



Our Philosophy

We believe that each child is a valuable, unique and individual. Each child benefits from a consistent, respectful, safe, loving, and stimulating environment which will encourage all aspects of development. We affirm each child's worth and seek to nurture them as individuals.

Our goal is to help each child feel secure in a nurturing environment as an extension of the security of the home and family. Our well-trained staff strives to provide the kind of affection, respect, and personal concern.

At Kinder Cabin, we provide quality childcare in a Spanish setting by using loving, creative, and purposeful means to train and nurture each child in our care. Our concern is for the total personality of the child physical, social, mental, emotional, and spiritual. Children's cognitive development varies greatly. We believe in exposing the children to the various aspects of academics knowing that at some point as their little brains develop and mature, everything eventually will come together.

WELCOME

Children are tender, curious, wonderful beings who need a safe and enriching environment to grow and thrive. Kinder Cabin will do their best to ensure the safety, comfort, health, and happiness of all children in our care at all times and will present them with the opportunity to learn at their own pace. Kinder Cabin will attempt to gain as much continuing education and training as possible. Kinder Cabin will also strive to keep the lines of communication open between ourselves and the families we serve. Please feel free to discuss your needs or concerns with us.

Please read this handbook thoroughly, it covers very important policies and procedures that pertain to the care of your child and to your family.

All information is noted to clarify the effective date for all policies. Please acknowledge these needs by reading this handbook in its entirety and abiding by the policies set forth. Your support will enable Kinder Cabin to maintain safe standards and allow us to continue to provide for high-quality child-care services.

In addition to reading this Parent Handbook, we request that each family sign the Parent Handbook Agreement attached (http://kindercabin.info/?page_id=46) . The agreement verifies your understanding and acknowledgement of center expectations.

Thank you for choosing Kinder Cabin and please feel free to contact us with any questions, comments, or if you need clarification on any of the policies in this handbook. Our facility has been inspected by a state licensor and meets the minimum licensing requirements as required by Washington State law.

Update: August 2022

HOURS and LATE FEES

Hours: **School Year**

Monday through Friday from 9 am to 3 pm.
Before / After care: as agreed

SUMMER TIME:

Monthly schedule:

Monday through Friday from 9 am to 3 pm.

SUMMER CAMPS : Monday through Thursday 9am to 1pm

Reservation in advance is required for extended time. Extended care is charge by hour. We require 24hrs notice to cancel your reservation, or you will be charge.

Fees:

Early Arrival **\$5/10 minutes**

- Available with a minimum 48 hour advance notice and agreement

Late Pick-up UNSCHEDULED \$4/minute

- Any child not picked up **by 3pm**.
- Extended Care: as agreed.

Late pick -up after/before business hours unscheduled \$20/hour PLUS 2\$/minute

- Before or after business hours (9am-3pm)
- Full payment must be received prior to care for your child to attend

We will begin making phone calls for ETA

- ***Pick up on time and follow through on all agreements. Providers have personal lives too, and they should be able to expect that you will pick up your child at the agreed upon time. If for some reason are you coming late three times a week to pick up your child, you need to work out a new agreement with the provider or find a way to abide by the original one.***

If you are late with a payment or pick-up, please include the amount due in your next payment.

If you arrived late, our staff will write the time you pick up your child, please sign out.

*******We have to be in compliance at all times, late pickups could potentially leave us out of ratio*******

Notification When Child Will Be Absent

Families are asked to call/text the school whenever their child is not going to attend. In the case of extended absence due to illness, a doctors' note should accompany the child upon return to school. We don't offer make up days.

Holidays Days Off

Kinder Cabin, LLC is going to follow Issaquah School district holidays and closing days; this means school will be closed: New Year's Day, Martin Luther King, President's day, Memorial Day, Independence Day (4th of July), Juneteenth Day, Labor Day, and Veteran's day, Thanksgiving Days, Christmas Eve, and Christmas Day. Winter break will at the end of the year for 2 weeks following the Issaquah School District calendar. In addition, If New Year's Day or any other Holiday falls on a weekend, we will take off the Friday before or the Monday after. School will be closed two weeks in summer. Dates on the summer break are announce in early July. **For all these days full monthly tuition still required.**

In addition to these holidays, our school will be closed 2 days a year for training purposes, and 2 days a year for teacher conferences/ training. Kinder Cabin, LLC will let parents know with 2 weeks in advance. **For all these days full monthly tuition still required.**

Summer Break Kinder Cabin LLC will close the last 2 weeks of August. Kinder Cabin, LLC. Summer break will be until Labor Day. **For all these days full monthly tuition still required.**

Emergency Closure Policy

In case of emergency closing Kinder Cabin will notify parents as soon as possible, either by an email, text, or with updates on our web page.

Examples of emergency closures will be:

Inclement weather

Water shut down

Power Outrage

Kinder Cabin LLC follows the Issaquah School district for inclement weather closures and opening delays.

Information on how children's records are kept current, including immunization records

In order to be in compliance with our Licensing Department parents needs to notify our staff about any changes in children's information. Examples of that will be new address, new phone numbers, new immunizations records, etc.

Admission Requirements and Enrollment Procedures

When you enroll your child there will be some necessary paperwork to be filled out. Examples of these are: medical forms (including verification of immunizations), medical release forms, field trip permission forms, etc. Kinder Cabin, LLC will make all this paperwork available to you and help you with any questions. **There is an annual nonrefundable registration fee of \$200 per first child and \$100 for siblings.** All paperwork should be completed promptly and returned to Kinder Cabin, LLC. Parents will also get a copy of this handbook, the fees, and schedule for your child/children. After you have had a chance to read through these materials, let us know if you have any questions or concerns, parents will sign the parent's handbook, the written agreement with fees, as well as the child's hours, etc.

We are required to have a complete change of clothes for each child. If you do not leave a diaper bag each day you will need to leave a change of clothes in the school. Children are required to bring their own diapers and wipes from home.

Deposits:

Your child's position is reserved upon receipt of annual nonrefundable registration fee and the first month tuition fee, Please enroll carefully; once you pay if you decide not to proceed to take the spot **this deposit is non-refundable.**

If you decide to have a break during summer time (July/August) and return in the Fall, you need to deposit the full month of September tuition before your child's last day of the school year

- **SUMMER CAMPS**

The only way to 100% guarantee your spot for our summer programs is to pay in full the days/ weeks that you want to schedule your child in our summer camps.

Please enroll carefully; once you pay if you decide not to proceed to take the spot this **deposit is non-refundable.**

Summer camps are subject to cancellation if we do not have a group of at least 6 children

Admission Forms

There are several forms you are required to complete prior to your child's attendance:

1. Parent Handbook
2. Parent Handbook Contract Agreement
3. Child Care Registration
4. Child Care Permission Authorization
5. Child Care Agreement
6. Child Care Parent/ Guardian Permission
7. Certificate of Immunization Status (CIS) or similar form supplied by health professional
8. Kinder Cabin Enrollment – Agreement
9. Kinder Cabin Photo Permission

10. Diaper/ sunscreen Permission form
11. Tooth brushing permission (may change during COVID time)

Termination of Services

If for some reason you decide to stop bringing your child to Kinder Cabin LLC, **we require a minimum of 1 (one month) written notice.** This will give us time to find a child to fill your child's spot. **FULL Payment is due for that whole month** with **NO EXCEPTIONS** even if your child is at the facility for only a few days or part of that month. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for Kinder Cabin LLC, to resort to legal action to collect fees, the parent(s) will be responsible for legal fees incurred on our part.

If you want to reduce days or change your schedule, we will need 1 (one) month in advance to do the appropriated change. However, if you want to change your child's schedule, this will depend on the number of spots available at our care for the desired days.

If we can no longer watch your child for one reason or another, we will give you at least an 4 (four) weeks notice. We understand that it is not easy to find day care. Examples of why Kinder Cabin LLC, would terminate your child's care include (but may not be limited to):

- Failure of parent to pay.
- Failure to complete required forms.
- Lack of parental cooperation.
- Failure of child to adjust to the center after a reasonable amount of time.
- Our Staff inability to meet the child's needs without additional staff.
- Continual late pickups.
- Not respecting child care setting and policies (children and/or parents)
- UNSCHEDULED EARLY ARRIVAL /LATE PICK -UP
- If our daycare style is not the right fit for your child.
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KINDER CABIN REVERVES THE RIGHT OF ADMISSION OR DISENROLLMENT

Typical Daily Activity Schedule

9:00am Children arrive and may play freely with an activity of their choice until everyone arrives.

9:30am Guided activities which focus on fine motor skills such as puzzles, coloring, sorting, and lacing

10:00am Snack Time

10:15am Buenos Dias! Circle time, a great opportunity for children to greet their peers in Spanish or share a toy or a story. We have wonderful storytellers! During this time children may sing along with a song from our huge collection of Spanish music. We have more than 100 songs, and our library of music is always growing

10:30am Art Time: children get to express through art what we have learned in our recent curriculum

11:00am Writing, math, and other activities based on our curriculum's theme. We also practice letter recognition to prepare for reading activities during this time

11:30am Outdoor time, children get to enjoy nature in our beautiful private yard. We see occasional wildlife in the form of deer and a wide variety of birds. The woodpecker visits frequently, and children have fun silently listening for him. Children also do some gardening

12:00pm Lunch time: We provide healthy, organic meals for our kids. Every day we choose two helpers from the class to count in Spanish the number of students present and set up the lunch table

12:45pm Circle time

1:00pm Nap and quiet time begins. Some children will sleep while others may do quiet activities

2:00pm Story time: Children choose a book to be read in English and Spanish. Then we will discuss the book together and learn new Spanish words from it

2:15pm Free play

2:30pm Afternoon snack get ready

3:00pm Children leave

Communication plan with parents/guardians

Drop off and pick up times are opportunities for us to communicate on a daily basis anything important about your child so that we can support each other in providing the best care to help your child thrive. Be sure to share with our staff anything you think I should know, and our staff will do the same.

In addition to that parents will receive a newsletter at the beginning of every month. This will contain the curriculum for the month, reminders, events, and any other important information. Texting or email is the best way to communicate with us.

Also, we will post daily activities and pictures on Facebook/ Instagram, as well as announce our upcoming events and reminders for closing days. We encourage you to like us on Facebook / Instagram to get all that information.

If necessary we will have a private conference to talk about you child development, behavior, or any concerns we can have. You can also request at any time a meeting with us for questions and concerns regarding your child please make sure to make an appointment and we will accommodate the meeting within 2 weeks after requested.

Written plan for any child's specific needs

Kinder Cabin, LLC does not make it a policy to deny enrollment on the basis of a child with special needs and/or difficult behavior. However, after enrollment occurs our staff realize that they do not have the training, equipment, facilities, etc. to handle the child, Kinder Cabin, LLC will

withdraw the child from our program. This is in the best interest of the child, since our goal is to meet the needs of each child. If our staff is not sure whether or not they could handle a special needs and/or difficult behavior child, we will be willing to try. Staff would have to evaluate whether or not this arrangement was working as we went along. Kinder LLC reserves the right to withdraw at any time.

Payment Plan

You may pay by cash, check or Zelle, but checks and Zelle give you a record of your payment to check with Kinder Cabin, LLC figures at tax time. If a check is returned we will notify you and will ask for immediate payment in cash. After the second returned check, Kinder Cabin, LLC will accept only cash.

The first day of the month is payment day. If your child hasn't been here by the 1st because of the days of the program, you are required to make an online payment.

If your child misses school because he/she was sick, or on vacations, you are responsible to mail the payment. There is a \$45 fee for late payment after the 1st and \$5 a day after the 3rd of the month until tuition is paid.

Preschool fees are charged based on a yearly tuition, prorated in monthly payments. School year will run from September to June, you must paid your monthly fee in full, and notify us if you wish to continue to come during summer in the months of July and August. **If you decide to take your kids out of school for summer and re-enroll for the fall, full payment must be paid before the end of June (tuition is based on the current year).**

For Summer, you can choose to keep paying the yearly prorated tuition fee in summer, or enroll your child by week in our summer camp program. The only way to have daycare 100% guarantee is if the child is enrolled in our yearly program. **Summer camps are subject to cancellation if we do not have a group of at least 6 children.**

For extended care a reservation must be made, if parents pick up late without notice the charge will be \$4/minute. After operating hours the charge will be \$20/hour plus \$2/minute per child.

Parents are paying for a space whether their child is at school or not. Payment for care is due in advance.

TUITION WILL AUTOMATICALLY INCREASE \$25 PER YEAR FOR EXISTING PARENTS.

Fees, tuition, and other charges subject to change without further notice

Holiday Pay

Fees are not reduced during months/weeks that have holidays.

Religious Practices

We feel that religious teachings should be left up to the parents. However, every family is welcomed to talk about their religion, and teach us about it. Classroom will be decorated with different religious holidays such as Christmas, Hanukkah, etc. Songs, discussions at circle time, and crafts will be done during this dates. Any child, who does not want to participate, does not have to; however, we will ask that they do not disturb those who want to. If you object to your child participating in any of these activities, please let us know.

We also usually have parties at Christmas, Easter, Thanksgiving, Halloween, etc. If you do not wish to have your child participate in these, please let us know too.

Confidentiality policy including when information may be shared

Information about children in the program will remain confidential. You have the right to access your child's records. Anything of a sensitive nature will be shared outside of the presence of the children.

Behavior Management and Discipline

Our staff will use consistent, fair, positive methods of managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level and culture.

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain.

All staff and volunteers will be trained on the following policy and practices:
REDIRECT

If a child's behavior becomes an ongoing issue we will do the following steps:

- Notify parents verbally on the first time, written reports will be given to parents after that.
- Written reports will be on child's file every time we have an incident, even if we report verbally to parents.
- After a 3 reports on child's file disenrollment will happened automatically.
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Biting

If you are enrolling a 2 or 3 year old child, you will need to be aware that some toddlers and preschoolers go through a "biting stage," usually most prevalent at the beginning of the school year. Although biting is undesirable, this is a normal developmental process. It is a form of communication for a frustrated child. If a child does bite, we remove the child from the other children for a short period of time and tell the child "no biting" or "biting hurts." In order to protect the privacy rights of our children we will not release information to any family member regarding the identity of a child involved in a biting incident. However, we will advise you of your child's involvement in such an incident through a standard incident report. Please do not ask our

staff to violate another child's privacy rights by asking who bit your child, or who your child bit.

We may consider dismissal of children who become habitual biters and who present a direct threat to the safety of other children. While we understand the biting incident may have been traumatic for you and your child, we will work with both children and their parents through this developmental stage.

If you have questions or concerns we will be glad to discuss this matter further, or supply you with information to help you better understand this stage.

Early Intervention Services

Some children may need extra help and support that can be offered through Early Intervention Services.

Children learn naturally during their early childhood years, by doing, by watching you and other children, and by being taught how to do different things. Sometimes you or your child's teacher may notice that your child is growing or developing differently than other children of the same age.

The five developmental areas are:

- Ability to move, see and hear – physical development
- Ability to talk, express needs – language and speech development
- Ability to relate to others – social and emotional development
- Ability to eat, dress, and take care of themselves – self-help (or adaptive development)
- Ability to think and learn – cognitive development

While all children grow and change at their own rate, some children can experience delays in their development. Sometimes this is cause for concern. Early Intervention can help.

Early Intervention services can include, among others, information on how children develop, early childhood education, therapies which help the child to move his/her body, information for the family to help enhance a child's growing and learning. **We require parents to take the screening test for**

your child(ren) at this important age and send us a copy of the results.

These services are delivered in the setting that is consistent with the needs of the child and family. Considerations are made to reflect the child's best place for learning. It may take place in the child care setting or another community setting. Your pediatrician, the local mental health provider, or your insurance carrier can be a resource for additional social, mental, health, educational and medical services.

If your child is already receiving services and has an Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP) in place, please schedule a meeting with the Director prior to enrolling to ensure good communication and successful programming for your child's needs and goals.

Helpful Links for Parents:

Issaquah School District Website

<https://www.issaquah.wednet.edu/district/departments/SpecServices/Process>

***Washington State Office of Superintendent of Public Instruction(OSPI)
Special Education Family Resources***

<https://www.k12.wa.us/student-success/special-education/family-engagement-and-guidance>

Child Development

<https://www.dcyf.wa.gov/services/child-development-supports/esit>

Kindering

<http://www.kindering.org>

EXPULSION POLICY

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Exhibiting behavior that presents a serious safety concern for that child or others.
- Ongoing physical abuse to staff or other children.
- When we are not able to reduce or eliminate the safety concerns through reasonable modifications.

PROPER DRESS

Clothing worn to Preschool should be appropriate for the day's weather and play. Please do not send your child to care wearing anything new or special. We teach the children creativity, problem solving, and pride in their skills. Sometimes (often) these values get a little messy. Onesies or shirts that snap at the crotch (**great for infants only**), too tight shoes the child cannot slip on themselves, tight jeans, belts, buttons and snaps that the children can't handle alone are not appropriate in a childcare situation. **Children take pride in being able to care for themselves.**

If potty training, your child needs to be ONLY in pull up elastic waist pants for their ease and success.

Shoes with laces are a safety hazard. Please only send children in shoes with elastic or Velcro closures. Flip flops and sandals must have a heel strap. Older children will need closed-toe shoes at all times.

If YOU wouldn't wear something similar to either sleep in or exercise in, then it IS NOT APPROPRIATE FOR CHILD CARE [i.e. jeans, frilly dresses], since those are the two basic activities of care – sleep and movement.

Clothing that may seem appropriate to you, based upon the few minutes it takes to get into your car and into a warm building, is probably NOT APPROPRIATE FOR AN HOUR OF OUTDOOR PLAY for a young child. Children should be in a MINIMUM of one additional layer for every layer their parent deems appropriate for him/herself.

Please do not assume that we will not be going outside. Too often children do not attend with the appropriate clothing, necessitating that we provide back-ups, or keeping everyone indoors due to one child's lack of necessary items. If a child is brought without the necessary clothing, the parents may have to return home to get it.

Toys

Your child may bring a doll or stuffed animal for nap time. Some classes have specific show and tell days for home toys. Otherwise, please refrain from bringing in personal toys from home. The children get very upset at having a toy broken or lost and/or are unable to share their toy with others at their developmental age. We have many varied and interesting materials to use and do not want to cause unnecessary upset.

SUPPLIES

You will be responsible for providing your child's:

- Diapers (1 bag)
- Pull ups (1 bag)
- Wipes (2 boxes)
- Tissues (2 boxes)
- Sterilized bottles and nipples (water or milk bottles need to be cleaned and sanitized)
- Three (3) spare sets of LABELED clothes appropriate for the season, including socks
- Lovey if needed for nap time (blanket/stuffed animal)
- House shoes (for inside – optional)

FALL/SPRING/WINTER :

- depending on the weather :
 - Rain / Snow boots / shoes
 - Rain /winter / Snow Jacket
 - Gloves / winter hats

SUMMER

- sandals
- Sun cream (with form) *you need to apply it before you bring your child to school.*
- Swimsuit, swim diapers, hat
- Towels (labeled)
- Swimsuit (labeled)

ALWAYS CHECK THE WEATHER CONDITION BEFORE YOU DRESS YOUR CHILD !

All children need to bring an extra set of clothes in a zip lock bag for their cubbies and will be only used if an accident occurs. Always check with the teachers if your child needs to update their clothes.

Diapering Procedure (for 2's and younger)

Staff will be check minimum every 2 hours. Change immediately if diaper is soiled.

Staff must wash hand immediately after change diapers.

Children hands will be clean either with water and soap or wipes.

Parents are responsible to provide enough wipes and diapers.

Potty Training

Toddlers and Twos are NOT expected to be potty trained. We ask that parents provide disposable diapers as well as a complete change of clothes that will remain in your child's cubby at school. If your child begins the potty training process while in our Toddlers or Twos program, we will partner with you to help with this process within the confines of our busy preschool day.

Children younger than 3 years old will be assisted to go to the bathroom.

Children enrolled in our 3s, 4s program MUST BE potty trained in order to attend. Children must be wearing underwear and very rarely having accidents. Please note that wearing pull-ups is not considered being potty trained.

Why do children have to be toilet trained for preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/pull ups for 3's and 4's old children . Examples : Child doesn't fit in the changed table, cleaning and sanitation requires a longer process. Many diseases are spread by feces, urine or other bodily fluids. We want to minimize the risk of spread of infectious diseases for children and educators that are transmitted by feces and another bodily fluids through toileting or toilet training of children.
- When an adult is busy changing a child's soiled clothing, it is taking away from learning /care time for all other kids and it removes one adult from the direct supervision and interaction with the rest of the class (teacher / child ratio).

A potty-trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With bowel movements as well as urine)
5. Get on/off the toilet by him/herself.

6. Children 3 years old and up should be able wash hands by him/herself .

We will certainly offer the opportunity to use the bathroom multiple times throughout the day. We do understand that even potty-trained child will occasionally have toileting accidents, especially when he/she is in a new environment. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children change their clothes and encouraging independence as much as possible.

Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes that is appropriate for the season that will remain in your child's cubby at school. Parents will be notified if a child has a toileting accident.

We take potty training very serious, and we will do it gladly for every child in school. However, if parents do not show consistency on the process we will stop completely, because this process is very hard and time consuming and it should be team work between teachers and parents.

When you feel your child is ready for toilet teaching, **we will ask that you begin this teaching at home.** Our staff will follow through and encourage your child while in our care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home.

During toilet learning parents will need to supply:

- 2 complete changes of clothing (socks included)
- training pants (4 per day)

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

We will also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time

Tooth Brushing ((may change during COVID time)

Per State licensing regulation, staff members assist children in brushing their teeth if they are in care for more than four hours per day. This practice is intended to increase awareness of the importance of good oral health practices and to assist children in establishing good oral hygiene practices from an early age. Tooth brushing takes place once a day. ***Individually labeled pediatric tooth brushes and individual tooth brush holders and containers are provided by the parents. Only water, not toothpaste, is used for children to brush their teeth.***

Meals and Snacks Policy

Parents must provide well-balanced, nutritional snacks and lunches. All food needs to be sent to school ready to consume with minimal preparation. Lunch boxes and miscellaneous containers need to be appropriately labeled to prevent loss. We require you to bring snacks and lunches that follow these Federal Child Health guidelines. More information is available at www.nutrition.gov . Kids need to bring their own clean water bottle, safe drinking water will be served.

Please do not send sweets, cookies, chips, popcorn, or processed foods that do not meet this requirement.

A LUNCH BOX MUST CONTAIN : FRUITS, PROTEIN, DAIRY OR DAIRY FREE, VEGETABLES AND GRAINS.

SNACKS CAN VARY : LIKE FOR EXAMPLE, ONE PORTION OF FRUITS or FRUIT BAR, VEGGIES & YOGURT ETC.

See links below:

https://fns-prod.azureedge.net/sites/default/files/resource-files/CACFP_Posters_Serve_Tasty_ages3-5.pdf

https://fns-prod.azureedge.net/sites/default/files/resource-files/CACFP_Posters_Serve_Tasty_ages1-2.pdf

https://fns-prod.azureedge.net/sites/default/files/resource-files/CACFP_Posters_Serve_Tasty_ages6-18.pdf

<https://fns-prod.azureedge.net/sites/default/files/resource-files/ServingSchoolMealstoPreschoolers.pdf>

<https://www.choosemyplate.gov>

Birthdays Treats- Please check with the teacher for classroom guidelines in advance of birthdays.

Candy & Nut Free School

KINDER CABIN IS A CANDY & **TREE** NUT FREE FACILITY. Please be considerate of children with allergies.

Peanut butter, products containing nuts or a trace of nuts, candy, gum, soda, and chocolates **will not be served**.

FOOD ALLERGIES

It is your responsibility to notify us of any allergies or adverse reactions your child may have with certain foods or beverages. Safe drinking water will be served.

Parents must fill the form “Food Allergy and/or special dietary requirement”.

Food handling:

Anyone preparing food for the children is required to have a valid Food Handlers Permit

Transportation and Field Trips

Parents are responsible for transportation of their children for any field trip. For insurance purposes and liability Kinder Cabin LLC is not allowed to take children on field trips.

If we take a field trip off site, you will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance.

Transportation for field trips will be provided by parents or walking.

Children's emergency contact and medical release forms and medical/immunization records, a first aid kit my first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.

Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a criminal background check.

Staffing Plan

Kinder Cabin LLC will maintain the State required staff to child ratios at all times. If any teacher needs to be absent for any amount of time, you will be notified. Any Staff who covers for our primary staff absence will meet all State requirements to care for the children, and be fully trained according to State requirements and on the policies and procedures of our program. You may ask for access to our staff training and professional development records.

If we have any staffing changes, or primary staff need to be absent for an extended period of time, you will be notified.

Emergency staffing

Susanne Miles
Sylvia Cascante
Mirna Guzman

Pets

Kinder Cabin LLC does **NOT** own pets.

Health Care Practices

Emergency preparedness and evacuation plan

Kinder Cabin LLC has a fire evacuation plan posted and we will practice fire evacuation (Fire Drill) monthly. Please take a look at the plan so you are aware of our fire evacuation procedures.

In the case of an emergency, our first responsibility is to evacuate the children to a safe place outside and account for all children in attendance. After evacuating children, 911 will be notified. Staff will then contact all parents/guardians to arrange pick-up of children if needed. Please refer to our posted evacuation plan for a full list of details, floor plan, and gathering place outside of my home.

We will also practice earthquake drills quarterly, and a lock down drill annually.

In the case of a disaster of any kind, we have prepared our premises for evacuating the children. Parents have to provide emergency supplies when enrolling children, these have to provide food, water, and medicines for up to for up to seventy-two hours.

Our staff practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. Staff continually checks for potential hazards.

If we are notified by law enforcement of a lockdown situation, staff will gather children in the bathroom close the door and keep children as calm and quiet as possible.

If our premises become inhabitable in a disaster, children and staff will be located at backyard if possible.

Injury or medical emergency response and reporting

1. Kinder Cabin's staff had received First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified. With some minor injuries parents will be called to help decide whether the child should go home.
3. In the event of a serious injury or emergency, staff will call 911 and administer first aid or CPR if needed. Staff will then notify

you as soon as possible and tell you where your child is being treated.

4. If injury results in medical treatment or hospitalization, staff are required to immediately call and submit an "Injury/Incident Report" to our Department of Social and Health Services Licenser and child's social worker, if any. Parents will be given a copy.

Medicine Management

1. All medications (prescription and non-prescription) shall be administered only on the written approval of a parent or guardian. A Medication Treatment Authorization form (authorization to administer medication) must be completed. This form must be initialed and dated every 30 days for ongoing permission for over the counter medications.
2. Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
3. Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.
4. Doctor's permission is not required for non-prescriptions drugs such as:
 - a. Anti-histamines
 - b. Non-aspirin pain relievers and fever reducers
 - c. Cough medicine
 - d. Decongestants
 - e. Anti-itching creams
 - f. Diaper ointments and powders
 - g. SunscreenNon-prescription medication not included in the categories listed above; taken differently than indicated on the

- manufacturer's label; or lacking labeled instructions shall only be given if authorized in writing by a physician.
5. Any medicine taken by mouth for children under two will need written permission from your doctor.
 6. A detailed record will be kept of all medicines given at child care.
 7. Parents must sign a permission every six month for our staff to administer any of the medication mentioned above.

Sick Children

1. Each child will be observed daily for signs of illness.
2. Children who are contagious must stay at home. All parents of children in our care, as well as the Health Department, will be notified by phone within 24 hours of communicable diseases or food poisoning.
3. **Please call us if your child will not attend due to illness. If you are unsure your child should come or not, please call.**
4. If a child should become ill during the day, **you will be notified immediately and will be expected to pick up the child as soon as possible.** In such event, your child will be isolated from the other children until you arrive.
5. An ill child must be picked up from Kinder Cabin if:
 - The illness or condition prevents the child from participating in normal activities.
 - The illness or condition requires more care and attention than our provider can give.
 - The required amount of care for the ill child compromises or places at risk the health and safety of other children and staff in our care.
 - There is a risk that the child's illness or condition will spread to other children and/ or staff.

6. **The parent is responsible for finding substitute care in case of the child's illness.**
7. **The following illnesses or children who are exhibiting these symptoms are not accepted in School per instruction of the Department of Public Health:**

Diarrhea: Where stool frequency exceeds two stools above normal in a 24-hour period, especially if child acts or looks ill or whose stool contains more than a drop of blood or mucus.

Vomiting: Vomiting on two or more occasions within the past 24 hours.

Rash: Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.

Eyes: Thick mucus or pus draining from the eye, or pink eye.

Open Sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mount sores with drooling.

Appearance/Behavior: unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

Sore Throat: Especially if associated with fever or swollen glands in the neck.

Fever: Temperature of 100 degrees F. or higher and behavior change or other signs and symptoms of illness (included: sore throat, headache, rash, vomiting, diarrhea, earache, irritability or confusion)

Lice, ringworm or scabies : Children who have lice may not return to day care until they are louse and nit (egg) free.

Children with ringworm or scabies will allowed to come back after receiving a complete treatment from the doctor or health specialist.

We require a note from the health specialist on the treatment.

Whooping Cough: Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound

Chicken Pox: Children may return when the blisters have dried and formed scabs.

Mouth sores: If your child has a sores inside/outside his/her mouth and are drooling (an indication of Hand, Foot & Mouth disease), should be excluded from our care, as the saliva can transmit the sores cant adequately covered.

- **Frequent congested (wet) or croupy cough.**
- **Lots of nasal congestion with frequent blowing of nose.**
- **General malaise or feelings of fatigue, discomfort, weakness or muscle aches.**

Kinder Cabin may readmit a child, staff member or volunteer into our program area with **WRITTEN PERMISSION OF A HEALTH CARE PROVIDER or a HEALTH JURISDICTION** stating that the individual may safely return after being diagnosed.

Please read "Keeping Your Ill Child at Home" from the Seattle-King County Department of Public Health

Consider keeping your child at home for an extra day of rest and observation if he or she has any of the following symptoms:

- Very stuffy or runny nose and/or cough
- Mild sore throat (no fever, no known exposure to strep)
- Headache
- Mild stomach ache

Colds are the most contagious during the first 48 hours. A child who has a fever should remain at home until "fever free" for a minimum of 24 hours. A child who has started antibiotics needs to be on the medication for 48 hours before considered non-contagious and able to return to school WITH A NOTE FROM THE DOCTOR. Often when a child awakens with vague complaints (the way colds and flu begin) it is wise to observe your child at home for an hour or two before deciding whether or not to bring to school. Your child should be physically able to participate in all school activities on return to school without the assistance of fever/pain medication. Keeping a sick child at home will minimize the spread of infections and viruses in the classroom. Please ensure your **EMERGENCY CONTACTS** details are always up to date so that your child can be collected promptly if your child become unwell and please tell us what is wrong with your child, even when your child staying at home!.

Reporting and notifying conditions to public health

We are required to notify the Department of Health, our licensor, and all families of children in my care within 24 hours if there is an outbreak of a communicable disease in the child care, or in any staff's family.

Certificate of Immunization Status

A CIS form or similar form supplied by health professional must be used, And be current and updated yearly. **All children must be current on their immunizations.** If there is a signed exemption to immunizations, the child may need to be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

Hand Washing Practices and Hand Sanitizers

We (children and adults) will be washing our hands upon arrival, before and after preparing food, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids; and as needed or required by the circumstances.

Hand sanitizers or hand wipes with alcohol may be used for adults and children and for whom we will need a signed parent permission on file only when handwashing facilities are not available; and Hands are not visibly soiled or dirty.

An alcohol-based hand sanitizer must contain sixty to ninety percent alcohol to be effective.

Cleaning and Disinfecting

Cleaning, sanitizing and disinfecting practices include daily sanitizing all toys and eating utensils that are mouthed by children. Tables and all food prep surfaces are sanitized before and after each meal, snack or other messy play activity. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year. Parents are responsible to take sheets home the last day your child comes to care to wash it, and return it the first day they come back, staff at Kinder Cabin will not be responsible to wash linens.

Blood Borne Pathogen Plan

All staff caring for children in our program has completed the Blood Borne Pathogen training. When Staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated and then properly dispose of all waste. All persons exposed will wash hands before returning to care.

Injury Prevention

Staff will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products and chemicals will be inaccessible to the children.

Napping/sleeping

A rest period will be offered for all children less than five years of age. Alternative quiet activities will be available for those children who no longer need a nap. No child will be forced to sleep. Staff will work with you to discuss your child's sleep patterns and needs.

Smoking / Vaping

Smoking / Vaping , and the use and visual possession of tobacco and unapproved nicotine delivery products are prohibited on our property during business hours, including, but not limited to:

- Indoor and outdoor grounds
- Adjacent sidewalks
- Parking lots
- Buildings
- Private vehicles

This policy applies to all persons on the premises, regardless of their purpose for being there. Federal law prohibits smoking within 25 feet of the premises.

Scientific evidence has linked respiratory health risks to secondhand smoke.

Drugs and Alcohol

No illegal drugs or alcohol are allowed on the premises AT ANY TIME. No one under the influence of drugs or alcohol may be in the presence of the children at any time.

Guns or Weapons

Kinder Cabin LLC staff and its owners are not allowed to have weapons of ammunition in premises AT ANY TIME.

Non-discrimination Statement

Kinder Cabin LLC does not discriminate in enrollment, hiring practices, client services or in the care of children based on race, color, creed,

ethnicity, national origin, gender, marital status, veterans status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member, communication and learning styles.

BUSINESS PRACTICES

Sign-in and Sign-out Procedures

Arrival and pick-up instructions:

When arriving; the parent, guardian or authorized person must sign the child in, and sign-out at pick up time. The sign-in/sign out form is located at the outside fence door. You are required to sign in/out using name, date and time. **If you are late, our staff will put the time you arrived for you.**

Please identify on the Child Care Registration form who is authorized to pick up your child. **Staff will not release your child to any person without your written permission.** The person picking up your child must have identification, as we may ask for verification of identity before releasing a child.

Anyone who appears to be under the influence of drugs or alcohol arriving at child care to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, Staff will call 911.

Back-up Child Care

It is always parent's responsibility to find backup child care in case of emergency closure. **Kinder Cabin doesn't offer any make up days for emergency closures.**

Receipts and Taxes

Kinder Cabin LLC will give you a payment receipt when you pay for child care *by request only*.

You will receive a form reporting your annual child care expenditures for the applicable tax year *by request only*. Allow us 2 weeks to have it ready.

Insurance Coverage

Kinder Cabin LLC carries liability insurance

Television, Video and Computer Use

TV is not allowed in our premises unless parents informed. Teachers may show children videos on a computer to support the theme of the curriculum. Staff is only allowed to show no more than 2 videos per month, each video can't be longer than 20 minutes.

Special Activities

Parents will be notifying in advance in our newsletter of all our special activities and events.

Kinder Cabin will also post our entire special events on Facebook/Instagram.

Final page.

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