



1196 TAHOE LANE SILVERDALE, W 98383

COMPASSKIDSPNW@GMAIL.COM

## **Parent Handbook and Policies**

### **Mission Statement**

- Here at Compass Kids, our mission is to provide families with excellent full day child care as well as giving each child a safe, yet nurturing and natural environment for them to grow, discover and challenge themselves. We hope to create long lasting relationships with our families within our community. Our classrooms will promote respect for all children and their cultural backgrounds, developmental levels and learning styles.
- We believe the best way for children to learn is through play. With the help from our educators in supporting structured play and stimulating environments, children will be able to explore their individual curiosity that will naturally encourage their endless potential to learn.
- In teaching our children to respect each other as well as their surroundings, Compass Kids children will grow up knowing they can make a difference in their community as well as the importance of building lasting relationships.
- Compass Kids educators will carefully observe and document your child's play and exploration so we can work together with our families and local schools to ensure the positive learning experience for the children continues well after they are gone from Compass Kids.

### **Hours of Operation**

Monday through Friday – 6:30 am until 5:30 pm

Quarterly Early Closure for planning and staff development time – Last Friday of the Quarterly Month

4:00pm CLOSING (January, April, July, October)

### **Holidays/Early Closures**

There are no tuition deductions for the following holidays or early closures for planning. If one of the following holidays falls on a Saturday, we may be closed on Friday. If a holiday falls on a Sunday, we may be closed the following Monday. If an early closure for planning falls on a holiday it will be held on the Friday before. We close two additional days each year for Deep Cleaning.

Martin Luther King Day

President's Day

Labor Day

Memorial Day

Christmas Eve

Christmas Day

Independence Day

Early Closure at 4:00 pm Each Quarter on a Friday for Staff Development trainings

## **Tours, Waitlist & Enrollment**

We encourage all families to have a tour of our center and meet our staff prior to enrollment. Tours are 9:00 AM – 4:30 PM

If the classroom that your child enrolls in is full, you can add your child to our waitlist. There is a \$150 non-refundable waitlist/holding spot fee if you would like to secure the next available spot for your child or if you are enrolling 30 or more days out. Families who pay waitlist fee have priority over families who have not paid fee.

At the time of enrollment, you will be required to bring in:

- Pay \$100 Registration Per Child Fee & \$50 every January per child after that
- Full Registration Packet
- Early Achievers Consent
- USDA Enrollment Forms
- Immunization Form

All child documents and forms are kept in the director's office. Only management staff are allowed to access any and all documents. All files and pertinent family information is kept confidential. If families need any documents from file, we ask for a written request one week in advance to make copies.

## **Family Partnerships and Communication**

Partnering with our families allows our children to see important people in their lives working together. When our children see these positive interactions between parents and educators, they begin to understand the importance of building healthy relationships. Children feel safer when they see their teachers and family working together and respecting each other. These interactions organically encourage your children to create trusting bonds and relationships with their educators and also their peers. This truly allows them to focus on learning and developing while in our care. Positive partnerships also benefit parents and teachers. We really try to create as many opportunities through the year for our families to participate in events at the school so that families can trust, respect and build relationships with our staff. When families feel confident and supported, they worry less and experience better health and mental wellbeing for themselves.

We have an open-door policy with all families. If any concerns, ideas arise, our management staff are there to work through those concerns. If your family is going through any hardship, please know that we can offer support or local community resources. Confidentiality is of our utmost important for all families. Parents are able to view their child's file at anytime, please put request in writing to the director.

Families will receive daily reports for their child either by hand or through Kid Reports. This report is a way for all educators in your child's day to positively communicate what they did or learned that day, how they ate and slept, and for little tid bits of their day.

We encourage families to use this report to talk with their children about what they did that day.

Also, if your child injured themselves, was in an incident with another peer, harmed themselves or others, our staff are required to fill out a DCYF incident report and have a family member sign it. We do supply a carbon copy of report for family to take home for records as well as we keep on copy for state records.

## **Parent Code of Conduct:**

We expect our parents to follow a code of conduct or you could risk disenrollment of your family.

1. No swearing, vulgar language, physical harm or property damage.
2. Follow Compass Kids Parent Policies
3. Follow your family schedule as setup in Playground.
4. No cell phone usage while in Compass Kids. Keep conversations outside while on phone. Absolutely no showing other children any content on your phone.
5. Do not let any adult you do not know in the building.
6. No trespassing of any kind.
7. Provide management with all updated information such as medical diagnosis of child, updated vaccinations, new addresses/phone numbers, guardians.
8. Pay all copays and tuition on-time monthly.

9. We require the utmost confidentiality about all staff, families and children in our center.
10. No Smoking, vaping, alcohol or drug use onsite or within 100 feet of building. Being under the influence of alcohol or drugs will result in CPS call and local police. No drugs, vapes or alcohol allowed in building at anytime! If you smell of alcohol or drugs including marijuana, your child's belongings smell of alcohol or marijuana, you may be terminated.

## **Disenrollment/Termination:**

If you decide to dis-enroll your child from our school, we require a two-week written notice. No tuition will be returned.

We have the right to terminate child care at any time if we feel that the family or child is not a good fit with our program. We try our best efforts to work with all families but do expect parents and children to follow policies and be respectful at all times while at Compass Kids. If a credit is due, we will send a check by mail for credit for tuition.

In situations where a child has many documented incidents of challenging behaviors where they are harming themselves, teacher or other children, and are not responding to the program and families' initial coordinated attempts to modify the behavior, a special meeting may be called to discuss the next steps and implement an updated behavior plan. Plans can often include redirection strategies, consequences, skills and modifications to the curriculum or room. We do help families coordinate with our local school districts for behavior and special needs assessments for additional intervention that we at Compass Kids are not able to provide. If behaviors still persist, families are not willing to collaborate on behavior plans or end in serious harm to others, immediate termination may be put in place.

An early learning provider may terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the early learning program. Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near early learning program space. WAC 110-300-0485 Termination of services policy

## **Tuition**

Tuition is due the first of every month in full. Tuition is billed at a Monthly rate through Playground.

A daily late fee of \$5 will be added to accounts per every day late. Failure to pay the complete balance by the 5th of each month can result in an interruption in your childcare services.

Should the center need to be closed or delayed due to any reason but not limited to pandemic, power outages, weather (snow/ice), or other emergencies, tuition is not refunded or reduced.

Payments are paid online with Playground with either ACH checking accounts, Debit or Credit Cards or in Cash. No Checks are allowed.

## **Military Assistance Fee Programs NACCRRRA Accredited**

If you are a member of the United States military, you may be eligible for Department of Defense child care fee assistance. Members of the Army, Air Force, Navy, and Marine Corps may receive help paying for child care providers in the community where they live if they are unable to access care on their installation.

<https://usa.childcareaware.org/fee-assistancerespice/military-families/navy/>

## **Discounts**

Military (Active or Retired Parent), DOD or PSNS Employees receive 10% off all children enrolled

Bremerton, Central Kitsap, North Kitsap and South Kitsap School District Employees receive 10% off all children enrolled

Siblings will receive 10% off the eldest child's tuition

\*\*\*One Discount Per Family

After 6 months of enrollment, parents earn one week of vacation equivalent to their enrollment. Every anniversary date there-after, families can earn another one-week vacation equivalent to their enrollment. If vacation is not used, it cannot roll over to next vacation period.

## **Working Connections - DCYF**

We must have all prior authorizations from DCYF prior to child receiving care. We only enroll for full time coverage at this time. All copays are due on the first of the month in full. A daily late fee of \$10 will be added to accounts per every day late. Failure to pay the complete balance by the 10th of each month can result in an interruption in your childcare services.

## **Attendance**

**Here at Compass Kids, we have an attendance policy. We require children to be here every day unless pre-arranged absences have been approved. If your child has three absences without approval, your care can be terminated immediately. We also require all children to be here by 9:00 AM so that they can be involved in the daily curriculum and allow for successful learning and development while in our center.**

**If your child has an appointment, you must have prior authorization to drop off after 9:00 AM. A child may not be dropped off any later than 11:30 AM as this does not allow for successful transition time and we have nap 12-2 pm.**

## **Signing In/Out Procedures**

Parents are required to sign their children in/out on a daily basis. Parents must use front lobby tablet. Children are not permitted to sign themselves in and out of the center. Children will only be released to adults authorized on file, unless written permission to release that child to another adult is received from the parent or guardian enrolled. Staff members may ask for verification of identity before releasing a child. Staff members will not release a child to anyone who appears to be under the influence of drugs or alcohol.

If you are called to come pick up your child early from school i.e. illness, behavior, you ARE REQUIRED TO BE AT SCHOOL WITHIN 30 MINUTES TO PICK UP. Due to illness or behavior, your child is likely one on one with a staff member. If you are later than 30 minutes or are unreachable, you will be charged a \$50 fee.

## **Your Child's Day**

1. Upon arrival at the center, please have children wash their hands in their classroom.
2. Take your child to their classroom, help your child hang up their jacket, and place any other items in their labeled cubby. PLEASE MAKE CONTACT WITH TEACHER SO THEY KNOW THE CHILD IS THERE!
3. Spend a few minutes with your child in their class, this will help them start their day off on a positive note and give you a chance to be a part of their morning activity.
5. When picking your child up for the day, please remember to sign them out prior to going in their classroom.  
PLEASE MAKE CONTACT WITH TEACHER SO THEY KNOW YOU ARE TAKING CHILD HOME!
6. At Compass Kids we maintain an "open door" policy. Parents are welcome and encouraged to participate in their child's day. If you may need longer access to your child, we will have you and child be outside of classroom in the library area to not disrupt the classroom.

## **Compass Kids Daily USDA Menu**

All children are served breakfast, lunch, an afternoon snack, and a late pm snack. Our menu is USDA accredited and food is prepared fresh daily onsite. We will not allow outside food for breakfast, lunch, or snacks UNLESS your child has a food allergy or intolerance. Special occasions can have store bought snacks in original packages, but please check with front desk for allergies and permission prior to bringing food.

If your child has a food allergy, Compass Kids requires a signed note from your healthcare provider along with a list of foods your child cannot consume. For dietary restrictions due to religion, it is the parent's responsibility to notify the appropriate staff members and provide an adequate meal replacement (fitting USDA guidelines). You can find more information in WAC **110-300-0186**.

Our four-week rotating menus can be found in the lobby on the menu board.

Upon request, we can provide a substitute for milk for an additional weekly fee of \$10 to provide that milk for your child. Samples of substitute milk are soy, organic, almond and lactose free. You may bring in the desired milk weekly for your child as well with no additional charge.

Breakfast 8:00-8:30 AM

Lunch 11:30-Noon  
Afternoon Snack 2:30 PM  
Late PM Snack 5:30 PM

## Transitions

Transitions are very important to the children’s development. We want children to be ready physically, mentally, socially and cognitively before making the transition. We let parents know about the upcoming transitions by sending a letter home stating the timeline and needed items for the next classroom. We encourage parents to be a part of the process to help children transition. Having positive conversations with your child about the move is very helpful.

First we start the transition with “quick visits’ to the new room to familiarize themselves with their new peers and teachers. We then will keep adding time and more hands-on activities to their visits. We might have parents drop off the child in the “new” room a couple mornings or lead teachers visit with the child as well. We want the final transition to the new room to be as smooth as possible.

## Curriculum & Development

At Compass Kids we use a combination of curriculum tools and resources that help our teachers in their daily planning. We feel taking a little bit from each creates a wholesome learning experience for ALL children and their learning types.

All curriculum is developmentally appropriate and will supports a child’s active learning and promotes their progress in all developmental areas.

We do work with “Second Steps”, which promotes social and emotional skills for children to learn and apply within the classroom as well as at home. Children gain empathy, social awareness, and learn to manage their feelings and behaviors.

If we feel that we have a child in our care that has needs that we are not capable of meeting at Compass Kids, we partner with Holly Ridge Services and Child Find with all surrounding school districts.

All classes do go outside twice daily. Outdoor play is essential to your child’s development. It is also a WAC **110-300-0147**.

## Programs

### Infant Program

Ages	Ages 4 weeks to 12 months
Schedule	Our infant program has a fluctuating schedule that is based on each individual infant’s demand and need. With 2-3 teachers in every classroom, we are able to accommodate each child’s needs. Infants are engaged in daily curriculum such as small and large motor skills (grasping, pointing, pushing up, crawling), communication with peers and educators, art and music. Our infants do go on outdoor walks.
Items to Bring in:	<ul style="list-style-type: none"><li>– Clean Bottles fully prepared DAILY (labeled with the child’s full name and date)</li><li>– 2-4 changes of clothing</li><li>– Diapers and Diaper Cream</li></ul>
Information for Parents	Your infant will have their diaper regularly checked (every 2 hours) throughout the day and changed if needed, so please plan to bring enough diapers on a daily or weekly basis. At the time of registration, each parent will be given an infant information sheet, which will provide the family with important information such as typical feeding and nap times and any other special requirements that they may have.

	<p>Each day, the family will be given a daily activity sheet that shows how long they slept, diapering times, and feeding times including the amount of food consumed. There is also a space for comments noting events that happened throughout the day. Each infant has their own crib and their bedding is washed weekly or more if needed. Toys are disinfected daily and kept separated between babies to avoid cross contamination.</p> <p>We follow safe sleep practices in our infant program. Children are not allowed to have any items in crib, such as blankets, stuffed animals, binky buddies, etc. Children are put down on their back ALWAYS. If a child is seen sleeping on their tummy, the child is able to roll over and back.</p>
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## Waddler & Toddler Program

Ages	12 Months to 30 months
Schedule	<p>Waddlers and Toddlers have a schedule and planned activities throughout the day. These activities are focused around positive social interaction through play, learning shapes, colors, art, dramatic play, sensory, etc. There is a daily schedule posted in each room along with the weekly curriculum theme.</p> <p>Lunch is at 11:30 AM</p> <p>Nap is 12 – 2 PM</p>
Items to Bring in:	<p>We ask that you provide your child with the following items:</p> <ul style="list-style-type: none"> <li>– 2-3 changes of clothes</li> <li>– Crib size sheet and blanket to place on their mats during rest time</li> </ul> <p>***Parents are responsible for taking their child's blanket and sheet home for washing at the end of each week.</p> <ul style="list-style-type: none"> <li>– Diapers and Diaper Cream</li> </ul>
Information for Parents	<p>Waddler and Toddler rooms are structured to focus on large and small motor activities, sensory, reading/language, and dramatic play.</p> <p>Each classroom is organized by interest areas that include:</p> <ul style="list-style-type: none"> <li>– “Building center” containing various block sets, trucks and animals</li> <li>– “Dramatic play center” with dolls, dress-up clothing, play animals, baby props, a kitchen unit with play dishes, purses, hats, etc.</li> <li>– “Library” with a comfortable area for the children to gather and have access to a variety of age appropriate books</li> <li>– “Art center” with a dedicated wall for weekly art projects to be displayed so your child can share their creativity</li> </ul> <p>Please dress your child appropriately for the weather. All classes will go outside twice daily. During the colder and rainy months, please supply extra boots/shoes, socks, gloves and a warm jacket with a hood or a hat. Rubber boots are also usually a very good idea. Shoes are required at all times while at school.</p> <p>Sunscreen will be applied by the teacher ONCE for the PM sun during the warm months. Please apply sunscreen in the AM prior to drop off for the morning sun.</p> <p>Waddlers and Toddlers are served “family style” with table foods and whole milk. Your child will have their diaper regularly checked throughout the day and changed if needed, so please plan to bring enough diapers on a daily or weekly basis. When your child is ready to start potty training, we will assist you in any way we can.</p> <p><b>For health reasons bottles are not given in the Waddler and Toddler classrooms and pacifiers are used only at naptime or to prevent biting.</b></p>

## Preschool Program

Ages	30 months to 4 years old
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Schedule	<p>The Preschool program focuses on a weekly theme and a daily schedule of activities. The curriculum and daily schedule are posted in the classroom, which includes details of each activity.</p> <p>Lunch is at 11:30 AM</p> <p>Nap is 12 – 2 PM</p>
Items to Bring in:	<ul style="list-style-type: none"> <li>– 1 Extra change of clothing</li> <li>– Crib size sheet and blanket to place on their mat during rest time</li> </ul> <p>***Parents are responsible for taking their child’s blanket and sheet home for washing at the end of each week.</p>
Information for Parents	<p>preschool rooms are structured to focus on large and small motor activities, sensory, literacy, math and dramatic play.</p> <p>Each classroom is organized by interest areas that include:</p> <ul style="list-style-type: none"> <li>– “Blocks” containing various block sets, trucks and animals</li> <li>– “Dramatic play center” with dolls, dress-up clothing, play animals, baby props, a kitchen unit with play dishes, purses, hats, etc.</li> <li>– Circle Time – daily a large group will meet to read books, go over schedule or events of the day, calendar time</li> <li>– “Library” with a comfortable area for the children to gather and have access to a variety of age appropriate books</li> <li>– “Art center” with a dedicated wall for weekly art projects to be displayed so your child can share their creativity</li> <li>– “Sensory” consists of either a bin with water, dirt or sand to work with their hands in.</li> </ul> <p>Please dress your child appropriately for the weather. All classes will go outside twice daily. During the colder and rainy months, please supply extra boots/shoes, socks, gloves and a warm jacket with a hood or a hat. Rubber boots are also usually a very good idea. Shoes are required at all times while at school.</p> <p>Sunscreen will be applied by the teacher ONCE for the PM sun during the warm months. Please apply sunscreen in the AM prior to drop off for the morning sun.</p>

## Pre-K Program

Ages	4-6 years old
Schedule	<p>The Prek program focuses on the weekly theme, a daily schedule of activities that are geared to kindergarten readiness skills. The curriculum and daily schedule are posted in the classroom, which includes details of each activity. Lunch is at 11:30 AM</p> <p>Nap is 12 – 2 PM</p>
Items to Bring in:	<ul style="list-style-type: none"> <li>– 1 Extra change of clothing</li> <li>– Crib size sheet and blanket to place on their mat during rest time</li> </ul> <p>***Parents are responsible for taking their child’s blanket and sheet home for washing at the end of each week.</p>
Information for Parents	<p>Our pre-k program is in partnership with the Central Kitsap School District. We are an ECCE member with the district, allowing us access to trainings and resources with all early educators in the district. We collaborate with the local kindergarten teachers as well throughout the year to gear our curriculum towards their incoming goals for the children. Towards the beginning and end of the year, This helps us as a program know where the children are and how to provide successful teachings for them to be ready for kindergarten.</p> <p>Our Pre-k rooms are also structured to focus on large and small motor activities, sensory, literacy, math, social - emotional and dramatic play.</p> <p>Each classroom is organized by interest areas that include:</p> <ul style="list-style-type: none"> <li>– “Blocks” containing various block sets, trucks and animals</li> <li>– “Dramatic play center” with dolls, dress-up clothing, play animals, baby props, a kitchen</li> </ul>

	<p>unit with play dishes, purses, hats, etc.</p> <ul style="list-style-type: none"> <li>– Circle Time – daily a large group will meet to read books, go over schedule or events of the day, calendar time</li> <li>– “Library” with a comfortable area for the children to gather and have access to a variety of age appropriate books</li> <li>– “Art center” with a dedicated wall for weekly art projects to be displayed so your child can share their creativity</li> <li>– “Sensory” consists of either a bin with water, dirt or sand to work with their hands in.</li> </ul> <p>Please dress your child appropriately for the weather. All classes will go outside twice daily. During the colder and rainy months, please supply extra boots/shoes, socks, gloves and a warm jacket with a hood or a hat. Rubber boots are also usually a very good idea. Shoes are required to be worn at all times while at school.</p> <p>Sunscreen will be applied by the teacher ONCE for the PM sun during the warm months. Please apply sunscreen in the AM prior to drop off for the morning sun.</p>
Kindergarten Transitioning	<p>We do celebrate our children who are moving up into kindergarten. We provide school information for all districts in our area. Children are given a preschool graduation where they receive school supplies and books to help transition into kindergarten.</p>

## Classroom Materials

Toys and classroom materials can contribute to the spread of germs among children. At Compass Kids, we wash all of our toys and disinfect them EVERY night to try to avoid the spread of germs and illness. We wipe down all surfaces and materials that are washable daily as well. Children are allowed to bring their favorite toys for show and tell only, but we do not allow any violent toys (i.e. toy guns or knives). Toys can get lost very easily so please label them. Compass Kids is not responsible for any lost or damaged toys.

## Medical Policy

As you arrive for school daily, we the staff of Compass Kids will quickly do a wellness check of your child. If your child is showing signs of illness (fever, rashes), lice, etc, they will be asked to be taken back home until well enough to come back to school. We take every precaution to keep our staff and other children as healthy as possible. If your child has been absent for 2+ days, we will require a doctors note to return.

## Vaccination/Immunization Policy

It is required that ALL CHILDREN HAVE ALL REQUIRED VACCINATIONS prior to enrollment and that we are given documentation of appropriate immunizations for each child and any information regarding major health problems that the child may have. Each child entering the center will need to have had a physical examination sometime during the year prior to enrollment and every year thereafter. At all times, the parents and family physician will be the primary caretakers of your child’s health. At the time of registration, each parent will review the Compass Kids Health Policy.

## Medical Emergencies

If there is a life-threatening emergency 911 will be called first and then the parent. If the parent cannot be reached the emergency contact will be reached. All illness and medical emergencies will be recorded in the child’s file and a report filled out. For major emergencies a copy of the injury/incident report will be sent to the State Licensing Office.

**Every staff member is certified in CPR/First Aid and HIV/BBP training. In the unlikely event your child is injured and/or needs aid car transportation to hospital for medical treatment, the parents/legal guardian’s insurance will be primary. Compass Kids insurance will be secondary.**



For all minor injuries an accident/injury report will be filled out by a staff member, signed by the parent to acknowledge the incident, and kept in the child's file.

**Hospital used for emergencies:**

St Michaels, Silverdale 1800 NW Myhre Road, Silverdale WA 98383

St Anthony's, Gig Harbor 11567 Canterwood Blvd NW, Gig Harbor, WA 98332

**DIAPERING**

Children are **never** left unattended on the diaper-changing table. Safety belts are not used on the diaper changing table. *(They are neither washable nor safe.)* **The diaper changing table and area are used only for diapering.** Toys, pacifiers, papers, dishes, blankets, etc., are not placed on diapering surface or in the diapering area.

Diaper changing pads are replaced when they become worn or ripped. No tape is present on diaper changing pad. Diaper changing pads have a smooth, cleanable surface with no ridges, grooves or stitching.

The following diapering procedure is posted and followed at our center:

1. Wash Hands.
2. Gather necessary materials. If using bulk diaper ointment, put a dab of ointment on paper towel.
3. Put on disposable gloves, if desired.
4. Place child gently on table and remove diaper. *Do not leave child unattended.*
5. Dispose of diaper in hands-free container with cover *(foot pedal type)*.
6. Clean the child's diaper (peri-anal) area from front to back, using a clean, damp wipe for each stroke.
7. *Wash hands. If wearing gloves, remove gloves and wash hands. Please note: A wet wipe or damp paper towel may be used for this handwashing only. Do not leave child unattended.*
8. If parent/guardian has completed a medication authorization for diaper cream/ointment/lotion, put on gloves and apply to area. *(Please refer to the Medication section.)* Remove gloves.
9. Put on clean diaper (and protective cover, if cloth diaper used). Dress child.
10. **Wash child's hands** with soap and running water (or with a wet wipe for young infants).
11. Place child in a safe place. Do not touch toys, play equipment, etc. and return to the diaper area for step 12.
12. Clean diaper changing pad using the 3 Step Method (clean, rinse, disinfect) Refer to "Guidelines for Mixing Bleach". Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
13. **Wash Hands.**

*Please note: Even if gloves are used, all of the above handwashing must still be done.*

**Stand-Up Diapering for Older Children**

We do stand-up diapering as appropriate.

Stand-up diaper changing takes place: in the bathroom or diapering area.

Diaper changing procedure is posted in stand-up diaper changing area. Stand-up diaper changing procedure is followed:

1. Wash hands.
2. Gather necessary supplies (diaper/pull-up/underpants, wipes, cleaner and disinfectant, paper towels, gloves, plastic bag).
3. Put on disposable gloves, if desired.
4. Coach children in pulling down pants and removing diaper/pull-up/underpants (and assist as needed).
5. Put soiled disposable diaper/pull-up in a covered, hands-free, plastic lined garbage can (or assist child in doing so).

6. Cloth diapers/underpants are put in a plastic bag and put into a covered hand-free, plastic lined container (individual for each child), then returned to the family at the end of the day.
7. Coach children in cleaning diaper area front to back using a clean, damp wipe for each stroke (and assist as needed).
8. Put soiled wipes in plastic bag (or assist child in doing so).
9. Remove gloves, if worn.
10. Wash hands (in sink or with wipe) and coach child in doing the same.
11. If a signed medication authorization indicates, apply topical cream/ointment/lotion using disposable gloves then remove gloves.
12. Coach children in putting on clean diaper/pull-up/underpants and clothing and washing hands (in bathroom/handwashing sink).
13. Close and put any bag of soiled clothing or underpants into child's cubby.
14. Use 3-step method on floor where change has occurred:
  - a. Clean with detergent and water.
  - b. Rinse with water.
  - c. *Disinfect* with bleach solution: refer to "Guidelines for Mixing Bleach" Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
15. Wash hands (in bathroom/hand-washing sink).

## **TOILET TRAINING**

Toilet training is a major milestone in a young child's life. Because children spend much of their day in child care, you may recognize signs that a child is ready to begin toilet training. As a provider, you can share your observations with the family and offer suggestions and emotional support. Working together with the family, you can help make toilet training a successful and positive experience for their child.

- ❖ Follow the same procedure in child care as in the home. Use the same words (pee-pee, poop, etc.), so the child does not become confused about what is required. Pretend play with a doll using the same vocabulary and talk through expectations.
- ❖ Develop a detailed written plan of communication between the child care program and the family. Keep daily records of successes and concerns to share with the family.
- ❖ Encourage the family to dress the child in easily removable clothing. Keep an extra set of clothing on hand for accidents.
- ❖ Develop routines that encourage toilet use. Watch for those non-verbal signs that suggest a child has to use the toilet. Suggest bathroom visits at set times of the day, before going out to play, after lunch, etc.
- ❖ Expect relapses and treat them matter-of-factly. Praise the child's successes, stay calm, and remember that this is a learning experience leading to independent behavior.
- ❖ The noise made by flushing a toilet may frighten some children. Try to flush after the child has left until they become accustomed to the noise.
- ❖ Take time to offer help to the child who may need assistance in wiping, etc.

## **Illness**

Parents will be notified in the event of a serious illness or injury. If this attempt is unsuccessful, 911 will be called or the child will be transported to the emergency room.

If your child is feeling ill they will be isolated from the rest of the children, their temperature taken, and parents notified. We expect families to be at center within 30 minutes for pick up.

**If your child exhibits any of the following symptoms you will be required to pick your child up;**

- a fever of 100.4 F or higher,
- vomiting
- drainage or blood from the eye, sores or body parts
- has an unidentifiable rash
- is too sick or tired to participate in daily activities
- has lice or nits
- has had diarrhea more than once.

This is to ensure the other children's safety. If this does happen, children must be picked up within 30 minutes or a reasonably agreed upon amount of time. Children cannot be returned to our facility for 24 hours after the illness is no longer apparent. If you cannot be reached, we will call the alternative contact person listed on the registration form. Illnesses will be documented and kept on file. ***If child has a contagious illness, we will require a doctor's note saying that the child is no longer contagious and is allowed back at school.***

All communicable disease will be reported to the local Health Department and the parents will be notified so that appropriate action can be taken. To ensure the safety of everyone at our center, Compass Kids staff adheres to this same illness policy.

## **Covid-19**

As a child care center, we are under strict regulations with Department of Health and Kitsap Health District.

We want all our families to be in partnership with us so that we can keep our center healthy and open for all families during this pandemic. Here are some guidelines that Compass Kids has adopted during this pandemic.

1. Parent involvement is crucial. Understanding that performing proper hand washing and sanitizing is crucial to keep the risk of exposure at a minimum.
2. Parents understanding that if a child exhibits any of these symptoms at arrival, during their day, they will be required to be sent home and not allowed back in school for minimum of 72 hours from last symptom.
3. With family members entering the center, we expect these members to be free of any known exposure. If any of the family members have had exposure to COVID-19, entire family will be required to quarantine for up to 7 days or a negative test prior to returning.

## **Procedures for Medication WAC 110-300-0215**

If your child requires medication administered to them while in our care, please notify the Director. All medications will be given to management staff at the time your child is dropped off with a doctor's note. Children may not give their medication to center staff, transfer of all medications must occur between management member and guardian of the child. A daily record is kept that indicates all medication administration times, dosages, and administering staff member's signature. Medication will be stored in either the center's refrigerator, or the First Aid/Medication Box.

Please provide:

- A completed and signed letter from the doctor listing medication dosage and times to be given. A bottle from the pharmacy labeled with the child's name, dosage and time to be given may be substituted for the doctor's note. If you ask your pharmacist, they will usually provide a small bottle for school dosage.
- A completed and signed medicine authorization document from the parent/guardian asking school staff to give the medication, stating the time of the in-school dose, name of medication and duration time to be administered.
- For non-prescription drugs, (Tylenol, non-prescription pain reliever/fever reducers, etc.) we require a note from the physician if no written instructions for the child's age, weight, or height is indicated. This rule also applies to sunscreen for children under 6 months of age. **All medications must have its original box, with complete instructions.**

## **Child Abuse Reporting Requirement**

It is required by Washington State Law and Licensing requirements to report immediately to the Police or Child Protective Services any instance when there is reason to suspect the occurrence of physical or emotional abuse, child neglect or exploitation. We may notify the parents when police or CPS has been called, unless we are advised otherwise by CPS or the police. We are mandated reporters of the State of Washington.

## Fire Drills and Safety

Monthly fire drills are held to acquaint your child with the emergency procedures. During fire drills, families are unable to drop off and pick up. We ask families to wait till drill is complete.

The center is equipped with a fire alarm system that is tested and serviced annually.

We do have two fire extinguishers in center, located in kitchen and in back toddler classroom. Fire evacuation routes are located in each classroom.

## Crisis/Disaster Response

In the event of an emergency, Compass Kids and its employees have been trained on how to respond to disaster/crisis situations. A copy of the full handbook is available on in our lobby. Below is a brief description of the steps we take in common emergency situations. During an emergency outside of the building, all staff and children will be located in east side of parking lots.

**Storms and Snow:** Director will determine prior to opening hours, whether or not to open the center; families will be notified on the answering machine if the center will be open. If the childcare must close during hours of operation because of snow or storm the director will notify parents by telephone and Playground.

**Power Outage:** All parents will be notified by telephone if power outage is prolonged more than 3 hours. Center will not open if power is lost prior to opening.

**Evacuation Site:** The pre-designated location is parking lot by The Ridgetop Veterinary Clinic .

## Behavior Management Policy

The staff at Compass Kids have been trained to use a variety of indirect and direct positive guidance techniques. We focus on avoiding problems before they happen and strongly encourage problem-solving techniques for children. However, a child might have an over bearing sense of emotions. In these circumstances we will use a verbal re-direction. This will be done in a positive manner supportive to the child's emotions. In the event that a child becomes physical (hitting, kicking) the staff will intervene to prevent or stop the physical behavior.

Any form of corporal punishment is not permitted on the premises (shaking, spanking, etc.) by anyone, including the parents. In the event of an extreme behavior management problem the appropriate steps will be taken to work specifically on these problems. If a child's behavior appears excessively over-bearing, we may require the parent to pick up the child or call for a family conference. At that time, we will assess and create a behavior plan in place at school.

**We do not perform any physical restraint or corporal punishment.**

If a child runs away from teacher or escapes classroom/group, child will be sent home. We consider this a serious behavior.

If we have a child who is a habitual biter, we will have the family and child be put on probation per our Biting Policy. Please ask for our BITING Policy for more information.

## Religion, Language and Culture

Compass Kids is not affiliated with any religious organizations. Some of our monthly themes may be based around certain holidays. Example, we will have a Christmas tree during the month of December and will celebrate holidays like Valentine's day, Easter, etc. We have absolute respect for each individual's religious or cultural preference. Please let our staff know so we can respectfully make alternate plans. If your child is a dual language learner, we will work with family to bring in materials in child's home language to help promote learning and development in their own language.

## Non-Discrimination Policy

Compass Kids does not discriminate on the basis of race, color, sex, religion, nationality, creed, sexual orientation, marital status, age, or the presence of any disability in the delivery of services. We will assist children and parents who have limited English ability either with translation of written information or with an interpreter.

## Transportation Policy

At this time, Compass Kids will have no transportation for children 5 and under, on or off the school property. We will notify parents of any offsite field trips requiring transportation and gain written consent beforehand i.e. summer program.

## **Weapons, Alcohol & Drugs**

- ✓ No weapons are kept onsite.
- ✓ No weapons are allowed in center. If a weapon is brought into our center, your family will be terminated immediately.
- ✓ All drugs and alcohol are PROHIBITED.
- ✓ If family members enter center intoxicated, we are required to call CPS and 911 immediately. Intoxication can be by drugs, marijuana, or alcohol.

## **Pesticide Policy**

At this time, we do NOT regularly apply any chemical pesticides to our facility/building. Notification of Use of pesticides shall provide written notification annually and upon enrollment to families of children and to employees describing the program's pest control policies and methods if they change, including posting and notification requirements. Our policy will be made available to all families and staff for review annually. A copy will be posted in the director's office, is available by request from the director.

## **Policies and Licenses:**

- All Compass Kids policies and licenses are located in lobby of each center.
- Policies to include family, staff, biting, pesticide, disaster & health.
- DCYF licenses, city licenses are all displayed in lobby as well.
- Copies of yearly licensing visits, compliance forms, and insurance certificates are all located in lobby as well.