



Preschool & Child Care

2918 South 14th Street - Tacoma WA. 98405

Phone (253) 272-7594

*Parent
Handbook*

Wee Ones Preschool & Child Care

Table Of Contents

Wee Ones Philosophy	-----	1
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Facility Wide Policies And Practices

Description Of Care	-----	2
Open Door Policy	-----	2
Enrolling Your Child	-----	2
Non Discrimination Policy	-----	2
Confidentiality	-----	2
Parking & Entering	-----	3
Sign In / Out Procedures	-----	3
Pets	-----	3
Custody And Visitation	-----	3
Reporting Of Child Abuse	-----	3
No Smoking Policy	-----	3
Drug And Alcohol Free Zone	-----	4
Withdrawing Your Child	-----	4
Addressing Concerns And Issues	-----	4
Termination Of Care	-----	5
Expulsion From Care	-----	5

Financial Policies And Practices

Hours And Cost	-----	6
Holidays And Closures	-----	6
Payment	-----	6
Absences	-----	6
Sick Provider Policy	-----	7
Late Pickup Policy	-----	7
Debt Recovery Policy	-----	7

Your Child

The Value Of Good Communication	-----	8
Children With Special Needs	-----	8
Food Related Special Needs And Diets	-----	12
Blankets And Cozy Comforts	-----	12
Extra Clothing	-----	12
Diapers	-----	12
Bottles, Milk, And Formula	-----	12
Turtle Notes	-----	13
Transitioning To Solid Foods	-----	13

Your Child - continued

Baby Food	-----	14
Solid Food	-----	14
Party And Special Occasion Foods	-----	14
Transitioning From Bottle To Cup	-----	14
Your Growing Child	-----	14
Potty Training	-----	15

Our Program

Sample Activity Schedule For Infants & Toddlers	-----	16
Sample Daily Schedule For Preschool Children	-----	17
Multicultural / Anti Bias Curriculum	-----	17
Transportation Of Children	-----	18
Off Site Trips	-----	18
Religious Policy	-----	18
School Readiness And Family Engagement	-----	18
Positive Guidance	-----	19
Physical Restraint Policy	-----	20
Intentional Property Damage	-----	21
Monthly Preschool Curriculum Themes	-----	22

Here's To Health, Safety, And Happiness

Illness	-----	24
Injury Prevention	-----	24
Accidents	-----	24
Safe Sleep - SIDS Prevention	-----	25
Immunization Record Requirements	-----	25
Prescription Medication	-----	25
Over-The-Counter Medications	-----	26
Hand Washing	-----	26
Medication Authorization From	-----	27
Sunscreen	-----	28
Contagious Disease Prevention	-----	28
Staff Training And Development	-----	29
Disaster Response Plan	-----	29
Helpful Posted Information	-----	30
Tooth Brushing	-----	31

Our Philosophy

We believe children are like sponges, clay, and scientists. Infants are often compared to little sponges, soaking up and absorbing the world around them. Toddlers will often observe and repeat the same task over and over, such as stacking blocks. Each time the blocks fall, they try again, carefully observing and experimenting. As children grow, they are shaped and molded by each activity they encounter. We do not take this huge responsibility lightly. We are honored to be a part of your child's growth and development.

We believe children use their six senses: touch, taste, sight, sound, smell, and most importantly their sense of curiosity to learn. Though curiosity is not one of the "official" five senses, for children it is what motivates them to explore, create, and seek out the world around them. We know that children learn best by doing. We provide children with plenty of opportunities for hands on exploring and learning. We offer children a wide variety of age and developmentally appropriate learning materials such as manipulatives, puzzles, blocks, dramatic play, and more. We provide tactile sensory exploration and play by offering activities such as creating with play dough, playing with shaving cream, painting with finger-paint, sand and water play, and much more. We have a large amount of learning equipment that rotate into the classroom to keep children interested and challenged.

We believe parents are the most significant person in their child's life. We truly believe that being a parent is a very hard job. Conception was fun and easy, but after the birth of your most precious treasure, the work really begins and never ends. There are lots of books written on the subject of parenting, but let's face it, your little one has not, nor will not read them for a long time. The information you receive from parenting books is just one piece of the parenting puzzle. Seek out advice from family, friends, your pediatrician, and yes us, your child care provider. Open and honest communication is the key to your child's happiness and success. It is natural to feel frustration, confusion, and have that "I don't know what I'm doing" feeling from time to time. Seeking out advice from those who know you and your child best will help. We are here to be a resource and help to you and your family. We believe that helping our families navigate the sometimes choppy waters of parenthood is a significant part of why we are here.

We believe children are capable of doing great things when given the opportunity. Children naturally will rise or fall to meet expectations. If we do not expect greatness from our children, help to instill a "can do" attitude, and give them plenty of opportunity to practice and develop their skills and gifts, then we limit their true potential. Though it is our human nature to want to do tasks for a young child such as putting shoes on and off, getting dressed, walking outdoors, etc. By the age of two years old, most children can do many tasks either by themselves, or with minimal assistance from an adult. It may take more time to allow your child to put their own shoes on, but when given the opportunity to do it for themselves, not only do they learn the skills necessary to put their own shoes on, but more importantly, they gain overwhelming self confidence and self esteem. It is our goal to seek out many opportunities to empower our children and let them "be big".

We believe children feel love, security, and are most successful when they have defined, consistent, and developmentally appropriate expectations and boundaries. This concept is the basis for our approach to positive guidance and discipline. By creating an age appropriate environment, placing developmentally appropriate and interesting play equipment and toys in it, and communicating expectations to the children, helps set each child up to be their very best and reduces the amount of conflict and need for guidance or discipline intervention. We teach children to show respect to themselves and others. We teach and model basic manners such as "please" and "thank you". We believe that "no" is not a bad word, but rather a powerful tool when raising and teaching children.

Wee One's Preschool & Childcare Facility Wide Policies And Practices

Description Of Care

Wee Ones is a licensed In Home Child Care provider, servicing children age four weeks through five years old, prior to entering kindergarten. Wee Ones is a clean, safe, nurturing and loving home environment.

Open Door Policy

We believe that the family is the most important influence in a child's life. Feel free to drop in to feed or visit anytime. You are always welcome at Wee Ones. All of your child's files are available for you to view at any time.

Enrolling Your Child

To enroll your child at Wee Ones, simply complete the enrollment forms included in this handbook, Certificate Of Immunization Record, review and sign the Financial Agreement, and pay the non-refundable registration fee. Please read this Parent Handbook thoroughly and feel free to ask any questions that come up,

Non-Discrimination Policy

At Wee Ones, it is the policy that no person shall be subjected to discrimination because of race, color, national origin, sexual orientation, AIDS, religion, creed, marital status, disabled or Vietnam era veteran's status, or the presence of any physical, mental or sensory handicap. This policy applies to every aspect of the program, practices, policies, and activities including client services and employment practices.

Confidentiality

Children's information, records, and documentation are kept confidential. Access to a child's records are limited to the parent, provider, child care licensor, and a Child Protective Service representative, if needed. Parents have access to their child's records and documentation during regular Wee One's hours of operation. If you need to update your child's information, we are happy to help you with that.



Parking And Entering Wee One's

Child care parking is located at the rear of the house. Enter through the alley and park in the driveway or on the street. Enter the playground using the gate to your right. Push and hold the black "latch release" button located on the upper left side of the gate as you push the gate open. The gate will close behind you, but please check to make sure it has latched.



Sign-in/out Procedures

Parents are required by Washington State Licensing Regulations to sign their child in and out of care each day. Wee One's uses a simple electronic sign in/out system for this process. On your child's first day, each parent will be assigned a unique four digit PIN number that acts as their signature for signing in and out. Each parent and others authorized to pick up will be issued a separate, unique PIN number. Please do not share your PIN with other people, your PIN is your signature.

If someone other than the child's custodial parents or legal guardian will be picking up, prior authorization, in writing must be given. The parent or legal guardian is the only person who can authorize us to release their child to another individual. The parent or legal guardian needs to provide the names of at least two other adults (must be over 18 years of age) who has permission to pick up the child in case of an emergency. We will ask for proper photo identification before releasing your child to an unfamiliar person. Though this policy is at times inconvenient, the intent is to protect your child from being taken by someone who does not have your permission.

Pets

Our family currently has no pets living in our household. When we have visiting animals, the children are instructed on the appropriate way to approach, pet, and interact with the animal.

Custody and Visitation

From time to time, issues arise as to the release of a child to the appropriate parent or legal guardian. The Enrollment Form asks that you note any custody or visitation restrictions. Additionally, we ask that you provide us with any legal documents supporting those restrictions. We will strictly adhere to the instructions provided in such documents. Please provide updated documents as necessary.

Reporting of Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. In some cases, we could be directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

No Smoking / Vaping Policy

We provide a smoke free environment for the children in our care. We ask that parents not smoke or vape on the premises.



Drug And Alcohol Free Zone

In November 2012, voters of Washington legalized the personal use of marijuana. Parents entrust their most precious treasure into our care each day and we do not take that responsibility lightly. For that reason, Wee One's Preschool & Child Care is a drug free workplace. Prospective employees will be requested to undergo drug screening as a condition of employment. Once hired, employees will be required to undergo additional drug screening if there is a reasonable cause to believe they are using drugs. In accordance with licensing standard WAC 170-296A-4025, the possession or use of illegal drugs on the premises is strictly prohibited. Furthermore, the consumption of alcohol, or being under the influence of alcohol, illegal drugs, or misused prescription drugs on the premises or while in the presences of children in care is strictly prohibited for all caregivers, parents, guests, and visitors.

Withdrawing Your Child

You may withdraw your child from care at any time. We ask that families give at least thirty days written notice. To help us better serve our other families, please include the reason for disenrolling. If you ever have a concern or issue, please do not hesitate to speak with us. We will be more than happy to work through any situations that might arise. The last thing that we want is for you to leave out of frustration or dissatisfaction.

Addressing Concerns And Issues

We believe that the building blocks for a long and successful relationship with families includes: regular and meaningful communication, clear and defined program practices, and a willingness to work together to overcome any obstacles that may arise.

If a concern arises by parent or caregiver, seeking a solution could include:

- **Parent Conference** - Parents are welcome to request a private parent conference at any time to discuss your child's progress and address any concerns you may have. In this face to face meeting, we would seek to understand what the concern is, discuss ways that we can address the concern, and work with you to develop an agreed upon action plan. As your child's care provider, we also will request a conference with you if a concern should arise on our part.
- **Documenting** - Fully understanding a concern may require observations and documenting what may be contributing to the overall issue. This step in resolving a concern can take time as we seek to understand what are contributing factors.
- **Incident Report** - As part of the documenting process, an Incident Report may be written and a copy provided to the parent on the day that a significant event occurs..This report details what lead up to a particular event, what occurred, and all after incident steps taken. A parent conference may be requested to continue to address the concern or issue.

- **Daily Communication** - As we work together as a team to address a concern, good communication is a key factor to keep the parent and caregiver relationship productive as we work through a issue. Daily face to face communication will help keep parents and the caregiver informed and on the same page.
- **Seeking Outside Resources** - At times the solution to a concern may require seeking advice and assistance from outside resources, such as the child’s pediatrician, child development specialists, etc. We will make suggestions to you if we feel an outside resource would be beneficial, but in the end, it is the parent’s prerogative whether to pursue or decline the use of outside resources.

Termination Of Care & Expulsion

Most concerns and issues can be worked through with time, patience, and the steps outlined above, but there are times they cannot and terminating the child care relationship becomes necessary. Not every program is a good fit for every child. Wanting what is best for each child in our care sometimes requires us to acknowledge that our program is not the best fit for their needs.

Other times, it may be necessary for a child be removed or expelled from child care when their ongoing behaviors are a danger to the health and safety of themselves, other children in care, or to the caregivers,

Examples of these types of behavior include, but are not limited to:

- Repeated and ongoing physical aggression toward other children or to the caregivers.
- Repeated and ongoing use of inappropriate language, such as cursing to other children or to the caregivers.
- Repeated and ongoing bullying and intimidating behaviors toward others.
- Unwillingness or inability to follow age appropriate verbal directions from a caregiver that could create an unsafe or unhealthy situation to the child, other children in care, or to the caregivers.
- Unwillingness or inability to meet age appropriate program expectations that could create an unsafe or unhealthy situation to the child, other children in care, or to the caregivers.
- Repeated and ongoing behavior that compromise the health and safety of the child, other children in care, and the caregivers.

In either case, we follow the steps outlined in the above “Addressing Concerns And Issues” section, in hopes of helping the child to be happy and thrive in child care while preserving the relationship with their family. Parents are encouraged to speak with us at any point about any concerns or issues you may have.

Financial Policies And Practices



Hours and Cost

Wee Ones is open Monday through Friday from 6:30a.m. to 6:00p.m. The tuition includes up to ten hours per day of care for your child. There is an additional fee for children in care over 10 hours.

We ask that children not be dropped off between the hours of 11:00AM and 2:00PM. Lunch and naptime occurs during this time and is a difficult transition not only for the child being dropped off, but for the other children and caregivers.

Holidays and Closures

Wee Ones will be closed the following days

- | | |
|---|-------------------------------------|
| • Martin Luther King Jr. Birthday | Third Monday in January |
| • President's Day | Third Monday in February |
| • Memorial Day | Last Monday in May |
| • Wee One's Summer Break | Week that Independence Day falls in |
| • Labor Day | First Monday in September |
| • Columbus Day | Second Monday in October |
| • Veteran's Day | November 11th |
| • Thanksgiving Day and the day after Thanksgiving | Fourth Thursday in November |
| • Wee One's Winter Break | December 24th through January 1st |

When a federal holiday falls on a Saturday, it is usually observed on the proceeding Friday. When the holiday falls on a Sunday, it is usually observed on the following Monday.

Payment

Tuition payments are due by the first day of each month. A late payment fee will be added to accounts not paid accordingly. Accounts falling past due will result in disenrollment. An additional fee will be charged to your account for any checks returned nonsufficient funds (NSF). Any additional bank fees incurred by Wee One's Preschool & Child Care as a result of a returned NSF check will be the sole responsibility of the parent to repay to Wee One's. Please read your financial agreement carefully, and feel free to ask for explanation of any policies you are unsure of.

Absences

If your child will not be needing care for the day, due to illness or a stay home day, please phone and let us know at (253) 272-7594. Tuition credit is not given for missed days.

Sick Provider Policy

In the rare event that Wee Ones is unable to open due to illness of the caregivers, families will be contacted as soon as possible and you will receive a tuition credit for the day.



Late Pickup

A late pickup fee will be charged if your child is not picked up by closing.

Debt Recovery Policy

Families are responsible for keeping their child care account current. Upon withdrawing your child from Wee One's, proper (30) day written notice is required and your account must be paid in full. Any remaining balance due will be treated as a debt, and will be subject to recovery of the principal debt plus interest, late fees and all other costs associated with the collection of the outstanding debt.

Action taken to collect debt by Wee One's

- Written notification to you of the debt.
- Verbal communication with you to resolve debt.
- Court action to recover debt if the above steps fail to resolve the debt.

Fees and costs associated with debt recovery

1. The Late Payment Fee will continue to be charged on the 5th day of each month until the debt has been resolved.
2. Interest will be charged on the debt at the rate of 1% per month, assessed on the 1st day of each month that the debt remains outstanding.
3. If a court action is required in order to recover the debt, all court costs will be added in the court action to recover the outstanding debt.

Your Child

The Value Of Good Communication

Good communication between home and school is critical to your child's ongoing happiness and success at Wee One's. To help keep you informed of your child's day-to-day progress:

- We communicate verbally with parents at morning drop off and evening pickup about the days highlights and any concerns or issues.
- We post photos, videos, and highlights of the children and their activities on the "Today At Wee One's" blog.
- Twice a year, preschool families are invited to conference about their child's development and progress.

Parents are able to request a conference at anytime to discuss their child's developmental progress, or any concerns.



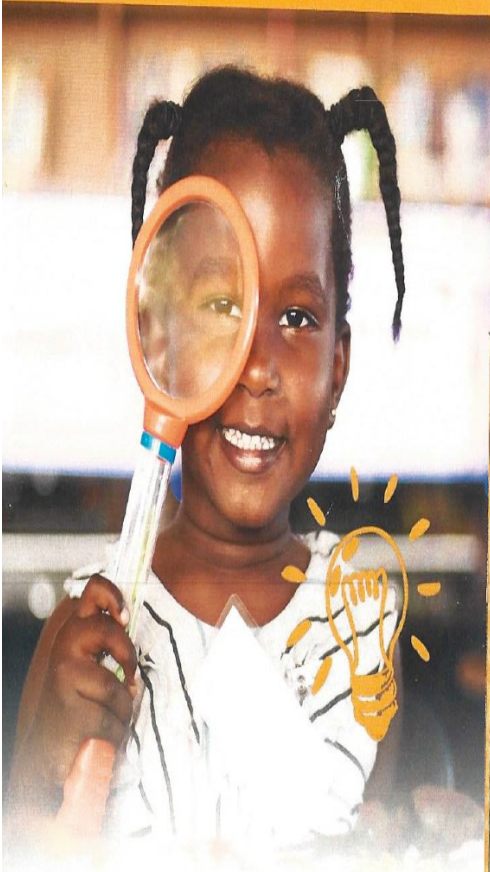
Children with Special Needs

Wee Ones will comply with the Americans with Disabilities Act and applicable federal, state, or local law in providing services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of care outlined in this handbook, while maintaining a safe and healthy environment for all the children.

Any child may have a special need from time to time, and some special needs children have are disabilities. Wee Ones will make every reasonable effort to meet the special needs of children with disabilities enrolled. We will work closely with you in this endeavor. If your child has special needs or a disability, please speak with us prior to enrollment, so that we may evaluate our ability to meet your child's needs. We will gather information from you regarding the child's physical, social, emotional, and cognitive abilities to assess our ability to meet your child's needs.

FREE & CONFIDENTIAL
SCREENINGS

CHILD FIND



TACOMA
PUBLIC SCHOOLS
EVERY STUDENT. EVERY DAY.

TACOMA PUBLIC SCHOOLS CHILD FIND

If you have concerns about your child's development, Child Find offers free and confidential screening to preschool age children

253-571-2610

EarlyLearning@tacoma.k12.wa.us

For concerns regarding the development of an enrolled student, contact your child's school directly.

Birth to Three Program

If your child is age birth to three and you have concerns about your child's development, contact the Pierce County Early Intervention Referral Line.

**Pierce County Human Services
Developmental Disabilities
P 253.798.3790 | F 253.798.2818
Email: pcfrc@co.pierce.wa.us**

Help for infants and toddlers

Children ages birth to 2 years 10½ months will receive screening through the Pierce County Early Intervention Program to determine if early intervention services are needed.

Family Resource Coordinators are available to assist families with this process. They will help you get the early intervention services your child may need. After you call the Birth to Three phone number, a Family Resource Coordinator will contact you.

Who to contact?

Birth to Three: 253-798-3790



Help for preschool children

Tacoma Public Schools' Child Find team screens preschool-aged children, who are not enrolled in Tacoma Public School, at no cost to families. This includes children ages 2 years 10½ months up to enrollment in kindergarten.

During the appointment, a team of professionals will review existing information and conduct screenings in the following areas: vision; hearing; motor control and coordination; behavior, emotional and social skills; cognitive and academic skills; speech and communication skills; and self-care skills.

Who to contact?

Tacoma Public Schools'
Child Find: 253-571-2610
EarlyLearning@tacoma.k12.wa.us
(living in Tacoma, not enrolled in a Tacoma public preschool.)

If your child is enrolled in a Tacoma public preschool contact any of the following: **your child's teacher, school principal or a member of the special education team and discuss your concerns.**

All schools within Washington state have Child Find screenings available. If your family is living in a temporary situation, you may contact the district where you are staying to attend a screening.

Help for children enrolled in school

Screening is available at no cost to families for students in kindergarten through 12th grade.

Who to contact?

If your child is enrolled in Tacoma Public Schools contact any of the following: **your child's teacher, school principal or a member of the special education team and discuss your concerns.**

If your child is home schooled or attends another school that is located within the Tacoma district, contact the **Tacoma Public Schools' Student Services department at 253-571-1224.**



What is Child Find?

Child Find is a **FREE and confidential screening service** helping families who have concerns about their child's development. Child Find assists in locating, identifying and evaluating if children need early intervention or special education services.

We strive for early detection. The sooner your child's needs are identified, the sooner he or she will receive the help needed to succeed.

Serving children ages birth to 21, living within the Tacoma school district.

Is your child having trouble achieving milestones in any of the following areas?

- Vision and hearing
- Motor control or coordination
- Behavior, emotional or social skills
- Cognitive or academic skills
- Speech or communication skills
- Self-care skills

Tacoma Public Schools
Child Find: 253-571-2610
EarlyLearning@tacoma.k12.wa.us

Tacoma Public Schools
Non-discrimination statement
<https://www.tacomaschools.org/legal/Pages/non-discrimination.aspx>

Things families can do

Family engagement has a positive influence on your child's academic success and emotional development.

- Read with your child everyday; you are your child's first teacher.
- Set high expectations and establish big and little goals.
- Communicate frequently with Caregivers and teachers to celebrate your child's achievements.
- Ask for ideas and materials to help your child learn at home.
- Celebrate big and little accomplishments and reward progress.
- Attend community events and workshops that promote learning and social growth.



Food Related Special Needs And Diets

Wee One's Preschool And Child Care strives to provide nutritious snacks and meals that children enjoy. We incorporate plenty of fresh fruit and vegetables into each meal that we serve. Many of our lunches are made from scratch in the efforts to reduce the amount of processed food products that children eat. Our menu has been thoughtfully designed to meet USDA recommendations for children.

Some children however have modified diets due to medical, allergies, religious, cultural, or family practices. We make every effort to be mindful and respectful of these needs. If your child has a special diet or dietary restriction, please speak with us about that special need. We will ask you to complete a written food plan that helps us meet your child's special diet while maintaining our commitment to good nutrition.

Blankets And Cozy Comforts - (Children 12 months and older)

Each child will have their own crib or sleeping mat based on their age and development. Parents are welcome to provide a blanket and any other cozy comfort items such as a stuffed animal or soothie for children 12 months and older. For infants under 12 months old, please refer to the Safe Sleep - SIDS Prevention section for details about infant sleeping guidelines. Wee Ones will provide and wash a fitted mattress sheet and your child's blanket on a regular basis.



Extra Clothing

All children need to have at least one complete extra change of clothing in their cubby to change into in the event of a toileting accident or spill. An additional fee will be charged to launder your child's clothes if they do not have an extra set to change into.

Diapers

Families are required to provide either cloth or disposable diapers for their child.

- **Cloth** - If you use cloth diapers, please provide a sealing diaper pail. Soiled diapers will be sent home at the end of each day. Some diaper services will provide an extra diaper pail at your request.
- **Disposable** - It is fine, if you wish to purchase a large pack of diapers and leave them at Wee Ones and restock as needed.

Bottles, Milk, And Formula

Mother's Milk - If you will be expressing mother's milk for your baby, please follow the following best practices.



Fresh Breast Milk

- Freshly expressed milk should be provided in a sealed container or in single use breast milk storage bags.
- Label the container with your child's first and last name and the date brought in.
- Any unused milk will be returned to the parent at the end of the day.

Frozen Breast Milk - Tips and Tricks

- Label each single use breast milk storage bag with your child's first and last name, and the date the milk was expressed.
- Only fill storage bag 3/4 the way full to prevent the bag from breaking as it freezes.
- Lay unfrozen bags flat on a cookie sheet in the freezer. Once the bag is frozen it can be taken off the cookie sheet and easily stacked and will not stick and tear on the wire shelves in the freezer.
- Store milk in freezer at zero degrees to prevent contamination.
- Use oldest expressed milk first.
- Milk can be safely stored in a deep freezer for up to 12 months, but is best used within 6 months after being expressed.
- Any unused frozen milk provided to Wee One's must be returned to the parent after 30 days..

Breast Feeding - You are welcome to stop by anytime to breast feed and visit with your baby.

Formula - If you will be using either canned or powder formula, label the unopened can with your child's name.

Turtle Notes

Turtle Notes are our simple way of communicating with you through email when your child needs items such as diapers, formula, baby food, or extra clothes. When you receive a Turtle Note, please bring in that item the next day.

Introducing And Transitioning To Solid Foods

Introducing solids foods is an exciting developmental milestone for both you and your baby. Sometimes however, this excitement can create some feeding issues. The biggest mistake parents make is immediately offering a wide range and types of baby foods to their little ones. Often this creates digestive issues and can be serious if there are underlying allergies. As your baby gets ready to begin transitioning to solid foods, around age four to six months depending on the child, first, speak with your child's pediatrician and us about the sequencing and time spacing when offering solid foods. We are here to help you and be a resource and support for both you and your little one.



Baby Food

Families are required to supply baby food. Please bring baby food in it's original unopened bottle or container.

Solid Foods

As your child grows and is able to eat the same foods as your family, we will provide the meals served during the hours of care. If there are special dietary needs that need to be considered, this will be handled on an individual basis. When your child is able to eat table food, we will gladly prepare healthy and nutritionally balanced meals that meet USDA guidelines. If your child is on a special diet (due to allergies, medical conditions, religious or ethnic reasons), please let us know and together we will find healthy and well balanced options to meet your growing child's needs. All foods from home must meet USDA guidelines.

Party And Special Occasion Foods

Celebrating special occasions is a fun and meaningful part of your child's experience at Wee One's. The children enjoy exchanging cards with their friends at Valentine's, celebrating their birthday at school, and wearing their pajamas to school for our Halloween Pajama Party. As part of these celebrations, families are permitted to send favorite foods as part of the celebration. Please follow these guidelines when sending foods to school for celebrations

- Store bought fruits / vegetables must be uncut. No deli prepared veggie trays or fruit bowls allowed.
- Foods purchased from a store must be in the original, unopened container.
- Unfortunately, we are unable to serve any snacks or foods prepared at home.

Transitioning From Bottle To Cup

As your baby grows and transitions from breast feeding to bottle feeding, and beyond, parents are eventually faced with the decision whether to use, or not to use a sippy cup. There are many opinions on the pros and cons of using a sippy cup to help ween little ones off of a bottle and into a cup. Sippy cups are intended to be used on a very short term basis as a training tool to assist with the transition from bottle to cup, but too often, sippy cups are used for an extended period of time, making the transition to a cup more challenging.

At Wee One's, we do not use sippy cups, but rather work with each child and their parents to transition from bottle to cup as they are developmentally ready usually between age fourteen to eighteen months old. As your child begins to lose interest in drinking from a bottle, speak with us to begin the transition process from bottle to cup.

Your Growing Child

As your child grows, his needs and abilities change. Our goal is to let your child grow at his or her own pace with the help of many experiences through music, art, sensory exploration, building, puzzles, stories, and as much love as possible. We encourage the children to try new things, whether it is a food that they have never tasted or a new way to work out a problem. Each child is given the opportunity to participate in all the activities that are offered. There is plenty of time for reading stories, singing, cuddling, leading and following. We celebrate in their accomplish-

ments and help them to learn from defeats. Your child's special interests will be brought into our program to share with others as well as them learning about their friends favorite things. We believe that children should be children as long as possible, and that they should enjoy their childhood to the fullest.

Potty Training

Potty training is a team effort between home and school. When your child begins showing interest in potty training, we will work with parents on potty training and providing helpful resources and support. We have developed our own potty training program that makes potty training very easy once your child is developmentally ready.



Our Program

Sample Daily Activity Schedule For Infants and Toddlers

Infants require a schedule that is sensitive to their sleep and feeding needs. We provide the following types of activities built around your baby's individual schedule.



Sleep Time - Each infant has their own crib for sleeping. We do not use car seats or infant swings as a substitute for their crib. As your baby grows, they will sleep on a mat instead of the crib.

Feeding Time - Feeding is a special time for bonding between caregiver and child. Meal time is also a great time for gentle conversation that is nurturing and relaxing to your infant. Whether your baby is feeding from a bottle or transitioning to solids, feeding time is a gentle, go at their pace part of our daily routine.

Music And Movement - Music and rhythms provide wonderful stimulation to infants. Singing songs and child appropriate music are woven into our activities throughout the day.

Gross Motor Development - As infants grow, they gain control, coordination, and strength of their various large muscle groups (arms, legs, etc.). A variety of activities and play equipment such as bouncing in the exer-saucer, rolling and crawling games, pushing toys and outdoor play equipment are available to develop your baby's gross motor skills.

Language Development - Child development studies have shown the importance of talking to infants to stimulate and build a foundation for language and communication. We love talking to the baby's throughout the day. Whether we are changing a diaper, eating our breakfast, or rolling around on the floor, we are always talking.

Fine Motor Development - Playtime is a time to develop control and strength in the small muscles of the hands and fingers, as well as developing hand-eye coordination by reaching, squeezing, stacking, and other small muscle movements. We provide a wide variety of rattles, blocks, spinning toys, and more to support our fun, fine motor play throughout the day.



Outdoor Exploration And Play - We have a fenced in grass play area on the side of the house. We will spend time outdoors with the balls, riding toys, slide and bubbles on the blanket, weather permitting. We also have a stroller for taking short walks around the block.

Sample Preschool Daily Schedule

6:30	Children arrive - free choice of activities (Toys, Books, Puzzles, Drawing)
6:30	Breakfast
8:00	Diapering / Toileting - Individual Work Activities
9:00	Gross Motor - Outside Time
9:30	Morning Snack
10:00	Story Time, Circle Activities
10:45	Art
11:00	Diapering / Toileting - TV "Mr. Roger's Neighborhood"
11:30	Lunch
12:00	Rest Time
2:30	Diapering/Toileting
3:00	Afternoon Snack
3:30	Gross Motor / Outside Time
4:30	Free Choice
5:45	Late Snack (Crackers, Pretzels, Toast)
6:00	Closed

Multicultural / Anti-bias Curriculum

We celebrate the diversity and unique differences of each child and their family at Wee One's. Throughout the year, we celebrate significant holidays and special days such as Martin Luther King Jr. Day, Valentine's Day, St. Patrick's Day, Independence Day, Veteran's Day, Thanksgiving, Hanukkah, Christmas, and many others. During our preschool calendar time, we take time to learn a little bit about "why" we celebrate these special days. We always make sure that we are sharing relevant and age appropriate information with the children.

In addition to being respectful of each child's cultural uniqueness, we promote an anti-bias environment for children. This means that stereotypes and gender labels are not promoted by care givers or by other children. An example of this could be two children playing house. The boy says "I'm going to work. You stay home and clean the house up". The girl then says "I'm going to work too". The boy replies "girls don't work, they stay home". This is an example of bias and the care giver would respond, "girls can go to work also." This would be an opportunity to introduce pictures and group discussions about jobs that boys and girls do.

We strive to insure that our curriculum and frequent interactions with each child are respectful of their cultural, beliefs, family practices and traditions. We believe in empowering children that they can do "ANYTHING" they set their minds and hearts to.

Transportation Of Children And Off Site Trips

Wee One's believes that field trips to the park or nature walks are an important element in the learning process. We follow established procedures to insure that children remain safe and have lots of fun the entire outing. Advance parent notification and permission is obtained before your child may participate in an off site outing. If children are to be transported, parents will be given advanced notice. Wee Ones will provide an approved infant/child car seat facing the appropriate direction for the weight of the child.

Religious Policy

We come from loving Christian backgrounds. We welcome and support the cultural and religious beliefs of each child and their families. We do not incorporate religious teaching into our curriculum. We do teach and instill basic values of respect and manners toward each other. We listen to a wide variety of music throughout the day, both instrumental and music with lyrics. We do have Christian music in our music library, as well as music from other cultures. Please feel free to share with us any celebrations and traditions that your family has.

School Readiness And Family Engagement

Our goal at Wee One's Preschool & Child Care is to help teach children and prepare them for their transition from preschool into Kindergarten and beyond. We partner with Tacoma Public Schools to insure that our program is properly preparing children as they transition to kindergarten. We also serve as a resource and support to families as they navigate this transition. The WaKids information below is a great resource to help you as your child begins this great transition to school. Please do not hesitate to speak with us if you ever have questions or need assistants.



The **Washington Kindergarten Inventory of Developing Skills (WaKIDS)** is a transition process that helps to ensure a successful start to the K-12 experience and connect the key adults in a child's life.

Three Components

[Family connection](#) welcomes families into the Washington K-12 system as partners in their child's education.

[Whole-child assessment](#) helps kindergarten teachers learn about the skills and strengths of the children in their classrooms so they can meet the needs of each child.

[Early learning collaboration](#) aligns practices of early learning professionals and kindergarten teachers to support smooth transitions for children.

Family Connection

The Family Connection component of WaKIDS provides an opportunity for families to meet individually with their child's kindergarten teacher at the beginning of the school year.

These one-on-one meetings are intended to welcome families to school and provide a safe environment for families to speak freely with the teacher. They help families and teachers begin to build relationships so that they can work together to help children be successful in school.

Whole-Child Assessment

WaKIDS isn't a "test." Kindergarten teachers observe children during everyday classroom activities. This helps teachers find out what each child knows and can do at the beginning of the school year. Knowing more about children's entering skills and strengths helps teachers and parents work together to support student growth in the kindergarten year.

Before October 31, teachers take an inventory of each child's developing skills in six areas:

Social-emotional

Physical

Cognitive

Language

Literacy

Mathematics

Early Learning Collaboration

The purpose of the Early Learning Collaboration component of WaKIDS is to promote a shared understanding of kindergarten readiness; improve the preparedness of children, families, schools, and communities; and ultimately, provide a smooth transition for children and families.

The expectations for Early Learning Collaboration are outlined in [RCW 28A.150.315](#) which include developing strong connections to community early learning providers and participating in kindergarten-readiness activities.

School districts are collaborating with early learning providers in a variety of ways, including:

Participating in shared professional development

Sharing PreK-K transition reports

Reviewing WaKIDS data

Coordinating cross-program visits

Co-hosting kindergarten-readiness events for preschoolers and their families

Attending local early learning coalition meetings

Positive Guidance (Discipline)

We believe that all children should experience success. We strive for a setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. The use of corporal punishment is not permitted. We use the following positive guidance techniques:

Ignoring: Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless safety is involved.

Redirection/Distraction: We offer alternatives to children engaged in undesirable behavior by engaging them in a new activity.

Verbal Intervention: We explain to the child the inappropriate behavior and will show them the appropriate way to handle the situation with words.

Take A Break: Sometimes inappropriate behaviors are due to overstimulation or a child being tired. If a child is having ongoing behavior issues, we help to provide a quiet space for the child to calm themselves and regroup. Sometimes this is playing separately away from the larger group, and sometimes it is allowing the child to lay down for a few minutes to regroup and try again.

Physical Restraint Policy

Washington State Child Care Licensing requires that all child care providers have in place a Physical Restraint Policy that caregivers are trained on, and parents are provided information about.

At Wee One's Preschool & Child Care we believe that the need to physically restrain a child who's behavior is out of control and poses a significant danger to their safety or the safety of other children is an absolute last resort. Our education and ongoing training in early childhood development, as well as our years of experience working with young children and their families has taught us that almost every behavior can be addressed and deescalated by using the positive guidance strategies outlined above. Since opening in 2002, we have never had to use physical restraint on a child in our care.

Types of behaviors that pose a danger to a child or caregiver's safety could include, but are not limited to:

- A child using items in such a way that would cause physical injury. Example - throwing furniture or wood blocks at another person with enough anger and force to cause injury.
- A child using a sharp object such as a fork, scissors, sharpened pencil, etc. as a device to stab at another child or caregiver.
- A child using physical aggression toward another child or caregiver. Example - hitting, biting, scratching, choking.
- A child attempting to leave the childcare premises.

In the event that a child's behavior is deemed to present a significant health and/or safety risk to themselves, other children, or the caregivers, the following steps will be taken.

1. Other children in the area will be quickly removed.
2. Caregiver will use verbal attempts to gain control of the situation by using short and loud commands. Example - Put the scissors down. Sit down now.
3. If required, a caregiver will approach the enraged child and fold their arms around the child upper body and gently, but firmly use only enough force to restrain the child safely.
4. The caregiver will position their chin on the child's shoulder to prevent being struck in the face if the child lunges backward at them.
5. If the child is aggressively kicking at the caregiver, it may be necessary for the caregiver to sit on the floor with the child between their legs, arms folded across the child's upper body and legs crossed on top of the child's legs to prevent kicking.
6. The caregiver will speak in a soft, reassuring voice to attempt to calm and deescalate the child.
7. The caregiver will release the child as soon as the aggressive behavior ceases.
8. If at any time the caregiver feels a loss of their own self control, they will remove themselves from the situation and allow another caregiver to step in, if possible.
9. Once the situation has deescalated the child's parent will be contacted immediately by phone.
10. An Incident Report will be written detailing the events leading up to the restraint, a description of how the child was restrained, the amount of time restrained, and after event details. A copy of the Incident Report will be provided to the parent at the time of the child being picked up, and a copy placed in the child's file.

11. A parent conference will be scheduled to discuss the event and strategies to reduce future behaviors from escalating.
12. The caregiver will report the use of physical restraint and provide a copy of the Incident Report to Child Care Licensing within twenty four hours.

The use of bonds, ties, blankets, straps, car seats, high chairs, activity saucers, or heavy weights such as an adult sitting on a child is prohibited.

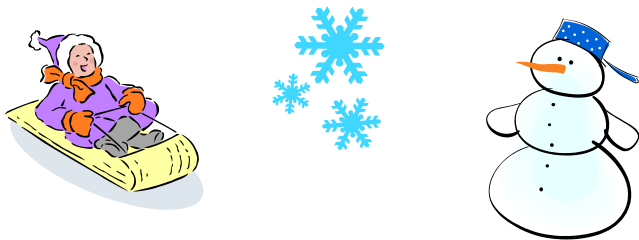
Intentional Property Damage

At Wee One's, our highest priority is to the health, safety, and happiness of the children in our care. To achieve this requires proper child supervision, durable age appropriate equipment, age appropriate expectations, and program best practices that are consistently followed. Even with these high standards and practices, sometimes a child will act out and cause damage to other children, staff, personal belongings, equipment, or the facility.

EXAMPLES - During naptime, a child who sleeps by the wall picks at the wall, digging a hole into the sheetrock. During Activity Time, a five year old child doing a puzzle picks at several of the puzzle pieces trying to separate the picture from the backing. While a child is having a tantrum, he knocks the glasses off his caregiver causing them to break.

We know that accidents happen and toys and equipment age over time. On a regular basis, toys, equipment, and the facility are inspected, looking for signs of wear or damage. Broken equipment is immediately removed and either repaired or throw away. But when a child's actions/behavior intentionally cause damage, it is expected that the family will cover the cost to have the damaged property repaired or replaced.

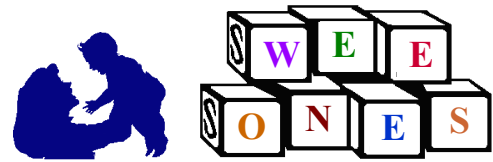
January Winter Wonderland	
"B'rrrrr" It's Cold	A
Dressing For Winter	B
Animals In Winter	C
Wind, Water, And Weather	D



March Spring Is Here	
Colors Of Spring	I
Planting Seeds And Things	J
Creepy, Crawly Bugs	K
Birds And Butterflies	L
Flowering Fun	M



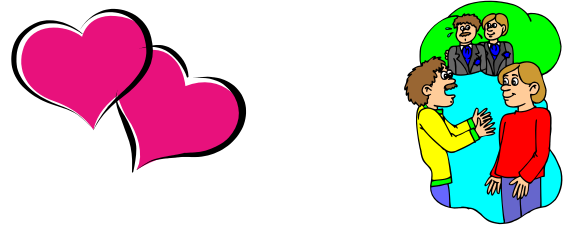
May Dance To The Music	
Musical Instruments	R
Styles OF Music	S
Move To Music	T
Colors Of The Rainbow	U



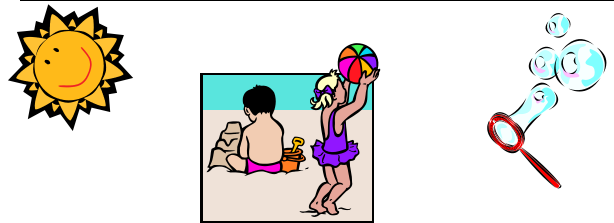
Preschool & Child Care

Monthly Curriculum Themes

February I Love My Friends & Family	
My Family Is Special	E
Happy Valentine's Day	F
Friends Forever	G
Animals Are My Friend	H



April Animals	
Old McDonald's Farm	N
Zoo Life	O
Where The Wild Things Live	P
Under The Sea	Q

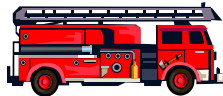


June Summer Fun	
Up In The Sky	V
Teddy Bear Picnic	W
Summertime Foods	X
Water And Bubbles	Y
Castles In The Sand	Z

July Out The Door, Let's Explore	
What's Bugging You	A
Dinosaurs	B
Rocket To Space	C
Let's Go Camping	D



September I Am Special	
Self Esteem	I
Keeping My Body Healthy	J
Eating Healthy	K
Five Senses	L
Doctors & Dentist	M



August My Community	
Transportation	E
Let's Go Shopping	F
Community Helpers	G
End Of The Summer Fun	H



October Fall Harvest	
Leaves Are Falling	N
Farm Animals	O
Food From The Farm	P
Spiders. Pumpkins And Corn	Q

November I Am Thankful	
Helping Others	R
Community Helpers	S
Fun With Food	T
Happy Thanksgiving	U



December Celebrate The Holidays	
Fire Safety	V
Decorating For Christmas	W
Santa's Workshop	X
Christmas Around The World	Y
Celebrate The New Year	Z

Here's To Health, Safety, and Happiness

Illness

Children who are ill with a contagious disease or fever may not attend. If your child becomes ill or experiencing any of the following symptoms while at Wee Ones, they will be isolated from the other children and we will call you to pick them up immediately.

- ◆ A fever of 100°F or higher
- ◆ Contagious skin or eye infection
- ◆ Diarrhea three times in the course of two hours
- ◆ Vomiting
- ◆ Head lice or nits

If your child is sent home because of illness, they must be free of any of the above symptoms for at least 24 hours before returning to care.

State law requires that we notify parents of children who become exposed to certain contagious diseases. If your child should become infected with a contagious disease, please let us know immediately so we can notify families of the other children who may have been exposed to the contagious disease. These diseases include but are not limited to E. Coli, Hepatitis, and Spinal Meningitis.

Injury Prevention

Although it is impossible to prevent every injury, we make every effort to maintain a safe and clean environment for your child, both indoor and out. By keeping areas in good repair, teaching the children to play safely and proper adult supervision, most injuries will be eliminated. Wee Ones does not provide liability or student accident insurance. Families are responsible to have medical coverage for your child.

Accidents

If your child ever has an accident, first aid will be administered immediately. If treatment by a doctor is necessary, we will make every effort to contact you and/or the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until you have been reached. The authorization for emergency treatment on the Enrollment Record must be signed when you enroll. A written Accident Report will be completed and given to you.





Safe Sleep - SIDS Prevention

Though the exact cause of SIDS (Sudden Infant Death Syndrome) is still unknown, Wee Ones follows the current recommendations of the American Academy Of Pediatrics to reduce the risk of SIDS. A Safe Sleep handout is included in the enrollment packet you received. Please review this information and feel free to ask any questions you may have.

To reduce the risk of SIDS, in infants birth to 12 months:

- have their own individual crib, firm mattress, and fitted sheet that is laundered on a regular basis by Wee One's.
- are placed on their back to sleep. Once an infant begins to roll over on their own, they are not repositioned if they are asleep.
- do not sleep with blankets, pillows, crib bumpers, stuffed animals, or other soft surfaces that could reduce air flow or present a suffocation hazard. We keep the indoor temperature of our facility at, or near 68 degrees in winter and 74 degrees in summer. Parents are encouraged to dress their child comfortably for the time of year.
- are not swaddled without written authorization from the parent and physician. If you would like your infant to be swaddled, please speak with us and request a copy of our Swaddling Authorization form to take to your doctor.
- are not allowed to have blankets draped over their crib.
- are regularly monitored during sleep to reduce the risk of overheating.

Immunization Record Requirements

We adhere to Washington State's Department Of Health regulations regarding immunization records for your child. Immunization records must be provided upon enrollment. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots. These records must be updated and kept current.

Prescription Medications

Wee Ones will administer prescription medication as directed by a licensed physician or dentist. Written permission must be secured from the child's parent or legal guardian and physician for any prescription medication to be administered. Prescription medication must be presented in its original container with a label attached bearing the child's name, current date, time and dose to be given, number of days to be administered, and the pharmacy's name. This constitutes the physicians written permission. Any unused portions will be returned to the parent. An individual



medication form must be filled out for each prescription medication and signed by the parent or legal guardian.

Over-The-Counter Medications

We believe that over-the-counter medicines should be treated with the same caution as prescription drugs. Over-the-counter medications that are listed below can be administered only with the written permission of the child's parent and physician. Written instructions from the physician or dentist must be obtained. Medication must be presented in its original container and have a label with the child's name, current date, time and dose to be given, number of days to be administered (not to exceed 30 days), and the name of the doctor or dentist.

- Antihistamines
- Non-aspirin fever reducing relievers
- Non-narcotic cough suppressants
- Decongestants
- Anti-itch ointments or lotions, intended only to relieve itching
- Sun screen



We recommend that you always ask for written instructions during visits to the doctor for all over-the-counter medications prescribed. We also recommend that you ask your doctor to call the pharmacist for a prescription label with instructions for any over-the-counter medications that he/she recommends.

Parents may come by during the day to administer over-the-counter medication to their child or may authorize, in writing the emergency contact person (s) listed on the enrollment form to do so. It is

required that the parent or person administering the medication sign a medication form documenting the name of the medicine, dosage, date, time, and who administered the medicine.

Hand Washing

We believe that good hand washing is the single best way to prevent the spread of germs that transmit cold and flu. We teach our children good hand washing techniques beginning with warm water and liquid antibacterial soap. Children wash their hands before meals, after toileting or diapering, after playing outdoors, after blowing their nose, and throughout the day as needed. We do not use any type of hand sanitizers. We also teach children to cover their sneezes and coughs by coughing into their elbows and not sharing their colds germs.

Wee Ones Preschool & Child Care

Parent Instructions For Medication

State licensing requires that child care facilities administering medications to children only do so with written instructions from a physician, and signed authorization from the child's parent / guardian. Please refer to Wee Ones Parent Handbook for additional information.

Please provide the following information

Child's Name _____

Health Issue _____

Name Of Medication _____

Dosage _____ Time To Be Given _____

Dosage _____ Time To Be Given _____

Dosage _____ Time To Be Given _____

Number Of Days To Be Administered _____

Date To Begin _____ Date Of End _____

Parent Signature _____ Date _____

Physician Signature _____ Date _____

Record Of Administrations - To be completed by person giving medications

Date	Time	Initials	Date	Time	Initial

Signature that corresponds to initials of person(s) giving medication

Sunscreen

Protection from the sun's damaging rays is always a good idea for people of all ages, but especially important for young children. Fortunately at Wee One's, our children's playground is shielded from the direct sunshine most of the day when we are outside playing. Though we do not apply sunscreen to children at Wee One's, we recommend that parents of children in the preschool class apply sunscreen to their child in the morning before coming to school, as needed for protection during our morning outside playtime when the sun shines the most on the play area. In the afternoon, the playground is shaded from the direct sunshine by the house when both the preschool and nursery children go outside to play. Anytime infants are brought outside, they are always placed in a well shaded and cool area of the playground.

Sunscreen is not recommended for infants younger than six months old. Please always read and follow the sunscreen manufacture's directions for age and proper sunscreen application.

Contagious Disease Prevention

Some diseases are easily spread and potentially harmful to young children. Immediate action is needed when children have had exposure to the following contagious diseases. If your child is diagnosed with one of these illnesses, please notify us immediately.

Disease:	Also known as:
Chickenpox	Varicella
Conjunctivitis (bacterial)	Pink eye
Diphtheria	
E. coli infection	
Giardiasis	
Hepatitis A virus	
Invasive haemophilus influenza disease (except otitis media)	
Measles	
Meningitis (bacterial)	Meningococcal meningitis
Mumps	
Pertussis	Whooping cough
Rubella	German measles
Salmonellosis	Salmonella or "food poisoning"
Shigellosis	Shigella
Tuberculosis (active)	TB

Staff Training And Professional Development

Professional Development - Each lead caregiver is required to complete at least 10 hours of continuing education in the areas of early childhood, child development, parent and family relationships and support topics

Health & Safety Training - Each lead caregiver and any other staff who assist with the preparation of snacks and meals complete a Food Handlers Safety class and have current certificates of training. All child care staff participate in initial Blood born Pathogens training and annual BBP refresher training.

Emergency Training - All caregivers are trained in Infant/Child/Adult CPR and First Aid in the event of an emergency. If ever required, we will follow any instructions of the poison control center or a physician in providing first aid and/or administering emergency medications.

Parents may request an appointment to review our staff's training and professional development files at any time.



Disaster Response Plan

In the unlikely event of a disaster such as a fire, severe storm, or earthquake, it is critical to have a plan in place that everyone is familiar with. Wee Ones Disaster Plan consists of two parts, preparedness and procedures during a disaster. Please read this section carefully so you will know what we are doing to keep your child safe and well cared for in the unfortunate event of a disaster.

Disaster Preparedness - We have prepared and keep on hand essential items and supplies needed in the event of a disaster based on guidelines from the American Red Cross. These supplies include: a three day supply of non-perishable food, water, formula, diapers, first aid supplies, battery powered radio,, battery powered lighting, cooking utensils and tools, bedding, and sanitation items. In the event of a disaster, these supplies would be ample to meet the basis care needs of the children until they were picked up by a parent or authorized guardian. On a monthly basis, we practice evacuating the house in the event of a fire. Periodically, we practice gathering together to stop, cover, and hold. With babies this usually means getting under a table or gathering in a doorway.

During A Disaster - The safety of your child is our highest priority. During a disaster, the following procedures are followed.

1. Evacuate - In the event of a fire, children are evacuated immediately. We will take them to a neighbor's house to call 911 and contact you. In the event of an earthquake, we will stop, cover, and hold until the shaking stops. A visual inspection of the house will be made to determine if it is safe to stay inside.
2. Safe Alternate Location - If the house is undamaged and safe to occupy after an earthquake, we will stay there. If the house is unsafe to be in due to structural damage, we will evacuate to Franklin Elementary School - 1400 South Lawrence. Franklin Elementary is located 2 blocks west of our location on South 14th Street.
3. Out Of Area Phone Contact - After an earthquake it is common for local phone service to be disrupted. Our out of area phone contact are, Linda and Gary Johnson. They live in Silverdale Washington, and their phone number is (home 360 698-2427). We will make every effort to maintain ongoing contact with them to relay information.
4. Release Of Your Child - We will only release your child to you, the parents, and anyone else that you authorize to pick up on your Enrollment Application.
5. Our **EMERGENCY ONLY** mobile phone number is 253 310-1377.

Helpful Posted Information

The Washington Department Of Children, Youth, And Families requires child care providers to post information to help keep families well informed. We make every effort to keep this information easy to identify and locate. If you ever have any questions, please do not hesitate to speak with us.

Licenses And Permits - Our Washington State Business License and Washington State Child Care Provider License are posted in the Preschool hallway. Our annual City Of Tacoma Business License is on file for review at any time.

Record Of Monthly Fire Drills - Documentation of monthly fire drills is posted on the Parent Board in the Preschool Hallway.

Record Of Emergency Preparedness Drills - Documentation of quarterly facility lockdown and earthquake drills is posted on the Parent Board in the Preschool Hallway.

Emergency Information And Phone Numbers - Facility address, phone number, and the phone numbers for other emergency agencies are posted on the Parent Board in the Preschool Hallway.

Wee One's Emergency Evacuation Plan - The facility evacuation routes, smoke detector, and fire extinguisher locations are posted on the Parent Board in the Preschool Hallway.

Caregiver First Aid / CPR Training - Current certification of first aid and infant/child/adult CPR training for each caregiver is posted on the Parent Board in the Preschool Hallway.

Facility Health Plan—A detailed written facility wide health plan has been developed, and is reviewed and updated annually. This health plan includes provisions for:

- Prevention of exposure to blood and body fluids.
- Meals, snacks, and food services including guidelines for food allergies and food brought from home.
- Hand washing and hand sanitizer use.
- Observing children for signs of illness.
- Exclusion and return of ill children, staff, or any other person in the program space.
- Contagious disease notification.
- Medical emergencies, injury treatment and reporting.
- Immunization tracking.
- Medication management, storage, administration and documentation.
- Care for pets and animals that have access to licensed space.
- General cleaning, food contact surfaces, kitchen equipment, toys, toileting equipment, sanitizing and disinfecting plan and frequency.
- Pest control policies.
- Caring for children with special needs or health needs, including allergies.
- Dental hygiene practices and education.

The Facility Health Plan is located in a labeled binder on the shelf in the Preschool classroom. This plan is available for review during regular facility business hours.

Menu - The menu of all snacks and meals provided is posted in the Preschool Hallway.

Liability Insurance Notice For Family Child Care - This required Department Of Children, Youth, And Families notice is posted in the Preschool Hallway.

Access To Child Care Licensing Reports - The required Department Of Children, Youth, And Families notice is posted in the Preschool Hallway.

Tooth Brushing

Establishing good tooth brushing and oral hygiene habits begin at a young age. Children age two years old and above can participate in daily tooth brushing activities at Wee One's. Preschool aged families will be given more information at the time of enrollment or when their child turns two years old and moves into the preschool classroom.