own, with a fitted sheet on the bottom which we will launder once per week for you.



Also, if your child sleeps on a cot, we require you to bring your child's personal blanket with their name on it.

Infants are required to sleep on a firm surface, without any blankets or sheets that may bunch. A tightly fitted sheet is allowable, as long as the sheet is properly secured. As we do not allow blankets for infants, if you are concerned with their warmth, we do allow sleep sacks. A sleep sack is a piece of clothing that may be zipped up to cover the lower body of the infant, while leaving the arms and head exposed.

## **CHILD PROTECTIVE SERVICES**

Child abuse reporting WAC 388-155-480 states: "An instance when the licensee or assistant has reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or child exploitation, they are to phone Child Protective Services, or Local Law Enforcement".

## **DISCIPLINE**

No one on the premises uses corporal punishment. No hitting, biting, jerking, shaking, slapping, striking, kicking, cruel, unusual, hazardous, frightening, or humiliating discipline; no withholding of food, no physical restraints, or discipline that is injurious to the child.

Discipline shall be remedial rather than punitive and shall be based on an understanding of the individual needs and stages of development. Discipline shall be directed towards teaching the child acceptable behavior and respect for the rights of others. Safety rules and proper behavior will be dealt with as follows:

- Positive redirection
- Giving choices
- Removing privileges
- Age-appropriate time out from regular activities
- Parent conference

We realize that each child is different and what works with one may not work for another. We try to find what works with each child. We also try to neglect negative behavior (as long as it is not harmful to another) and focus on the positive. If behavior cannot be controlled by these methods or severe incidents occur that harm other children or the staff deliberately, the parent will be called and asked to remove the child from the facility.

We support each individual parent's method of parenting. What you want for your child while in my care will be done to the best of our ability, and within both RCWs (Revised Code of Washington) and WACs (Washington Administrative Code).

You will be allowed to view at any given time with my permission any staff training and professional development records.

## **RESTRAINT POLICY**

The restraint policy aims to ensure the safety and well-being of all children in our care, while respecting their developmental stages, promoting positive behavior management, and maintaining consistency and fairness.

## Guiding Principles:

**Developmentally Appropriate:** Restraint techniques will be appropriate for the child's developmental level, abilities, and language skills. We recognize that children at different ages and stages require different approaches to behavior management.

**Behavior Specific:** Restraint measures will only be used in response to behaviors that pose a risk to the child or others. It is not intended as a punitive measure but rather as a last resort to prevent harm.

**Consistent and Fair:** Restraint will be applied consistently across all children and situations, ensuring fairness and predictability in our approach to behavior management.

**Positive Reinforcement:** Our policy emphasizes positive reinforcement strategies to encourage desirable behaviors and minimize the need for restraint. Staff will be trained in positive behavior support techniques to create a supportive environment for all children.

## Training Requirements:

All family home licensees, center directors, assistant directors, program supervisors, lead teachers, and other appropriate staff members must undergo annual training on the program's child restraint policy.

This training will cover:

Understanding the rationale behind the policy.

Techniques for de-escalation and positive behavior support.

Practical training on safe and appropriate restraint techniques.

## Implementation:

Restraint will only be performed by staff members who have completed the required training. This ensures that techniques used are safe, effective, and in line with the policy's principles.

Restraint techniques will be used as a last resort, when all other de-escalation strategies have been exhausted and there is an imminent risk of harm to the child or others.

Documentation of each restraint incident will be maintained, including:

Description of the behavior that necessitated restraint.

Steps taken to de-escalate the situation.

Techniques used during restraint.

Follow-up actions and support provided to the child after the incident.

Parents or guardians will be promptly informed of any restraint incidents involving their child, including details of the incident and steps taken to ensure their child's safety and well-being.

## Review and Revision:

The restraint policy will be reviewed annually to ensure it remains in line with best practices in childcare and education. Feedback from staff, parents, and relevant stakeholders will be considered in this process.

Any revisions to the policy will be communicated to all staff members and implemented effectively across the program.

### **RIGHT OF CONFIDENTIALITY**

All personal child and parent information will remain confidential unless permission from a parent is given (i.e. phone numbers exchanged for referrals), or Child Protective Services/Local Law Enforcement requires it. Guardians can view and correct their child's file at any time. Under no circumstances will a child's file be accessible to anyone other than their guardian(s).

### **ACCESS TO PERSONNEL FILES**

All personnel files are available to be reviewed at any time by parents or guardians. This includes all training, professional development and our employee handbook. These files are in the upper cabinet closest to the sliding glass door.

Parents and guardians are encouraged to be aware of staff policies and procedures. We welcome and value any input regarding potential updates to our staff policies and procedures.

### **RIGHT OF REFUSAL**

If we determine that the daycare experience is not in the best interest of the child, the right to refuse acceptance shall be within our authority. This shall apply to a child already enrolled as well as a candidate for enrollment. We will reserve the right to terminate your child's enrollment immediately if we ever feel threatened, or your child harasses another child (i.e. biting, hitting, destroying property, or verbal harassment of another), if your child is a danger to themselves or other children, or if payment is not made by the 1st of the month prior to service. **Note:** Parents, sometimes children have a hard time adjusting to a new care facility. We feel that a two-week trial period is sometimes needed for the child, parent and/or childcare provider. If for some reason, after a two-week trial period you or we feel that your child is not adjusting well, you or we may terminate enrollment. If a position has been paid for in advance, and the clients later decide they no longer require this position, **A REFUND WILL NOT BE GIVEN.**

### **ENROLLMENT**

Admission requirements are as follows: we must have your completed childcare home register, certificate of immunization status, permission form, parent contract, fees and policies agreement, medication treatment authorization, and a signed sheet stating you have received, read, & understand your parent handbook. If your child has special needs, we will accommodate those needs to the best of our ability. Please request an Individual Care Plan for your child if they need individualized care. Please have an evaluation form signed by a physician regarding your child's special needs. Please fill out all paperwork in your enrollment package prior to admission. I keep the immunizations and children's records current by reviewing them once per month. Please let us know when your child has been given updated immunizations.

### **MIXED AGE GROUPS**

At Columbia Basin Child Care & Preschool, children are frequently in mixed age groups. We firmly believe that mixed age group settings in childcare significantly enhance a child's developmental journey. In mixed age group settings, children can practice their social skills with peers of varying abilities, fostering a rich and diverse social learning environment.

## **CONSISTENT CARE POLICY**

The consistent care policy at Columbia Basin Child Care & Preschool aims to maintain a stable and nurturing environment for every child under our supervision, ensuring their well-being and development.

Principles:

**Stable Caregiver-Child Relationships:** Each child will have a primary caregiver to foster a strong bond and consistent interaction throughout their time at our facility.

**Predictable Routines:** We will maintain predictable daily routines for meals, naps, playtime, and activities to provide a sense of security and structure for children.

**Clear Communication:** We will ensure clear and open communication with parents/guardians regarding their child's daily activities, progress, and any concerns that may arise.

**Consistent Guidance and Discipline:** Discipline strategies will be applied consistently and in accordance with our positive guidance approach, promoting a respectful and supportive environment for all children.

**Professional Development:** Our staff will receive ongoing training and support to uphold our standards of care and maintain consistency in practices.

Implementation:

**Primary Caregiver Assignment:** Each child will have a designated primary caregiver who will oversee their daily care and development, ensuring continuity and familiarity.

**Routine Documentation:** Logs and reports will be maintained for each child, documenting activities, meals, naps, and any noteworthy observations to keep parents/guardians informed.

**Regular Reviews:** The consistency of care practices will be reviewed regularly to identify areas for improvement and ensure adherence to our policies.

**Parent/Guardian Partnership:**

We encourage parents/guardians to communicate openly with our staff to maintain consistency between home and childcare routines.

**Continuous Improvement:**

We are committed to continuous improvement in our care practices through feedback, training, and staying current with best practices in early childhood education and development.

## **IMPLEMENTATION OF INDIVIDUAL HEALTH CARE OR SPECIAL NEEDS**

At Columbia Basin Child Care & Preschool LP, we are committed to providing an inclusive and supportive environment for all children, including those with individual healthcare needs or special requirements. We recognize that every child is unique and may require tailored approaches to ensure their health, safety, and developmental success.

To effectively support children with individual healthcare or special needs, we will implement personalized plans that address each child's specific requirements. This process includes:

**Assessment and Collaboration:**

We collaborate with families, healthcare providers, and relevant specialists to assess the unique needs of each child.

We conduct regular reviews of the child's health and developmental goals to ensure the plan remains relevant and effective.

**Development of Individual Plans:**

We create comprehensive individual healthcare or special needs plans that outline specific strategies, accommodations, and resources necessary for the child's well-being.

We ensure these plans are tailored to promote the child's physical, emotional, and social development.

**Staff Training and Awareness:**

We provide ongoing training for staff members to ensure they understand and can effectively implement each child's individual plan.

We raise awareness among all staff about the importance of inclusivity and sensitivity regarding each child's needs.

**Communication with Families:**

We maintain open and ongoing communication with families about their child's progress and any necessary adjustments to the plan.

We involve families in the development and implementation process to ensure their insights and preferences are valued and incorporated.

**Monitoring and Evaluation:**

We regularly monitor the effectiveness of individual plans and make adjustments as needed to better meet the child's evolving needs.

We document progress and outcomes to evaluate the impact of the plan on the child's development and overall well-being.

We are dedicated to fostering an inclusive environment where every child can thrive. By implementing individualized healthcare and special needs plans, we aim to provide the necessary support for all children to reach their fullest potential. Our facility welcomes diversity and is committed to ensuring that all children feel valued, understood, and empowered. At Columbia Basin Child Care & Preschool LP, we believe that every child deserves the opportunity to learn and grow in a safe and nurturing environment. We are committed to supporting children with individual healthcare needs and special requirements through effective planning, collaboration, and ongoing communication.

## **DUAL LANGUAGE LEARNERS**

At Columbia Basin Child Care & Preschool we know that dual language learners in a daycare or preschool setting requires creating an inclusive and rich language environment. Our teachers will incorporate visual aids, gestures, and contextual clues to enhance understanding and engagement. It's beneficial to use both languages in routines and activities, allowing children to hear and practice their home language alongside English. Encouraging family involvement and communication fosters a sense of belonging and reinforces language skills. Additionally, using

songs, stories, and play-based activities helps make language learning enjoyable and relevant, promoting confidence and social interaction among all children in our care.

### **KINDERGARTEN TRANSITION PLAN**

To support a smooth transition from preschool to kindergarten, we focus on social, emotional, and academic readiness is emphasized through structured activities and routines. Our teachers will encourage independence by gradually increasing your child's responsibilities, such as self-care tasks and following multi-step instructions.

We regularly communicate between our preschool and your child's anticipated kindergarten staff, as well as with families, and will ensure consistent expectations and address individual needs. Your child's social skills will be reinforced through group activities that promote sharing, patience, and cooperative play, preparing your child for a collaborative kindergarten setting.

Through story time, structured play, and kindergarten-oriented lessons, your child will build confidence and adaptability, laying a strong foundation for their new educational journey.

### **DISENROLLMENT**

We require a written 2 week notice for disenrollment. If you have pre-paid, WE DO NOT GIVE REFUNDS. If you give me notice, we cannot guarantee a position for you later without a deposit.

### **EXPULSION / TERMINATION OF SERVICES**

The expulsion policy is designed to ensure the safety, well-being, and positive environment for all children attending Columbia Basin Child Care & Preschool. Expulsion is considered a last resort and will only be implemented after careful consideration of all factors involved.

Grounds for Expulsion:

**Serious or Repeated Violations:** Children or parents/guardians who display persistent or serious behavior that poses a threat to the safety or well-being of themselves, other children, staff, or property. This may include physical aggression, bullying, destruction of property, or other behavior deemed harmful.

**Failure to Comply with Policies:** Persistent failure of the child's guardians to comply with the policies and guidelines of Columbia Basin Child Care & Preschool, despite repeated warnings and attempts to rectify the situation.

**Unmanageable Behavior:** Behavior that significantly disrupts the learning environment or compromises the ability of caregivers to provide safe and effective care for the child or other children.

**Unpaid Child Care Tuition:** If a parent/guardian is consistently late or has failed to pay their monthly tuition.

Procedure:

**Documentation and Notification:** Any incidents leading to potential expulsion will be documented in writing, including details of the behavior, actions taken, and communications with guardians.

**Review and Decision:** The childcare provider will review the documented incidents and consult with relevant parties (if applicable, such as a licensing agency or advisor) to assess the situation objectively. We will do our best to accommodate a child by modifying their environment or making changes to our staffing prior to making a formal decision.

**Meeting with Guardians:** A formal meeting will be scheduled with the guardians of the child to discuss the concerns, provide documented evidence, and explore possible solutions. This meeting will also outline the potential consequences, including the possibility of expulsion.

**Decision:** After the meeting, the childcare provider will make a final decision regarding expulsion. This decision will be communicated in writing to the guardians, along with the effective date of expulsion and any transitional arrangements.

**Transitional Support:**

In the event of expulsion, Columbia Basin Childcare & Preschool will provide guidance and support to assist guardians in finding alternative care arrangements for the child, ensuring a smooth transition.

**Review and Modification:**

This expulsion policy will be reviewed periodically to ensure its effectiveness and relevance. Any modifications will be communicated to guardians and staff accordingly.

## **ARRIVAL AND DEPARTURE**

Please accompany your child into the home. Your child is never under any circumstances allowed into the home alone, or to be left inside the door to come in on his/her own, as you are required to sign your child into and out of the facility every day they attend with times and your full name as it appears on your driver's license. Please have your child clean and dressed for the day. No night diapers, please. Children will only be released to individuals on your child's release form and with proper ID. Arrangements must be made in advance for any other person to pick up your child. Children will not be released to anyone without proper ID or anyone under the influence of drugs and/or alcohol.

Our Learning Time begins around 8:30am, so to avoid disruptions, please drop children off before this time if possible.

## **FIELD TRIPS AND TRANSPORTATION**

We currently do not offer field trips or transportation. As we do not have appropriate car seats or seating in vehicles, in an emergency parents will be contacted to pick up their children. In an event that parents cannot pick up their children, we will contact emergency services for evacuation.

## **DISASTERS AND EMERGENCY PREPARADNESS**

Please see our Disaster Plans Booklet for our policies regarding disasters and emergency preparedness. You will have received a copy in your registration packet, and it is also available in pdf format on our website at [www.columbiabasinchildcare.com](http://www.columbiabasinchildcare.com).

If you would like another hard copy of these plans, please reach out to any of our staff and they will be provided within 24 hours.

### **COLUMBIA BASIN CHILD CARE & PRESCHOOL PET POLICY**

At Columbia Basin Child Care & Preschool the children will not have access to pets as our home is pet-free. Service animals are allowed however, they will be required to be current on immunizations and well groomed.

### **DIAPERING AND TOILET TRAINING**

Please make sure your child has adequate disposable diapers or pull-ups for the time they are in our care. There will be a charge of \$1.00 for each of our diapers used. We will place a note in your child's cubby or bag to alert you that we have added this to your account.

Cloth diapers are welcome, however WAC 110-300-0221 states that the cloth diapers must:

- (a) Not be rinsed;
- (b) Be placed in a securely sealed moisture impervious bag;
- (c) Be stored in a separate disposal container; and
- (d) Be delivered to a commercial laundry service or given to the child's parent or guardian at least daily.

We will under no circumstances leave a child in a wet or dirty diaper. All children will be changed as needed. Please make sure you have plenty here! The diapering area will be sanitized before and after each child's diaper is changed. We do everything we can to help with toilet training. We also need your help at home to be consistent. Please notify us when you begin toilet training, and please use pull-ups.

"Fully potty trained" means that a child, can use the toilet consistently and independently for all their bathroom needs. This includes:

1. Recognizing the Need: They can tell when they need to go to the bathroom and can express it to others or act on it themselves.
2. Using the Toilet: They know how to use the toilet properly, including sitting on it correctly, and can manage their clothing.
3. Wiping and Hygiene: They can clean themselves appropriately after using the toilet and wash their hands afterward.
4. Staying Dry: They can go through the day (and sometimes the night) without accidents, meaning they can hold it until they reach the toilet.

In essence, being "fully potty trained" means they don't need diapers or training pants and are comfortable and confident using the toilet.

### **MEALS AND SNACKS**

A balanced diet of nutritional meals and snacks is provided. The following is a schedule of our mealtimes:



**Breakfast — 7:00 am - 8:00 am** (Breakfast always includes 2 of 4 Food Groups. Ex.: Toast, Pears, & Milk)

**Lunch — 11:00 am - 12:00 pm** (Lunch always includes 4 of 4 Food Groups. Ex.: Corndogs, Corndog Breeding, Fruit Cocktail, Corn, & Milk.)

**Snack — 3:00 pm - 3:30 pm** (Snack always includes 2 of 4 Food Groups. Ex.: String Cheese, & Ritz Crackers)

Our Master Menu can be found online at [www.columbiabasinchildcare.com](http://www.columbiabasinchildcare.com), or you can request a printed copy from any of our staff.

If you are bringing your child after serving time, please feed them first. Children under 12 months will be required to bring nutritious meals from home. Any diet restrictions must be noted on the enrollment form and kept updated by the parents.

Children will wash their hands every time they enter the facility, before they eat, after using the restroom, and every time after they blow their nose. Handwashing is also required if their hands are visibly soiled, or if they come into contact with unclean objects.

We serve children with special foods for medical reasons only. If your child has a special diet, it must be brought from home, and must be nutritious. Milk allergies require a physician statement as required by the USDA. Food sent to share with the entire facility should be purchased at a store. Foods brought from home, including baby bottles, will be labeled, dated, and stored in the refrigerator. Eating surfaces will be cleaned and sanitized before and after each use.

**PLEASE NO GUM AT DAYCARE.** Choking is our main concern, however we do not like the mess on furniture, carpet, etc.

### **INFANT FEEDING**

Breastmilk or formula must be provided by parents. Please prepare your child's bottles for the day at home and use clear labels. Bottle labels should contain your child's full name and the date and time it was prepared. Bottles will be warmed using warm water baths or an electric bottle warmer. Bottles will never be warmed in the microwave or in boiling water on the stovetop. Bottles must be made of glass, stainless steel, or plastics labeled with "1", "2", "4", or "5". A plastic bottle must not contain the chemical bisphenol-A or phthalates. Bottle-fed infants will be held while feeding. We will not prop a bottle. Semi-solid foods will be introduced after consulting with parents and baby food must be provided by parents.

### **PROHIBITED PERSONS**

Our plan for excluding persons whose presence on the premises is prohibited by regulations will be to call 911 and have them immediately removed.

### **NON-DISCRIMINATION STATEMENT**

We support Federal and State regulatory and statutory requirements, regarding nondiscrimination in employment practices and client services, to prohibit discrimination

because of race, creed, color, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability or use of a trained guide dog or service animal by a disabled person.

### **HOLIDAYS**

We observe all National holidays and offer parties to recognize them. We believe in celebrating our diversity by learning about our own traditions, and the traditions of other cultures. If you do not wish for your child to participate, we ask that you keep them at home on these days.

### **WATER ACTIVITIES**

At Columbia Basin Child Care & Preschool we enjoy participating in water activities! During warm weather we will have days/times in which we will have sprinkler activities. As water can be hazardous for the ages that we enroll, we do not have any pools or large tubs of water.

Year round, indoors we will include age-appropriate sensory activities that utilize water in a safe manner with constant close supervision.

### **PHOTOGRAPHY, VIDEOTAPING, OR SURVEILLANCE**

At Columbia Basin Child Care & Preschool we require signed permission forms for any kind of photography, videotaping, or surveillance of children. We currently have Ring cameras installed in the front of our facility that records roughly 30 seconds of video after movement is detected. We do not use this footage in any way, other than for personal/property security.

Over the course of the day, we enjoy sending parents photos or video updates on their child's activities. If you would like to opt out of this and do not want your child in any photo or video, please complete the form (included with your registration packet) with the appropriate permissions and communicate this preference to our staff.

Photography or videotaping of your own child while at our facility is allowed, provided you do not include any other children in the photo that does not have the appropriate permissions in place.

We do not allow any parents or guardians to use surveillance equipment on their child or their belongings when they are at our facility, as this puts other children and families right to privacy at risk.

### **CONFIDENTIALITY**

Any information concerning your child shared with us will be kept in strictest confidence. We believe that your privacy is of the utmost importance.

If you would like to share information with another parent (i.e. exchange numbers for a playdate, etc.) we would be happy to facilitate this if the other family is also amenable.

### **LIABILITY INSURANCE**

I do not carry liability insurance for my in-home childcare facility.

### **CLEANING AND SANITATION**

Our facility uses bleach with a concentration of 7.0-8.25%

- All surfaces, furniture, toys and tools are cleaned with a soap and water solution prior to sanitation or disinfection.
- Food prep surfaces and sinks are cleaned and sanitized with ¼ tsp bleach to 1 qt. cool water before and after use.
- We sanitize the daycare cots weekly (or when soiled) with 1/4 tsp. bleach to 1 qt. cool water.
- Children's bedding is stored separately to ensure cleanliness and washed and sanitized weekly with high heat in our laundry facilities.
- We sanitize the toys once per week (or when soiled) with 1/4 tsp. bleach to 1 qt. cool water.
- The daycare bathroom will be disinfected every day with 1 tbsp. bleach to 1 qt. cool water.
- Dishes (including pots and pans), utensils, bottles, pacifiers, and dishwasher safe toys are sanitized in the dishwasher using high heat.
- The licensees and staff have obtained Washington State Food Handlers cards. The meals and snacks will be handled according to the sanitization standards as set by Washington State.

### **PEST CONTROL POLICIES**

At Columbia Basin Child Care & Preschool we prioritize children's safety. All areas of the facility are treated as necessary by a pest professional to reduce the likelihood of an encounter with pests. All treatments will be done during facility closures, after business hours, and you will receive 48 hours' notice of the application of pesticides. We will also provide information regarding the type of pesticide used, and the name of the professional pest company.

A record of pest treatments will be kept for up to 7 years. If you would like to view these records please reach out to either Jan Espericueta or Shaylene Craigo and they will be provided within 24 hours.

### **STAFFING PLAN**

During operating hours, we will have a staff-to-child ratio of 2:12, with no more than 6 children 24 months and younger in that number, two of which must be walking independently.

### **SMOKING, DRUGS, AND ALCOHOL**

We maintain a very strict NO SMOKING, DRUGS, OR ALCOHOL policy. It will be rigidly enforced. Absolutely no smoking, or illegal drugs are allowed on the property. Any person who is intoxicated will have a cab/Uber/Lyft called and asked to leave. No child will be allowed to leave with a person who is intoxicated or under the influence of illegal substances. This is **non-negotiable**.

### **GUNS & WEAPONS STORAGE**

We do not have or allow any guns or weapons on the premises.

# FEES AND POLICIES AGREEMENT

## Columbia Basin Child Care & Preschool

2022 S Tweedt St  
Kennewick, WA 99338  
509-308-2615

Each family is required to pay a one-time-only \$100.00 registration fee. Monthly tuition for each age group for regular hour care (Monday - Friday 7:00 am - 5:00 pm) is as follows:

<u>MONTHLY RATE</u>	<u>AGE GROUP</u>
\$1500.00	Infants 0 – 24 Months
\$1300.00	24 Months to <b>FULLY</b> toilet trained
\$1100.00	<b>FULLY</b> toilet trained

Regular hour care is limited to a 9-hour day without extra fees. Hours of care are 7:00 am - 5:30 pm, Monday - Friday. **A LATE FEE OF \$20.00 FOR EVERY 5 MINUTES WILL BE CHARGED FOR LATE PICK-UPS AFTER THE AGREED DEPARTURE TIME.** Extended care is occasionally available on a pre-arranged basis and includes an extra charge. Regular payment is due on the 1st of each month (or the Friday prior to the 1st, if the 1st is on a weekend, or within scheduled days off) prior to service. This tuition includes childcare, meals, snacks, project materials, art supplies, and a complete Preschool Curriculum.

**NON-PAYMENT IS CAUSE FOR DENIAL OF CHILD CARE. LATE PAYMENT FEE IS \$20.00 PER DAY LATE.**

Monthly tuition is required whether or not your child attends every day of a given month. **THIS INCLUDES SCHEDULED DAYS OFF.** This assures you a position within our care.

There are periodic closed holidays in some months as detailed in your Parent Handbook. **TUITION REMAINS CONSTANT. WE DO NOT GIVE REFUNDS.**

**I HAVE READ THE ABOVE DESCRIPTION AND PAYMENT POLICIES. I UNDERSTAND AND AGREE TO COMPLY. I UNDERSTAND THAT I AM EXPECTED TO REMIT PAYMENT IN ADVANCE. I ALSO AGREE TO GIVE TWO WEEKS' WRITTEN NOTICE IN ADVANCE OF LEAVING THE CARE OF COLUMBIA BASIN CHILD CARE & PRESCHOOL. IF A TWO-WEEK NOTICE IS NOT GIVEN, I UNDERSTAND THAT I MUST PAY MY USUAL TUITION FOR THAT PERIOD. MY SIGNATURE BELOW BINDS ME TO THIS CONTRACT.**

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Parent Signature

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Date