

**GIGGLEZILLA ACADEMY LLC**



# **PARENT AND PROGRAM POLICES HANDBOOK**

**LICENSED HOME CHILDCARE**

**17705 2<sup>ND</sup> AVE NE ARLINGTON, WA 98223**

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**UPDATED May 2024**

## FAMILY IN-HOME PRESCHOOL

### Policies and Procedures

The following policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care. These policies and procedures will be kept current, made available to parents, and used to govern the operations of the GIGGLEZILLA ACADEMY along with the rules and regulations set forth by DCYF: Washington Department of Children, Youth, and Families. These policies become effective upon acceptance by the parent/guardian and the child care provider.

### AGES SERVED

Infant (0-12 months)  Toddler (13 mos–2.5 yrs)  Preschool (2.5 yrs – 6 yrs)  School Age (5yrs or older)

### MONTHS OF OPERATION

All  January  February  March  April  May  June  
 July  August  September  October  November  December

### DAYS OF OPERATION

All  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

### HOURS OF OPERATION

9:00\_\_am/pm to \_\_1:00\_\_am/pm (1:01pm is considered a late pick up) | not open on weekends

Effective August 5th 2024 – 8:30\_\_am/pm to \_\_1:00\_\_am/pm

### CLOSURE DATES

Gigglezilla Academy will be closed on the following holidays/dates:

- New Year's Day
- Easter Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Eve & Thanksgiving Day

- Christmas Eve
- Christmas Day through New Year's Day

### **ADMISSION REQUIREMENTS**

**Introductory Visit:** Each new family needs to visit the childcare home at least one time prior to enrollment.

*If this is your child's first time in preschool, we encourage you to set up a series of "mini" visits. Short stays help your child gain trust in the staff and become familiar with the surroundings. If at all possible, we encourage both parents to accompany the child during these "mini" visits.*

All necessary enrollment forms must be completed and returned prior to admission. It is the parent's responsibility to ensure all forms are updated immediately upon changes and at least once a year. Upon arrival at the family child care learning home the parent, or adult dropping off the child, must escort the child into the home and ensure that the provider is aware of their presence. The child must be signed in and out for drop-off and pick-up each day.

#### **Forms needed for enrollment:**

- \*Childcare Registration
- \*Parent & Program Policies Handbook
- \*Immunization Records or Immunization Exemption Letter
- \*Transportation Agreement
- \*Permission to Administer Medication (if applicable)
- \*Tooth Brushing in the Classroom
- \*Advertising Release

You are required to keep GIGGLEZILLA ACADEMY informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

Upon completion of enrollment, parents are expected to provide: a clean change of clothes, a clean pair of underwear and socks, and a blanket or stuffed animal.

### **DISENROLLMENT**

There are sometimes reasons we have to dis-enroll a child from our program either on a short term or permanent basis. GIGGLEZILLA ACADEMY will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to dis-enroll or suspend a child from this center:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up child.
- Persistent and uncontrollable tantrums/angry outbursts putting other children or themselves at risk
- Ongoing physical or verbal abuse to staff or other children.

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting disenrollment. A suspension action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center.

GIGGLEZILLA ACADEMY reserves the right to terminate care for any reason including but not limited to the reasons listed in this section of the handbook.

### **CHILD CARE FEES**

A refundable/non-refundable deposit (\$\_\_79\_\_) is due upon enrollment. Receipts will be provided.

Child care fees (\$\_\_\_\_ per\_\_week\_\_) **will be due on the 1<sup>st</sup> of each month.** **A payment calendar will be provided upon full enrollment.** Please do not mail payments.

**The first 2 weeks of pay for childcare are due upon enrollment.** All following payments are due within 5 business days after the Friday billed. If payment is not received by the due date a late fee will be charged in the amount of \$\_\_25\_\_. Multiple late fees could result in immediate termination of your contract and you will lose your position. Returned checks will incur an additional fee of \$\_\_50\_\_ along with the late fee.

The following fees will also apply based on your contract:

- \_\_\_\_ Transportation fee of \$ \_\_Not Applicable\_\_
- Fees for days your child is absent **will still apply** / will not apply

One week of unpaid vacation is allowed after one year of care has been completed.

Late pick-up fees will apply immediately after closure. A fee of \_\_\$10\_\_ for the first 5 minutes and an additional fee of \_\_\$5\_\_ each minute afterward. Emergency contact(s) will be called after 30 minutes and local authorities after 1 hour. The child may not return to care until the fees have been paid. This is non-negotiable. Please pick up on time.

### **ARRIVAL AND DEPARTURE POLICY**

1. You will arrive and pick up your child from the front door entrance only.
2. Drop-offs need to happen no later than 9:30am.
3. Please identify on the Childcare Home Registration who is authorized to pick up your child.
4. Your child **will not** be released to any person without your written permission or a confirmed telephone call in the case of an emergency. The person picking up your child **MUST** have identification that matches the name on the registration.

### **PARENTAL ACCESS**

Parents/legal guardians may visit the family child care learning home unannounced and at any time that their child is in care. Any information requested by the parent concerning the operation of the family child care learning home or the care of the child will be provided to parents. The parent(s) will be provided daily communication (verbal/written) regarding the care of the child, especially with

infants, toddlers, and nonverbal children.

### **CHANGE OF CARE DATES**

A family may choose to change the enrollment of their child from full-time to part-time or from part-time to full-time(if space allows) If this change is requested the following notice is required from the parent:

- full-time to part-time: 1-week notice
- part-time to full-time: 2-weeks' notice

The family will be notified of the change in tuition via writing. GIGGLEZILLA ACADEMY reserves the right to deny the request of a change in enrollment status. GIGGLEZILLA ACADEMY reserves the right to fill the open days with care for another child without notice to the current enrolled parents/guardian.

For example, if your child moves from full-time to part-time and is in care now on Monday, Wednesday's, and Fridays, GIGGLEZILLA ACADEMY may fill in Tuesday's and Thursdays with care for another child.

### **VACATION AND ABSENCE**

You are required to give two weeks advance notice for vacation. GIGGLEZILLA ACADEMY will give you at least two weeks advance notice of vacation schedule. Please call to inform when your child will not attend due to illness or some other event. Please advise upon enrollment if you plan to remove your child from childcare for any length of time.

Childcare centers are entitled to a two week vacation every year. Parents/guardians will be notified at least two weeks in advance.

It is recommended that you have access to an alternative childcare arrangement. You may need to care if the childcare provider is on vacation. If ill, you will be notified as soon as possible, so that you can make other arrangements.

### **VACATION PAYMENT:**

GIGGLEZILLA ACADEMY does not decrease tuition for vacation. Our expenses remain the same whether or not your child is here. If the child(ren) withdraws for an extended vacation month(s) without paying the tuition (or taking the deposit with a two-week notice) we are unfortunately unable to guarantee that your space will be available to you, should you wish to return.

### **TRANSPORTATION**

A transportation permission form must be signed for routine transportation and other times children will be transported, such as for field trips, swimming and/or other activities away from the home. Parents will be notified before children are transported.

If no one is home to receive a transported child when transportation to and from school or home is provided, the child will be taken back to the family child care learning home and remain in care until an authorized person is present to receive the child.

Staff transporting children must have a valid driver's license on file.

### **OFFSITE ACTIVITY AND FIELD TRIPS**

(1) Parent notification and permissions; Parents must sign a permission form prior to children being transported on field trips. All fees associated with the field trip must be paid by the parents prior to departure.

(2) Supervising staff must bring each child's;

- (a) Emergency contact information;
- (b) Medical records;
- (c) Immunization records;
- (d) Individual medications for children who have them; and
- (e) Medication administration log;
- (5) Medication management;
- (6) Maintaining a complete first aid kit; and

### **DISCIPLINE**

At no time will a child be subjected to physical punishment or shaming, frightening or humiliating methods be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal be used. No person, including, but not limited to, parents, guardians, or other family members may use such methods of discipline while on the premises of the family child care learning home.

Child restraint, which includes holding the child as gently as possible to accomplish restraint, will only be used as a last resort and in cases where the child becomes a danger to him/herself, other children, staff, and/or property. Parents/guardians will be notified if such discipline was needed.

If a child's behavior becomes an ongoing issue, the parents will be notified using the following steps: Calling a parent/teacher conference to discuss the issues and come up with a plan for resolving them. If the behavior continues or begins to threaten the safety of the provider or other children, termination may result.

### **RELIGIOUS ACTIVITIES AND RELIGIOUS PREFERENCES**

GIGGLEZILLA ACADEMY is not set up as a religious organization. We will do our best to honor and respect religious preferences. Parents are welcome to share any religious practices that are important to the family/child.

### **RECOGNIZING HOLIDAYS**

GIGGLEZILLA ACADEMY is not set up as a religious organization. Children are welcome to participate in arts and crafts related to major holidays such as Easter and Christmas. If the family of the child would like to opt out of these activities, please notify the Director.

### **FOOD BROUGHT FROM HOME**

GIGGLEZILLA ACADEMY will accept food brought from home to be served only to the child for which the food is brought. If food is expired or visibly unsafe, it will be discarded without prior notification to parents/guardians.

### **FOOD HANDLING PRACTICES**

Anyone preparing food for the children is required to have a valid Food Handlers Permit.

**The section on feeding infants, diapering, and introducing solids has been removed as the facility no longer enrolls children under age 2yrs.**

### **DISHWASHING PRACTICES**

Dishes are washed daily in a dishwasher and dried on the sanitary heat setting.

### **SAFETY OF FOOD CONTAINER AND PREPARATION AREA**

Fresh produce will be served in a timely manner. Foods requiring refrigeration will be kept refrigerated until immediately before serving. The food preparation area will be kept clean and washed and disinfected before and after food preparation.

### **EMERGENCY MEDICAL CARE**

In the event of an emergency with your child, parents will be called, and if necessary, the child will be transported by ambulance to the nearest hospital.

### **ADMINISTRATION OF MEDICATION**

No child will be given any medication, prescription or over-the-counter, unless the parent gives written permission. Permission to Administer Medication forms are to be filled out each time your child will need medicine to be administered.

Prescription medication shall have:

- the child's name
- name of medication
- doctor's name
- name of pharmacy
- prescription number
- date
- and directions for administering.
- The medication must be in the original container as dispensed by the pharmacy.

Medications are kept in a locked area away from access and if necessary, in a locked in a container in a fridge. A detailed record will be kept of all medicines given to the child at the child care.

### **ADVERSE REACTIONS TO MEDICATION**

Parents will be notified immediately of any adverse reactions to medication.

### **PARENT NOTIFICATION**

Parents of any child who becomes ill or is injured while in care will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child, such as, but not limited to, any of the following: elevated temperature, vomiting or diarrhea. Special problems or significant developments will be communicated to the parents as soon as they arise.

### **COMMUNICABLE DISEASE CHART**

The current communicable disease chart of recommendations for exclusion of sick children from the home and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. If a child in care contracts a communicable disease, the parents of all enrolled children will be notified either by a phone call, posted notice or a written letter home.

### **ILL CHILDREN**

The following illnesses or children who are exhibiting these symptoms are not accepted at the daycare per instruction of the Department of Public Health:

- Diarrhea: Three or more watery stools in a 24-hour period, especially if child acts or looks ill.
- Vomiting: Vomiting on two or more occasions within the past 24 hours.
- Rash: Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.
- Eyes: Thick mucus or pus draining from the eye, or pink eye.
- Appearance/Behavior: unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- Sore Throat: Especially if associated with fever or swollen glands in the neck.
- Fever: Temperature of 101 degrees F. or higher and sore throat, rash, vomiting, diarrhea, ear ache, irritability or confusion.
- Lice: Children who have lice may not return to school until they are louse and nit (egg) free.
- Whooping Cough: Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound

Ill children may return to care 24 hours AFTER symptoms of the illness end which means if the child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications.

### **IMMUNIZATIONS**

The licensee may accept a child without any immunizations if the parent or guardian: (1) Brings a signed statement expressing a religious, philosophical or personal objection to immunization. (2) The parent or guardian may use a department of health certificate of exemption form or similar statement.

GIGGLEZILLA ACADEMY may accept a child who is not current with immunizations on a conditional basis if immunizations are:

- (1) Initiated before or on enrollment; and
- (2) Completed as soon as medically possible.

If neither of the above requirements are met, and the parent or guardian do not have current immunization records, GIGGLEZILLA ACADEMY will not enroll your child.

### **BODILY FLUIDS AND SOILED CLOTHING**

- Spills of body fluids should be cleaned up and sanitized right away. Sanitize by spraying contaminated objects and surfaces with a household bleach solution. Treat all body fluids as if they are contagious.
- Wash hands after any contact with blood, saliva, urine, stool, skin sores, or genital secretions.
- Clean and sanitize all toys, surfaces, and other things that come into contact with body fluids.



- Place all diapers, tissues, bandages, paper towels, and other disposable items that are contaminated with body secretions in a hands-free, lidded container (e.g. a foot-pedal operated can) lined with a disposable plastic bag and keep it away from food and other materials.
- Use latex gloves (or other barriers) and techniques that minimize potential contact of mucous membranes and openings in the skin to body fluids.
- Place soiled clothing in a disposable plastic bag and place in child's assigned cubby for parents to take home and launder. Staff will remove the soiled clothing from the child but will not launder.

## **EMERGENCY PLANS**

The following procedures will be followed in the circumstances listed below:

**Fire:** Get the children out of the house, meet at the designated safe place as far away from house as possible, and conduct a head count to ensure all children are safely out. Call the fire department, call the parents, and call DCYF - Child Care Services within 24 hours.

**Severe Weather:** Remain calm. Move the children into a hallway or interior room away from windows. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.

**Loss of Electrical Power:** Remain calm. Call the power company to report power loss. If in hot weather, open the windows, if possible. In cooler weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended period of time.

**Loss of Water:** Have bottled water available for drinking purposes. Call the water department if in the city. Call the plumber if in a rural area. If water will be out for an extended time, have water available for hand washing and toileting purposes. Call the parents if the water will remain out of service for an extended length of time.

**Serious Injury to a Child:** Call 911 or the police. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury. Report the injury to DCYF- Child Care Services within 24 hours.

**Loss of a Child:** Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Call the neighbor to help assist in the search. Look in the house, yard, and surrounding area.

**Death of a Child:** Call 911 or the police. Call the child's parents. Keep the other children calm. Report the death to DCYF - Child Care Services within 24 hours.

## **NOTIFICATION OF THE EXISTENCE OF FIREARMS IN THE HOME**

Notification of the existence of a firearm in the family child care learning home will be communicated to parents. Firearms shall be stored so they are not accessible to children.

*Gigglezilla Academy does have firearms in the home. The firearms are stored in a locked closet in a locked safe and completely inaccessible to children.*

## **NOTIFICATION OF CHANGES IN COMPOSITION OF HOUSEHOLD**

Notification of any changes in the regular composition of the household will be given to parents. Parents will be given notification of anyone regularly on the premises, including, but not limited to, spouse, friend(s), relative(s), or significant other(s).

## **NOTIFICATION OF OTHERS PROVIDING CARE**

Parents will be given notification of the names of any other caregiver, their responsibilities, and the names of the persons who would be called upon in an emergency. Additional staff will receive orientation regarding these rules; the provider's policies regarding discipline, injuries and illnesses, and release of children; the provider's written plan for handling emergencies; and appropriate information about any child's specific health needs.

## **HOUSEHOLD PETS**

Notification of the existence of any pets or other animals residing in the home or on the property of the family child care learning home will be given to parents. Pets in the home shall be vaccinated in accordance with the requirements of the local county Boards of Health and unconfined pets will not be permitted in child care areas when children are present. Proof of vaccination will be kept on file in the home.

If GIGGLEZILLA ACADEMY decides to add a pet to the household, all families who receive care must sign and agree prior to the provider bringing the pet into the home.

Provider plans to by a goldfish for the classroom during the summer month of 2024. If you have an objection, please notify the director.

## **PROHIBITED SUBSTANCES**

No person shall smoke, use tobacco, consume alcohol, or prohibited substances on the premises or in any vehicle being used to transport children during operating hours.

**Infant sleep positions, tummy time, and the infant bedding section has been removed as this facility no longer plans to enroll children under age 2 yrs.**

## **POTTY TRAINING POLICY**

Children enrolled in GIGGLEZILLA ACADEMY who are potty trained must meet the following criteria.

Children must be wearing underwear and very rarely having accidents. Please note that wearing pull-ups isn't considered being potty trained.

GIGGLEZILLA ACADEMY understands that even potty-trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

**A potty-trained child is a child who can do the following:**

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With bowel movements as well as urine)
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
8. Awaken during nap time should they need to use the bathroom.

We will ask your child and offer the opportunity to use the bathroom multiple times throughout the day. The opportunity to use the bathroom is included in rest time preparation as well as any transitions away from the classroom. A teacher will assist children, if necessary, but children must be able to complete toileting activities independently including wiping themselves. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool faculty are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes (including socks and shoes) that is appropriate for the season. These will remain in your child's backpack so that you can replace them as needed. Parents will be notified if a child has a toileting accident.

If toileting accidents are habitual, parents/guardians will be required to participate in a parent-teacher conference. During this conference, a toileting support action plan will be developed to discuss how to help the child become more successful in using the bathroom independently. The action plan will outline the steps the staff will take to try to improve bathroom success along with the steps the parents will take.

The classroom teachers will partner with the parents/guardians to help develop additional interventions to help improve bathrooming success.

GIGGLEZILLA ACADEMY reserves the right to terminate any child's enrollment if the child persistently has toileting accidents despite our combined efforts to help him/her be successful with bathrooming. I have read and fully understand these policies.

### **SAMPLE DAILY SCHEDULE**

9:00am – 9:45am: Drop-offs, Breakfast, and Morning Free-Play

9:45am Circle Time

10:00am Gross Motor | Outdoor Play

10:45am Snack Time

11:00am Fine Motor Practice

11:30am Quiet Time/Individual Play

11:45am Free Play

12:15pm Set Tables/Help Make Lunch

12:30pm Lunch

1:00pm Parent Pickup

**DEFAMATION ON YELP, FACEBOOK, TWITTER, AND OTHER SOCIAL MEDIA**

GIGGLEZILLA ACADEMY will make a conscious effort to care for children and families in a way that is supportive and not harmful. We will also attempt to reconcile disagreements and try alternate avenues before terminating care, unless otherwise noted in this document. In the event of a termination, you agree not to disparage or denigrate the company orally or in writing, and that neither you nor anyone acting on your behalf will defame the company.

**REQUIRED REPORTING**

The family child care provider is a mandated reporter of suspected abuse, neglect, or deprivation of a child. This means the law requires the provider to report any known or suspected abuse, neglect, or deprivation to the Department of Family and Children Services.

**Revisions to GIGGLEZILLA ACADEMY Handbook and Policies**

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies, as deemed necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two-week's notice of changes.

NOTE: We reserve the right to terminate anyone as we see fit if problems arise and we are unable to reach an agreement.

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I have read and fully understand these policies and procedures. I agree to abide by the above policies and procedures. I have received an exact copy of this Policies and Procedures Handbook for my own records.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider/Director Signature \_\_\_\_\_ Date \_\_\_\_\_