



# PARENT HANDBOOK

**Contact Information:**

Phone: 206-551-5057

Address: 16117 92nd Ave E Puyallup, WA 98375

Email: [littlelightslearningcenter@gmail.com](mailto:littlelightslearningcenter@gmail.com)

## Tabla de contenido

<b>Welcome Letter</b>	<b>3</b>
<b>State Licensing</b>	<b>4</b>
<b>Mission and Curriculum</b>	<b>4</b>
<b>Screening Policy</b>	<b>6</b>
<b>Enrollment and Transitions</b>	<b>7</b>
<b>Days of Operation</b>	<b>8</b>
<b>Closures</b>	<b>8</b>
<b>Holidays</b>	<b>8</b>
<b>Childcare daily, Additional fees and Payments</b>	<b>9</b>
<b>Notice of Termination</b>	<b>11</b>
<b>Open door policy</b>	<b>11</b>
<b>Confidentiality</b>	<b>12</b>
<b>Meals</b>	<b>12</b>
<b>Daily Schedule</b>	<b>13</b>
<b>Video/Photography</b>	<b>14</b>
<b>Discrimination Policy</b>	<b>14</b>
<b>Child Supervision</b>	<b>15</b>
<b>Plan for staff</b>	<b>16</b>
<b>Special need</b>	<b>16</b>
<b>Infant Care Feeding Birth -11 months</b>	<b>16</b>
<b>Diapering and Toilet Training</b>	<b>17</b>
<b>Infant Sleep</b>	<b>17</b>
<b>Child Abuse Reporting</b>	<b>17</b>
<b>Off Site Transportation</b>	<b>18</b>
<b>Medication</b>	<b>18</b>
<b>90-day Permission</b>	<b>18</b>
<b>Washing Hands/ Sanitizer Procedure</b>	<b>18</b>
<b>Cleaning/Disinfecting Procedure</b>	<b>19</b>
<b>Disease Prevention</b>	<b>19</b>
<b>Sick Children</b>	<b>20</b>
<b>Blood Borne Pathogens Plan</b>	<b>20</b>
<b>Notify Health Department</b>	<b>20</b>

<b><i>Incidents and Injuries</i></b>	<b>21</b>
<b><i>Disaster Plan (Evacuation, Fire, Lock down, Storms and Power Outages)</i></b>	<b>21</b>
Shelter in Case of Emergency	22
<b><i>Naptime</i></b>	<b>22</b>
<b><i>NO smoking, drug, alcohol, and weapons</i></b>	<b>23</b>
<b><i>Prohibited Persons</i></b>	<b>23</b>
<b><i>Liability Insurance</i></b>	<b>23</b>
<b><i>Closure due to Providers Illnesses</i></b>	<b>23</b>
<b><i>Policy Change</i></b>	<b>23</b>
<b><i>Signatures</i></b>	<b>24</b>
<b><i>COVID-19 Information</i></b>	<b>25</b>
<b><i>Pet Policy</i></b>	<b>26</b>

## Welcome Letter

Welcome to Little Lights Bilingual Learning Center. Our commitment is to provide quality care with emphasis on individualism to assist in your child's physical, mental, social, emotional, and cognitive development. With warmth and love your child will be encouraged to learn, grow, and thrive while he or she is at our program. We believe she or he, "your little light", will dream big, sparkle more, and shine bright. We believe your child will let her or his little light shine.

Meeting our teachers:

Mr. Imer

My name is Imer, and I am honored to have the opportunity to introduce myself. I am a lawyer based in Mexico, with a deep passion for children's development and education. I firmly believe in the power of collaboration, where families and educators work together to help children grow and thrive.

As we begin this journey together, I want to emphasize my commitment to the inclusion of families in the educational process. I see education not just as the work of teachers but as a shared responsibility between families, educators, and the community. When we unite with a common purpose, we create a strong foundation for each child's growth, both academically and emotionally.

Mrs. Lulu,

With more than 30 years of experience as an Elementary Director at a Mexican Public School, I'm here to support your children's learning and development. Teaching has always been my passion and I'm more than happy to serve your family, share my culture and adapt my teaching style to your child's style of learning whether it is visual, auditory, verbal, or kinesthetic (hands on). I attended Justo Sierra College in Acapulco City and because I firmly believe that we will never end learning I'm a Highline College Student who is pursuing her AAS in Early Childhood Education. I have been taking different classes and courses over the years and every time I learn that learning will never end, so welcome to our family of learners.

Miss Kelly,

I'm Mrs. Lulu's daughter and her teaching passion has strongly captivated me that I decided to start working with children from birth through age ten in 2017. I'm a bilingual and bicultural teacher who grew up in Mexico. I am pursuing my Associate in Early Childhood Education. I was a travel agent before and learned about countries and their cultures. I learned to love everyone the way they are, and I would like to contribute to build an equal and inclusive society where everyone can be part of. I believe that having a strong foundation in our early years is essential and that's one of my top priorities as a teacher. Partnership with families to build a safe, healthy, and learning environment for children.

"Early Childhood Education is the key to the betterment society". Maria Montessori.

## **State Licensing**

As a family home licensee, I certify that I am at least 18 years old, have a high school diploma or equivalent and have completed all preservice requirements according to WAC 110-300-0105. I am a newly licensed provider and have completed both my ECE initial certificate and ECE short certificate. My continued professional development will be documented annually.

As a family home licensee, I provide the following services:

- Be on-site for the daily operation of the early learning program fifty percent or more of weekly operating hours or designate a person with the qualifications of a family home licensee to be on-site when not present.
- Comply with these foundational quality standards.
- Develop a curriculum philosophy, communicate the philosophy to all early learning program staff and parents, and train staff to ensure the philosophy serves all children in the early learning program.
- Have knowledge of community resources available to families, including resources for children with special needs and the ability to share these resources with families.
- Oversee early learning program staff and support staff in creating and maintaining staff records.

## **Mission and Curriculum**

Little Lights Bilingual Learning Center's curriculum philosophy addresses all age groups being served and is informed by the Washington State Early Learning and development guidelines.

Social, emotional, cognitive, and physical development

Children learn through rich interactions and routines in an environment where they feel safe, secure, and accepted. Our early learning environment is designed to promote curiosity, conversations, and continuous opportunities to develop socially, emotionally, physically, and cognitively. At Little Lights Bilingual Learning Center, we strive to build relationships throughout the first years of a child's life. Children will develop socially and emotionally through rich interactions, open ended questions, and acceptance. The indoor and outdoor environment is designed to explore and develop both fine and gross motor skills that will promote development across social/emotional, physical, cognitive, language and literacy.

## Early learning and areas of focus

Our focus with infants and toddlers is to play as much as possible on the floor, modeling language and skills as we identify objects and actions. We have materials to explore within reach and a responsive teacher to support the learning and respond to each child's needs. As children transition from infancy to the toddler years, we will sort, stack, count and use our bodies and movement in numeracy, through songs and model language to engage with other children. As we transition from toddlers to preschool age children, we learn to identify our feelings, how to express those feelings, and navigate the participation of group activities. As children transition into preschool, we often follow their interest to scaffold learning by inserting props, asking open-ended questions, and identifying expanded learning opportunities. At Little Lights Bilingual Learning Center, you will find an environment that will promote learning across all domains by ensuring we have a home living center, dramatic play, building area, art studio, quiet space for reading and a science area for exploring. Throughout all environments we provide tools to measure and writing utensils to document. In our family childcare, we find that the mixed age group setting lends itself to natural learning through each developmental stage. While infants learn many skills and gain support from preschoolers, preschool and school age children often learn empathy, patience, and leadership skills.

## Cultural and dual language learners

At Little Lights Bilingual Learning Center, we welcome all children and families. We strive to include learning and experiences that reflect the cultures, languages, and routines of all enrolled children. We ask parents and families to share information with us that will include your cultures and languages and welcome participation from all families. Throughout our environment, many cultures and languages are represented through things like music, dance, games, books, and foods. We welcome family participation and sharing at any time and are eager to welcome special guests that can share experiences to enrich our learning.

## Learning and social interactions

At Little Lights Bilingual Learning Center, you will find an environment that will promote learning across all domains by ensuring we have a home living center, dramatic play, building area, art studio, quiet space for reading and a science area for exploring. Throughout all environments we provide tools to measure and writing utensils to document. In our family childcare, we find that the mixed age group setting lends itself to natural learning through each developmental stage. While infants learn many skills and gain support from preschoolers, preschool and school age children often learn empathy, patience, and leadership skills.

## Play and learning

Children practice and reinforce their learning through play in their environments that are supportive in allowing for exploration. Our teachers inspire learning through open ended questions and the addition of materials that may extend learning opportunities.

## Consistent relationships

Babies' brains are wired to be in relationships from birth—not just any relationships, but relationships that are responsive to their interests and needs. The infant brain literally grows within these supportive, nurturing relationships. Interactions with people and the environment cause connections in the brain to form and strengthen (National Scientific Council on the Developing Child, 2004). When adults are responsive in their interactions and meet an infant's or toddler's needs, then a strong foundation is created in the child's brain that supports later learning, relationships, and development.

All staff at Little Lights Bilingual Learning Center are trained on our curriculum philosophy.

A lead teacher or family home early learning provider must be given regularly scheduled time to plan and develop curriculum and activities. Planning may be done during rest time but all supervision requirements pursuant to WAC 110-300-0345 must be met.

**WAC 110-300-0305 - Curriculum philosophy and planning.**

Little Lights Bilingual Learning Center will provide screen time for children in care only for educational purpose and this will not exceed a 25min total. There must not be intentional screen time for children under twenty-four months of age. An infant or toddler must be redirected from an area where screen time is displayed.

**WAC 110-300-0155 - Use of television, video, and computers.**

## Screening Policy

Little Lights Bilingual Learning Center must inform parents or guardians about the importance of developmental screenings for each child from birth through age five. If not conducted on-site, Little Lights Bilingual Learning Center must share information with parents or guardians about organizations that conduct developmental screenings such as a local business, school district, health care provider, specialist, or resources listed on the department web site.

**WAC 110-300-0055 - Developmental screening and communication to parents or guardians.**

At least once per calendar year, Little Lights Bilingual Learning Center will supply to parents or guardian's kindergarten or school readiness materials when developmentally appropriate for enrolled children.

Kindergarten or school readiness materials must be the same or like resources posted online by OSPI, the department, or other equivalent organizations.

These materials may address:

- Kindergarten transition activities, if applicable; and
- Developmentally appropriate local school and school district activities designed to engage families

**WAC 110-300-0065 - School readiness and family engagement activities.**

## Enrollment and Transitions

Upon enrolling your child for care, you are entering into an agreement for a space of time that cannot be filled with another child. You are financially responsible for this space, whether your child is in attendance or absent. All costs, including, but not limited to legal fees, incurred to collect any unpaid fees listed with this contract or amendments, will be the responsibility of the parents or guardians.

Upon enrollment parents or guardians will be given a copy of the policy/procedure handbook contract and any amendments or addendums. Additional copies or replacements will be available for a fee of \$20.00

In your child's transition into our program, we will welcome them each morning to come play, explore, and discover their surroundings. To meet each new friend, encourage them to participate in group activities as well as free choice activities. To provide a cubby that has their name in it, where they can keep their own belongings, to feel safe, secure, and wanted. To help to assist them in learning our routine and our daily schedule. You as a parent can help ease this transition by speaking positively about school, to make the mornings positive, your goodbyes at drop off happy ones, and your hellos in the evening focused on your child and their day. At Little Lights Bilingual Learning Center, we want the transition to be smooth and seamless.

Our program is a full day operation. Occasionally, when openings exist, part time children will be accepted on a temporary basis, until a full-time child enrolls. For this reason, hourly rate has been included. Part time will be based on less than 4 hours per day.

Four hours or more is considered full time. Drop-in care may be considered on an individual basis.

There will be a probation period of one month. This probation period is for your child's adjustment to our program, as well as the parents. We want to be sure your child has ample time to adjust to our program and routine. There may be separation anxiety initially. We expect this and it is perfectly normal. We recommend making your goodbyes sweet and short when it occurs, as we will be able to console and comfort your child. We will assist you if any changes occur and transition needed for your child.

## Days of Operation

Our childcare is typically open Monday through Friday 6:00 am to 5:00 pm. If your family requires care before or after hours, we may extend our hours for an additional fee and depending on staff assistance.

## Closures

Little Lights Bilingual Learning Center attempts to stay open and caring for your children with the exception of professional development days and holidays. Please be prepared to make alternate arrangements for care on the following holidays:

- January 1 – New Year's Day
- Birthday of Martin Luther King, Jr.
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday, the day after Thanksgiving
- Friday, December 25 – Christmas Day

Should a holiday fall on the weekend, we may take the Friday preceding or Monday following. In most cases we will try to stay open, however we may close for up to five professional development days for continuing education, we will give you at least 1 month notice prior to closing.

In case of emergency, we will follow the guidelines of Puyallup Emergency Management, Department of Health, and the CDC and close when necessary for the health and wellbeing of the children and families in our care. Emergency closure may include but is not limited to natural disasters, sewer or water problems, communicable diseases.

## Holidays

At our program, we know children love to celebrate! Holidays will be celebrated to culture, food, music, and festivities. We will may include religious teaching during our celebrations and families are always welcome to join in. If your family has any special traditions, please consider discussing how we can incorporate these celebrations in our childcare.

## Childcare daily, Additional fees and Payments

Annual registration fee per child	\$75.00
Hourly (any age)	\$20.00
Daily (Newborn – 2 years)	\$75.00
Daily (2 years – above)	\$65.00
Weekly (Newborn – 2 years)	\$375.00
Weekly (2 years- above)	\$325.00
Before and after school (daily)	\$35.00
Kindergarten	\$55.00
Early dismissal	\$30.00
Late Arrival	\$30.00

Before and after school rate is before and after school or just before or after.

Kindergarten rate is full daily rate for half day kindergarten and before and after school rate for full kindergarten.

Full rate applies to no school days and breaks.

For families with multiple children enrolled there will be a 10% discount off the oldest child's rate. This does not apply to hourly, drop in or the school rate unless it's half day kindergarten. If while you have a child enrolled and you become pregnant and want to ensure a space for your baby, you will need to pay a deposit of the first two week's childcare to hold his space. This will be dependant on availability of space. This deposit should be paid at the begging of your last trimester (7<sup>th</sup> month). This is enrolling a new child. During your maternity leave if you chose to keep your child currently enrolled at home, you will still be required to pay for your contracted days to reserve your space.

Deposit: There will be an annual registration fee of \$75.00 per child. A deposit for the first two week's childcare, which applies to your first two weeks in care, to reserve your children's space. A space will not be reserved for your child if this deposit is not made. Other clients in need of care would be considered for this opening. If for any reason your child does not begin care as arranged the deposit and registration fee will be forfeited and non-refundable.

Over time rate is \$20.00 per hour, or \$5.00 for every 15 minutes. Over time is based on your contracted hours and applies to drop off and pick up. If you need to drop off your child earlier or pick up your child later than your contracted hours over time rate would apply. After closing time at 5:00pm, overtime rate will be \$1.00 per minute. Expect to be charged.

There will be a \$35.00 fee, plus any other bank charges for a returned check. Cash is required in payment of returned checks only. If you have a check returned unpaid for any reason, your payment then becomes late and past due, and the late fee would apply. We may request payment on money order after a second returned check.

A parent must notify our program in advance if the child must be brought or picked up at times other than the contracted hours. Please arrive to pick up your child promptly by your scheduled contracted time. We do have family and personal commitments in the evenings. Please inform of any changes in emergency phone numbers or addresses.

Childcare is a legally deductible expense. We will be happy to provide you with receipts or a year end statement for your income tax purpose.

Payments must be made in advance. Friday for the following week. Pre-payment can be made weekly, semi-weekly, twice a month or monthly. These arrangements will be made with the childcare provider. Co-payments for subsidized care will be due by the first of each month, no later than the 5<sup>th</sup> of the month. If on your contracted payday you do not pay, there will be a late fee of \$10.00 per day accrue including weekends. If by the first of the following month your balance is not paid a 1.5% finance charge per month will accrue. If you are in arrears more than three days your child may not be in attendance until your account is current. Fees continue to accrue.

Payment for day's children are contracted to attend but are unable to due illness, inclement weather, or any other unforeseen situation will be charged at regular rate. You will pay for your contracted hours whether present or not.

If you need to make arrangements for payment than your contracted pay day, you will need to let our program know two weeks prior to your contracted pay date. Do not expect to change your pay on your contracted pay day. We will not accept any payment other than the scheduled payment without the prior notice. If your contracted pay day falls on a holiday, vacation day, or any day that we are closed, or you may be absent, you will need to pay prior to our closing or your absence.

There will be no refunds for any reason. We may barter for fees if there is a service we can exchange.

Rates will be evaluated annually. We will take consideration cost of living, increases with regards to utilities, taxes, insurance, professional fees, food, supplies, and payroll. If there is a need to increase the rates you will be given one month notice.

All legal fees due to non-compliance of the contract will be paid by the parent.

Regarding to the provider sick days, the caregiver will have five paid sick days a year and three paid bereavement days as well.

Our program will have the option to attend five paid professional education days per year. These consist of professional conferences and seminars, which directly affect the care your children receive. The topics can vary, and we are able to apply information learned to the benefit of your children, and you as parents. You will be

notified as soon as we know the details of the classes/training, and we will post a letter outlining the details.

## Vacations

Vacation days are paid at half of your rate. This will reserve your child's space while on vacation. Your space may be filled in your absence without payment. You are required to give one month notice of vacation you intent to take. Without this notice in writing, you will be charged full rate. If you have more than four weeks vacation a year you may choose to take a week with no vacation charge. One month in advance notice in writing is required if you intend to take a week without charge. This cannot be carried over year to year.

The caregiver will take four weeks vacation annually. You will be given our vacation schedule at the beginning of each year. We will follow the Puyallup School District Schedule. Spring break, mid-winter break, winter break, and a week for summer break. The exception is winter break. We will only take one week, the week after Christmas. We will be paid at full rate for the weeks we are on break. If a vacation day falls on a holiday, we will have the option of taking another day for that Holiday or vacation. If for any reason we need to make a change to the vacation schedule you will be given one month notice.

## Notice of Termination

Little Lights Bilingual Learning Center recognizes that continuity of care is critical for the healthy development of children. Therefore, Little Lights Bilingual Learning Center will only terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the 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.**

## Open door policy

Parent are encouraged to visit any time during hours of operation. We have an open-door policy. After hours of operation there would need to be an appointment scheduled. If there is an event or occurrence happening at home or in any area of your

child's life may have an affect on your child's behavior, whether adverse or positive, please inform the providers, we may assist your child in his/hers adjustment. If there is a concern you would like to discuss can schedule a convenient appointment time for the discussion. Ideas and concerns are welcome.

## Confidentiality

Little Lights Bilingual Learning Center must keep current individualized enrollment and health records for all enrolled children, including children of staff, updated annually or more often as health records are updated. A child's record must be kept in a confidential manner but in an area easily accessible to staff and a child's parent or guardian must be allowed access to all of his or her own child's records.

## Meals

Little Lights Bilingual Learning Center serves meals and snacks to children in care. Food may be brought from home, but it must also meet the current USDA guidelines, unless you have a specific written food plan signed by your child's physician. Currently our program is unable to accommodate children with peanut and certain other food allergies. If your child has food allergies, please contact us before filling out any paperwork, so we can ensure we are able to accommodate the need, and if so, we will keep a copy of the food allergies in the child's file and posted in the kitchen area.

All staff who prepare food have a Washington State food handlers' card as required in the licensing regulation; staff will observe the guidelines outlined in the food handlers' course for safe food storage, preparation, cooking, holding temperature, and meal service. If a microwave is used, all the cookware is microwave safe. PLC uses a dishwasher to wash dishes and utensils and the dishwasher has a sanitizing cycle.

Our program serves breakfast, morning snacks, lunch, afternoon snacks, dinner, and evening snacks. The meals each child receives will depend on their scheduled time in care. The food and snacks. consist of fruits, vegetables, meats, grains, and dairy.

**Please note: USDA guideline requires that children are served meals together for us to receive compensation, so please have children here by 8:30am in order to eat breakfast.**

**WAC 110-300-0180 - Meal and snack schedule.**

A weekly menu will be posted every Monday morning.

## Toothbrushing

At least once per day, Little Lights Bilingual Learning Center must offer children an opportunity for developmentally appropriate tooth brushing activities.

- Tooth brushing activities must be safe, sanitary, and educational.
- Toothbrushes must be stored in a manner that prevents cross contamination.
- The parent or guardian of a child may opt out of the daily tooth brushing activities by signing a written form.

Staff must wash their hands, according to Little Lights Bilingual Learning Center's handwashing and hand sanitizing policies.

Staff must store, prepare, cook, hold food, and wash dishes, according to Little Lights Bilingual Learning Center's food service, equipment, and practices policies.

**WAC 110-300-0197 - Safe food practices**

## Daily Schedule

<b>6:00 AM – 6:30 AM</b>	Arrival / Free Play
<b>6:30 AM – 7:00 AM</b>	Story / Reading
<b>7:00 AM – 7:30 AM</b>	Toileting / Diapering
<b>7:30 AM – 8:00 AM</b>	Breakfast
<b>8:00 AM – 8:30 AM</b>	Circle
<b>8:30 AM – 9:00 AM</b>	Outside Play
<b>9:00 AM – 9:30 AM</b>	Toileting / Diapering
<b>9:30 AM – 10:00 AM</b>	Snack
<b>10:00 AM – 10:30 AM</b>	Morning Activity
<b>10:30 AM - 11:00 AM</b>	Free Play / Learning Centers
<b>11:00 AM – 11:30 AM</b>	Toileting / Diapering

<b>11:30 AM – 12:00 PM</b>	Lunch
<b>12:00 PM – 12:30 PM</b>	Brushing Teeth / Story
<b>12:30 PM – 2:30 PM</b>	Rest
<b>2:30 PM – 3:00 PM</b>	Toileting/ Diapering
<b>3:00 PM – 3:30 PM</b>	Snack
<b>3:15 – 3:45 PM</b>	Outside Play
<b>3:45 – 4:45 PM</b>	Toileting / Diapering
<b>4:45 – 5:00 PM</b>	Evening Activity / Dismissal

#### **WAC 110-300-0360 Daily Schedule**

### **Video/Photography**

Children will be photographed, and video recorded while attending our program. Those pictures and videos may be placed on our websites, Facebook page, Instagram, Twitter, in or on advertising material (shirts, cups, notebooks, calendars, etc.), in newspaper articles, used for educational assignments, documenting behaviors and observation assessments. We may share pictures or videos with other Little Lights parents as a group through e-mails or text messages, as well as with other childcare facilities. The rights to these photos and videos remain with LLBLC.

### **Discrimination Policy**

Little Lights Bilingual Learning Center seeks to provide an affirming environment that celebrates each child's unique racial and cultural identities. Similarly, Little Lights Bilingual Learning Center does not tolerate racism or discrimination and will actively intervene when racism or discrimination occurs to protect the well-being of the children in our care. Therefore, Little Lights Bilingual Learning Center will adhere to the following policies related to anti-bias early childhood education policies:

- Little Lights Bilingual Learning Center provides culturally and racially diverse learning opportunities that extends to its curriculum, activities and materials and seeks out materials that represent all children, families, and staff.
- Little Lights Bilingual Learning Center provides a variety of materials that reflect the identities of our staff and the children in our care, including diverse dolls, books, pictures, games, or materials that do not reinforce stereotypes; diverse music from many cultures in children's primary languages; and a balance of different ethnic and cultural groups, ages, abilities, family styles, and genders.
- Little Lights Bilingual Learning Center will intervene appropriately to stop biased behavior displayed by children or adults including, but not limited to:
  - Redirecting an inappropriate conversation or behavior
  - Being aware of situations that may involve bias and responding appropriately
  - Refusing to ignore bias

Little Lights Bilingual Learning Center will intervene appropriately to stop biased behavior displayed by children or adults.

### **WAC 110-300-0160 – Promoting acceptance of diversity**

## **Child Supervision**

Little Lights Bilingual Learning Center will ensure that it meets capacity, group size, mixed age grouping, and staff-to-child ratios while children are in care. This includes but is not limited to indoor and outdoor play activities, off-site activities, during transportation, mealtimes, rest periods, evening and when children are on different floor levels of the early learning program.

Staff member may undertake other activities for a temporary time period when not required to be providing active supervision required under subsection (5)(c) of this section. Such activities include, but are not limited to, cleaning up after an activity or preparing items for a new activity. This early learning staff member must remain in visual or auditory range and be available and able to respond if needed. A baby monitor will never take the place of direct supervision of the children. When children are sleeping, staff will walk around checking on the napping children every 15 min.

Staff will ensure no infant or child is left unattended during diapering, bottle feeding and tummy time.

### **WAC 110-300-0345 - Supervising children**

## **Plan for staff**

All staff will be screened and have a complete background check before interacting with children. The staff will be trained annually in the procedures for child supervision guidance and discipline, food service practices, preventing children accessing unlicensed space, health, safety and sanitation procedures, medical emergencies and mandated reporting of suspected child abuse and neglect.

## **Special need**

Currently, Little Lights Bilingual Learning Center is unable to accommodate children with certain IEP's. We will need to see the IEP to know if we are able to accommodate the child's specific needs.

## **Infant Care Feeding Birth -11 months**

Infant bottles must be plastic, and each bottle labeled with your child's name; all cans of formula must be unopened and, labeled with the child's name, and breastmilk must be labeled with the child's name and dated. Any cups or feeding utensils you send must also be labeled with the child's name. Small children will eat according to their needs and parents' recommendations. Infants will be bottle fed in Little Lights staff's arms until he or she is able to hold the bottle, and at that time, the infant may be fed in a semi-reclining or upright position. Children will not be left unattended or propped up with a bottle in their mouth. Children will not eat solid foods until parents and program staff feel their child is ready. Our program may require written permission to give solid foods if a parent desires a specific time of feeding for their child which is earlier than the USDA guideline. Highchairs will be cleaned with a bleach/water solution.

Note: Parents by the age of 12 months, Little Lights requires that children begin the transition from dependence on the bottle and pacifiers (a child with specific needs that require him or her to continue the bottle use past 12 months does not fall in this category, but a written doctor's note specifically requiring and detailing this accommodation is required, after reviewing this, PLC will decide if we are able to accommodate this need.) At our program our goal is for a child to be totally off the bottle by 14 months and off pacifiers by 16 months.

## Diapering and Toilet Training

### Diapering

Little Lights staff will wear gloves and wash hands before and after each diaper change. The diapering area will be cleaned and disinfected between each use. A bleach/water solution will be used. Any other disinfectant product used will be used strictly per the manufacturer's label instructions. All soiled diapers will be properly disposed of.

Little Lights's staff will follow a diapering schedule plus additional "as needed" changes". Diapers are checked every two hours (when children are not sleeping).

### Toilet Training

Little Lights Bilingual Learning Center uses positive reinforcement (which does not include food items); culturally sensitive methods; developmentally appropriate methods; and a toilet training routine developed in agreement with the parent or guardian.

Little Lights Bilingual Learning Center will only use a stand-up diapering procedure when a child is developmentally ready and in the bathroom or a diaper changing area.  
**WAC 110-300-0220 - Toilet training**

## Infant Sleep

Little lights bilingual learning center takes infants' safety while sleeping extremely seriously. In order to ensure children, remain safe while sleeping, Little Lights Bilingual Learning Center follows infant safe sleep practices when infants are napping or sleeping by following the current standard of the American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction.  
**WAC 110-300-0291 - infant safe sleep practices.**

## Child Abuse Reporting

Little Lights Bilingual Learning Center's staff is required by the state of Washington to report suspected child abuse, neglect, and exploitation.

## **Off Site Transportation**

Little Lights Bilingual Learning Center will adhere to the following policies regarding the transportation of children on personal or public transportation, or nonmotorized travel offered to children in care. Routine trips will not exceed two hours per day for any individual child. Little Lights Bilingual Learning Center requires written authorization from a parent or guardian to transport a child. Our program will notify parents or guardians at least twenty-four hours before field trips are taken.

Little Lights Bilingual Learning Center provides many learning opportunities in our community. We will explore our local parks, libraries, and museums each week by walking or our childcare vehicle. Some field trips such as swimming, gymnastics, performances, or other events may incur a fee. We ask that you pay additional fees and consider joining us when you are able.

**WAC 110-300-0480 - Transportation and off-site activity policy.**

## **Medication**

Little Lights Bilingual Learning Center does not administer prescription medicine to children. Parents are responsible for administering all medicine to their child. When a child is out due to illness, the child must be off all medications before returning to care.

**WAC 110-300-0215 – Medication.**

## **90-day Permission**

A parent may give Little Lights Bilingual Learning Center permission to use the following: diaper ointment and talc free powders, which will be used as needed when diapering children; sunscreen and hand sanitizer or hand wipes (may be used when we are out).

## **Washing Hands/ Sanitizer Procedure**

Children and Little Lights' staff will wash their hands throughout the day, and it is required they do so after using the toilet, diapering, playing outdoors, before eating,

and any other time it is necessary. Our program will follow the handwashing procedure defined by the United States Center for Disease Control and Prevention.

#### Hand Sanitizers and Wipes

Hand sanitizers or hand wipes with alcohol may be used for adults and children over twenty-four months of age when proper handwashing facilities are not available, and hands are not visibly soiled or dirty.

Children will be actively supervised when using hand sanitizers to avoid ingestion or contact with eyes, nose, or mouths. Hand sanitizer will not be used in place of proper handwashing. An alcohol-based hand sanitizer will contain sixty to ninety percent alcohol to be effective

**WAC 110-300-0200 - Handwashing and hand sanitizer.**

## Cleaning/Disinfecting Procedure

Little Lights Bilingual Learning Center's plan for cleaning the childcare is to make spray bottles of bleach solution each morning and clean, sanitize and disinfect daily all the areas in the licensed space. The floors will be swept as many times as needed and mopped at least once daily. The toys (indoor and outdoor) will be washed daily or more frequently if needed. The child's bedding is cleaned weekly or more frequently if required. The sleeping mats are sanitized after each use. The diaper area and changing mats will be cleaned and disinfected after each use. Toileting equipment is sanitized after each use. PLC is checked constantly for broken toys and hazards both inside and outdoors.

## Disease Prevention

A child who is brought to our program ill will not be admitted for the day, and for as long as the child remains ill. Please be considerate of the other children and keep your child home. If he/she becomes ill while in our program, the parents will be called and must arrange to have the child picked up. All sick children will be separated from the rest and monitored until they are picked up. When a child is out ill, though a doctor's note is required, a child will not be allowed to return if the child is still exhibiting symptoms. If it is a medical emergency, I will follow emergency procedures.

## **Sick Children**

Little Lights Bilingual Childcare Center will not accept into care children who present any of the following symptoms:

- Fever of 100°F or higher
- Yellow/Green mucus or contagious illness
- Diarrhea, vomiting or upset stomach
- Unusual or unexplained loss of appetite
- Any form of drainage from the eye “pink eye” or open sores
- Rash not associated with diapering, heat, or allergic reaction
- Sore throat especially if associated with fever
- Lice, children will not be allowed to return until they are lice and nit free
- A child who is vomiting will be required to stay out of care for 24 hours.

Little Lights will take precautions to guard against infection and communicable diseases. Children are taught to cover their mouths when coughing or sneezing, and children are not allowed to share drinking cups, utensils, or food.

*PLEASE DO NOT BRING YOUR CHILD TO CHILDCARE IF THEY ARE SICK*

## **Blood Borne Pathogens Plan**

Little Lights Bilingual Learning Center staff is trained in blood borne pathogens and will follow the procedures for safe handling of blood or any other bodily fluids which will protect staff and children from infectious disease. We will update our blood borne plan annually with our staff and a signed copy of the training will be placed in their file.

## **Notify Health Department**

All communicable/contagious diseases will immediately be reported to the Health Department. Neither director, nor any child or staff, with a communicable disease will be allowed in childcare until properly treated and cleared by the doctor.

## **Incidents and Injuries**

Injuries or accidents requiring first aid treatment will be treated and you will be notified as soon as possible (no longer than 24 hours) with a copy of the incident/injury report. A copy of the report will be placed in the child's file.

For injuries or accidents requiring immediate professional medical attention, staff will immediately call 911, administer first aid, notify the parent and my licenser. Complete an incident/injury form and place a copy of the form in the child's file.

## **Disaster Plan (Evacuation, Fire, Lock down, Storms and Power Outages)**

In preparation for a possible emergency or disaster, Little Lights Bilingual Learning Center will execute the following procedures:

### **Evacuation**

Little Lights' staff will take the children to the designated meeting spot. When exiting staff will take attendance sheets, emergency contact information, first aid kit, rescue medications, cell phone, food, water, and diaper. Staff will check the areas in the home to ensure all people have left the building and staff will account for all children and staff.

### **Fire**

Little Lights' staff will sound the fire alarm, evacuate the building quickly and calmly. If caught in the smoke, staff will have everyone drop to hands and knees and crawl to exit, pull clothing over nose and mouth to use as filter for breathing. I will take attendance sheets and emergency forms. A staff person will check areas where children may be located or hiding before leaving the building. Children will gather in the designated meeting spot and then will call 911 from outside the building. I will not re-enter the home until it is cleared by the fire department.

### **Lockdown/Shelter in Place**

Staff will lock outside doors and windows, close and secure interior door, close my curtains or blinds, turn off lights, keep everyone away from doors and windows, stay out of sight, bring attendance logs, first aid kits, pacifiers and other comfort item and books for the children, maintain a calm atmosphere, call 911 to ensure emergency personnel have been notified, remain in lockdown until situation is resolved, and contact parents about lockdown.

### **Severe Storm, Windstorm or Lighting**

Little Lights' staff will get everyone indoors, monitor radio/TV for storm updates and emergency instructions move everyone away from windows and avoid use of telephone or any electrical appliances and unplug as many appliances as possible.

### **Power Outage**

If weather is cold, staff will ensure everyone is wearing several layers of warm clothing and contact parents to pick up their children if temperature in the home is below 65 degrees. If weather is hot, staff will move to lower floors (if possible), have the children remove excess layers of clothing and ensure children and staff drink plenty of water.

### **Floods**

If flooding is in my area, staff will close the childcare, contact the parents to pick up or not to drop off children and monitor the radio/TV for storm updates and any emergency instructions. If there is a danger of being flooded, staff will escort the children to the designated meeting spot. Once we are in a safe area, we will contact the parents.

## **SHELTER IN CASE OF EMERGENCY**

In the event of a major emergency or disaster where Little Lights Bilingual Learning Center cannot safely remain open or where evacuation is necessary, **Brouillette Elementary** will serve as an emergency shelter for children and staff.

### **Brouillette Elementary Address:**

17207 94th Ave E,  
Puyallup, WA 98375

## **Naptime**

Staff offer daily supervised rest periods for children. All children attending our program will be encouraged to take rest breaks. The first 3 weeks of a child enrolling in Little Lights Bilingual Learning Center will be considered an adjustment period. We will provide quiet activities for children that are not accustomed to napping to prevent disrupting children who are napping. These activities may include, quiet games, reading books, puzzles, or coloring books. All children will be expected to rest quietly on their cots after 4 weeks.

Each child who naps will have a mat or cot that can be cleaned and sanitized with a water/bleach solution or another sanitizer that is used strictly per the manufacturer's instructions. Each child's bedding will be stored separately and laundered at least one time a week, or more frequently if required. A child that is unable to adapt to our program's sleep or rest time and causes disruptions that affect the other children rest time (crying constantly, bothering the other children, etc.) may be asked to find alternative childcare as all children attending Little Lights must be considered.

**\*\* Please note: Infants, toddlers up to 30 months, and those with documented special needs may have their own sleep pattern\*\***

## **NO smoking, drug, alcohol, and weapons**

No smoking or vaping is allowed inside or outside of our program, if you smoke, please ensure your child's clothing is free of the smoke smell.

Little Lights Bilingual Learning Center is a DRUG FREE ZONE. No one will be allowed to partake in drugs or alcohol at any time on the premises. Any persons LLBLC's staff suspects of being under the influence of alcohol, illegal drugs, or misuse of prescription drugs will not be allowed access to the childcare. No weapons are allowed at our home and facility at any time.

## **Prohibited Persons**

Any person not authorized to be around one or more of the children in my care due to court orders from parents or police authorities shall be reported immediately if seen on or near the childcare.

## **Liability Insurance**

Little Lights Bilingual Learning Center does have liability insurance.

## **Closure due to Providers Illnesses**

In the event the daycare must be closed due to an illness of the children, staff, or other emergency, you will be contacted ASAP. No fees will be refunded due to an emergency closure, provider illness, training, emergency leave, or community illness closures (example: child has head lice and daycare must close- something of that nature). Parents are responsible for having alternate care.

## **Policy Change**

Little Lights Bilingual Learning Center reserves the right to update the fees and policies in this book if we deem it necessary or, if the Washington Administrative Codes (WAC) are updated or changed throughout the year.

Parents will be notified of any updates or revisions by e-mail, text or letter.

## Signatures

### PARENT POLICY/COMMUNICATION AGREEMENT

By initialing each section and signing this form, you understand and agree to all rules and regulations of enrolling your child into Little Lights Bilingual Learning Center, LLC.

I \_\_\_\_\_ have read and understand this Parent Handbook.

I \_\_\_\_\_ received an electronic copy of this Parents Handbook.

A copy of this agreement will be kept my child's electronic file.

*Days of childcare is needed:* \_\_\_\_\_

*Hours of childcare is needed:* \_\_\_\_\_

Child/ Children's name  
(Please print):

\_\_\_\_\_

Parent/guardian  
Signature/Date:

\_\_\_\_\_

Parent/guardian  
Signature/ Date:

\_\_\_\_\_

Provider  
Signature/Date:

\_\_\_\_\_

## **COVID-19 Information**

### **UPDATE TO ADD COVID-19**

Please be advised HIPPA laws prevent us from disclosing the medical records or vaccination status of our staff and children, but know we are doing what we can to ensure the safety of everyone who is part of PLC. Thank you.

To comply with the recommendations surrounding this pandemic, the following will be required of all persons working or entering our childcare:

- All families must sign a waiver release understanding the risk you are taking by sending your child/children to childcare
- All children will have their temperatures taken before being released into the common areas.
- Children with a temperature of 100 will not be admitted.
- Sanitizer is readily available at each sign in station
- Families, please make sure you notify us ASAP if you must self-quarantine. It is important that we aware of this so we may take the proper precautions and notify other clients of the situation
- Like the other health situations, if LLBLC must close for any reason due to COVID, there will be no refunds or credits.

#### **Little Lights Bilingual Learning Center STAFF**

- Will wear masks.
- Will not work if ill or showing COVID symptoms
- Will ensure cleaning and sanitizing is done on a 30 min rotation unless needed sooner
- Will wear proper attire when attending to infants and toddlers (long sleeve shirts)
- Will check temps throughout the day
- Will help maintain the recommended social distancing by a ratio of 6 children to 1 staff
- Will ensure families are notified if any staff member must self-quarantine.

*Please note: LLBLC reserves the right to update or change this COVID page as needed. Parents may receive updates verbally, via email, or text.*

## Pet Policy

At Little Lights Bilingual Learning Center, we are committed to providing a safe, clean, and comfortable environment for all children in our care. Our home is shared with our pet(s), and while they are part of our family, they do not interact with the children during daycare hours. This policy ensures that the safety, health, and comfort of all children are maintained while respecting our pets' space.

### 1. PET OVERVIEW

- **Type of Pet(s):** Dogs
- **Pet Name(s):** Nina and Giyi
- **Breed(s):** [e.g., Nina (Pug) Gigi (Chug)]
- **Temperament:** Our dogs are friendly, well-behaved, and comfortable in their own space. They are not involved in any daycare activities and are kept separate from the children at all times.
- **Health and Vaccinations:** Our pets are up to-date on vaccinations, flea/tick treatments, and receive regular veterinary care. Copies of vaccination records are available upon request.

### 2. PET-FREE ZONES AND SEPARATION

- **No Interaction with Children:** Our dogs do not have any interaction with the children during daycare hours. They are kept in a separate area of the home that is not accessible to children.
- **Designated Dog Areas:** The dogs have designated living spaces (e.g., separate rooms, crates, or fenced areas) where they are comfortable and undisturbed. These areas are off-limits to the children at all times.
- **Pet-Free Play Areas:** Children's play areas, sleeping areas, and dining areas are kept pet-free to ensure a safe and comfortable environment for all children. The dogs do not enter these areas during daycare hours.

### 3. HEALTH AND SAFETY

- **Cleanliness and Hygiene:** We maintain high standards of cleanliness and hygiene in all areas of the daycare. Pet areas are cleaned regularly to ensure a sanitary environment. The dogs are groomed and kept in good health to reduce allergens.
- **Allergies and Sensitivities:** If your child has any allergies to dogs or other pets, please inform us ahead of time. We will take necessary precautions, such as maintaining a pet-free zone and limiting exposure to pet areas, to ensure your child's comfort.

### 4. EMERGENCY PROCEDURES

- **Incident Response:** In the rare event that a child is accidentally exposed to the dogs or injured in some way, first aid will be administered immediately. Parents will be notified, and an incident report will be filed. We will review the situation to prevent future occurrences and ensure the children's safety at all times.
- **Behavioral Review:** If any concerns arise regarding the pets or their behavior, we will reassess the situation and take necessary steps to ensure the safety and well-being of both the children and the pets.

## 5. STATE AND LOCAL COMPLIANCE

- **Washington State Regulations:** We comply with all applicable Washington state regulations regarding both child care and pet care. Our pets are well cared for, vaccinated, and are kept in separate areas to ensure that there is no risk to the children in our daycare.
- **Licensing:** Little Lights Bilingual Learning Center is fully licensed as a home daycare and follows all health and safety regulations related to the care of children and pets in the home.

## 6. PARENTAL ACKNOWLEDGMENT

By enrolling your child at Little Lights Bilingual Learning Center, you acknowledge that you are aware of the presence of our pet(s) and agree to the guidelines outlined in this policy. We are dedicated to providing a safe and comfortable environment for all children, and we are happy to discuss any concerns you may have regarding our pets.

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---