



Welcome Family Parent Handbook

Serving Children, Families and our Community, since 2009



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Our Preschool

Welcome to Buzybeez Preschool!

Our Goal

Our goal is to create an inviting, safe, fun, and welcoming preschool environment. We design our classrooms with the right tools and materials, a connection to nature, structured routines, and a hands-on approach. This foundation sparks children's curiosity, encouraging limitless creativity and providing numerous opportunities to nurture each child's intellectual, social, and emotional development.

Philosophy

Buzybeez Preschool has adapted “The child should love everything that he or she learns, for mental and emotional growth are linked. Whatever is presented to him or her must be made beautiful and clear, striking the imagination. Once this love has been kindled, all problems confronting educationalists will disappear”. — Maria Montessori

Our Values

We lead by example and foster biblical values like patience, kindness, and love toward children. The children develop these attributes that reflect self-respect and respect for others.

Licensing

Buzybeez Preschool is licensed by the Washington State Department of Children, Youth, and Families and follows their rules for family in-home childcare centers to ensure a safe and quality environment for children. The full licensing rules can be accessed at <https://www.dcyf.wa.gov/>.

Buzybeez Preschool is licensed by the State of Washington and adheres to all requirements set forth by the Washington Administrative Code - Chapter 110-300



Ms. Kimberly/ Provider #334671

Ms. Kimberly has been dedicated to children's lives for over 30 years in various roles. As a mother of two grown sons, she brings seasoned expertise. Her passion for empowering children, parents, and the community shines through as she warmly welcomes each family. As a provider, she stays current with all training, safety measures, and certifications. Her educational background focuses on early childhood development, as well as social and emotional stages and ages.

Non-discrimination Statement, Anti Bias and Bullying

Our program is defined by state and federal law as a place of public accommodation. I do not discriminate in my employment practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW). **WAC 110-300-0030, 0331, 0160**

Staffing Plan, Classroom types and Ratios

We will maintain the State required child to staff ratios at all times. For consistency of care, I will be assigned to care for your child with a goal of building a long-term trusting relationship which I cherish deeply. You may ask for access to any training and professional development records.

If we have any staffing changes, or I need to be absent for an extended period, you will be notified in writing or by electronically.



Parent Partnership

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

This will help me to support you in your parenting as you support me in my teaching. WAC 110-300-0305

Please contact me at 206 595-4013 by phone or email info@buzybeez-preschool.com anytime you have a question or concern about your child, or our program's.

Registration

Families are required to register annually. New families are required to tour the program prior to registering. Spots are filled in the following order:

1. Currently enrolled children wishing to enroll in the next year
2. Siblings of currently enrolled students
3. Children of staff members, regardless of the school the child attends
4. Other applicants in the order that their registration forms/waiting list applications and fees were received

Admission Requirements and Enrollment Procedures

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

- Registration
- Agreement
- Acknowledgement of Practices, Policies and Procedures.
- Certificate of Up-to-date Immunization Status (CIS)
- Permission Form
- Parent Handbook Acknowledgment

In order, for a child's spot to be fully secured, parents are required to submit:

1. Completed registration form
2. Completed payment contract
3. Copy of child's immunization records (religious exemptions not accepted)
4. Registration-yearly fee of \$100, Art fee \$75 Snack fee \$100



Waiting List

If no spot is available at the time of inquiry, a family may choose to place their child on the waiting list. If a spot becomes available, the Director will contact the family by telephone and email. Parents have 24 hours to contact the Director back before the spot is offered to the next child on the waiting list. To avoid missed communications, please maintain up-to-date contact information. If after 72 hours the parent has not responded, the child may be removed from the waiting list.

Changes in Schedule

Families are required to select specific days of the week in which their child will attend Buzybeez Preschool for the entirety of the school year. If a family needs to change this schedule, they must contact the Director. Changes are not guaranteed and are subject to the availability of spots in a classroom.

Special Care for Children Entering Kindergarten transition plan

Children turning five years old or six months before the child is ready to attend a Kindergarten program, we will meet with the family to provide resources and write a transition plan with the parents.

Programs/Tuition:

Preschool

Option A: Preschool ages 3-6 (potty trained) \$1000/Monthly, offered from September-May Monday-Friday 9:00am to 1pm.

Option B: Preschool ages 3-6 (potty trained) \$1200/Monthly, offered from September-May Monday-Friday 9:00am to 5:30pm.

Summer Camp

5-day pricing \$220 ages 3-8 (potty trained) offered from July-August Monday-Friday 9:00 am-3:00pm.



Summer Camp Details:

Each summer, we offer camps that are six-week sessions “picnic in the parks” the children love this time and return to join us!

We meet at Buzybeez preschool and walk daily to our local parks (Hamlin, Ridgecrest, North Acers) where children will explore, child’s play galore and plenty of laughter while we build special friendships together.

A family selects an agreed-upon daily schedule for their child’s attendance. Tuition can be paid in monthly installments or annually with a 5% discount. A 10% multiple child discount is given on a second child’s tuition rate. A nonrefundable application fee of \$100 per family is due upon enrollment. Our preferred method of payment is through the Brightwheels app. We will also accept checks but have the right to deny checks if previous tuition payments by check have been returned by the bank. Tuition is due in advance, to be paid in full by the first school day of each month. A late fee of \$25 will be charged if not paid within 5 days of the due date. Students may not attend if tuition has not been paid before the 10th day due. A handling fee of \$25 will be charged for any returned checks. Buzybeez does not issue refunds or credits based on illness, vacation, holidays, acts of nature, or any other reason. Regardless of your child’s actual attendance, parents are obligated to pay the full tuition amount according to your agreed-upon schedule. The program reserves the right to terminate care for a child if tuition payments are past due by 60 days. Accounts with balances 90 days past due are subject to collection. Other Fees Annual Registration Fee: \$100 Late Payment Fee: \$25 Late Pick-Up Fee: \$1/minute Returned Check or Declined Auto Draft Fee: \$25



Back-up Child Care and Consistent care policy

I recommend that you have access to an alternate childcare arrangement. You may need care if I am ill, school closure days or when I am on vacation. If I am ill, you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup childcare. For a childcare referral, please call:

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

Withdrawal

Parents are required to give a written notice of their intent to withdraw a minimum of two weeks prior to withdrawing from the program. Charges will stop two weeks after the date of the written notice or on the last day the child attends (whichever comes last). Any unpaid balance at the time of withdrawal will continue to incur late payment fees, and parents are still required to submit payment.

Dismissal

Buzybeez Preschool reserves the right to terminate services for any child when such action is considered necessary. The following circumstances warrant termination of services: Repeated failure to pick up a child by closing time Failure to abide by the payment contract and late fee policy Failure to abide by the policies outlined in this Parent Handbook Behavior from a child that is hazardous to the health and safety of other children Behavior that requires continual one-on-one attention from staff or the Director Physical or verbal abuse of staff or children by a parent.



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

A record for your child is important to us.

The records will be used to plan your child's curriculum, classroom setting, daily activities and in emergency situations.

All children's files, including immunization records, must be updated by parents as personal and contact information changes:

Immunization records will be required at the time of registration and updated on the following day after the child receives an immunization or the next day the child attends preschool.

Changes such as job changes, address and phone numbers will be updated on the day of the change or the next day that the child attends preschool".

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

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

We accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records.

An early learning provider may have a written policy stating children exempted from immunization by their parent or guardian will not be accepted into care unless that exemption is due to an illness protected by the ADA or WLAD or by a completed and signed COE.



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

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

The Department may also access your children's files.

Children's and staff training logs are kept in the bumble bee room- cream file- lower cabinet. You may access staff and your child's file at any time.

Retaining facility and program records

I keep all required records for a minimum of five years.

I will keep records from the previous twelve months in the licensed space and they will be immediately available for the Department or other state agency's review. All records are kept confidential and are available to parents as well.

Permission for Free Access

During business hours, you have the right to access any areas of my licensed home for childcare. You are welcome to visit or drop-in unannounced to observe your child.

You have the right to access your child's file, provider training log(s), DEL inspection checklist(s), and Facility Licensing Compliance Agreements.

Please schedule time in advance if you would like to have a meeting with me, so we can arrange to speak away from the children.



Hours of Operation

Preschool M-F 9:00 am - 5:30 pm

Scheduled Attendance

If your child will be absent, please notify us. Children are only permitted to attend on the days in which they are registered. No drop-ins or one-time schedule changes are permitted.

Inclement Weather

We will follow the Shoreline School District calendar and (their phone number is (206) 393-3386) for emergency closures such as snow days, or other natural disasters. During this time, I will text each parent as updates are made available.

Emergency Closures and Other Closure Policy

In the event Buzybeez Preschool must close temporarily due to an outbreak of contagious illness within the program, pandemic, prolonged power outage, natural disaster, or other force majeure, Buzybeez Preschool will communicate with you by phone.

- Payments are not reduced for school calendar holidays, spring break, and Christmas Break.
- Emergency closure is discounted to 50% tuition

Entrance

Parking is located on the east side. The entrance gate is located the south, follow the bricks to the orange entrance door.

Drop-Off Procedures

1. Upon arrival and pick up, the parent, guardian or authorized person will sign into our Brightwheel electronic system.
Note: Watch for an email to invite to join us our Brightwheels system.
2. Please identify on the child's registration form, who is authorized to pick up your child. I will not release your child to any person without your written permission. This form should be kept current. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child.



Curriculum Overview

Our bi-monthly themes encourage preschoolers to explore fresh concepts as we engage more deeply as a community of friends. We investigate nature, science, art, math, literacy, numeracy, and more! Children will grow enthusiastic about learning while developing essential early life skills that can benefit them for a lifetime.

Our preschool environments are thoughtfully designed with suitable tools, materials, a link to nature, structured routines, and a hands-on, exploratory approach that fosters a nurturing and engaging atmosphere. By incorporating these essential principles into our classrooms, we meet children's needs and support their intellectual, social, and emotional development.

Spiritual Teaching

Children explore God's love and their own uniqueness, as well as the importance of a personal relationship with Jesus. Christian values and Biblical teachings will be woven into art and music experiences.

Community Engagement

The children love to walk throughout our community, there will be special days we will walk to feed our neighbor chickens or there will be days we will pick up garbage.

Development Milestones

At the time of registration and each year thereafter we will ask about your child's development, behavioral, health, linguistic, cultural, social, and other relevant information to accommodate each child's individual characteristics, strengths and needs.



Family Engagement and Partnership Communication Plan

We would love for parents to be involved!

Children will be inviting you to "their" school parties which are 3x per school year: Holiday Fun, Moms & Muffins, and Dads & Donuts.

Time/DTD.

We will communicate with each other about your goals, strengths, and challenges for your child together, beginning with the child profile form. This form is used as a tool helper to support your child's development and learning focus. Where then can discuss and provide tools that will enrich their experiences at preschool.

We may recommend evaluations in speech, occupational, physical, or behavior therapy, if they notice that the child is having difficulty in one of these areas. Depending on the therapy provider, parents may be able to arrange therapy sessions on-site during the school day.

Religious and Cultural Activities

We are a Christian family which believes in biblical principles, values and concepts. All families are welcomed and encouraged to share their cultures and beliefs.

Celebrations

We will celebrate the following American Holidays:

Halloween

Thanksgiving

Christmas

Martin Luther King Jr. Day

Easter

Memorial Day

Juneteenth

Independence Day

Birthday Celebrations

We believe children are a gift and we want to celebrate their birthdays.

If you would like to celebrate with special snack foods, please note that they must be store-prepared



Classroom Schedules

A typical day consists of free choice, planned activities, recreation, snack and lunch times, and rest time.

Free Choice: materials within centers are available to use, and children have the freedom to choose what they would like to do. Typical areas include art, reading/literacy, science/math, games/puzzles, blocks/manipulatives, dramatic play, and music.

Planned Activities Bi-weekly, themed planned activities. daily tactile, hands-on activity that develops letter recognition.

Recreation: Exercise and fresh air is an important part of our program. Please dress your child accordingly in layers for comfort and closed-toe shoes for running/playing. Please make sure your child has a raincoat at school. If conditions dictate staying indoors, children will play in the indoor playroom.

Snacks and Lunch: Children will be provided with morning, afternoon and evening snack times. Lunch is around 12:00 pm

Rest Time: Add email info here

Outdoor activities

Our facility offers an great outdoor program daily for all children enrolled, except during the following conditions (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;(b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;(d) Earthquake;(e) Air quality emergency ordered by a local or state authority on air quality or public health;(f) Lockdown notification ordered by a public safety authority; and(g) Other similar incidents.

Children must have appropriate clothing for outdoor activities during days that may be hot, rainy and cold.



What to Bring

Children will need:

Ready-to-eat lunch

Water bottle

An extra complete set of change of clothes, labeled a bag to be kept in their backpack

Nap blanket, to be sent home on Thursday for washing

Rain Boots- to be kept at school

Muddy Buddy- to be kept at school

Child Class Supplies List:

box of Kleenex

box of washable thick Crayola classic markers

chubby wood pencils (Ticonderoga brand)

package of baby wipes

Crayola washable watercolor paint

4pk Elmer's purple glue sticks

Realm of printing paper 24lb

Disaster Comfort Kit:

A small comfort kit in a 8 x 10-gallon size Ziploc bag for your child for such a disaster with the below items:

- * Small Mylar blanket in container
- * Food (cans of tuna, beans, vegetables, fruit, meats, dried fruit, breakfast bars, formula, baby food jars etc.)
- * Any needed medication with permission to administer
- * A stuffed animal or toy
- * A picture of your family and house pet
- * A letter from you to your child
- * A small flashlight with batteries
- * Out of state phone number of family or Your friend or family from out of state should have our phone number.



Personal Items

All personal items should have a clear and easily readable name printed on it, including food containers, clothing items, blankets, and loveys. To keep personal belongings safe, please keep toys at home. The only exception is if your child requires a lovey to sleep with during nap time, he or she may take it out of their bag at that time only. We are not responsible for lost, stolen, or broken items brought to Buzybeez Preschool.

Dress

Please dress your child in comfortable clothes and closed-toe shoes. As outdoor play and hands-on sensory activities are a part of our regular programming, we recommend sending your child in play-condition clothing that will not be ruined if dirtied.

Meal and snack schedule

I do not participate in the USDA Food Program

Snacks are prepared and served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National. It is your responsibility to notify me of any allergies or adverse reactions your child may have with certain foods or beverages.

Home canned foods are not allowed to be served.

Safe drinking water will be served.

Food Handling Practices

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

Safe food, (n/a bottle and formula storage), preparation, cooking, proper holding temperature, and serving guidelines will be consistent with current department of health Washington State Food and Beverage Workers' manual and current foundational Quality Standards WAC 110-300.

Dishwashing Practices

Dishes are washed in an automatic dishwasher using the sanitizing cycle. (if available)



Safety of Food Containers and Preparation Area

Snacks

Serving time is 10:00 AM-10:30AM, sample is a fruit, grain, and 1% milk
Food allergies and special dietary needs **(WAC 110-300-0186)**

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC **110-300-0300** must include the following:

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

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

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

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



If your child has food allergies, you MUST notify Buzybeez Preschool immediately. It should be noted and highlighted on your enrollment form.

Lunch: Parents/guardians must provide lunch for their child each day. Lunches must include a dairy product, meat or meat alternative, a grain product, and 2 servings of fruits or vegetables (or 100% fruit or vegetable juice), as required by WAC 110-300-0185. We may supplement your child's lunch if it does not meet these requirements.

Transportation and Off-Site Field Trips

1. Parents are responsible for transportation to and from my home.
2. Children's emergency contact and medical release forms and medical/immunization records, a first aid kit my first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.
3. Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a criminal background check.
4. Off-Site field trips consist of walking to a local park

When Off-site:

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



Behavior Expectations

Buzybeez Preschool knows that social and emotional learning is a major part of development at the preschool ages. We approach behavior management from a place of love with the intention of teaching children the right thing to do so that they can make good choices in the future. We will communicate behavior expectations frequently and teach acceptable behaviors through modeling, positive discipline, and positive reinforcement techniques. If a child behaves outside our expectations, we may use some of the following approaches to guide the child to better choices:

- Redirection
- Reminder of expectations
- Behavior reflection
- Behavior incentives
- Loss of privilege

We will communicate your child's behavior to you on a daily basis. Please have conversations with your child at home about school expectations, and at any time, feel free to share any techniques or tips with your child's teacher about what's working well at home.

In the instance of recurring behaviors that require continual one-on-one attention, Buzybeez Preschool might call a parent conference to address the behavior and ask the parents to help create a plan for encouraging future success of the child in the program. Depending on the frequency or severity of the behaviors, or in the instance that the parent is unwilling to work with the staff to help modify the child's behavior, the Director may, at her discretion, suspend or terminate care for the child.



Child Guidance plan, Physical Restraint policy and Corporal punishment

(WAC 110-300-0331, 0335, 0490)

All staff and volunteers will be trained on the guidance and discipline policy and practices.

There are a variety of approaches to the development of social and emotional skills, that are required for success in the classroom and life, are taught, modeled, and encouraged.

We also have a calm down area which has for example puppets, windmill, fidget toys, books etc. which helps to reset children's emotions.

1. Explain why the behavior is possible unkind or unacceptable
2. Model the correct behavior and redirect the child.
3. There are times that a child who is beyond consolable will need to be removed from the class to a less stimulating environment to be able to calm down before rejoining the class.

Above all else it is our top priority to keep children safe, engaged in learning, play, to respect the rights and needs of themselves as well as others attending our programs. For the growth and development of our preschool, we have found that consistent, firm, positive affirmations and loving care work the best.

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



Abuse and Neglect-Protection and Training

As a childcare provider, I will protect children from all forms of child abuse or neglect. I have a duty to report and am required by mandatory reporting laws to report any suspected physical, sexual or emotional child abuse, any suspected child neglect, child endangerment, or child exploitation, a child's disclosure of sexual or physical abuse and maltreatment to Child Protective Services (CPS) and my local law enforcement agency immediately (without prior notification to the parents involved). I will also inform my licenser. All staff or volunteers in this program, as well as my family members, are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment or exploitation.

Expulsion Policy

At our facility we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. When a Child exhibits behavior that presents serious safety concern for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications the child's care will be terminated. **Examples:** such as on-going biting beyond the toddler age, throwing objects at others, hitting with objects, leaving the facility and other behaviors.

Biting Procedure

Buzybeez Preschool takes measures to address biting.

If a biting incident occurs, the teacher will comfort the child who was bitten while addressing the child who bit. The teacher will wash and care for the bite, then fill out an incident report for both children. Due to confidentiality, Buzybeez Preschool will not disclose the name of the biter to the family of the child who was bitten. However, if the biting becomes a repeat behavior, we may call a conference with the parent of the biter to discuss additional mitigating measures, such as having a temporary one-on-one shadow to keep a close eye on interactions. If the biting continues, the Director may, at her discretion, dismiss the child from the program.



Potty Training

Children must be fully potty trained to attend our program.

While some children will have occasional accidents, as a rule of thumb, if a child has 4 potty accidents in a 2-week period, it may be determined that the child is not yet fully potty trained to attend.

The parent/guardian may be asked to temporarily withdraw the child until toilet training is fully completed.

Health Care Practices

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as Immunization tracking, and medication management, storage, administration and documentation. We have established handwashing and hand sanitizer use, the observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy, the care for pets and animals that have access to licensed space policy and the health risks of interacting with pets and animals documented.

Our health policy is reviewed and approved by the department which can be found in the red hall binder holder.

Our fire drill is practiced on a monthly basis.

You can locate our fire drill log on the bulletin board to the right-hand side of the main preschool entrance door.



Illness

Children experiencing illness must remain home. Buzybeez Preschool is not a suitable environment for a sick child who needs to be able to rest.

If a child is experiencing symptoms while at Buzybeez Preschool, we may call the parent and require them to be picked up immediately, within 30 minutes. This is for the child's personal health, as well as to safeguard other children and staff from illness.

Examples of symptoms that require a child to remain at home include:

Fever over 100.4°F (99.4°F if the temperature is taken under the arm):

child may return after being fever-free for at least 24 hours without the aid of fever-reducing medications.

- Covid-19
- Hand, Foot, and Mouth Disease
- Strep Throat
- Chicken Pox
- Mumps
- Lice

Unknown rash: may return with a doctor's note stating the child is not/no longer contagious

Diarrhea: allergies/food intolerances will be taken into consideration; may return after stool returns to normal

Vomiting: may return 24 hours after the last time vomiting

Persistent cough or runny nose: may return 24 hours after coughing stops without the use of a cough suppressant

Pink eye(s) or eye discharge: may return with a doctor's note stating the child is not/no longer contagious

Child is behaving unlike their usual self-such as complaining of discomfort, showing lethargy, or experiencing a loss of appetite: may return once they are acting like their normal self.

Parents must contact Buzybeez Preschool if they have been diagnosed with a highly communicable disease such as:

These illnesses may require more strict parameters for returning to school, so please inform the Director immediately to discuss a return plan.

Please note Buzybeez Preschool reserves the right to modify policies without notice during a pandemic, including but not limited to making health monitoring more stringent and adding masking and social distancing measures.



Reporting and Notifying Conditions to Public Health

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

Medications

Buzybeez Preschool staff can only administer non-invasive prescription medications with written instruction (time, amount, storage information) from the parent. The medication must be brought in its original dispensed container. Over-the-counter medicines cannot be administered without a doctor's note and written instruction from the parent.

The following non-prescription medications can be given with parent authorization, as specified on the manufacturer's label: antihistamines, non-aspirin fever/pain reducers/pain relievers, non-narcotic cough suppressants, decongestants, anti-itching ointments or lotions, diaper ointments and powders, as well as sunscreen.

Buzybeez Preschool staff may refuse to perform medical procedures or admit children requiring specialized care, as a nurse or medical professional is not on staff. If necessary, the parent is welcome to return to the facility to provide those treatments on-site.

Parents with children who have severe allergies are required to provide an EpiPen to be kept in the classroom.

No medications - even over-the-counter medications - may be stored in a child's personal belongings.



Minor to Moderate Injuries

Every effort will be made to ensure the safety of children within our care. Should an injury occur, teachers will attend to the child with a bandage, ice pack, or other first aid supply. Parents are notified of minor bumps and bruises at pick-up. Some injuries may require that we notify the parent immediately. Those instances include:

A bump to the head

A bite from another child

A moderate amount of bleeding (more than a small scratch or cut)

Follow-up medical treatment may be required

The child is complaining of more than mild discomfort

Whenever there is an injury, the teacher will fill out an incident report in Brightwheels.

Emergency Medical Care

In the instance of a medical event, staff will first attempt to contact the parent, then the emergency contact(s) if the parent cannot be reached. If the emergency requires immediate medical care, staff will call an ambulance while also contacting the parent. Staff will ensure the child receives care until the parent or medical professionals arrive.

Buzybeez staff are certified in Pediatric First Aid/AED/CPR and are authorized to provide care if the situation dictates immediate care, and first responders have not yet arrived.



Non-Medical Emergencies

In addition to the Director, all staff are authorized and expected to immediately call 911 if they discover a threat to safety.

In the event an evacuation is needed, staff and children will exit the building through the nearest exit. The Director will conduct a “sweep” of all areas, including the restrooms, classrooms, and hallways to make sure that all children have exited the building safely. Groups meet outside in the East parking lot. Staff will take attendance.

If a lockdown is necessary, staff will quickly gather nearby children into the closest room, lock the doors, turn off the lights, and remain quiet and out of sight, away from windows and doors. If the threat is outside, the Director will lock the exterior doors.

Should an emergency occur, staff will notify parents as soon as it is safe to do so. The Director will send out a mass email to parents. If necessary, staff will aid in communication by calling/texting parents, notifying them of the situation and, if applicable, informing them of the new meeting spot for pick-up.

In addition to procedures for evacuation, lockdown, and reunification of parents and children, Buzybeez Preschool maintains a comprehensive emergency plan that addresses the following situations: fire, earthquake, flood, bomb threat, power outage, chemical spill, domestic disputes, and intruder. Fire drills are practiced monthly. Staff receive training on all emergency procedures twice per year. 1



Campus Safety

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

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

Water activities

When weather allows, we do have a water table, mud kitchen that gets washed out daily.

Media Policy

Parents may deny permission for Buzybeez Preschool to take photos, record, or interview their child for promotional materials by informing the Director. We do our best to comply with these wishes; however, note that public events may be photographed or recorded. Photos taken for the purpose of sharing with parents through Brightwheels may include other children in the background. We ask that families refrain from publicly posting photos that include children other than their own.

Guns or Weapons

I do not have any guns, weapons or ammunition in my home

Abuse & Neglect

As a childcare provider, I will protect children from all forms of child abuse or neglect. I have a duty to report and am required by mandatory reporting laws to report any suspected physical, sexual or emotional child abuse, any suspected child neglect, child endangerment, or child exploitation, a child's disclosure of sexual or physical abuse and maltreatment to Child Protective Services (CPS) and my local law enforcement agency immediately.



Insurance Coverage

I do not carry liability insurance.

- Professional liability insurance
- Accidental/medical insurance
- Supplemental auto insurance

Emergency preparedness and Evacuation Plan

You will find our programs evacuation plan posted on the bulletin board to the right of the preschool main entrance door. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill.

Please refer to my posted evacuation plan for a full list of details, floor plan, and gathering place outside of my home so you are aware of our emergency and natural and unnatural disasters /evacuation procedures.

I have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. I continually check my home for potential hazards on a regular basis.

Should my home become inhabitable in a disaster, the children and I will be located at 16825 18th Ave NE Shoreline, WA 98155 if possible.

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

Our emergency disaster kit, includes a full 3-day supply, as well as all the necessities that will be needed.



Earthquake Plan (WAC 110-300-0470)

When Indoors:

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

When Outside:

- Move to clear area, as far as possible from glass, brick, and power lines.
- **DROP & COVER.**
- Adults will talk to children in a calm reassuring tone until it is safe, and the earthquake is over
- A head count of the children will be taken to ensure all children are present

After earthquake:

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

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

- We will monitor our portable radio or cell phone for information and emergency instructions
- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of building until it has been inspected for re-entry and determined safe.
- Puget Sound Energy Emergency Contact: 1 888 225 5773



When PSE says it is safe to reenter otherwise, we will go to our off site designated meeting spot located: 16825 18th Ave NE Shoreline, WA

Evacuation Plan:

When On-site:

- All children will be gathered and escorted to the designated meeting spot located: Far back fence gate
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- If safe to do so, the whole home will be checked, to ensure that all children have left the building safely.

When Off-site:

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



Fire Evacuation Plan:

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

Lockdown Plan:

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



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

Community Resources

Below is a list of emergency and non-emergency numbers that might be useful to parents.

Emergency: 911

Non-Emergency Line for Shoreline Police: 1-206-296-3311

Poison Control Center: 1-800-222-1222

Child Abuse Hotline: 1-866-363-4276

Washington Department of Children, Youth, and Families: 1-866-482-4325

Early Intervention Support: 1-360-725-3500

Seattle Children's Hospital: 1-206-987-2000 1