



## *Family Guide ~2021*

*Thank you for choosing the Yakima Valley Memorial Early Learning Center. We would like to welcome you to our extended family. Children are very special to us, so please know your child is in very good hands.*

### *Welcome*

Welcome to the Early Learning Center (ELC) at Yakima Valley Memorial (YVM). The ELC is a program of excellence in early care and education. At the ELC, we work as a team with the parent, child, and teacher each being an important part of your child's development.

Feel free to ask questions at any time. We look forward to serving you and your child with professional, quality care, and education.

Sincerely,

Mikeal Allenbaugh

*Early Learning Center Director/Manager*

### *What We Do*

We develop secure, consistent, responsive attachments with the children in our care.

- ★ We help children build cognitive, social, and emotional skills necessary for healthy growth and development.
- ★ We provide a safe, healthy, and stimulating world by creating high quality physical environments for children to grow and develop.
- ★ We respect cultural and ethnic diversity.
- ★ We encourage strong parent engagement by communicating, supporting, educating, and partnering with parents to create a community.
- ★ We practice research-based strategies, beginning prenatally.
- ★ We teach the foundations of numeracy, problem-solving, and literacy.
- ★ We expect high staff qualifications for high-quality programs.
- ★ We structure our environments so every child learns cooperation and civic responsibility.
- ★ We do not teach or promote any religious beliefs. We believe everyone is entitled to their own beliefs.

# About Us

Memorial Hospital opened the Child Care Center in 1981 to provide care and early education to hospital employee's children. Although our name has changed, our purpose remains the same; to provide quality care and education to young children of hospital employees.

## Center Hours and Closures

~**The Main ELC** (Infants, Toddlers and young Preschool age) located at the corner of 30<sup>th</sup> (219 S. 30<sup>th</sup> Ave.) and Walnut, is open Monday-Friday 6:30 a.m.-6:00 p.m. Phone # 509-575-8288.

~**The ELC at Creekside** (Preschool & Pre-Kindergarten) is located at 1601 Creekside Loop, Suite 100, and is open Monday-Friday 6:15 a.m.-6:00 p.m. Phone # 509-574-5817.

## ELC Holiday and Early Closures

**January - New Year's Day**

**February - President's Day**

**May - Memorial Day**

**July - Independence Day**

**September - Labor Day**

**November - Thanksgiving Day and the Day after Thanksgiving**

**December - Christmas Eve (close early at 3:00 pm) and Christmas Day.**

- **If a holiday falls on a weekend then we will be closed the day before or day after. Holiday is Saturday – closed Friday, holiday is Sunday - closed Monday.**

There is no credit for holidays. The tuition for the months that include holidays remain the same. Some months have more days than others and it averages out without charging for the additional days (ex. March/August/October usually have 22-23 days while others have 20-21 days average).

## **Purpose of the Early Learning Center at Yakima Valley Memorial**

The Early Learning Center provides a safe, educational, high quality environment, and experience for families with young children.

## **Who is eligible to use the ELC?**

Families, in which at least one parent is an employee of Yakima Valley Memorial, are eligible to use the ELC. At least one parent must receive his/her paycheck directly from YVM to qualify. The exception are those who are contracted providers for the hospital.

Employees who have full, legal custody of a non-biological child (i.e. grandparent, aunt, uncle) are also eligible to enroll at the ELC. Verification of legal custody is required prior to enrollment.

## **When am I eligible to use the ELC?**

The purpose of the ELC is to provide care to children to enable their parents to work for Yakima Valley Memorial. We provide care during parent's work shifts or, in the case of employees who work nights, during the day so that the employee may sleep. We do not provide care to children while their parents work at another organization or company. You must be able to cover the cost of care out of your YVM paycheck to qualify to use the ELC benefit (unless on maternity leave, medical leave etc. – for temporary short term).

## Registration Process

When a spot becomes available, parents will be offered a spot for their child and if desired, they will set up a tour time. At the tour, we will provide the family with the enrollment paperwork which needs to be returned no later than 2 weeks prior to start date.

Note: Please remember that it is very important to keep all information on the child and family current as changes occur. You can contact the main office to complete updates.

## Tuition

We offer 2, 3, 4 or 5 day/week schedule options. Tuition is a set fee each month and deducted twice per month. There is a \$75 enrollment fee per child and re-registration fee of \$75 per family each year.

**Contracts are on a per week bases. You may not combine 2 weeks together.**

Example, if your monthly tuition cost is \$1200 each month your payroll deduction is calculated as follows:

*\$1200 per month @ 2 times per month= \$600 per pay period*

Tuition rates increase each year. We notify families of the rate increase in fall and the increase takes effect January 1st to align with the Hospital's fiscal year. Parents are required to give a minimum of 2 week notice if they need to withdraw their child(ren) from the program and will be responsible for payment of that time.

Those who qualify under contract with the hospital – you are responsible for paying your bill privately within 2 weeks of receiving it.

**Lack of payment** - If we are not able to deduct payment (lack of funds) or if payment is not received, you will receive a late fee of \$25 two weeks after the bill due date. You will then need to set up a plan to bring your account current. If this is not followed through, we will begin a collection process and your child(ren) will not be allowed to attend the ELC.

## Absent days

The ELC does not credit for vacation/absent/sick time from the center. You are reserving a spot for your child and will still be charged for the full month.

## Schedules

Please refer to the “**scheduling policy**” for all schedule related items and expectations. Please use the following email to submit your child(ren)'s schedules: [ELC\\_Scheduling@ymh.org](mailto:ELC_Scheduling@ymh.org)

You will receive an ELC parent “blanket” reminder each week to remind you of the scheduling week that is due.

Please notify the ELC if your child will be absent for any reason. If you are going to be out on vacation, please let us know ahead. This provides us information to ensure proper meal counts and staffing.

### **Scheduling During Holiday Weeks**

During holiday weeks, we will be unable to guarantee scheduling switches/substitutions ahead of time. For those who utilize part time care (4 days per week or less), please take note of this new policy beginning in 2019.

- **Set Schedules** – We ask that families who are on a set schedule, stick to their set days during holiday weeks until we have all child and staff schedules completed. If a holiday falls on one of your regularly scheduled days, we must wait and see if availability exists to add/switch to a different day. You will be asked to check back and schedule using the add a day system if wanted/able. There will not be any additional charges (if under your contracted # of days).
- **Variable Schedules** – We ask that you please be working if you schedule your child for the day. You will also have access to the add a day system and can schedule other days if wanted/able once all child and staff schedules are completed for the week. There will not be any additional charges (if under your contracted # of days).

Due to the fact that the hospital allows us to provide the flexibility of part time care, holiday weeks tend to be very busy and full for us. This policy will help us to better accommodate those families who are actually working, which is ultimately why we exist.

We do not credit for holiday weeks and will do our best to accommodate. We appreciate your help with this as we have to allow those who are working to have access to the ELC first, while also ensuring we are within the correct teacher to child ratios.

**“ADD A DAY”** – this is for additional days outside your contract or scheduled days. Using it to switch days is unfortunately not possible with scheduling timelines.

**Directions:** You can log-in to the intranet and look for the ELC and go into the “add a day” link. Then set up an account for your child(ren) to be able to access EXTRA day usage. This is only if you are looking to add a day to your schedule. This will be available the Thursday prior to the following week and will tell you if a room has an open spot. It is an **8:00 am drop off or later** on these added days. If you arrive earlier, you will be asked to wait until we can ensure that we can meet state licensing ratios. No phone calls please beyond the initial schedule. If you add a day and don't show, you will still be charged unless you cancel within 24 hours.

### **State Child Care Licensing Requirements**

The Early Learning Center at YVM is a Washington State licensed child care program. All staff members are knowledgeable of Washington State Department of Early Learning (DEL) requirements, and follow procedures as outlined in the Washington Administrative Code (110-300 WAC). Visit <https://app.leg.wa.gov/wac/default.aspx?cite=110-300&full=true> to read DEL guidelines in full detail.

### **Children with Special Health Care Needs**

We care for children with special health care needs based on the individual needs of the child in accordance with ADA standards.

# About our Classrooms

The Main ELC houses infants and toddlers (ages six weeks-3 years). The ELC at Creekside houses preschoolers and pre-kindergarteners (ages 3 years-6 years). There are two infant classrooms, two toddler classrooms, two preschool age classrooms (one younger/one older) and one pre-kindergarten classroom.

The infant classroom is a “shoe-free” zone. Please remove your shoes or use the shoe covers provided before entering the infant area.

## Ratios (teacher : student)

**Infants- 11 months / 1:4 ratio**

**Toddler/Waddler – 1 year-29 months / 1:7 ratio**

**Preschool/PreK – 30 months-6 years / 1:10 ratio**

## What to bring before your child's first day

All completed paperwork which includes:

- ★ Certificate of Immunization Status
- ★ Enrollment Questionnaire
- ★ Enrollment Agreement
- ★ ELC Schedule Policy
- ★ Policies & Procedures Agreement
- ★ Emergency Contacts (Green Card)

## What to bring on your child's first day

- ★ Two changes of clothes appropriate for the season
- ★ A security object (pacifier, blanket)
- ★ Outerwear appropriate for the weather (jacket, hat, mittens, water shoes, swimsuit)
- ★ Sunscreen (TBD each year) labeled with your child's first and last name. Please replace your child's sunscreen every year. It loses it's effectiveness over time.
- ★ Breast milk clearly labeled with child's first and last name and date that it was expressed. We provide formula for infants if parents prefer.
- ★ Rescue medications (inhaler, EpiPen, etc.) for children with allergies or asthma. Must be current (not expired) and have original prescription label. **Please check with Director or Site Supervisor as you must submit a health plan from a physician for any life-threatening concerns.**

Please make sure all items are clearly labeled with your child's name. Our days are busy. Keeping track of each child's belongings is difficult.

## What to leave Home

- ★ All toys other than a stuffed naptime toy
- ★ Outside food is limited to:
  - replacement food for a child with allergies or other replacement due preferences
  - if your child brings in an early or late arrival breakfast item to sustain them until the next meal - please follow our allergy free items and we ask that you not bring in fast food.

## **Curriculum**

Our curriculum of choice is Creative Curriculum. Creative Curriculum is designed to provide teachers with the instructional guidelines necessary for developmentally appropriate learning activities for children. We encourage teachers to continue to enhance their understanding of children. Children, families, and teachers come together as a community of learners. Teaching young children is a continuing evolution of ideas and practices.

**Kindergarten Transition** – The teachers in the Pre-Kinder room will work with the family on the child's development and progress. There will be conference meetings prior to transitioning to kindergarten to evaluate readiness along the way, make suggestions and plans if needed or refer for additional help. Our goal is for your child to leave our program ready for kindergarten cognitively as well as social/emotionally.

## **Assessments/Progress**

The ELC uses the ASQ assessment from infants through exiting our program and at the Preschool/ Pre-Kinder level, we also utilize the assessments in the Creative Curriculum tool. The teachers will communicate with parents on a child's progress throughout their time in their specific classroom.

## **Consistent Care**

The center will make every attempt to have as consistent care as possible in the classrooms. Things like vacation, sick leave, FMLA and emergencies do affect this, but we will do what we can do keep the main teachers in the room they are assigned when possible.

## **Media use**

The ELC will only allow video use for educational purposes or an occasional special day. We do not use computers or other electronic devices. Children are not allowed to have any electronic devices at the child care sites including: cell phones, tablets, video games or movie players.

## **Child Guidance Procedure**

Teachers provide warm, nurturing interactions on the child's level. Such interactions provide guidance and developmentally appropriate early education. We use positive guidance/reinforcement techniques to help children learn and grow. These techniques include redirection, talking with children about choices, providing logical consequences for undesired behavior and providing opportunities for children to take breaks to calm down and think before rejoining the group. If behaviors become unmanageable, a plan will be made with the family and resources will be given. We do work with behavior specialists like Catholic Charities or various other agencies as needed for additional support for the teachers when needed.

- If the behaviors become too severe or require a 1:1 for a child, we will do all that we can until a point comes that we are not able to meet the needs of the child or keep them and others safe. At this point it is at the discretion of the Director to remove the child from the program.

## **Biting Policy**

Statement: Biting is something that many toddlers or older infants (9 months to 30 months) experiment with and is an age-appropriate behavior at this stage. By the time a child is 2 years of age this behavior should be mostly forgotten. Occasionally a child will continue to try it out; while we recognize that it is normal behavior for toddlers it has no place in the preschool settings. For this reason we have counseled with health care workers and other specialists and have formulated a policy that we feel will protect those children affected.

As a child reaches Preschool at Creekside (3-3 ½), biting is not developmentally appropriate. If it occurs, we will call the parent to pick up the child and a plan will be discussed to manage the behavior with the parents with the goal of extinguishing it. If it proceeds, it will be treated like other potential harmful behaviors.

Biting occurs for three reasons:

1. There may be too much or too little stimulus.
2. The child may be teething
3. The child may be frustrated or unable to use words to communicate a feeling.

Every attempt will be made to resolve this with the child's best interest watched closely. We will monitor the biting child closely and protect all other children in our care while protecting the identity of the biting child.

## **Student Observations**

Occasionally the ELC serves as an observation lab for students (high school seniors, ECE and nursing college students, etc.). Students sometimes have assignments to select and observe a child and use a developmental scale for screenings. Children are identified by first name only and all observations are kept confidential. Families provide written consent prior to any observation done by anyone outside of the ELC. Families have the option to decline participation.

## **Field Trips**

Anytime a child leaves the center other than to go to the playground, it will be considered a field trip. Sometimes the children at the main center walk to the hospital or around the hospital grounds. At Creekside the children will walk around the business park.

# **Policies and Procedures**

## **Open-Door Policy**

You are encouraged to participate at the ELC. We welcome you to visit your child whenever possible. Parent participation allows you to be directly involved in your child's education and socialization. We want to work in partnership to ensure the optimal early learning experience for your child.

**Note: We ask that during COVID-19 restrictions that you limit your time in the centers to 5 minutes or less when you are able.**

## **Non-Discrimination Policy**

Yakima Valley Memorial Early Learning Center does not discriminate in the provision of services because of race, creed, color, national origin, gender, physical abilities, or age. Inclusion is an important and vital part of our program.

## **Meals**

We provide a light breakfast, lunch, and two snacks a day for children who attend full day. Children shall not bring candy or gum to school. The ELC shall be informed of any special dietary needs or allergies your child may have. If you choose for personal reasons that you want to provide your child's food instead of having them eat the meals and snack provided, you may work with your child's teachers to do that. There will not be any credit given for this. We will need a "Parent Preference form" filled out for any substitution that is not a medical need. If there is a "medical" reason (example: allergies) for a child eating something different, then we are required by state licensing to have a medical plan in place for the child. See Director for this.

Menus are posted at each site. Food for both centers is provided by the Café at Memorial.

We encourage you to plan with teachers for your child's birthday. Nutritious refreshments are strongly encouraged such as fruits / veggies, fruit snacks or rice crispy treats. State licensing requires that items must be **store bought only** please - due to allergies and the possibility of cross-contamination. **No peanuts or tree nuts**

### Sample Infant Daily Schedule

7:00 a.m.	Free Choice Playtime, Diapering
8:45 a.m.	Breakfast
9:15 a.m.	Diapering
10:00 a.m.	Music/Activity Time
10:45 a.m.	Diapering
11:15 a.m.	Lunch/Clean-Up
12:15 a.m.	Diapering
1:00 p.m.	Nap Time
2:00 p.m.	Diapering
3:00 p.m.	Afternoon Snack
3:30 p.m.	Story Time
3:45 p.m.	Diapering
4:15 p.m.	Music/Activity Time
4:45 p.m.	Free Choice Playtime
5:00 p.m.	Diapering
Feedings and nap times are flexible based on individual needs. Additional diaper changes, feedings and naps are provided. Infants under 12 months of age follow an individual nap schedule.	

### Sample Toddler Daily Schedule

7:00 a.m.	Free Choice Playtime
7:45 a.m.	Diapering/Potty Time
8:00 a.m.	Breakfast
8:30 a.m.	Diapering/Potty Time
9:15 a.m.	Music/Activities/Outside Time
10:45 a.m.	Diapering/Potty Time
11:15 a.m.	Lunch/Clean-Up
12:15 p.m.	Diapering/Potty Time/Nap
2:00 p.m.	Diapering/Potty Time
3:00 p.m.	Afternoon Snack
3:30 p.m.	Story
3:45 p.m.	Diapering/Potty Time
4:15 p.m.	Outside Time/Music/Activities
4:45 p.m.	Free Choice Playtime
5:00 p.m.	Diapering/Potty Time

## Sample Preschool/Pre-kinder schedule

6:15-8:00 a.m.	Arrival & Free Choice
8:00-8:30 a.m.	Table Activities & Centers
8:30-9:00 a.m.	Clean Up, Bathroom, Wash Hands
9:00-9:15 a.m.	Breakfast
9:15-9:30 a.m.	Circle
9:30-10:00 a.m.	Group 1 inside activity, Group 2 outside
10:00-10:30 a.m.	Group 2 inside activity, Group 1 outside
10:30-11:00 a.m.	Bathroom, Wash Hands
11:00-11:15 a.m.	Circle
11:15-12:00 p.m.	Lunch
12:00-2:00 p.m.	Nap
2:00-3:00 p.m.	Bathroom, Wash Hands, Centers
3:00-3:15 p.m.	Snack
3:15-3:30 p.m.	Circle
3:30-4:00 p.m.	Outside
4:00-6:00 p.m.	Free Choice

## Outside Time

Children will have outside play time provided 1-2 times per day weather permitting. Please plan appropriate clothing for the weather conditions or provide extra to leave in their classroom.

## Combining of Rooms/Ages

At either the beginning or end of the day, some of our classrooms may be combined for periods of time based on ratios. We will maintain the ratio for the youngest age group that is in attendance in the room (*see ratios*) **May not be able to occur due to heightened COVID restrictions.**

## Personal Care Practices

### Diapering

- ★ Disposable diapers are provided by the ELC.
- ★ Children are diapered whenever soiled or wet. Diaper changes are recorded on a daily chart in the diapering area and a daily report is sent home (infant/waddler).

### Toilet Training

- ★ Toilet training is initiated, in consultation with parents, when the child indicates readiness. Parents must supply training pants, pull ups and/or underwear and extra clothes. Staff will assist children in learning how to wipe (may need to do it for the child) and encourage them to take care of their own needs as they become more developmentally ready.
- ★ We ask that you begin working with your child by the ages of 2 ½-3 years. Children need to be going potty independently (need for assistance/pull up is ok) before moving to our older Preschool room at Creekside. Lack of may hold them back longer based on development.

## Feeding

- ★ Infants are fed according to their needs. Teachers watch for cues indicating that the child is ready to eat. Our teachers will do their best to stick as closely to parent schedule requests, however we cannot make a child wait for long periods of time when they need to eat (waiting on mom who is stuck at work)
- ★ Parents are encouraged to visit the ELC to breastfeed at any time. Parents also have the option to provide expressed breast milk, labeled with the date expressed and child's full name. We will date it upon receipt. It is only good for up to 2 weeks (frozen, fresh must be daily).
- ★ The ELC provides formula for formula-fed infants. We also provide baby food. We ask that you bring 2 bottles from home. We use proper sterilization procedures after each use.
- ★ We use proper storage and handling procedures for breast milk and formula.
- ★ Breast milk bottles are made as needed for feeding or you may choose to send ready-to-use bottles from home. All bottles are labeled with the child's name. Unused milk and formula is disposed of immediately after a bottle is given.

## Sleeping

- ★ **Infants** - The ELC will provide a separate sleeping area for each child. Staff practice SIDS prevention which includes; not placing infants on their stomach to sleep or using heavy bedding or blankets and if your child needs to be "covered" during sleep time, parents need to provide a sleep sack. We can only use a pacifier alone (no wub-a-nubs allowed) All sheets will be fitted. If an infant rolls over to their stomach on their own, that is acceptable. Infants will not be allowed to sleep in infant car seats, swings or other seats. They will be moved to their sleeping area.
- ★ **All other children** – The ELC will provide them with a mat and sheet. These will be sanitized and laundered as needed or after 5 days of use. We ask that the children bring an appropriate sized blanket (covers them) from home to use at nap time. They may have a favorite animal or another item that they sleep with.

## Hand Washing

- ★ Children will be washing hands often. They will wash upon arrival, before and after meals, after toileting/diapering, after outdoor play, after art and any other time hands are soiled or it is needed.

## Toothbrushing

- ★ Children will be offered the opportunity to brush their teeth one time daily without the use of toothpaste. You may opt out on the enrollment form. **May not be able to occur due to heightened COVID restrictions.**

# Health Policy



## Keep Me Home If...

<p>I'm vomiting</p>  <p>2 or more times in 24 hours</p>	<p>I have diarrhea</p>  <ul style="list-style-type: none"><li>• 2 loose/watery stools more than normal for child in 24 hours; OR</li><li>• Any blood or mucus in stool</li></ul>	<p>I have a rash, sores, lice, ringworm, or scabies</p>  <ul style="list-style-type: none"><li>• Body rash (not related to allergic reaction, diapering, or heat)</li><li>• Oozing open sores or wounds</li><li>• Mouth sores with drooling</li><li>• Untreated head lice, ringworm or scabies</li></ul>	<p>I have a fever</p>  <ul style="list-style-type: none"><li>• Younger than 2 months with a temperature over 100.4°F; OR</li><li>• Older than 2 months with a temperature of 101°F or more AND have a sore throat, earache, headache, rash, vomit, diarrhea, or just not feeling well</li></ul>	<p>I'm just not feeling very good</p>  <p>Unusually tired, low activity level, pale, lack of appetite, cranky, or crying more than normal</p>
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Refer to the Washington Administrative Code (WAC) 110-300-0205 for the complete illness exclusion requirements.

Your child's medical exam and immunizations need to be up-to-date by the first day of attendance. A copy is kept on file for compliance with the Department of Early Learning. Please notify us of any additional immunizations as your child receives them. Each child shall have a physical examination annually. Certificate of Immunization Status and Emergency Information forms are updated annually.

Our nurse consultant is a RN from Employee health.

**Exclusion Policy:** Children shall remain home until **symptom free for at least 24 hours**. If your child becomes ill while at the ELC, you will be called to pick him/her up immediately (within 30 minutes). Keeping all children and staff healthy and reducing contamination is a team effort.

- Eye inflammation or discharge (eyes cleared by a provider)
- Undiagnosed rash or blisters (needs to be cleared by a provider)

When a child becomes ill, an early learning provider must determine whether the child should be sent home. A provider must supervise the child to reasonably prevent contact between the ill child and healthy children.

- An ill child must be sent home if:
  - The illness or condition prevents the child from participating in normal activities;
  - The illness or condition requires more care and attention than the early learning provider can give;
  - The required amount of care for the ill child compromises or places at risk the health and safety of other children in care; or
  - There is a risk that the child's illness or condition will spread to other children or individuals.
- Unless covered by an individual care plan or protected by the ADA, an ill child, staff member, or other individual must be sent home:
  - A fever 101 degrees Fahrenheit for children over two months (or 100.4 degrees Fahrenheit for an infant younger than two months) by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea);
  - Vomiting two or more times in the previous twenty-four hours;
  - Diarrhea where stool frequency exceeds two watery/loose stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus;
  - A rash not associated with heat, diapering, or an undocumented allergic reaction;
  - Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;
  - Lice, ringworm, or scabies. Individuals with head lice, ringworm, or scabies must be excluded from the child care premises beginning from the end of the day the head lice or scabies was discovered.
  - A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.

## Lice

Parents/Guardians will be called and asked to pick up their child if lice or nits are found. Your child will not be able to return to the program until he/she are free of lice and nits (eggs), dead or live. Your child will be checked when entering the program before being allowed to stay. Please keep your child home for at least 48 hours after treatment has been given. We do not follow the same policy as the School Districts.

We follow Yakima County Health Department infectious disease reporting requirements. If your child is diagnosed with an infectious disease, please let us know as soon as possible so we may determine whether we need to notify other families of exposure and/or report the occurrence to the Health Department.

**We are unable to accommodate parent requests to keep children indoors during outside play due to state mandated ratios. If your child is not well enough to go outside, he/she is not well enough to be at the ELC.**

## Sanitation

The ELC follows licensing guidelines for cleaning of toys, eating utensils/dishes, tables, rooms, diaper/toileting areas, laundry and other items. We use a heavy bleach solution for diaper changing/toileting areas and a more diluted bleach solution (approved) for food areas, tables, toys etc. We have a schedule but also clean items as needed. **Extra cleaning /sanitizing measures are taking place during COVID times.**

## Contagious Illness or Disease (Communicable)

When a communicable disease does occur, the Director or supervisor will notify all parents in writing, including the symptoms and cause(s). The parents will be called to pick up their child immediately (within 30 minutes). Parents will be asked to keep their child home for at least 24 hour period or longer if stated below. The following are guidelines by which a child will be readmitted to the program.

1. Chicken Pox - after pox marks have dried and are not weeping.
2. Impetigo, Lice, Scabies, and Pinworms - after treatment begins and nits are removed completely.
3. Strep Throat - 48 hours after oral medication is administered.
4. Pink eye - viral cases do not need to be excluded. However, if bacterial the child will be readmitted 24 hours after treatment has begun. See your provider to determine what type and written confirmation must be given to the Director for re-admittance.
5. Hepatitis, Meningitis or other conditions not mentioned - check with the local or state health department or child's physician for specific recommendation.

## Accidents/ Injuries

All accidents are reported immediately to a supervisor. Accident reports are written, signed by parents, and copied for the child's file. Close supervision of children is the best anecdote to accidents. We use risk management to keep the environment safe and hazard free. The ELC strives to provide the best equipment, the best maintenance, and the best working conditions so children are safe while they are in our care.

Bumps and bruises are a common occurrence in children because they do the important work of exploring and moving around their environments. Minor injuries such as nosebleeds, scrapes and bruises, are treated by staff wearing gloves (with open wounds), using clean water and cloth and/or an ice pack. Any injury involving the head, regardless of how minor, is immediately reported to the parent. We use extra caution with head injuries for your child's safety.

In the event of a more serious incident, we call 911 and attempt to notify you by phone. We then take the appropriate action as specified by emergency personnel. Emergency medical services are immediately available from YVM in case of injury or medical emergency.

## Medication Administration

Medication may be administered to a child with a completed and signed Medication Administration Authorization form. **We must have a completed form prior to administering any medication.**

- Prescription medication. Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with:
  - A child's first and last name;
  - The date the prescription was filled;
  - The name and contact information of the prescribing health professional;
  - The expiration date, dosage amount, and length of time to give the medication; and

- Instructions for administration and storage.
- Nonprescription oral medication. Nonprescription (over-the-counter) oral medication brought to the early learning program by a parent or guardian must be in the original packaging.
- Nonprescription (over-the-counter) medication needs to be labeled with child's first and last name and accompanied with medication authorization form that has the expiration date, medical need, dosage amount, age, and length of time to give the medication. Early learning providers must follow the instructions on the label or the parent must provide a medical professional's note; and
- Nonprescription medication must only be given to the child named on the label provided by the parent or guardian.
- Other nonprescription medication: An early learning provider must receive written authorization from a child's parent or guardian and health care provider with prescriptive authority prior to administering if the item does not include age, expiration date, dosage amount, and length of time to give the medication:
  - Vitamins;
  - Herbal supplements;
  - Fluoride supplements;
  - Homeopathic or naturopathic medication; and
  - Teething gel or tablets (**amber bead necklaces are prohibited**).
- Nonmedical items. A parent or guardian must annually authorize an early learning provider to administer the following nonmedical items:
  - Diaper ointments (used as needed and according to manufacturer's instructions);
  - Sunscreen;
  - Lip balm or lotion;
- An early learning provider must not give or permit another to give any medication to a child for the purpose of sedating the child unless the medication has been prescribed for a specific child for that particular purpose by a qualified health care professional.

**Life-threatening allergies/medical concerns must have a medical plan from a physician for the child to be in care. Please see Director, Site Supervisor or Administrative Assistant if you have questions. We can provide you with a form.**

## **Child Abuse and Neglect Policy**

Employees of the ELC are mandated reporters and are required by law to report all situations of suspected neglect or injury to children caused by questionable or other-than-accidental means to Child Protective Services. All employees receive Child Abuse and Neglect training during their initial orientation and annually thereafter.

The ELC will prohibit corporal punishment by any person on the premises, including biting, jerking, shaking, slapping, hitting, striking, or kicking the child, or other means of inflicting physical pain or cause bodily harm.

**RCW 26.44.040** (1)(a) When any practitioner, county coroner or medical examiner, law enforcement officer, professional school personnel, registered or licensed nurse, social service counselor, psychologist, pharmacist, employee of the department of early learning, licensed or certified child care providers or their employees, employee of the department, juvenile probation officer, placement and liaison specialist, responsible living skills program staff, HOPE center staff, or state family and children's ombudsman or any volunteer in the ombudsman's office has reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the department as provided in RCW [26.44.040](#).

## Disaster Plan

A more detailed Disaster Plan is on site for your review. Ask the Director or Site Supervisor if you would like to view it.

The types of disasters that could happen in this area are:

- Earthquake
- Windstorm
- Loss of power, water, heat
- Chemical release
- Chemical Attack
- Fire-Structure or Wild Land
- Flood
- Winter Storm

In the event that evacuation becomes necessary, we will use the two evacuation locations below:

***Just outside the Early Learning Center we will meet at:***

North Behind the Playground Fence (Main ELC)/Back parking lot  
North East Corner of Playground (Creekside)

***The meeting point away from the Early Learning Center is:***

Hospital Basement (Main ELC)  
Healthy Now (Creekside Loop) (Creekside)

If evacuation to a shelter is necessary, a sign is placed outside the Early Learning Center alerting parents where the children are located. In the event of a disaster, tune to Yakima's Emergency Alert Stations **KIT 1280AM or KIMA.**

In the event of a disaster, the following steps are taken:

1. Disaster type is identified;
2. Decision is made about site safety and whether to evacuate;
3. Parents or emergency contacts are called if phones are working;
4. Children are kept calm and safe until help arrives and parents can pick up.

Examples of emergency supplies for staff and children:

- ★ Change of clothes
- ★ Medium-to-large sized garbage sack or rain poncho
- ★ Kleenex
- ★ 100% juice
- ★ Dry cereal
- ★ Protein: cheese
- ★ Water

In addition to emergency food and water, we may also have:

- ★ Copy of disaster plan
- ★ Copy of all parent's contact information
- ★ Infant formula and bottle
- ★ Whistle
- ★ Medication (for those w/medication on site i.e. Epi Pen, inhaler)
- ★ First Aid Kit
- ★ Portable radio and flashlight
- ★ Manual can opener
- ★ Small amount of cash
- ★ Lightweight and compact blankets
- ★ Extra batteries
- ★ Hygiene supplies, such as toilet paper, diapers and wipes
- ★ Matches in a waterproof container

## Safety & Security of Children

### Parking, Drop-Off/Pick-Up Zone

You may park in the drop-off/pick-up zone. **Please drive slowly and carefully through this area and watch for young children.** Never stop in the street to drop off and never leave your engine running or leave other young children in the car alone, even if you will only be a minute. After dropping your child off, please move your car out of the zone so that other families can drop off and pick up.

### Car Seat/Vehicle Safety Laws

The state of Washington requires (as of 2020) all children under 13 years to remain in a booster seat until they are at least 4' 9" tall. Children to be properly secured in a rear-facing child restraint system until the age of 2 or until child reaches the seat manufacturer-set weight or height limits. Children not secured in a rear-facing seat who are under the age of 4 to be properly secured in a forward-facing child restraint system until the child reaches the seat manufacturer-set weight or height limits

**RCW 46.61.685** It is unlawful for any person, while operating or in charge of a vehicle, to park or willfully allow such vehicle to stand upon a public highway or in a public place with its motor running, leaving a minor child or children under the age of sixteen years unattended in the vehicle

- Please be aware that these are reportable by law and that the ELC staff are mandated reporters. Our goal is only to keep the children safe.

### Building Access

To ensure maximum safety of our children, families and staff we have secured access at each location. You will be given a 4-digit code for your family. Please do not allow anyone without a code into the building unless you can verify their identity. Notify the Director or Site Supervisor if you are unsure about someone trying to gain access.

### Sign-in/Sign-out Procedure

To ensure your child's safety, escort your child to the classroom, sign him/her in and make sure that the teacher acknowledges his/her arrival. This allows for a safe, smooth transition from parent to caregiver. Please check your child in and out using the Bio-Metric scan kiosk at each center.

**Note:** Please wait in the lobby or foyer areas of the Centers until our center opening time. The teachers are asked not to accept children prior to that time (Main 6:30 am/Creekside 6:15 am). They have opening duties that need to be completed before taking children in the classrooms. We appreciate your help with this.

Your child will only be released to you or to those persons you have listed on the *Emergency Information Form*. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you want a person who is not identified on the *Emergency Information Form* to pick up your child, you need to notify center management in advance, in writing. **All individuals picking up children must be at least 18 years of age.**

***Your child will not be released without prior written authorization.  
After 6:00 pm you will incur a \$1.00 a minute charge.***

## **Parental Rights**

If you are divorced or have a custody arrangement that prevents one parent from picking up your child from our care, we must have a copy of the court papers that have been signed by a judge and filed before we are able to prevent the other parent from picking up a child. The police department will be called immediately if an unauthorized person attempts to pick up a child.

The Early Learning Center follows the Washington State Guidelines stating both parents have legal rights regarding the child unless documentation from the court states otherwise. This paperwork must be handed personally and discussed with the center director before being implemented.

## **Termination of Services**

The safety of the children in our care and our staff members is a top priority. Any time that a child's or parent's behavior is a threat to the secure environment that we maintain; this may include, but is not limited to; use of foul language, physical or verbal threatening, or name calling. If this occurs, your child may be withdrawn from the program or we may temporarily or permanently suspend or remove a child or family from our care. We reserve the right to take action to provide protection for the children in our care or staff anytime it is deemed necessary, with or without advance notice.

## **Alcohol and Drugs**

We will not release a child to an adult who appears to have been drinking or using drugs, especially if that adult is driving. If an adult has been drinking or using drugs before picking up their child we will take the following steps:

1. We will ask the adult if they are under the influence of alcohol or drugs.
2. We will ask the adult permission to call a backup person on the authorized list to pick-up the child.
3. We will volunteer to call a cab/Uber or give directions to a bus stop.
4. If the adult insists on leaving with the child, and we fear for their safety, then we will call the Police Department and Child Protective Services.

## **Smoking**

Smoking, illegal drugs, use of cannabis, alcohol or vaping are not permitted on the center premises at any time.

## **Pesticides**

Yakima Valley Memorial ELC will notify parents at least 24-48 hours prior to the application of pesticides.

# COVID -19 Information

## \*\*Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever (100.4 or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

## **Returning to a program after suspected signs of COVID-19**

For ill persons without known exposure to a confirmed COVID-19 case, follow DOH guidance for what to do if you have symptoms for COVID-19 and have not been around anyone who has been diagnosed with COVID-19.

- If Polymerase Chain Reaction (PCR) testing for COVID-19 is not performed, stay home for at least 10 days after symptom onset, and at least 24 hours after fever has resolved and symptoms have improved. People with severe disease or who are immunocompromised may need to be isolated at home for longer.
- If PCR testing for COVID-19 is negative, stay home until 24 hours after the fever resolves and symptoms improve.

People who are ill **and** had known exposure to COVID-19 should be encouraged to be tested for COVID-19 and should stay out of school until at least 10 days after symptom onset, and at least 24 hours after their fever has resolved and symptoms have improved. People with severe disease or who are immunocompromised may need to be isolated at home for longer.

For either exposure or symptoms, you can:

- have your child be evaluated by your PCP or other provider, at the drive through evaluation station (when available) or be tested to be cleared to return to care. Documentation must be provided to be cleared to return to the ELC

Ask staff and the child's parents or caregivers to inform the program right away if the ill person is diagnosed with COVID-19.

If a child or staff member tests positive for COVID-19, it is possible that many of the person's group members will be considered close contacts and need to be quarantined for 14 days. If a parent is determined "off of work" from Employee Health, the children may not attend the ELC until that parent is cleared to return to work.

## **Returning to a Program after being in Close Contact to Someone with COVID-19**

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for COVID-19 symptoms. This should last for 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school, or public places for 14 days. If a person develops symptoms of COVID-19 during their quarantine, they should seek testing for COVID-19.

The CDC currently recommends a quarantine period of 14 days.