



A place for kids to grow

Parent Handbook

*Welcome to Bel-Red Montessori where we offer children a fun
and safe environment to learn and grow!*

Madhavi Deva
Bel Red Montessori Child Care Parent Handbook
16657 Northupway, Bellevue WA 98008
Phone: (425) 818-1427
<https://belredmontessori.com/>

Program Name: Bel Red Montessori
Parent initials _____

Table of Contents

My Training and Experience7

My Family and Background7

Curriculum Philosophy and Program Description7

Family engagement and partnership communication plan.....8

Introductory Visit9

Trial Period.....9

Admission Requirements and Enrollment Procedures.....9

Deposits and Registration Fees.....9

Admission Forms.....9

How children's records, including immunization records are kept current10

Certificate of Immunization Status10

Confidentiality policy including when information may be shared11

Non-discrimination Statement, Anti Bias and Bullying11

Abuse and Neglect-Protection and Training12

Permission for Free Access12

Definitions of Care12

Sign-in and Sign-out Procedures13

Cost of Care Rates14

Payment Plan, Holiday charges and discounts14

Payment Penalties:15

Extra Charges:15

Receipts and Taxes:.....15

Hours and Days of Operation16

Holidays16

Family/Parent/Guardian Vacations and Absences16

Provider Vacation/Emergency Closure Policy17

Back-up Child Care and Consistent Care Policy.....17

Staffing Plan, Classroom types and Ratios17

Termination of Services.....18

Expulsion policy.....18

Posting requirement19

Items Brought From Home19

Dual Language learning policy (written plan) 19

Checklist of Child Care Supplies	20
Typical Daily Activity Schedule.....	21
Screen time activities.....	21
Outdoor activities.....	21
Napping/sleeping.....	22
Mixed age groups.....	22
Individual Care plan and Special Needs Accommodation (written plan).....	22
Religious and Cultural Activities	23
Child Guidance plan, Physical Restraint policy and Corporal punishment.....	24
Specialized Care for Infants & Toddlers:	24
Diapering Procedure	24
Toilet Learning	25
Infant and Toddler nutrition and Feeding	25
Bottle Preparation.....	26
Breast Milk.....	27
Naps, Rest Periods and Infant Sleep Patterns	27
Infant and toddler safe sleep practices(SIDS).....	28
Special care for children entering Kindergarten.....	28
Meals and Snacks Schedule	29
Sample Menu and Description of How Foods Are Served.....	29
Food Handling Practices	31
Dishwashing Practices	31
Safety of Food Containers and Preparation Area	31
Policies for Food Brought From Home	32
Water activities.....	32
Transportation and Off Site Field Trips	32
Transportation to/from School:.....	33
Nighttime Care, Overnight care and Staffing	33
Dental hygiene practices.....	33
Health Care Practices	34
Emergency preparedness and Evacuation Plan	34
Earthquake Plan.....	35
Evacuation Plan:.....	36
Fire Evacuation Plan:.....	37
Lockdown Plan:.....	37
Injury or medical emergency response and reporting	38
Medicine Management.....	40

Exclusion/Removal Policy of Ill Persons40
Reporting and notifying conditions to public health.....42
Pesticide Policy42
Hand Washing Practices and Hand Sanitizers.....42
Cleaning, Sanitizing, and Disinfecting Procedures44
Blood Borne Pathogen Plan44
Injury Prevention44
Pets.....45
Photography, videotaping and surveillance.....45
Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal drugs ...46
Guns or Weapons.....47
Insurance Coverage47
Safe water sources.....47
Retaining facility and program records.....48
Programs offered at Bel Red Montessori.....54
Daily scheduled activities offered at Bel Red Montessori.....56

Welcome to Bel Red Montessori Child Care

Program Name: Bel Red Montessori
Parent initials _____

Please read this handbook thoroughly.

Thank you for your interest in Bel Red Montessori Child Care. In selecting our Montessori program, your child will receive both personal care and attention within an educational program and environment. This combination makes our program truly distinctive.

Bel Red Montessori Child Care uses the Montessori method combined with the latest research in learning to create an environment where children experience the joy of learning, the excitement of sudden intuitive leaps in understanding, and the pride of accomplishment.

Our facility has been inspected by the state licensor and meets the licensing requirements for the state of Washington. In this handbook you will find information about our school, the program, policies, and our procedures. Please read through this handbook thoroughly and feel free to call discuss with me any questions that you may have.

This handbook was updated on September 1, 2019

This handbook has been approved in partnership with the Department of Early Learning

This handbook was prepared for [WAC Chapter 110-300](#) in effect 08/01/2019

About the Director

My name is Madhavi Devanaboina (Deva) and the children call me

Program Name: Bel Red Montessori
Parent initials _____

Ms. Madhavi. I was born and raised in Gudur, in the Southern part of India with my parents and two brothers. I completed high school and college in Gudur and then went on to medical School at Sri Venkateswara University in Tirupati India. I worked in a Montessori program in India while going to school. I came to Seattle and worked in Genomics Research when I first arrived. The funding ran out at the research center and a family friend suggested I come to work for her. My friend had a Montessori school and I fell in love with the work. This began my career working in Montessori and in child care. I started my own business in 2013 opening up Bel Red Montessori Child Care (BRMC). Working from home gave me the opportunity to stay at home while raising my son, who is now in college. I really enjoy my work, watching children go from infancy to being able to read and be ready for kindergarten and making long term relationships with families.

My Training and Experience

I have a Medical Degree and Medical Informatics Certification. I worked as a Post-doctoral Research Fellow/Associate and have teaching experience. I previously worked at Anandamma Montessori School in Andhra Pradesh, India as an Assistant Montessori Teacher. I also worked as an intern at SMR Shoreline Montessori. I have run my own business since 2013 providing a Montessori program for children birth through six years old.

The State of Washington requires that I take annual training on topics related to caring for young children annually and leadership practices. I love sharing these trainings and new things that I learn with parents and have a record of all the classes that I have taken. Feel free to ask to see mine or my staff's training logs any time. I have also returned to college to obtain a certificate in Early Childhood Education and will be completing my schooling this by Spring 2020.

Curriculum Philosophy, Implementation and Program Description (WAC 110-300-0305)

BRMC continues its dedication to expanding each child's potential by

nurturing and stimulating that unique union of mind and body through academics, art, movement, meditation, yoga, and practical life skills, directed by dedicated staff.

The school uses the Montessori method of teaching, combined with the latest research in learning to create an environment where children experience the joy of learning, the excitement of sudden intuitive leaps in understanding, and the pride of accomplishment. The environment helps children develop within themselves an excellent foundation for a lifetime of creative learning. The learning materials have been designed to provide a wide variety of learning experiences geared to the developmental needs of young children. The learning involved in handling, manipulating, and working with materials is fascinating and absorbing for young children when engaged in exploratory activities and semi-structured activities. Children in our setting experience deep satisfaction which leaves him or her with an overall positive attitude towards life.

One of the most important things we can teach your child is the joy of learning! All children have a curriculum designed around individual needs, learning styles and abilities.

Our staff is dedicated to nurturing your infant, toddler and preschool child, caring for their individual needs in an atmosphere that is pleasant and homelike. Each infant is on their own schedule for naps and eating and is included in all learning; parents are welcome to visit their child whenever they feel the need. Our staff is experienced, caring and consistent, so a long term relationship builds between caregiver, child, and parent.

During our daily routine you will see us working on areas of movement, visual stimulation, music time, reading time, tactile/auditory stimulation, and developing hand/eye coordination, with age appropriate materials. We strive to meet the emotional, intellectual, social, physical, and health needs of all children in a semi-structured environment, that includes child directed and teacher directed play. The children will also participate in both small and large group activities as well as time where the child works alone or with a partner.

Family engagement and partnership communication plan (WAC 110-300-0305)

Building a bond between your child, you and our program is one of the best ways to support your child in their joy of learning and a desire to attend our program.

Please contact me in person, by phone or email anytime you have a question or concern about your child, our program or our staff.

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 us anything you think we should know so that we can provide the best program possible for your child.

We will schedule a regular time to meet with you twice each year to discuss your child in a more formal way through a family/provider conference. In these conferences we will communicate with each other about goals, strengths and challenges for your child, and how we can support you in your parenting as you support us in your child's school experience.

We have resources that will help support you on issues like breast feeding, support for children with special needs and organizations that conduct developmental screenings. We also will help you as your child begins to transition into Kindergarten. We have kindergarten or school readiness materials, resources on how to contact The Office of Superintendent of Public Instruction (OSPI), the Department of Children, youth and family and other equivalent organizations and developmentally appropriate local school and school district activities designed to engage families.

Introductory Visit

Each new family will be scheduled to visit our home at least one time prior to enrollment. This introductory visit gives the parents, child, and provider opportunity to acquaint and get an understanding of each other and gives an opportunity to answer any questions. This visit will be a scheduled visit at a time where I will be able to focus on you and your child. We will tour our facility and explain where your child's classroom is, who the staff are and where you can find im-

portant documents. We will also schedule a time where we can discuss our policies, procedures and expectations before your child's first day of school.

Trial Period

Upon completion of the enrollment requirements your child will begin a two-week trial period. During this time your child is not considered enrolled. This period is used to observe your child's adjustment to our program and talk about concerns. I will talk to you daily about your child's day and work with you on any concerns or questions that you have. After the two-week trial period, I will determine if our services are satisfactory to everyone. If any problems cannot be resolved after working with you and your child I will make the decision to not enroll your child. Sometimes there may be apprehension the first two weeks of daycare. It takes about ten days at day care to feel comfortable with all the children and providers. Rest assured, if your child is unhappy or sits in a corner all day, we will let you know. We do not want any unhappy children.

Admission Requirements and Enrollment Procedures (WAC 110-300-0460)

The State of Washington and our program require that all documents are completed before the child's first day of child care. I realize that there are a lot of required forms that need to be filled out, if you need support please feel free to call me. Remember to sign the immunization form and complete both sides of each form. These forms can be found on our website at <https://belredmontessori.com/parents/> You will also need to bring all the required supplies and pay the registration and deposit fees before your child's first day of class. If your child has special needs make sure that you have the documentation from your doctor, especially for allergies and seizures.

All fees must be paid by the first of the month by check payable to Bel Red Montessori child care.

Deposits and Registration Fees

- 1) A late fee of \$30 per half hour will be charged for any child picked

- up after 6, payable immediately.
- 2) A \$50.00 registration fee (non-refundable) and ½ month deposit is due upon agreement to enroll your child to reserve a spot, which will be applied to the **last month** of care with written notice from the parent one month prior to the child leaving. Once the agreement is signed you have two weeks to change your mind, after this time the deposit will not be refunded. One month's tuition payment is due when care starts.
 - 3) Tuition payments are due on the first of each month. If you leave on vacation please leave a post-dated check to cover tuition and avoid a late fee.
 - 4) A late fee of \$15.00 will be applied if payment is not received by the 5th of the month. \$5.00 additional for each day afterwards.
 - 5) \$25.00 for all returned checks (Non-Sufficient funds and closed accounts).
 - 6) There is no tuition reduction for sick days, individually chosen vacation days, school vacation weeks, or school holidays. Sick or otherwise missed days may not be made-up at a later date.
 - 7) A paid month written notice is required prior to termination of care. No refund for early withdrawal.
 - 8) BRMC reserves the right to change these policies at any time, with one month's notice.

Admission Forms **WAC 110-300-0085, 0106(9)**

There are several forms you are required to complete prior to your child's attendance. All forms can be found at <https://belredmontessori.com/>The forms include the following:

1. Child Care Registration
2. Permission Authorization for field trips, transportation, water activities, photo, video and surveillance activity.

3. Child Care fee Agreement and payment plan.
4. Certificate of Immunization Status (CIS) or Certificate of Exemption (COE)
5. Proof of physical in the past year (yearly exams are required)
6. A plan for special or individual needs of a child, including allergies (if applicable)
7. Child Personal Behavior form
8. Medication authorization and medical procedure training (if Applicable)
9. Health history form and Permission to seek emergency medical treatment

How children's records, including immunization records, are kept current (WAC 110-300-0460 and WAC 110-300-0210)

A record for your child is very important to us. The records will be used to plan your child's curriculum, classroom setting, daily activities and used in emergency situations. All children's files, including immunization records, must be updated by parents as personal and contact information changes and each child's records will need to be updated every September. Immunization records must be updated the following school day after your child receives a new immunization including your child's yearly flu shot. If you change jobs, your contact information changes, your emergency contact information changes or if there is a parent separation you are required fill out a new registration form. We will ask you every Monday if there is new information that needs to go into your child's record. Your child's file will be a confidential file and will only be shared with you, the Department and staff.

Certificate of Immunization Status (CIS) (WAC 110-300-0210)

A CIS form or similar form supplied by a health professional must be used, and be current and updated yearly. All children must be current on their immunizations. If there is a signed Certificate of exemption (COE) from a licensed physician, the child will be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

We accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records. The written proof must contain a schedule of when the immunizations will be given and you must follow this schedule. For the health and safety of your child, the other children, staff and myself we do not accept children that are not fully immunized unless the child is exempted due to an illness protected by the ADA or WLAD or by a completed and signed COE signed by a licensed physician. We do not accept children who are not fully immunized.

Confidentiality policy including when information may be shared (WAC 110-300-0465)

Children's records at BRMC will include all admission forms, medication information, injury and incident reports, attendance records, payment history and other information obtained while caring for your children. This information will remain confidential. You have the right to access your child's records at any time. Anything of a sensitive nature will be shared outside of the presence of the children. On a need-to-know basis, staff members may access your child's file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at this child care. The Department may also access your children's files.

Non-discrimination Statement, Anti Bias and Bullying (WAC 110-300-0030, 0331, 0160)

Our program is defined by state and federal law as a place of public accommodation. We do not discriminate in employment practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, class, 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 or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW).

All staff have been trained on anti-bias and bullying policies and we work

with the children to reduce and eliminate bullying and bias behaviors at our program. Our program is an inclusive program and children are supported in learning about similarities and differences in families, cultures, religions and many other areas of the children's lives.

Abuse and Neglect-Protection and Training (WAC 110-300-0475)

As child care providers and preschool teachers, we will protect children from all forms of child abuse or neglect. We have a duty to report and are required by mandatory reporting laws to report any suspected physical, sexual or emotional child abuse; any suspected child neglect; child endangerment; or child exploitation. A child's sexual or physical abuse and maltreatment is disclosed to Child Protective Services (CPS) and our local law enforcement agency immediately (without prior notification to the parents involved). We will also inform our licenser. All staff and volunteers in this program, are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment and exploitation. All staff have been trained on the mandatory reporting laws of the State of Washington.

Permission for Free Access (WAC 110-300-0085)

During business hours, you have the right to access all areas licensed for child care of our facility. You are welcome to visit or drop-in unannounced to observe your child but please try not interrupt classes and naptime if at all possible. You have the right to access your child's file, provider training log(s), Department inspection checklist(s), and facility licensing compliance agreements at any time. Please schedule time in advance if you would like to have a meeting with me or my staff, so we can arrange to speak away from the children.

Definitions of Care

Full Time: 8:30 AM until 5:30 PM

Extended care may be provided if approved at the time of registration and fee is paid.

Fees are not reduced for late arrival or early pick up

The limit per day for a child to remain in care is ten hours.

Attendance may be full or part-time depending on your contract.

Please let us know ahead if there will be any changes in the child's daily schedule. If you will be delayed picking up your child please let

us know. If a child has not been picked up by the agreed time for part time or closing time for full time children, or you go over the ten-hour limit, a late pick-up fee may be charged (see fee and payment plan section for details). When picking up your child, please limit your stay to 10 minutes.

Sign-in and Sign-out Procedures/ Attendance records (WAC 110-300-0455)

Arrival and pick-up instructions:

- Upon arrival, the parent, guardian or authorized person must sign the child in using signature of the full name, the date and the time.
- Upon departure, the parent, guardian or authorized person must sign the child *out* using signature of the full name, the date and the time.
- The sign-in/sign out form is located in the front entry.

State law mandates that children must be accompanied into the school by the parent when arriving and be picked up inside the school. Children will not be released without written permission of the parent. We realize that drop off and pick up times are very busy times for both you and our staff. We are unable to stand beside the attendance sheets to monitor if you signed in and out. Signing in and out is subject to a civil penalty fine by the state. If I am fined because you did not sign your child in or out, the amount of this fine will be on your next billing statement.

- If pick up or drop off will be by someone other than the regular parent, you must provide a written statement. We will not release your child to any person without your written permission. This form should be kept current. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child. If the pick-up will change due to an emergency please call us and let us know who will be picking up your 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, 911 will be called.

Dual language Learning (WAC 110-300-0305)

Our program is a dual language program; you may hear us speaking English, Spanish, Telugu, Tamil and Hindi while we interact with the children. We work with all children helping them to develop and learn

languages. If your child is a dual language learner, we will support your child to learn English in both the written and spoken form as well as other languages. You are encouraged to bring in books, music and other items that represent your child's other language so that we can incorporate the language into our program

Cost of Care Rates

Rates are based on the cost of care for the year. Rates are not reduced for holidays, vacations days (both yours and mine) or absent days. Periodically we will make a cost of living increase, a two weeks' notice will be given to families for any rate increases.

If other adjustments are needed, a two weeks' notice will be given. Your contract will specify your child's days and hours of care. There is a 10% reduction in tuition for siblings. The limit per day for a child to be in care is ten hours per state regulations. Attendance may be full or part-time and will be determined during your enrollment. Please let us know ahead if there will be any changes in the child's daily schedule. If you will be delayed picking up your child please let us know. If a child has not been picked up by the agreed time for part time or closing time for full time children, or you go over the ten-hour limit, a late pick-up fee will be charged (see fee and payment plan section for details). When picking up your child, please limit your stay to 10 minutes.

The program rates

Age	Registration Fee	Part -time Monthly Tuition 5 days a week; up to 4 hou per day	Full time Monthly Tuition 5 days a week; up to 9 hours per day
Birth to twelve month	\$100.00	\$1050.00	\$2000.00
Twelve months to Thirty months	\$100.00	\$1050.00	\$1950.00

Thirty months To six years	\$100.00	\$1000.00	\$1850.00
Before and After School extended Hours.		\$10.00 Per hour Must be pre-approved and Contract signed.	

Payment Plan, Holiday charges and Discounts

Payment Plan: Parents are required to pay for the time their children are scheduled to be in care. In other words, parents are paying for a space whether their child is there or not. Payment for care is due in advance on the first working day of the month. Special payment terms are negotiable on occasion and will be defined in the contract. Checks can be written to Bel Red Montessori.

Holiday Pay: Fees are not reduced during months/weeks that have holidays or vacations or snow days.

Discounts: A 10% discount for a second child in the same family will be given for children over 12 months.

Payment Penalties:

1. The fee for late payment is \$50.00 per day. If fees remain unpaid after a period of three days, your child will not be admitted until ALL fees are paid in full.
2. The penalty for NSF checks is \$50.00 plus any bank costs incurred by me. Cash payment is required for returned checks. You may be put on a cash only basis after the second NSF check.
3. Late pick-up fees are \$3.00 per minute for the first 30 minutes and \$5.00 per minute after that. Emergency contacts will be called if you have not informed me of your inability to get to BRMC on your scheduled time.

Receipts and Taxes:

- We will give you a payment receipt when you pay for child care.

- You will receive an Internal Revenue Service (IRS) W-10 Form reporting your annual child care expenditures for the applicable tax year.

Hours and Days of Operation

The child care program is open the following hours, except holidays. Parents of enrolled children are welcome to visit their children at any time during the day.

Day	Hours
Monday	8:30 AM Until 5:30 PM
Tuesday	8:30 AM Until 5:30 PM
Wednesday	8:30 AM Until 5:30 PM
Thursday	8:30 AM Until 5:30 PM
Friday	8:30 AM Until 5:30 PM
Saturday	CLOSED
Sunday	CLOSED

From time to time your child may not feel like attending school, but your quiet confidence will reassure them. Please bring your child on time in the morning so she/he can start the day along with everybody else (before 9:00 for preschoolers). Say goodbye and quickly leave. Routines work best for children. If your child is not able to settle in comfortably in our program, BRMC reserve the right to allow two weeks' notice for you to find an alternate place. There will be no refund.

Holidays

BRMC will be closed all legal holidays with pay, if the holiday falls on a Saturday or Sunday, BRMC will be closed the day the holiday is legally observed. The following schedules are days that the child care is closed each year. BRMC follows the Bellevue school calendar for closures due to inclement weather.

Holiday	Date, Comments
---------	----------------

New Year's Day	January 1 st
Martin Luther King Day (observed)	January 20 th
Presidents Day (observed)	Third Monday of February
Memorial Day (observed)	Fourth Monday in May
July 4th	July 4 th and July 5 th
Labor Day (observed)	First Monday in September
Columbus Day	Second Monday of October
Veterans Day (observed)	November 11 th or the following Monday
Thanksgiving Day and Friday (the day after)	Fourth Thursday and Friday of November
Christmas Week	December 24 th Through January 2 nd

Emergency Closure:

BRMC may have to be closed due to unforeseen circumstances such as power outage, damage due to flood or earthquake. Every effort will be made to contact parents by phone to notify of closure in advance.

Family/Parent/Guardian Vacations and Absences

1. You are required to give two weeks advance notice for vacation.
2. Please call and inform me when your child will not attend due to illness or some other event.
3. Payment will not be reduced during your vacation days.
4. Please advise me upon enrollment if you plan to remove your child from child care for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).

Provider Vacation/Emergency Closure Policy

I will give you at least two-week(s) advance notice of my vacation schedule. Payment will not be reduced during school closures and vacations.

In the case of an emergency closure such as snow that makes the streets dangerous, earthquakes, power outages and other unexpected disasters I will let you know as soon as I become aware of the situation and will expect that you will let me know as well if you are not able to arrive at my child care. We will also follow the local school's emergency closure days.

Back-up Child Care and Consistent care policy (WAC 110-300-0495)

We recommend that you have access to an alternate child care arrangement. You may need care if I am ill, school closure days or when I am on vacation. If I am ill, you will be notified as soon as possible so that you can make other arrangements. It is your responsibility to find backup child care for school holidays and possible sterilization of the facility (to prevent further spreading of infections). For a child care referral, please call:

Child Care Aware of Washington
(206) 329-5544
1-800-446-1114

Emergency closure guidelines

Occasionally we may close school due to snow and driving conditions, or water, power or heat outages. During the school day, we will only decide to close when it would risk the health and safety of children to stay open. On these rare occasions, we will contact parents to pick up their child. If we cannot reach parents, we will try their emergency contacts. If at any point there are staff members assisting me, someone will stay at the school until the last parent leaves. No refunds are given because of emergency closures.

- In a widespread event, such as a large earthquake, please try not to flood our phone lines immediately. We need to keep our phones open in order to call for help or to contact the families of any one who may be injured.
- Under our school emergency procedures, we will first call for emergency aid, then contact the parents of any injured children, activate a message on our voicemail and contact our out of state. Then we will notify others. If you must call us, please try to be brief.
- All students of all ages must be signed out at a central location before they are taken home in an emergency. Please remember to do this so we can keep track of everyone and relay messages to others who are equally concerned about the whereabouts of children.

- Make sure you have as many people as possible authorized to pick your child up in the event of colossal traffic jams or other widespread emergency events.

Staffing Plan, Classroom types and Ratios (WAC 110-300-0495)

We will maintain the State required staff to child ratios at all times. For consistency of care I or a permanent staff member will be assigned to care for your child with a goal of building a long-term trusting relationship. Any staff who covers for me in my absence will meet all State requirements to care for the children, be fully trained according to State requirements and will be trained on the policies and procedures of our program. You may ask for our staff training and professional development records.

If we have any staffing changes, or I need to be absent for an extended period of time, you will be notified in writing or electronically. My staff are fully qualified and can cover for me if I need to be absent.

We offer a Montessori Pre-school and Kindergarten type of classroom settings. Our ratios are below the state requirement so that your child will get personalized attention. Our teachers are highly trained to care for the special needs of the children in their classrooms and are able to provide your child with experiences in dual languages.

Parent involvement is welcome at Bel Red Montessori. You could help us in the following ways: Advertising, fundraising, gardening, handyman, lending objects of study, helping with your child's homework, volunteering with some activities and projects from time to time, bringing in food, toys or objects to share from your child's culture, helping with parties.

If you are first aid, HIV, food permit certified and are willing to complete a background clearance you could volunteer or substitute at Bel Red Montessori.

Termination of Services (WAC 110-300-0485)

1. You are required to give me thirty-day notice of your intent to terminate care. All fees are due at the time of notice. You will not be reimbursed already paid fees. If you leave before the end of the month you will owe for

the full month your child attends.

2. Changes of services for your student from full time to part time will also require a thirty-day notice.
3. Students who withdraw will lose their class placement. Re-enrollment will be on a space available basis. Reregistration fees and deposits will be required for reenrollment.
4. The following are conditions that may cause child care to be immediately terminated:
 - A. Non-receipt of payment
 - B. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the child care facility, staff or policies
 - C. Continual late payments or unpaid bills
 - D. Continual late arrivals or pick-ups

Expulsion Policy (WAC 110-300-0486, 0340)

At our facility we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. During the two-week trial period we will have helped your child learn the rules and acceptable behaviors while at Bel Red Montessori. After the two-week trial period and your child exhibits behavior that presents serious safety concern for the child or others and we are not able to reduce or eliminate the safety concern through reasonable modifications the child's care will be terminated. Examples of behaviors would include biting beyond the toddler age, throwing objects at others, hitting others with objects and leaving the facility as well as other behaviors that put the child or others in danger.

Prior to expulsion of services due to child's behavior I will provide the following supports:

1. We will have a parent or guardian meeting weekly or sooner as needed.
2. We will review the expulsion policy with the parents or guardians.
3. We will record the incidents that led up to the expulsion, include the date, time, person involved if it is an adult and details of the incidents

4. We will give the parents a copy of the steps that were taken to avoid expulsion. These steps include:
 - i. Working with the child individually to help reduce the behaviors
 - ii. Reviewing the house rules with the child
 - iii. Reducing the amount of distractions for the child in the child care.
 - iv. Helping the child learn to talk about feelings and communicating his wants and needs.
 - v. Meeting with the parents to discuss the behaviors and working with the parent on a plan to reduce the behaviors.
 - vi. Having the parent or guardian come in to the child care and staying with the child to help with continuity of care, redirection and reducing the behaviors.
 - vii. Have the parent come to the child care and spending several days with the child to give the child and the facility the support to provide a safe, enriching learning environment for all the children.
 5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
 6. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians that are involved in the care of the child.
 7. We will give the parents or guardians referrals to community-based programs/settings
- The Department will be notified of the expulsion.

Posting requirements: (WAC 110-300-0505)

Our policies can be found in the front entrance of our school. Our postings consist of our parent handbook, health policy, staff policy, emergency preparedness plan, and our menus, and emergency drill logs, non-availability of liability insurance, inspection reports, enforcement actions and resources for families. A copy of all our policies are available at our website <https://belredmontessori.com/> please read through this information frequently so that you are aware of the policies and expectations.

At times we will update the information and send you a new copy. Any changes will be implemented two weeks after you receive a copy of the updated information.

Items Brought from Home

Please do not allow your child to bring any toys, food, electronics or other personal items to child care. I will not be responsible for broken, stolen or lost toys and electronics. These items will be put away as soon as I become aware of them. On Fridays we have show and tell. Your child can bring one item to share with the rest of children. The item should be an educational toy, book, or other interesting thing that they can describe to others.

Please make sure the item is of an appropriate size so that it is not a choking hazard, that it is not fragile and can be held by many little hands and that the object is appropriate for sharing.

Checklist of Child Care Supplies

	<i>Item</i>	<i>Comments</i>
1.	A lunch that meets the USDA food requirements	This information can be found at https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf
2.	Bottles and Cups	The amount needed will be discussed during enrollment
3.	Blanket and/or toy for naptime	Takes it back to home.
4.	Toilet training Pants	These need to be brought home when used.
5.	Plastic Pants	At least two if used
6.	Diaper and wipes	At least two weeks supply
7.	Change of clothes	At least two sets. All clothing must be labeled with the child's name
8.	Accurate emergency information	This will need to be updated when the information changes

9.	Cold and rainy weather clothes	This includes gloves, hat, warm coats and boots
10.	Toothbrush	
11.	Sunscreen (must have written permission)	Banana Boat SPF50 If the parents want something different they need to provide.
12.	Three-day supply of medication	Only if there is medication that has been approved by a doctor and the child care.

All items must be labeled with your child's full name

We have an Emergency kit that contains:

- Emergency blanket,
- Flash light,
- Emergency food and water,
- Emergency information,
- First aid kit,
- 30-gallon garbage bag,
- Emergency medication when needed,
- And we have cell phones and a land line telephone.
-

BRMC EMERGENCY INFORMATION (which is included in our Emergency kit)

- Student's name and address/ phone number
- Parents home/ mobile/work numbers
- Alternate local contact
- Alternate out –of- state contact.

Please bring in a small comfort kit for your child. This kit should be contained in a gallon size zip lock bag and could include non-perishable food items such as granola bars, jerky, hard candies, cookies, canned fruit with flip top, fruit roll-ups, tuna fish packets, dried fruits, raisins, cheese, crackers, small canned juice. You could also put in a plastic fork/spoon, small note pad & pencil, book or deck of cards, comfort letter and a family photo.

Screen Time Usage (WAC 110-300-0155)

We do not use television, videos, or computers for educational purposes at our program. Please do not allow children to bring electronics.

Mixed Age groups: (WAC 110-300-0345, 0450)

Our preschool has a mixed age grouping, during the day the children will be participation in learning, playing, eating and sleeping with children from different age groups. We will set up programs and curriculum for the age of your child/children. The age group ranges from birth through six years old.

Typical Daily Activity Schedule (WAC 110-300-0360, 0295, 0296)

Time	Activities
8:00 AM TO 9:00 AM	Arrival/free choice play/breakfast
9:00 AM to 10:00 AM	Free Play/Class Room Activities (Painting, Gluing, Coloring, Letters, Numbers, Shapes, Colors, Blocks, Puzzles, Playdough, Puppets, Montessori Materials Math/Language/Science/Social Studies)
10:00 AM to 10:30 AM	Snack Time/Diapers/Free Play
10:30 AM to 11:00 AM	Outside play
11:00 AM to 11:30	Group Time/Story Time/Free Play
11:30 AM to 12:00	Circle Time/Yoga
12:00 PM to 1:00	Washing hands/Eating Lunch/Cleaning
1:00 PM to 1:30 PM	Free Play/Diapers
1:30 PM to 3:30 PM	Nap Time
3:30 PM to 4:00 PM	Snack Time/Diapers/Free Play
4:30 PM to 5:00 PM	Outside Play
5:00 PM to 6:00 PM	Free choice play/departure

All children are included in our daily activities. Infants and young toddlers eat and sleep on their own schedule.

The state mandates that children in care over six hours must have at least 90 minutes of outdoor time. Please note that this schedule is a

typical day and that it may fluctuate due to weather, parties and other factors.

Fridays we have show and tell and our schedule will change for that.

Outdoor activities (WAC 110-300-0147)

Our facility offers a 90-minute outdoor programming daily for all children enrolled, except during the following conditions:

- (a) Heat in excess of 100 degrees Fahrenheit or pursuant to the advice of the local authority
- (b) Cold less than 20 degrees Fahrenheit, or pursuant to the advice of the local authority
- (c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger
- (d) Earthquake
- (e) Air quality emergency ordered by a local or state authority on air quality or public health
- (f) Lockdown notification ordered by a public safety authority
- (g) Other similar incidents.

It is your responsibility to make sure your Child has appropriate clothing for outdoor activities during days that may be hot, rainy and cold. This includes a hat, coats, gloves and clothes for rainy days and appropriate footwear. If your child is too sick to play outdoors your child is too sick to be at child care. Please keep your child home if they are ill.

Napping/sleeping (WAC 110-300-0265)

A rest period will be offered for all children under five years of age, who remain in care for more than six hours or show a need to rest. We offer a scheduled nap or rest time and offer alternative quiet activities for children who may need that or no longer require naps. No child will be forced to sleep/nap. We will work with you to discuss your child's sleep patterns and needs. We allow infants and young toddlers to follow individual sleep schedules.

Individual care plan, Special needs accommodation (WAC 110-300-0300)

We will ask all parents and guardians to have a written individual care plan for each child with special needs including allergies and seizures. The individual care plan must be signed by the parent or guardian and must contain the following:

1. The child's diagnosis, if known;
 2. Contact information for the primary health care provider or other relevant specialist;
 3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
 4. Directions on how to administer medication;
 5. Allergies;
 6. Food allergy and dietary needs, pursuant to WAC 110-300-0186;
 7. Activity, behavioral, or environmental modifications for the child;
 8. Known symptoms and triggers;
 9. Emergency response plans and what procedures to perform;
- and
10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:

- a. Physician or physician's assistant;
 - b. Mental health professional;
 - c. Education professional;
 - d. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
 - e. Registered nurse or advanced registered nurse practitioner.
11. If the child has one of the following it must accompany the child's service plan.
 - (a) Individual education plan (IEP);
 - (b) Individual health plan (IHP);
 - (c) 504 Plan; or
 - (d) Individualized family service plan (IFSP).

Our goal is to help your child succeed; if you need help obtaining the required information please let me know and I will help.

Religious and Cultural Activities

Our religious and cultural activities include learning about different holidays, traditions and celebrations. We do this through art, languages, foods, decorations and stories. If you have items that you would like to share that represent your family's cultures and celebrations please talk with me about them and we will try to incorporate them into our program. Children will also have a show and tell time where they will be encouraged to bring in items from their home to share with the other children. This is a great time for your child to share an item that is unique to your family.

Bel Red Montessori Childcare celebrates the diversity of all ethnic and religious backgrounds of the children in our community. We do not prescribe to any specific religious organizations or practices. However, we do invite all families to share with us their ethnic, cultural or religious observances.

Child Guidance plan, Physical Restraint policy and Corporal punishment (WAC 110-300-0331, 0335, 0490)

We will use consistent, fair and positive methods of managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level, and culture. Research has shown that time out doesn't work in the favor of kids, at BRMC we use redirecting, helping the child work through difficult situations, helping with communication, and setting clear achievable rules. We believe in logically explaining to kids. We talk about the importance of positive behavior and its impact on us. In cases of severe behavioral issues which require extraordinary care and attention, we will work hard with parents and follow our expulsion plan when needed. We will also help you find other places which might be more suitable for your child. Spanking or any form of corporal punishment, physical or mechanical restraint, 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.

The objective of discipline at our BRMC is to help the child be a part of a safe, nurturing environment. Children are encouraged and shaped to appropriate behaviors when needed in a positive manner. The ultimate goal is for children to be able to use self-control and self-direction. Intervention with behaviors will be clear, concise, immediate, fair, and consistent. We use the following methods for correction:

- Talking with the child
- Redirection to positive activities
- Separation from the group for a short time out (1 minute per each year)
- Discussion with parents for repeated situations

We teach the children to use walking feet, inside voices, no climbing on tables, chairs or furniture, feet belong on floor, and to put away toys or “work”. Please help us enforce these guidelines when you are on the premises.

All staff and volunteers are trained on the guidance and discipline policy and practices of this facility.

We do not use child restraint as a form of discipline.

Diapering Procedure (WAC 110-300-0221)

Children will be attended to at all times during the diapering procedure. Diapers will be checked every two hours and changed when necessary and not less than every four hours. The parents or guardians will need to supply appropriate diapers include disposable or cloth diapers and diaper wipes that the child will need for two weeks. All staff, parents or guardians will wash their hands immediately before and after diapering. The child’s hands will also be washed immediately after diapering.

Toilet Learning (WAC 110-300-0220)

Before a child is ready to start toilet training, I will discuss with the parent or guardian their views on toilet training. For toilet training I use positive

reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with the parents or guardians. Children will use the toilet facilities (not potty chairs) and will be supported as they learn to independently go from wearing diapers to being fully trained. Please bring in several changes of clothing during this time.

Infant Feeding:

Food and formula must be supplied by child's parent. Child fed with the bottle and/or breast milk will bring their own bottles and should be labeled with the child's name. Proper refrigeration procedure will be followed in storing and heating. It is preferred to have parents send prepared bottles every day and take home the empties every night. If parents send powdered or liquid canned formula, it should be in an unopened can with expiration date printed on the label. The can should be marked clearly with the child's name to be refrigerated. Preparation of formula, feeding schedule and feeding procedure will be discussed with parents. Semisolid foods will be provided with parental consultation only. Child will be held while bottle feeding and no props will be used. Children under 29 months will set their own schedule for feeding and napping.

Infant Sleep Position:

As a licensed child care provider, among other training, we are certified in Infant/Child CPR, First Aid, HIV/AIDS and blood-borne pathogens and we are aware of Sudden Infant Death Syndrome (SIDS).

To reduce the risk of SIDS we will:

- Place an infant to sleep on his or her back. If the infant has turned over while sleeping, the infant does not need to be returned to his or her back.
- Place an infant in sleeping equipment that has a clean, firm, and snug fitting mattress and a tight-fitting sheet.
- Not allow soft fluffy bedding, stuffed toys, pillows, crib bumpers and similar items in the infant sleeping equipment, or allow a blanket to cover or drape over the sleeping equipment.

- Not cover an infant's head and face during sleep.
- Take steps so infants do not get too warm during sleep.
- Not place the infant in another sleeping position other than on their backs, or use a sleep positioning device unless required by a written directive or medical order from the infant's health care provider.
- We will keep all choke hazard toys away from your baby.
- We will not keep your baby in their car seat, swing or other "container" and we will change your baby's position often. That's so your baby will not get a flat head and can build up their muscle strength.
- We will make sure that your baby does not get too warm by keeping the room temperature comfortable and not dressing the baby in too many layers.
- This is a non-smoking household and we will not allow anyone to smoke around your baby.

Naps, Rest Periods and Infant Sleep Patterns (WAC 110-300-0290)

Infants and toddlers (birth to 30 months) will follow their own individual sleep patterns and never be forced to sleep. Infants and toddlers will use napping equipment approved by the U.S. Consumer Products Safety Commission or ASTM international Safety Standards. Napping equipment will be clean and firm with a snug-fitting mattress that does not have tears or holes. If your child has a special blanket, they use for napping, please feel free to bring it to school.

Special Care for Children Entering Kindergarten transition plan (WAC 110-300-0065)

Children turning five years old or six months before your child is ready to attend a Kindergarten program, we will meet with the family

to provider resources and write a transition plan with the parents. Our vision is that all BRMC children will be ready for the next steps both academically and emotionally. I have available resource materials on the local public and private schools or they can be found on line at <http://www.k12.wa.us/EarlyLearning/Resources.aspx>

Meal and snack schedule (WAC 110-300-0180)

Breakfast is served at 8:00 AM, snacks are served at 10:00 AM and at 3:30 PM and lunch time is served at 12:00 noon. Meal times are a great time for education. During meal times children learn about food from various cultures, menus, and nutritional value. As part of our curriculum children will learn the importance of keeping food safe and why certain foods have more value than other foods. Children will learn how to serve themselves, manners and how to clean up. We require all parents to bring in a balanced lunch for their child. We do not participate in the USDA Food program but follow all the Departments requirements for a balanced diet. If a child’s lunch does not meet the nutritional requirements, we will supplement the lunch and bill the parent for the additional food. You can see the lunch requirements on line at https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf

All meals and snacks are served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National School Lunch and School Breakfast Program standards and the Washington state food handlers guide. Children’s lunches are required to contain protein source, bread source and a fruit or vegetable source. We serve milk twice a day at lunch and breakfast time. We have safe drinking water and give children water throughout the day. We do not serve home canned foods.

Sample Menu and Description of How Foods Are Served (WAC 110-300-0450)

SAMPLE MENU

DAY	BREAKFAST	AM SNACK	LUNCH	PM SNACK
MONDAY	Muffins, Ap-	Fruit, Milk	Provided by Parents	Graham Crackers,

	plesauce, Milk			water
TUESDAY	Cereal, Fruit, Milk	Fruit, Water	Provided by Parents	Cookies, Milk
WEDNESDAY	Cinnamon Toast, Apples, Milk	Fruit, Milk	Provided by Parents	Cheese & Crackers, water
THURSDAY	Cereal, Applesauce, Milk	Yogurt, Water	Provided by Parents	Ritz Crackers, Fruit
FRIDAY	Scrambled Egg, Toast, Fruit, Milk	Crackers, fruit, water	Provided by Parents	Yogurt, Raisins, Water

Meal time is good time to encourage good nutritional habits. We serve all food family style so that children learn to eat with a family, learn manners and taking turns. This also helps children with communication and sharing skills. We are aware that families and children have food preferences that are not allergies. At BRMC we introduce children to a variety of foods textures and taste and support children to try new food items. Any special accommodation or alternate food needs for the child’s medical, special diets, religious, cultural preference or family preference will require written food plan completed and signed by the parent or guardian before the child is enrolled.

Our menu will periodically change to enhance our program to incorporate our cultural studies.

Children’s lunches are required to contain protein source, bread source and a fruit or vegetable source. Lunch must be packed in a lunch box. Parents must notify the child care personnel of any foods requiring immediate refrigeration.

NOTE: Parents of children in our child care do sometimes send peanut butter sandwich. If your child is extremely allergic to peanuts, you do need to discuss/consider this before enrolling your child.

Food allergies and special dietary needs (WAC 110-300-0186)

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to

a health condition. The individual care plan pursuant to WAC 110-300-0300 must include the following:

- (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;
- (b) Identify foods that can be substituted for allergenic foods; and
- (c) Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction. The specific treatment plan must include the:
 - (i) Names of all medication to be administered;
 - (ii) Directions for how to administer the medication;
 - (iii) Directions related to medication dosage amounts; and
 - (iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

We require that the parents or guardians of a child in care ensure that the program has the necessary medication, training, and equipment to properly manage your child's food allergies.

If your child suffers from an allergic reaction, we must immediately:

- (a) Administer medication pursuant to the instructions in that child's individual care plan;
- (b) Contact 911 whenever epinephrine or another lifesaving medication has been administered; and
- (c) Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
 - (i) The child is having an allergic reaction; or
 - (ii) The child consumed or came in contact with a food identified by the parents or guardians that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.

Food Handling Practices (WAC 110-300-0195)

Anyone preparing food for the children is required to maintain a current and valid Washington state Food Handlers Permit and will follow all procedures. Proper hand washing procedures will be followed during food handling.

Safe food, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with current department of health Washington State Food and Beverage Workers' manual and current

foundational Quality Standards **WAC 110-300**. All food is prepared on site and served family style to the children.

All BRMC staff have a valid Food Handlers License issued by Seattle King County Public Health Dept. Food sent by parents for lunch will be warmed or kept cold in accordance with guidelines laid by King County Public Health Dept. Leftover food will be disposed of unless parents specify that the leftover be sent home in which case perishable food will be labeled with the child's name and immediately refrigerated.

Dishwashing Practices **(WAC110-300-0198)**

Dishes are washed daily in an automatic dishwasher using the sanitizing cycle.

Safety of Food Containers and Preparation Area **(WAC 110-300-0197)**

Food preparation and eating surfaces are cleaned and sanitized before and after use. Food preparation surfaces are free of cracks and crevices with a floor area that is resistant to moisture.

Food is not cooked or reheated in a microwave unless the container is labeled by the manufacturer as "microwave use", "microwave safe", or other similar labeling. Disposable serving containers are only used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times. Children will learn to cut their own food using appropriate utensils.

Policies for Food Brought from Home **(WAC 110-300-0190)**

Parents are required to bring a complete lunch for their child daily. A parent or guardian may provide alternative food for their child for breakfast and snack if a written food plan is completed and signed by the parent or

guardian and the licensee before the child's first day of attendance. All food and drink items brought from home must be labeled with child's first and last name and the date it was prepared. Any meal or snack brought from home that does not meet USDA CACFP requirements will be supplemented.

Food items that are brought from home to share such as birthday cakes or cupcakes must have written permission obtained by all parents of children who will consume the item, so please give me a one week notice so that I can inform the other parents. No homemade foods, only store brought sealed, packaged and dated foods allowed.

Water activities (WAC 110-300-0175)

We have sensory play which may contain water at times. During the summer months there may be water play outside. This will not consist of a swimming pool. Please make sure that your child has extra clothes if they are to get wet or dirty and may need to change clothes.

Transportation and Off-Site Field Trips (WAC 110-300-0480)

BRMC does not drive children to field trips. When we have field trips, we ask for parents or others who have completed the background check to be volunteer drivers. We currently do not provide transportation for before and after school children. A field trip a permission slip will need signed for each field trip whether it is by transportation or walking around the neighborhood. The permission slip will state the date, location, time of departure and means of transportation. The form will also state the planned return time.

During field trips we maintain the same high level of supervision as we do at the facility. If we plan a field trip outside of our neighborhood, the following rules will apply:

1. Parents are responsible for transportation to and from my home.
2. 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.
3. Transportation for field trips will be provided by private cars,

vans, busses or walking. You will be informed on who will be driving.

4. All children will need an appropriate car seat or booster seat and seat belt.
5. 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.
6. 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.

Any parent transporting a child to a field trip shall not smoke, vape or use any form of cannabis while driving on the field trip. We will maintain the same child to adult ratios while on field trips.

Transportation To/From School

We do not provide transportation to and from school.

Dental hygiene practices and education (WAC 110-300-0180(2))

Tooth brushing and dental hygiene is very important for all children. We will talk with the children about the importance of tooth brushing and will be providing a tooth brushing activity in our program.

If you would like your child to not participate in this program you will need to complete a form stating that your child will not be participating in our tooth brushing program.

The state requires that we have the name of your child's dentist and contact information for the dentist in your child's file

Health Care Practices (WAC 110-300-0500)

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treat-

ment and reporting as well as Immunization tracking, and medication management, storage, administration and documentation. We have established handwashing and hand sanitizer use, the observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy. We do not have pets at our facility. We control insects by having screens on the windows and keeping our environment clean. Our pest control policy can be found in our health plan. Our health policy is reviewed and approved by the department and can be found in the corridor of our facility or on our web site at <https://belredmontessori.com/general-information/>

Emergency preparedness and Evacuation Plan (WAC 110-300-0470, 0166)

You will find our programs evacuation plan posted in the entrance of our facility. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Please refer to my posted evacuation plan for a full list of details, floor plan, and gathering place outside of our facility, so you are aware of our emergency natural and unnatural disasters /evacuation procedures.

Our Emergency Procedure outlines our responses to various emergencies including earthquakes, fires, power outage, loss of water, serious accidents or illness among staff or children, severe winter storms, school intruder/strangers/volatile encounters, hazardous waste accidents or chemical emergency. We have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. We continually check our facility for potential hazards on a regular basis. We have fire and carbon monoxide alarms. We have a landline so that emergency responders will be able to see our location and respond immediately. We maintain our electrical

circuits, devices and appliances and have tamper resistant outlets in all rooms where children have access. Our fire extinguishers are maintained and mounted where they are easily accessible. Gopal Dasari has agreed to be our out of state contact and her phone number is 1-925-719-2040. Please keep this number in a place where you can easily access it during an emergency.

Should our facility become inhabitable in a disaster, we will walk to Bennett Elementary School if possible.

My emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and when it is appropriate to evacuate **WAC 110-300-0470(1)(c)**.

Emergency drills may upset some younger children. We urge you to practice for earthquakes and fire evacuation at home. It is prudent and if familiar with them, children won't think these drills happen only at school.

Our emergency kit includes 3days supply of; water, snack bars, non-perishable food, space blanket, flash light, first aid supplies, a whistle, address and contact information of all children, books, a whistle, and a complete first aid kit.

Earthquake Plan **WAC 110-300-0470**

When Indoors:

- Move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
 - **DROP** to floor
 - **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
 - **HOLD ON** to furniture if under it until shaking stops
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over

When Outside:

- Move to clear area, as far as possible from glass, brick, and power lines.
- **DROP & COVER.**
- Adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over

- A head count of the children will be taken to ensure all children are present

After earthquake:

- Account for all children, staff, and visitors
- Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate building calmly and quickly to our designated meeting spot located:

If gas is smelled; the main gas valve will be immediately turned off

- We will monitor our portable radio or cell phone for information and emergency instructions
- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of building until it has been inspected for re-entry and determined safe.

We will walk the perimeter of our facility assess if it is safe to go back into. If available we will ask authorities to assess the home.

We have an out of state contact Gopal Dasari, the phone number is 1-925-719-2040 We will call Ms. Dasari in an emergency to let her know where we are located and our condition. Please keep this number with you.

We practice disaster or fire drills at least monthly and this information can be found posted in the entrance of our home wall of our home.

Evacuation Plan: (WAC 110-300-0470)

When On-site:

- All children will be gathered and escorted to the designated meeting spot located: When it is safe to be on our property, we will evacuate to the fenced in yard. If we need to relocate off site, we will go to Sherwood Forest Elementary School.
- The evacuation plan, meeting place and out of state contact information can be found posted in the front entrance of our home.
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone

- If safe to do so, the whole facility will be checked, to ensure that all children have left the building safely.

When Off-site:

- All children will be gathered and escorted to the designated meeting spot with the grab and go bag and our daily attendance log
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all children are safe and accounted for
- Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location
- If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out.
- We do disaster and fire drills at least monthly. It is recommended that you do drills at your home as well to help the children learn what to do if there is a disaster.

Fire Evacuation Plan: (WAC 110-300-0470)

- We will activate our fire alarm or alert staff that there is a fire (yell, whistle, etc.).
- We will evacuate the building quickly and calmly:
 - If anyone's clothes catch on fire they will be instructed to STOP, DROP, & ROLL until the fire is out
- We will take our grab and go bag including attendance sheets and emergency forms as we are exiting the building
- A designated staff member will check areas where children may be located before, they leave the building
- Once everyone has evacuated the building safely a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.
- Fire drills are practiced at least monthly and the log for these drills can be found in the corridor with our other postings.

Lockdown Plan: (WAC 110-300-0470)

- We will lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, and all lights will be turned off;
- We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor;
- When possible, we will bring attendance sheets, first aid kits, cell or land line phone, pacifiers and other comforting items, and books to our safe lockdown area;
- To maintain a calm atmosphere in the room we will read or talk quietly to children;
- If a phone is available, we will call 911 to ensure emergency personnel have been notified;
- We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
- We will notify parents and guardians about any lockdown, whether practice or real. If real we will notify parents and guardians when it is safe to do so.

In the case of a disaster of any kind, I have prepared our facility for evacuating the children and have a three day/72-hour supply of food and water for each child and staff. Please bring a three-day supply of any required medications for your child/children. We will keep the children at our facility until the parents are able to safely arrive to pick up their children after a disaster, and will not leave your child unsupervised.

We have a disaster kit that includes water, snacks, space blanket, Flash light, address and contact information of all children, Non-perishable foods and a book, whistle and a first aid kit. Please bring in a picture of the child's family to put in with this kit.

Injury or medical emergency response and reporting (WAC 110-300-0475)

1. My staff and I have 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 an injury report. With some minor injuries' parents may be called to help decide whether the child should go home.

3. Head injuries, sever bleeding or other serious injuries we will contact the parent immediately and write an injury report.
4. In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. I will notify you as soon as safely possible.
5. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to my Department's Licensor and child's social worker, if any. You will be given a copy.
6. All injuries that the child arrives with will be documented and an injury report will be written.

Medicine Management and policy (WAC 110-300-0215)

1. **Reasonable accommodations:** We will make reasonable accommodations for children requiring medications for disabilities and other medical conditions.
2. **Nonprescription medication, creams, vitamins, herbal medications and other similar items will not be administered at our facility.** This includes all over-the-counter items. You may come to the facility to administer this type of item if your child requires it during the hours, they are attending school.
3. **Prescription medication.** Prescription medication will only be given to the child named on the prescription. Prescription medication will only be administered if it cannot be given at home. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with:
The child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date, dosage amount, and length of time to give the medication; and instructions for administration and storage.
4. **A detailed medication log,** inclusive of documentation of when a medication is given or not given as prescribed, or as indicated on the

permission form will be kept with all medicines given out at our child care facility.

5. **Storage:** Medications will be stored in the original container. The container must have the patient's name, instructions and date of expiration. It will be stored out of the reach of the children. Medication will be stored according to its label including medication that states it must be refrigerated. Controlled substances will be locked up.
6. **Oral medication:** Any medicine taken by mouth for children under two will need written permission from your doctor and include all required information for "Prescription medication" and stored separate from topical medications.
7. **Permissions:** Doctor's and parent's permission is required for all prescription medication.
8. **NON-Administration:** We will not be administering diaper cream, vitamins, teething medications, cough syrup, lotions and herbal remedies or similar items. **WAC 170-300-0215(3)(iii)**
9. **Training:** a child's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).
10. **Unused medication:** All unused medication must be taken home by the parent or guardian.

Exclusion/Removal Policy of Ill Persons **WAC 110-300-0500**

1. Each child will be observed daily for signs of illness.
2. Children who are contagious must stay at home. Parents must inform me if anyone in their family is exposed to or has a contagious illness such as chickenpox, strep throat, influenza or other contagious illnesses. All parents of children in my care, will be notified by phone within 24 hours of communicable diseases or food poisoning that their child may have been exposed too. The health Department will be notified of food poisoning and of all reportable diseases at the facility.
3. Please call me 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, we will reasonably prevent contact between the ill child and other children until you arrive.

5. The parent is responsible for finding substitute care in case of the child's illness.
6. Children and staff who are exhibiting the following symptoms will be excluded from child care per instruction of the Department of Public Health. A doctor's letter may be required to return to child care.

Diarrhea: where stool frequency exceeds two stools above normal per twenty-four hours for that child 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.

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

Appearance/Behavior: A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness. 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.

Open sores or wounds: discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;

Fever: A fever 101 degrees Fahrenheit for children over two months (or 100.4 degrees Fahrenheit for an infant younger than two months) by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea);

Lice, ringworm, or scabies: Individuals with head lice, ringworm, or scabies must be excluded from the child care premises beginning from the end of the day the head lice, ringworm or scabies was discovered until all nits and live insects are removed.

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.

An Illness or condition: that prevents your child from participating in normal activities such as outdoor play.

If a child is too ill to actively participate in normal play or go outside to play, they are too ill to be at school.

Reporting and Notifying Conditions to Public Health (WAC 246-110-010)

I am required to notify the Department of Health, my licensor, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter **WAC 246-110-010(3)**).

Pesticide policy (WAC 110-300-0255)

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Our pest control steps include: Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both the Indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found; we will document all steps taken to remove or exterminate the pests; and provide notification to all parents or guardians of enrolled children what measures we take to eliminate pests within forty-eight hours of application, unless in cases of emergency (such as a wasp nest). We do not use pesticides, insecticides, or weedicides on our premises. We use natural and organic methods to control pests and weeds.

Hand Washing Practices and Hand Sanitizers (WAC 110-300-0200)

To reduce the spread of germs and infections we will help direct, assist, teach, and coach, your children to wash their hands. We will use the following steps

- Wet hands with warm water

- Apply soap to the hands
- Rub hands together to wash for at least twenty seconds
- Thoroughly rinse hands with water
- Dry hands with a paper towel, single-use cloth towel, or air hand dryer
- Turn water faucet off using a paper towel or single-use cloth towel
- Properly discard paper single-use cloth towels after each use.

We will have all children wash their hands at the following times:

- (a) When arriving at the early learning premises;
- (b) After using the toilet;
- (c) After diapering;
- (d) After outdoor play;
- (e) After gardening activities;
- (f) After playing with animals;
- (g) After touching body fluids such as blood or after nose blowing or sneezing;
- (h) Before and after eating or participating in food activities including table setting; and
- (i) As needed or required by the circumstances.

Staff will wash their hands

- (a) When arriving at work;
- (b) After toileting a child;
- (c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);
- (d) After personal toileting;
- (e) After attending to an ill child;
- (f) Before and after preparing, serving, or eating food;
- (g) Before preparing bottles;
- (h) After handling raw or undercooked meat, poultry, or fish;
- (i) Before and after giving medication or applying topical ointment;
- (j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;
- (k) After handling bodily fluids;
- (l) After using tobacco or vapor products;
- (m) After being outdoors;
- (n) After gardening activities;
- (o) After handling garbage and garbage receptacles; and

(p) As needed or required by the circumstances
Please set a good example for your child and help them to wash their hands with the steps above.

Hand sanitizer will be used in accordance with **WAC 110-300-3650** and will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom I have a signed parent permission on file. Hand sanitizers will not be within reach of the children.

Cleaning, Sanitizing, and Disinfecting Procedures (WAC 110-300-0240,0241)

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Rugs within the child care space are vacuumed daily and undergo a deep clean at least twice a year. Our hardwood floors are cleaned every week and sanitized. Bedding, blankets and other laundry will be sent home for cleaning, sanitizing and disinfecting weekly or more often if soiled (each child brings his or her own). If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow department of health's current guidelines for mixing bleach solutions for child care and similar environments. We might sterilize the facility to prevent further spreading of infections.

Blood Borne Pathogen Plan WAC110-300-0400

All staff caring for children in my program have 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. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care.

Injury Prevention WAC 110-300-0475

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families - that they are free from broken

glass, toys and equipment are safe and the area is free from hazards. All cleaning products, chemicals, and personal hygiene products will be inaccessible to the children and stored. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

Pets (WAC 110-300-0225)

I do not have pets at our facility.

Photography, Videotaping and Surveillance (WAC 110-300-0450)

- We do take pictures of the children for facility use only
- We do take pictures of the children for social media post
- We do take videos of the children for facility use only
- We do take pictures of the children for social media post

We delight in taking videos and pictures of your children in active play and learning. We will share these pictures with you. We also use these pictures for our art work and in our curriculum. All parents will be asked to sign a release for the approval for these pictures.

Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal drugs (WAC 110-300-0420)

The use and visual possession of tobacco, vaping, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property during business hours, including, but not limited to:

- Indoor and outdoor licensed space.
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.
- In motor vehicles while transporting children, on field trips, to and from school or other child care related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

No illegal drugs are allowed on the premises. Alcohol, vaping and

Cannabis may not be consumed during business hours. The licensee, staff, volunteers, or household members must not, or allow others to:

- Have or use illegal drugs on the premises.
- Consume alcohol or cannabis during operating hours.
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
- Be impaired as to not be able to respond promptly and care for children.
- The licensee must keep and store all alcohol, including closed and open containers, inaccessible to children and out of the view of children.
- Cannabis and/or Cannabis products in a family child care home will be stored out of the licensed space and inaccessible to the children.
- The licensee must keep tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue and all paraphernalia inaccessible to the children.
- All vaping devices will be stored inaccessible to children and out of the view of children.
- Smoking or vaping tobacco products that are used during business hours must not be in a "public place" or "place of employment," as defined in RCW [70.160.020](#)., in a motor vehicles used to transport enrolled children. Used by any provider who is supervising children, including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW [70.160.075](#).

BRMC staff, volunteers, and family members do not use or store prohibited substances such as tobacco, vaping, cannabis, alcohol, and illegal drugs on the premises.

Guns or Weapons (WAC 110-300-0165)

I do not have any guns, weapons or ammunition on our premises.

Insurance Coverage (RCW.43.215.535 WAC 110-300-0410)

IMPORTANT NOTE

We do not carry professional liability or accidental/medical insurance. Any medical treatment will have to be covered by the parents' health care insurance coverage.

This information can be found posted in the front entry to our facility.

Safe water sources (WAC 170-300-0235)

My water has been tested by the city and has been found safe for drinking. I maintain my water at 120 degrees to reduce the possibility of getting burned.

Retaining facility and program records (WAC 170-300-0465)

All records are kept confidential and available for review. I maintain current records in the licensed space and records that are over 12 months I retain for at least five years and they are easily accessible. If you would like to review your child's records or our staff training logs please feel free to ask me for them.



A place for kids to grow

I, _____ (print name), have
received and read the Parent Handbook, emergency plan and health plan. I
have informed Bel Red Montessori about all allergies and medical
conditions of my child. I agree to adhere to all the policies stated within.

Parent signature

Parent signature

Program Name: Bel Red Montessori
Parent initials _____

Date

Please sign and return to program