

Comfort and Cozy Childcare & Learning Center

Parent Handbook

Main Office

507 N. Liberty
Port Angeles, WA 98362

360-457-6277

comfortandcozy@hotmail.com

Hours

7:30 am–5:30 pm

Days

Monday thru Friday

Owners:

Lea Lindstrom: M.A Organizational Systems, B.A Human Services, over 18 years in Early Childhood Programming.

Chrissy Amundson: B.A Early Childhood Education, Washington State Certified Teacher with an emphasis in Grades PreK-3rd, and 16 years in Early Childhood programming.

Staff

Comfort and Cozy staff must be at least eighteen years of age or older, have completed a high school education or the equivalent, and have documented child development education or work experience; or complete STARS training within six months of hire. Staff are required to complete 10 hours of professional development training per year.



Each staff is trained in first aid and CPR. All staff are knowledgeable about current national first aid and CPR standards. Every staff has written proof of HIV/AIDS and blood borne pathogen training that includes prevention, transmission, treatment and confidentiality issues. Each staff and volunteer must have negative results of a one-step Mantoux TB skin test prior to starting work.

Mission Statement

Comfort and Cozy's mission is to provide quality care for children in an environment that is happy, healthy and safe. We strive to provide an environment that provides daily nurturing for growth and individual creativity. Learning through play is designated to promote intellectual abilities, and academic success. Our program offers development of small and large motor skills, music, art, literacy, nutrition, outdoor education, Pre 3 and Pre K classes, free choice activities and exploration, rest periods and individual education plans for all children.

Parent/guardians will have access to their own children and the center during business hours.

Our center is a state licensed facility that complies with all state WAC's required under the Department of Early Learning. Childcare centers are defined by state and federal law as places of public accommodations and must not discriminate in employment practices and client services on the basis of race, creed, color, national origin, marital status, gender, sexual orientation, class, religion or disability. Comfort and Cozy is a non-denominational center. Our environment will celebrate holidays. Our value system promotes respect, responsibility and the value of diversity in all cultures. There will be no religious activities presented aside from seasonal holiday celebrations, feasts, and fun!

Registration and Scheduling

A registration packet will be provided to you upon your first visit to the center. Please fill out this packet thoroughly. This information is critical in case of any emergency that may occur with your child/children. A registration fee and your completed packet is due prior to the first day of attendance. (please see rate sheet for registration fees). A registration fee will hold your child's place along with a contract stating your child's hourly/daily needs. Registrations fees are non-refundable. If your child is absent for more than six months you will need to pay a new registration fee prior to re admittance into the program.

Scheduling your child

All care needs to be pre-paid. Each parent/guardian will need to fill out a contract that states their child's childcare needs for that week/month. Childcare slots are labeled as drop in, part time or full time. A signature is required on each contract along with a check or money order, we do not accept cash or credit/debit card. Contracts and payments are due no later than the Friday prior to the week needing care. Please see rate sheet for hourly rates.

Comfort and Cozy will not be able to provide care without a signed contract and payment.

We do accept DSHS, military, tribal and other forms of subsidy for payments. All confirmed documentation and verification of these subsidies need to be completed prior to first day of care provided. If at any time subsidy ends, the parent/guardian will be responsible to privately pay for the care given and or requested.

Mandated reporters

Comfort and Cozy staff and directors are mandated to report all suspected cases of child abuse and neglect. Any suspected case will be reported to Child Protective Services within 24 hours of concern. This includes but is not limited to proper car seat safety, nutrition, clothing, and hygiene, emotional and physical wellbeing.

Rest periods

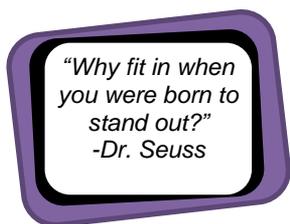
We are required to provide a rest period for children under the age of five and or whom are in childcare for more than six hours. Rest time is noted on the daily schedule. Children rest on approved nap mats. Mats are placed on the floor, 14 inched apart. Mats and sheets are provided. Parents need to bring a blanket weekly. Another blanket can be provided for use as a pillow. Please place your child's blankets in a mesh bag or pillow case labeled with their name. A comfort item such as a stuffed animal is allowed. No pillows or sleeping bags please, space is limited. Blankets and items need to be taken home weekly to be laundered. A blanket fee will be charged if we have to wash your child's nap blankets. Please see rate see for additional blanket charge. Quiet activities will be provided for non nappers.

Toilet training and diapering procedures

Parents/guardians are responsible for providing all diapers and wipes for their child. Disposable diapers and wipes are required. A diaper charge will be given if your child does not have items that meet their needs.

Diapering will be done in the designated areas and will follow all WAC, and health department requirements. Staff will wash their hands before and after diapering, along with the non-porous surface on the diaper table. Staff will also wear gloves. Creams can be administered with parent permission and a completed medical form. This form is only good for thirty days. Children's hands will be washed after diapering/using the toilet. Toilet training is done using a toilet chair placed on the regular toilet. Potty chairs are not allowed.

Teachers will encourage toilet training to the best of their ability. Individual plans will be discussed based on the child's developmental abilities. Children will be monitored in the restroom, hand washing will be assisted. All soiled clothing will be placed in a plastic bag and sent home daily. We cannot wash any soiled clothing at the center. Please send extra clothes/shoes for your child as needed.



Meals and nutrition

Comfort and Cozy will provide two free snacks. Morning snack is at 8:30am, afternoon snack is held at 2:00pm.

Parents may choose to provide their own snack. Please label it separately in child's lunch so staff can set it aside for later.

If your child has food allergies, you are responsible for providing all food and alternatives. Please note all food allergies on your child's registration.

Parents/guardians will need to provide a lunch for their child/children daily. Lunches need to be stored in a labeled food safe container/box/bag and have an ice pack.

Please put all food for heat up in a micro safe container. We provide plates, utensils, cups, napkins. Please prepare your child's food as they need it prepared. I.e.: cut up apple if they cannot eat it whole.

Hot lunch may be provided at an extra charge. Please see rate sheet.

A menu is posted monthly. All lunches need to meet USDA food standards. We do not serve pop, kool aid, candy or gum. These items will be sent home and not served to your child while they are at the center. Cookies, juice, fruit snacks and other sweets will be set aside and save for your child's afternoon snack or eaten after their primary proteins/fruit and or vegetable at lunch.

All lunches must contain:

1. Protein (meat, fish, poultry, beans, etc.)
2. Dairy (cheese, yogurt)
3. Grain (bread, rice, noodle)
4. Fruit or vegetable (fruit snacks are not considered a fruit)

If your child's lunch does not meet USDA food requirements a charge of \$4.00 will be added to your bill to supplement their meal.

Milk is provided. All Milk served will be nonfat milk with Vitamin D added. Whole milk is provided for children under the age of 24 months.

Any juice that is served on occasion at the center will be 100% juice. Water is served and encouraged if fruit is present in the meal/snack.

Health care/illnesses

As advised by Clallam County Health Department children with the following symptoms should not attend childcare: Fever, rash, diarrhea, severe sore throat, untreated earache, vomiting, eye discharge, pink eye, lice, scabies, ringworm, MRSA, green nasal discharge, obsessive coughing.

Children that are on anti-biotic for 24 hours may return to care with a doctor's note.

Children with lice may return to care when they are completely nit free.

If your child becomes ill while at childcare you will be called and asked to pick them up. If you are not able to be reached your emergency contact will be called.

Medical administration/management

Medication can be administered by staff providing a medical consent form has been completed by parent/guardian. You will need to fill out a medical release form prior to or along with your registration. General forms are only good for 30 days. EPI pens will need to be replaced per expiration dates. All medication must be clearly labeled with original packaging/container.

Any of the following requires written parental consent.

- (a) Non- aspirin and aspirin fever reducers or pain relievers
- (b) Nonnarcotic cough suppressants, Cold or flu medications
- (c) Antihistamines or decongestants,
- (d) Teething pain reducers
- (e) Vitamins
- (f) Ointments or lotions specially intended to relieve itching;
- (g) Diaper ointments and talc free powders specially used in the diaper area of children;
- (h) Sun screen; Hand sanitizer gels; or hand wipes with alcohol.

Medical

If your child has diagnosed or documented medical needs please state so on your registration. All efforts will be made to accommodate the medical needs of your child.

If there is a medical emergency at the center staff will administer first aid. If injury is of a major context 911 will be called and parents will be notified. If a parent is not available the emergency contacts listed on the child's registration form will be called. At least one local contact is required upon registration. All injuries are documented. An accident/incident form will be completed by the staff member that was present, and the parent will be asked to read and sign it upon pick up of the child that day. The form will be placed in the child's file, a copy can be given to parents upon request.

Immunizations

There is an immunization record form in your registration packet. This form needs to be completed and signed prior to care being given. This form must be used. Forms from your physician are not valid for licensing.

Parents/guardians that choose exemption from immunization or have their child/children on a delayed timeline will need to fill out an exemption form along with their registration packet.

If there is an outbreak of a specific illness your child has not received a vaccination for you will be asked to keep your child out of care until the outbreak is contained.

A physician signature is required for a delayed or personal exemption.

Religious exemptions do not require a signature from a physician.

All though it is not required for families to disclose any personal health condition, we encourage confidential communication between parents and staff so that all at the center can be safe. *All staff members are required to complete a blood borne pathogen/HIV training prior to hire. The centers blood borne pathogen plan is reviewed by staff on a yearly basis.*

Health policies and procedures

Comfort and Cozy's health policy and full disaster plan are available upon request. Comfort and Cozy uses anti bacterial soap along with Borax powered hand soap in our restrooms.

Notifiable conditions to local Health Care Dept. The following diagnoses are notifiable to local health authorities in Washington according to WAC 246-101

Aids, Animal Bites, Botulism, brucellosis, campylobacteriosis, chancroid, chlamydis trachoma is, cholera, cryptosporidiosis, cylosporissis, diphtheria, anthrax, smallpox, Waterborne or food-born illnesses, encephalitis viral, E coli, giardiasus, conormes, granuloma inguinal, haemiphlius influenzae, invasive disease, HPS. Hepattis A-C, Herpes, HIV, immunization, reactions, Legionellosis, leptospirosis, listeriosis, lyma disease, lymphogranduloma venereum, malaria, measles, mumps, meningococcal disease, shellfish poisoning, pertussis, plague, poliomyettis, psittacosis, rabies, relapsing fever, Rubella, including congenial, selmoneliosis, shigellosis, strep Group A, syphilis, tetanus, trichinosis, tuberculosis, tularemia, typhus, vibriosis, yellow fever , yersiniosis. Any unexplained illness or death, rare diseases of public health significance will immediately be reported. Notification time frame: immediately with 3 working days.

Clallam County Health Dept. Port Angeles, WA 360- 417-2439
Thomas Locke. MD

State hotline 877- 539 -4344

Disaster plan

Main Campus evacuation routes are found at every exit in the center. Fire/earthquake/lock down drills are done monthly. Drills are conducted at various times. All staff are trained in evacuation procedures. Owners are responsible for training staff and preparing evacuation routes and supplies. Emergency kits are stored in our utility closet.

Disaster procedure states to remain calm and remove children to a secure area. Procedure after the disaster is to evaluate if the structure is safe to remain in or to re enter. Fire department will be contacted and make the decision to re enter the building.

Evacuation of the building is led by staff/teacher of each group/room. Children will be led to the northeast corner of the playground. Staff will bring attendance, emergency and first aid kit and phone and or cell phone with them. Staff will take roll, and wait for it to be safe to return to the building. Children will be kept safe and warm while they wait. Minor first aid can be administered at this time if needed. If necessary, parents will be contacted and instructed to pick up their child as soon as possible. In the case of a major disaster and if building is not safe to return to children will be walked to Olympic Medical Center. Alternative sites are the YMCA and Franklin Elementary. Parent and or guardian will need to sign a statement that they have read and understand this plan. The statement is included in your registration packet, required prior to care being given. This is a condensed version of our disaster plan. For a full version please ask staff, it is available upon request. Full version is kept in the front sign in area.

Day to Day operations

Children need to be ready for a full day at daycare. *Breakfast* is the most important meal. This will help everybody have a great day!

Children need to be signed in and out daily at front entrance. Parents need to use full legal names for child as well as for parent signature. Full legal names are required by the state licensing department.

Children will need to be clothed properly for the time of year, considering the Northwest weather conditions. Outdoor play is scheduled daily. We play hard and with lots of fun, but we do get dirty, please send extra clothes to change into. Children need to be covered shoes. Scuffed bloody toes are not fun at daycare. Sneakers are great in summer; boots are best in fall and winter. Extra socks help. Every child needs a coat! Because we are on the waterfront, it can be considerably cooler than other locations. Mittens and hats are needed in late fall and winter, they make our outdoor play much more pleasant.

No pets are to be brought from home. Toys from home are not allowed. This keeps your child's toy from being lost or broken, and prevents jealousy among children with toy issues. Toys brought from home will be placed in cubby for pick up.

Absolutely no make-up is to be brought from home. This includes finger polish, eye shadows, perfumes, lipsticks, and face glitter. These items will be confiscated and held until pickup.

Treat sharing: Birthday celebrations or special occasions .Let us know how we can celebrate special days. Treats brought from home must be store bought in their original packages. If you choose to hand out invitations please ask classroom teachers for name list so everyone is included.

Behavior Guidelines and Discipline practices

Comfort and Cozy will conform to WAC procedures concerning setting guidelines for discipline. There will no form of corporal punishment used on this premises. We will take proactive approaches to leading children to recognize their responsibility in learning boundaries. Encouraging children to be respectful, and how develop responsibilities that encourage positive behavior. Communication will be our number one goal.

Parents/guardians will be notified when staff feels behavior warrants interventions at the parent level. Children's age and development stages will gauge behavior expectations. Parents are encouraged to discuss daycare's values and expectations with child.

Owners/director will retain the right to ask a family to leave and not return if numerous attempts to work with negative/destruction behavior fail.

Transportation

Comfort and Cozy will only walk or use public transportation. Prior notice will be given for all off site adventures.

Daily Schedule

Please see posted schedules in each room in the center. Schedules vary. General center schedule below.

- 7:30 open, free choice, combined groups
- 8:00 split groups, preschool/toddler
- 8:30 morning snack, table activities
- 9:00 Pre 3/Pre k Classes begin (see classroom schedules)
- 10:00 toddler outside play
- 10:30 Pre 3 outside play
- 11:00 Pre K outside play/pre 3 lunch/toddler lunch
- 11:30 Pre K Lunch
- 12:00 classes dismiss/rest time begins
- 1:00 quiet activities/free choice
- 2:00 snack/ free choice
- 2:30 outside play
- 3:00 afternoon teacher led activity/afternoon centers
- 5:00 free choice/front room, combined groups
- 5:30 close

Special needs

Comfort and Cozy accepts special needs children depending on if we can meet the needs of the specific child. Directors will interview parents and request any copies of the diagnoses/IFSP/IEP. We strive to work together and provide the best care possible for all of our children.

TV/Media

Comfort and Cozy does not show movies or television.

Children to not have access to a computer

Closures

New Year's Day

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving and day after

Christmas and the day after.

Any additional days will be posted in advance