

Childcare Policies

Giggling Guest Childcare Too, LLC
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Giggling Guest Childcare Again, LLC
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Updated 4/1/17

Thank you for choosing Giggling Guest for your childcare needs. We have grown over the years from a small in home center to where we are now offering a nurturing and caring environment for children ages one month to twelve years. We have been in business since February of 2000, and have made several expansions over that time in order to make our business the success that it has become. We also have a program that allows for special needs, and a full preschool curriculum. I am always seeking higher standards for our center in order to offer the best care possible for your children. My staff and I are educated and dedicated to your children. I assure you that background checks and all state requirements are met before employment begins. I am a firm believer that parents should be involved in every aspect of their children's lives and feel that you should be a big part of their daycare environment. I encourage parents to visit and participate in field trips and outings when possible. I assure you that your child will receive the best care possible and be encouraged to explore and learn in a quality environment. I am very proud of the accomplishments I have made for the families I have cared for over the years and look forward to sharing those with your family as well.

Enrollment Requirements

Before any child can enter into care we need all paperwork completed, including immunizations and returned with the \$50.00 non refundable enrollment fee. A two week written notice of withdrawal is required for all children, State pay included. Families that have not attended childcare for a two week period will be withdrawn from the schedule and charged for the entire four weeks of childcare, two for the non attendance period and two for the two week notice period. Failure to make payment will result in being sent to collections. I would rather work with families, but if no attempt is made we will have no choice to send to collections. Bounced checks that are not taken care of immediately will also be sent to collections.

Hour of Operations

Hours of operation are from 6:00 am to 6:00 pm. Late pickup fees are due the following business day. Failure to reach parents within a half hour time will result in a call to local authorities. This is mandated by the state. If you know you are going to be late, please call and let us know.

Fees and Payment Plans

All payments for childcare are due in advance of care. There are two pay options for parents. Payment for the full month is due on the 1st, or ½ on the 1st and ½ on the 15th. Invoices are printed at the first of every month it is your responsibility to remember your mid month payment. State co-pays are due on the 1st unless arrangements have been made to split your co-payments into two payments. Payments not received by the 5th or if the 5th falls on a weekend that Monday will be charged a \$25.00 late fee. Fees not received by the 10th will result in termination of care until all payments are brought current. Two consecutive months of missing more than 5 days will stop childcare. State also only allows for children to be in childcare during your working hours. All children can only be in care for a maximum of 10 hours per day. All late fees, late pickup charges, and over ten hour fees apply to all parents. If your need changes it is your responsibility to notify me and have a new contract put into place. We do not give vacation, sick or free days off, including closure days and holidays. All fees include snacks and meals while your child is in care. For parents no longer needing care a two week notice is required in writing. Mid-month disenrollment will be prorated at a full daily rate, not the prorated monthly rate. You are not required to call if your child will not be attending due to illness or vacation however it does help us to keep staffing costs down. No enrollment slots are guaranteed for any reason and communication is always best. If you have a discrepancy with your bill you have 30 days to bring it to our attention. Parents that are state pay are responsible to notify them of any changes in circumstances. We will not be held responsible for errors that are made by not reporting changes.

Collections

Failure to make payment will result in being sent to collections. I would rather work with families, but if no attempt is made we will have no choice but to send to collections. Bounced checks not taken care of immediately will also be sent to collections. Failure to make a payment will result in suspension of care. If not paid within 5 days it will be sent to collections. Care may be restarted once paid. State paid families that fail to make copayment amounts will be reported to DSHS and all childcare payments will be ceased until payed.

Part time or Drop in care

These services are available to families who don't need regular childcare. However you are not guaranteed a slot when you are in these two categories. Part time families also pay for the days they contract for. This includes holidays and vacations. Families who dis-enroll to attend school or other programs and are hoping to use our services for those closure days or holidays are on a first come, first serve bases and will be charged for the contracted days you chose whether you attend or not. On occasion we will have a sign up only day. These usually occur during holiday breaks. Low enrollment may result in a closure day or partial open classrooms. This ensures our staff to have time off also.

Transitions

Transitions that occur between classrooms based on age, development, and or need are at the discretion of the center. Children develop at different rates and therefor it is not always in their best interest to move. We appreciate parent involvement in this situation. Any rate changes such as the move from the infant room to Waddlers, or from non-potty trained to potty trained occurs at the beginning of the following month. We do not make rate changes mid-month. Most classroom changes occur based on the school year or based on Washington State Rules and Regulations.

Giggling Guest Too Rate Sheet

Infants 4 weeks – 12 months			Waddlers/Toddlers 1 – 2 years		
Full Time \$875	Part time N/A	Daily Rate \$55	Full Time \$750	Part Time \$535	Daily Rate \$50 per day
Sprouts 2 -3 years			Preschool 3 – 4 years Rates apply unless not potty trained		
Full Time \$745	Part Time \$535	Daily Rate \$50 per day	Full Time \$720	Part Time \$505	Daily Rate \$45 per day
Pre-K 4 – 5 years			School-Age 7 – 12 years		
Full Time \$720	Part Time \$505	Daily Rate \$45 per day	School year \$475	Summer rates \$640	Daily Rate \$16/School day \$35/Non School Days
			Hourly		
			\$10 per hour, minimum of two hours. Anything 4 hours will be charged the daily rate		

*Kindergarten Full time rate is applied when child goes to ½ day kindergarten or part time in Cheney.

* Kindergarten part time rate is applied when child goes to kindergarten 5 days a week.

Other rates:

Hourly with a two hour minimum \$10.00

Return check fee \$35.00

Late pickup fee \$5.00 first 5 minutes and \$5.00 every minute thereafter.

Enrollment Fee/Non Refundable \$50.00. Infants is \$200.00

Annual maintenance fee \$25.00 after the first year

Extra clothes for accidents if you fail to return them to the center \$5.00

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Giggling Guest Again Rate Sheet

Infants 4 weeks – 12 months			Waddlers/Toddlers 1 – 2 years		
Full Time \$855	Part time \$550	Daily Rate \$50	Full Time \$700	Part Time \$495	Daily Rate \$45 per day
Sprouts 2 -3 years			Preschool 3 – 4 years Rates apply unless not potty trained		
Full Time \$700	Part Time \$495	Daily Rate \$45 per day	Full Time \$695	Part Time \$450	Daily Rate \$45 per day
Pre-K 4 – 5 years					
Full Time \$695	Part Time \$450	Daily Rate \$40 per day			
School-Age 7 – 12 years			Hourly		
Full Time \$615	School Time \$425	Daily Rate \$45	\$10 per hour, minimum of two hours. Anything 4 hours will be charged the daily rate		

Other rates:

Hourly with a two hour minimum \$10.00

Return check fee \$35.00

Late pickup fee \$5.00 first 5 minutes and \$5.00 every minute thereafter.

Enrollment Fee/Non Refundable \$50.00. Infants is \$200.00

15% discount for second, forth, etc. child. Both children have to be fulltime

Annual maintenance fee \$25.00 after the first year

Extra clothes for accidents if you fail to return them to the center \$5.00

Holidays and Vacations

As with any business I will have days we are closed. These days are New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. We will also be closed two additional days during the year for staff development days and center cleaning. On rare occasion we have had to close for snow days. If that occurs we will change our message machine to say we are closed by 6:00 a.m. and notify the news stations. However many closures are only posted on the web, so please make sure you call the center first if in doubt. Also occasionally if a Christmas falls mid-week we may have a sign up only day, so that staff can go home to celebrate the holidays. Holidays and closure days are not refunded and payments are based on how many days are in the month not by the days used. That means if a holiday falls on a Monday and it is a scheduled day for you even if we are closed you are still charged for the day.

Also in regards to holidays I believe in celebration. Therefore I plan activities that are directly related to the holidays. This may include art projects, programs and parties. If your beliefs are not the same please let me know so that other arrangements can be made for your child during those times.

Personal Items Needed

All children age one and up need a **crib sheet**, and a **small light blanket in a backpack** for naps. Infants will need a **sleep sack**.

Change of clothes for each child including socks and underwear (per the season).

Diapers and wipes for non-potty trained children. Diapers are changed every 2 hours or sooner if needed. Parents who wish to use **cloth diapers** may do so. However we ask that you bring in a sealed container labeled with the child's name that can store soiled diapers during the day. This **container** must be taken home daily and returned with the child. Extra inserts are required. No rinsing of diapers will occur. Diapers will be placed into a sack and then into container.

Pull ups and wipes for potty training children. Pull ups are required until a potty training child can demonstrate frequent use of the toilet. Once children are accident free for a long period of time we will ask to be transitioned to underwear with several changes of clothing on site. All accident clothing will be sent home for washing. We work closely with parent on potty training.

Bottles, liners, and formula if not using daycare brand for infants. At least two bottles

Water bottle or sippy cup and a **toothbrush** for children over 1 year old.

Proper shoes. Flip flops and dress shoes should not be worn for play at daycare.

ALL ITEMS NEED TO BE LABELED WITH CHILD'S NAME. Children are silly sometimes and lose socks, shoes or other personal items. Please know labeling will help us return items properly.

Children should come in proper attire for play. Please not their Sunday best as we love to paint, play outside and be messy, it is a daily part of our curriculum.

Please don't allow your child to bring toys, candy, or gum to daycare. Also please do not bring anything of value or things you treasure such as game systems, iPods, jewelry, irreplaceable mementos or items of personal value due to the fact that we are not responsible for any lost items. Items for show and tell should also be labeled with the child's name. Items such as coats, shoes, gloves and hats also need to be labeled in order to better ensure that they will be returned to the rightful owner.

Field Trips

This includes anything from a short walk or a trip to the library. Field trips that require transportation will need a permission form and a car seat if required by law. Please make sure your child is dressed for the weather including proper shoes, **NO FLIP FLOPS**. If you do not wish for your child to participate then it is your responsibility to find alternate care for that day. Field trips are a great opportunity to teach your children about the world and exploration. Parents are encouraged to participate. Field trip costs will be billed out monthly. All children attending field trips must be present before they leave or you will be asked to find alternate care. We will have no teachers available if they have left the building. Dropping at a field trip is not allowed without clearing it with the office first. Failure of not participating in a field trip will not receive a refund.

Typical Daily Schedule

6:00 a.m.	Open
6:00 – 7:00	Classroom time
7:30- 8:00	Breakfast and Cleanup (school age children leave between 7:20and 7:50 depending on which site and which school your child attends.) Breakfast is only served until 7:55 only
8:00 – 8:30	Classroom start of the day
9:00 – 11:30	Curriculum time in classrooms
11:30 – 12:00	Lunch and Cleanup
12:30 – 2:30	Quiet time/Nap/individual play
3:00 – 6:00	Classroom time/Snack/Outside activities

Infants are on an individual demand schedule; they will eat and sleep as needed. Please ask teachers to see their curriculum if you would like a more in depth look.

Outside time is part of our daily curriculum for all ages. We occasionally choose indoor play if the weather is to hot 95 degrees or more, or to cold 19 degrees. On occasion air advisories or other weather advisories may affect this also. Please dress your child appropriately for weather.

Beginning August of 2016 we will be working at going paperless. Daily parent sheets and notices will be emailed.

Meals and Snacks

Meals and snacks served meet USDA requirements and are monitored by the USDA food program. Enrollment of your child/children in this program allows me to keep my rates lower, since there is a reimbursement for meals per child. Upon enrollment you are required to fill out food program forms to determine eligibility. We have also adopted the “Color me healthy program, and let’s move Cheney” for the children we care for.

Meal times are set and are not flexible due to USDA guidelines. If your child is going to arrive late we cannot save a meal or allow you to bring outside food. To alleviate frustration please prepare to have your child here at least 10 minutes before meal time’s end. Meal times are 7:30 to 8:00 for breakfast, 9:00 to 9:30 for morning snack, 11:30 to noon for lunch and 3 to 3:30 for afternoon snack.

If your child has food allergies please fill out the proper forms in your packet. Parents who have children with food allergies or special diet requirements will be asked to bring their own meals. These meals should be easy and nutritional. No chips, cookies, sugary beverages or sweets.

We also do not allow any outside food into the center due to severe food allergies. If you would like to contribute a snack for a special occasion please see the office for an appropriate suggestion. All ingredient labels must remain on the products in order for them to be served and be nutritional.

Infants will be held to receive their bottles, at one year of age we will offer non spill cups. Bottles and pacifiers will begin to be weaned. After one year of age children will also received what is offered on the daily menu. Breast feeding is encouraged. You may bring pumped milk in labeled and dated containers. Formula provided by the childcare center is Parent’s Choice with Iron from Wal-Mart. Baby cereal and baby food will be supplied for infants at the correct age. Please understand that we wean from the bottle at about 13 months of age for several reasons, first is for health and safety and second is for the development of speech.

Communicable disease Policy

Communicable diseases are illnesses. Illnesses are spread by direct contact with infectious agents (germs or bacteria). We do our best to limit the spread of illnesses and pride ourselves on cleanliness. The following illnesses are reported to the local and state health department when a staff member or child has contracted any of these illnesses: AIDS, Campylobacteriosis, E Coli, HIB, Kawasaki syndrome, Rubella (German or 3 day), Rubella (10 day measles), Tetanus, Typhoid Fever, Diphtheria, Giardiasis, Hepatitis, Listeriosis, Meningococcal Disease, Pertussis (Whooping Cough),

Rheumatic Fever, Salmonellas, Shigellosis, Tuberculosis (TB), Yersioniosis. We will notify parents of any of these diseases and may contact the health department with any other questions regarding illnesses.

Exclusion for Ill Children

Per state requirements we will not allow children with any of the following symptoms to be in or remain in care: fever of 101 or higher, Diarrhea of 3 or more within a 24 hour period, vomiting, unexplainable or draining rash or sore, eye discharge or pinkeye, extreme fatigue or excessive irritability, and lice or scabies. Children will not be allowed back in care for 24 hours or the following complete day or until the symptoms are gone, whichever is longer after being sent home. Contagious symptoms need to have antibiotics for a 24 hour period. Children sent home with head lice will not be allowed back into childcare until they are nit free and obtain a clean check by staff. If there are concerns about a child's ability to return safely to care, we reserve the right to request a note from the health care provider. Parents need to have children picked up in a timely manner, within ½ hour. No medication will be given to children under two without doctor consent. All medicines also need a parent permission form filled out. The best plan in order to not spread illnesses is to keep children home when sick. Children who are sent home from school are not allowed to be brought to daycare. Also children whom are not allowed outside should not be brought to daycare. Our policy is if they are to sick to go outside then they are to sick to be at daycare.

Emergency/First Aid

All staff and myself will be trained in First Aid, CPR and Blood Borne Pathogens. In all cases whether a minor or major emergency we will administer care until help arrives or the child is stable. For major situations an ambulance will be called, and then the parent. A staff person will remain with your child until you arrive. Minor injures will be noted in our injury log and in some cases parents will be notified by phone. First aid kits are available in all classrooms.

In Emergency situations such as fire, natural disaster and lock downs we have a plan in place. Our building is equipped with a fire alarm system and immediately notifies the alarm center. Parents, if you happen to be picking up or dropping off during a drill it is important that you participate and follow the instructions of the staff. Please don't enter back into the building even during a drill until instructed to do so by the staff in charge. If a real emergency happens we will evacuate to the Trading Company. You will also be notified of power or water outages. Again your children will remain in our care until you can be located and able to pick up.

Health Policy

We are required to have a health policy; this policy is kept in the binder at the sign in counter. Parents may request a copy of this if desired.

Infant Sleep

As of 2011, the American Academy of Pediatrics (AAP) recommended that the infant crib not contain bumper pads, pillows, soft toys, fleece cushions, or loose blankets which are associated with an increased risk of suffocation and infant overheating associated with **SIDS (Sudden Infant Death Syndrome)**. **AAP's has recommended than infants will be placed on their back to sleep** since 1992 which has decreased the incidence of SIDS deaths. Pediatricians recommend that infants sleep on their back due to the research that infants' sleeping on their stomach increases the risk of SIDS. When infants are old enough to roll from back to stomach, we do not awaken to return their backs.

- Washington State Early Achiever's has adopted the practice of no objects or loose bedding in infant cribs and have recommended sleep sacs be used for infants.
- Infants will not sleep in car seats, swings, and infant seats unless otherwise specified in writing by the child's health care provider. If the health care provider requests other sleeping positions, we will have an Individual Plan of Care and reason for sleeping position.
- **Infants will not be in swings, infant seats, or saucers more than 30 minutes per day unless there is a physician's order specifying otherwise.**
- We will furnish a crib or playpen for safe napping and **an evacuation crib with wheels for center emergencies or drills**. We have 2 evacuation cribs with wheels.

- A cot is provided when the parent and teachers decide the child is ready to sleep on it.
- Bedding sheet and sleep sack will be provided by the parent
- Bedding will be washed weekly by the center or more often if needed.
- Cribs provided will be a single level crib or playpens and have 2 3/8" vertical slats or solid Plexiglas that meets the WAC standards. Cribs will be spaced 30" apart from each other or end to end with Plexi-glass. Bedding will be tight fitting that includes the mattress and bed sheet.
- We believe that all children must follow their own individual sleep schedule for center napping. Children 29 months of age and older may follow their individual sleep schedule for napping or teachers will have an alternate plan for those who do not nap.

Disaster Plan

1. The evacuation plan and routes are posted on the main bulletin board. Please exit the nearest location. Please memorize exit locations.
2. Fire drills are conducted monthly. Earthquake and lockdown drills are conducted every six months. Fire system and extinguishers are checked annually.
3. Staff members are trained and responsible for knowing how to use a fire extinguisher, grabbing clipboards, closing internal door and evacuating their classrooms.
4. Pictures, shelves, and bookcases are secure and not overloaded.
5. Children will be safe with us until parents or emergency contacts can be located.
6. The following information shall be given to dispatcher in case of emergency.
Giggling Guest Childcare
1930 4th, Cheney WA 99004/or 4120 S. Cheney Spokane Rd, Spokane WA 99224/or 1505 E. Lyons, Spokane WA 99207/or 613 Ridley Village Rd Sandpoint ID 83864/or 1327 112th St SE, Everett WA 98208
Nearest cross street
1 story commercial building
How many people involved and where they are located.
7. No one is to be permitted back into the building in case of fire and no one out of the building in case of a lock down until notified by a qualified fire or sheriff has been given.

Pet Policy

We have decided that pets are an important part of learning. Pets allow children to learn gentleness and how to care for other things. Pets are also a great help with transitions and adjustments to a new environment. Any pet brought into the center will be current on immunizations and will have yearly checkups. Pets are only allowed in classrooms from age one and up. Fish tanks will be cleaned at least monthly. Children will wash their hands after playing with pets. If your child has allergies please let us know. Currently we have a rabbit named "Lola", a turtle and several fish. Cages and aquariums are cleaned and refreshed by classroom teachers. All waste is disposed of in utility sinks and outside garbage. Pets are different per location.

Discipline Policy

Each child shall be treated fairly and equally. No child shall receive any form of corporal punishment. Parents please remember that disciplining your child at daycare should meet our policies. Please remember to use effective conversations and no spanking while on our premises. Also please refrain from disciplining other children in our care. If you see a behavior problem please notify staff immediately and we will handle it. We will do everything possible to help your child make positive choices and learn responsibility. We will also encourage problem solving skills, respect and manners towards peers and adults. I believe that all children need to have some boundaries and limits therefore we do have rules and each child is expected to follow them to the best of their ability. It is my responsibility and my staff's to help you to resolve any problems we may have and with your cooperation I feel we can resolve most problems. If parent involvement or persistent problems cannot be solved I may suggest that you find alternate care that will better suit your needs. Children who are suspended from Public schools are not allowed to be at daycare either. We feel that if the behavior is occurring at one place it will most like happen here also. Teachers are taught positive reinforcement, redirection and steps to help with minor discipline occurrences. Food restrictions and outside time will not be used as

discipline techniques per state rules. On occasion behaviors occur that need more attention. Parents please see the steps below for those situations.

Even though we are setting guidelines below at the centers discretion we may dis-enroll at anytime if we feel the behavior is too severe for us to handle or that could potentially harm that child, another child, my staff or my business.

CENTER PROCEDURE FOR DEALING WITH DIFFICULT BEHAVIOR

Difficult behavior can be displayed as but is not limited to: temper tantrums, physical aggression, verbal aggression, defiance, irritability, impulsivity, restlessness, hyperactivity, and/or self-control problems. Difficult behaviors may also be accompanied by signs of low self-esteem, discouragement, and sadness. While all children display difficult behaviors at times, some show these reactions quite frequently and with intensity, thereby causing significant problems for themselves and others. We will make every effort to work with parents of children having difficulties in child care. Causes of difficult behaviors can include...

Temperament - Some children are born with tendencies to be intense and negative in their moods. Such temperamental tendencies may set the stage for difficult behaviors later on.

Stressful Life Events - Poverty, marital problems, learning difficulties, and other stresses may lead children to act out. This is particularly true for children whose temperaments make them more reactive.

Childrearing Practices - Children need positive attention and support from their parents. If there are not enough positive interactions with parents, children may act up in order to gain attention and control over others.

Nervous System Functioning - Some problems, such as attention-deficit/hyperactivity disorder (ADHD), are often the result of difficulties in the way certain areas of the brain function.

Impulsivity and problems with self-control can often cause problems at home, in school or in other areas of a child's life.

Everyday Life Circumstances - Difficult behaviors may occur when children are tired, hungry, sick, or disappointed.

Other common life events that may create difficult behaviors include school and examination stress, sibling rivalry, physical appearance, sports ability and peer pressure.

A child who engages in frequent problem behaviors is not a happy person. Difficult behaviors may be a sign of depression or anxiety, especially in children.

Behavior of children which disrupts normal classroom group activities on a frequent or extended basis may indicate physical or emotional problems requiring the attention of a professional specialist. The teacher and/or Director, with parental consent, will take the necessary steps to refer the child to the Public Health Nurse, a Mental Health Consultant, or other appropriate places for a professional evaluation.

Our process begins as follows (**each behavior is treated as an individual case**):

1. Staff has observed a child exhibiting non-cooperative behavior and typical classroom management techniques have not reduced this behavior. The teacher will keep documentation of such behaviors and circumstances surrounding all incidents. The teacher will inform the director and/or program supervisor of any concern and the parent will be called at this time by management and written documentation will be placed in the child's file.
2. After the parent has been informed of the behaviors, the director and/or program supervisor will spend time in the classroom observing the teachers and children to identify any circumstances or patterns surrounding the behavior, and will be communicated with the parent. Techniques and suggestions will be communicated to the parents and the teachers.
3. If techniques suggested by the director and/or program supervisor are not showing any improvement in the behavior (after 6 weeks or longer based on child's attendance schedule and is at center's discretion) parents will be called in for a conference with the teacher and the director. We will work together as a team devising a consistent and positive written plan of action for behavior modification. (Steps 2 and 3 may be revisited if we see improvement in behavior for an extended amount of time, and then a rise in the behavior again)
4. If it is deemed in the best interest of the child, center, and other children, written warning will be given to the parents if we still cannot find an acceptable solution (after another 6 weeks or longer based on child's attendance schedule and is at center's discretion). We may need to re-evaluate the placement of the child in our care, resulting in a suspension of care or termination, without refund.

Explanations, policies and procedures regarding biting in the child care center.

A child biting other children is one of the most common and most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved. For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining

possession of objects or expressing difficult feelings. For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, biting in a group situation causes strong feelings in all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the Center, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our rooms.

Before biting occurs:

1. Discuss the issue of biting with all parents and staff at the time of enrollment/hire.
2. Distribute written policy to all families and staff and included in the enrollment packet.

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts." Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people."
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

If biting continues:

1. Classroom teachers will meet with the director on a routine basis for advise, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. "Shadow" children who indicate a tendency to bite:
 - Head off biting situations before they occur.
 - Teach non-biting responses to situations and reinforce appropriate behavior.
 - Adapt the program to better fit the individual child's needs.
5. "Shadow" children who have a tendency to be bitten:
 - Head off biting situations.
 - Teach responses to potential biting situations: "No" or "Don't hurt me!"
6. After the parent of both the biting children and frequent victims have been informed of the behaviors, the director and/or program supervisor will spend time in the classroom observing the teachers and children to identify any circumstances or patterns surrounding the behavior, and will be communicated with the parent. Techniques and suggestions will be communicated to the parents and the teachers.
7. If techniques suggested by the director and/or program supervisor are not showing any improvement in the biting behavior (after 6 weeks or longer based on child's attendance schedule and is at center's discretion) parents will be called in for a conference with the teacher and the director. We will work together as a team devising a consistent and positive written plan of action for behavior modification. (Step 6 and 7 may be revisited if we see improvement in the biting behavior for an extended amount of time, and then a rise in the behavior again) We may also consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate. This conference will also be used to prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans.
8. If it is deemed in the best interest of the child, center, and other children, written warning will be given to the parents if we still cannot find an acceptable solution (after another 6 weeks or longer based on child's attendance schedule and is at center's discretion). We may need to re-evaluate the placement of the child in our care, resulting in a suspension of care or termination, without refund.

Our ultimate goal is to keep children safe and give others the chance to be successful in the environment. I understand that parents have different ideas of parenting and expectations. Lines of communication are the best avenue for frustrations around behavior. Patience is important because behaviors do not change overnight and we have lots of ideas to try. Children who have parents that work with us on issues tend to be the most successful in care.

Regulations on Child Abuse, Neglect, and Exploitation

The WAC 388-15-480 states that I or any one of my staff must report suspected child abuse, neglect, or exploitation to Child Protective Services or the local law enforcement agency immediately. As your child's caregiver I will document any cuts, bruises or physical change in our injury log. This includes things your child may have received at home. This is for their protection and mine. When children are not picked up by 6:00 p.m. proper authorities will be notified. However I will do my best to keep your child in my care until you can be located. I will also make phone calls to local authorities if a parent tries to pick up their children under the influence of drugs or alcohol. I also understand that some parents discipline differently and I ask that yelling, spanking and other forms of aggressive discipline do not happen on premises. Please pick up and take your child home safely and don't put us in this predicament.

Non Discrimination Policy

I believe that all people are created equally. Therefore I will not discriminate against anyone for race, creed, religion, color, sex, national origin or handicap. I am an equal opportunity employer and caregiver and will follow all guidelines of the RCW code. We will also give care in cultural needs and differences by displaying multicultural posters and pictures and lessons in our curriculum. Individual needs will also be met. This would include persons with different family structures, and persons with disabilities. If you feel you have circumstances that need to be met please discuss them with me and I will do my best to accommodate them.

Personal Protection Plan

In order to ensure that your child is picked up by the proper people we have a three step security process. First you will have an individualized personal code used for our automated system. Only the people you designate will have access to a code. Anyone other than the people who have codes will not be able to pick up unless we are notified by the child's legal guardian or parent. Upon notification we will write down the pick up person's name, that person will need to show identification and we will personally check your child out. As required by the state all parents are also required to sign in and out with full legal signatures. You are asked to sign in on the computer and with full legal signatures in the classrooms. Families with restraining orders or parenting plans need to have one on file with the center in order to prove refusal for pick up or visitations from the biological parent. Parents with multiple children need to use the first/second/third child buttons on the key pad. Please see the desk on information on how to do this.

Cell Phone Policy

Since we believe so strongly in parent communication at Giggling Guest Childcare, we ask that you please refrain from bringing your cell phones into the building during drop off and pick up times. This allows classroom teachers and office staff to communicate with you without interruptions.

Communication Policy

My staff and I are dedicated to your children. Please remember that we are in this business because we love children. My staff and myself are usually up for any challenge, however please keep in mind that your child is not the only one here. We are looking at all aspects of childcare, learning, health, safety, and love. On top of this we are also regulated by the state and food programs. Sometimes flexibility is limited. Ultimately communication is our only tool to manage through daily challenges and issues that we may be faced with. Forms of communication may be with daily communication sheets, notices on doors or clipboards, by the time clock and /or asking for a parent meeting. Please make sure you are taking time to read these as it will help with knowing what is happening within our classrooms and building. If you are having problems, questions or just need support, communicating with us is what will make our relationship with your child and your family successful. Parents who continually show badgering or unprofessional behavior could also result in a discontinuation of childcare. Please remember that we are people to and deserve respect and cooperation to try to resolve any issues that may come up. If you are experiencing issues within the classroom it is important to communicate that with management staff in order to have the problem resolved. Your eyes and ears are appreciated, as we are often being pulled in many directions. Thank you for making an informed choice and I look forward to serving you for the most important years of your families lives.

Please Sign this page and return it before the first day of care.

Policies date August 1, 2016

I hereby acknowledge that I have discussed, read and understand this childcare policy, and agree to follow these procedures. We have also discussed the program philosophy and the needs of my child and will continue to communicate with my provider and accept these terms for my child and myself. I have also reviewed the disaster plan. I also understand that important messages will be relayed through monthly newsletters and that it is my responsibility to read those newsletters to know what changes may be occurring. If my provider alters or makes exceptions it does not void this contract or any part of this contract.

Signature _____

Date _____