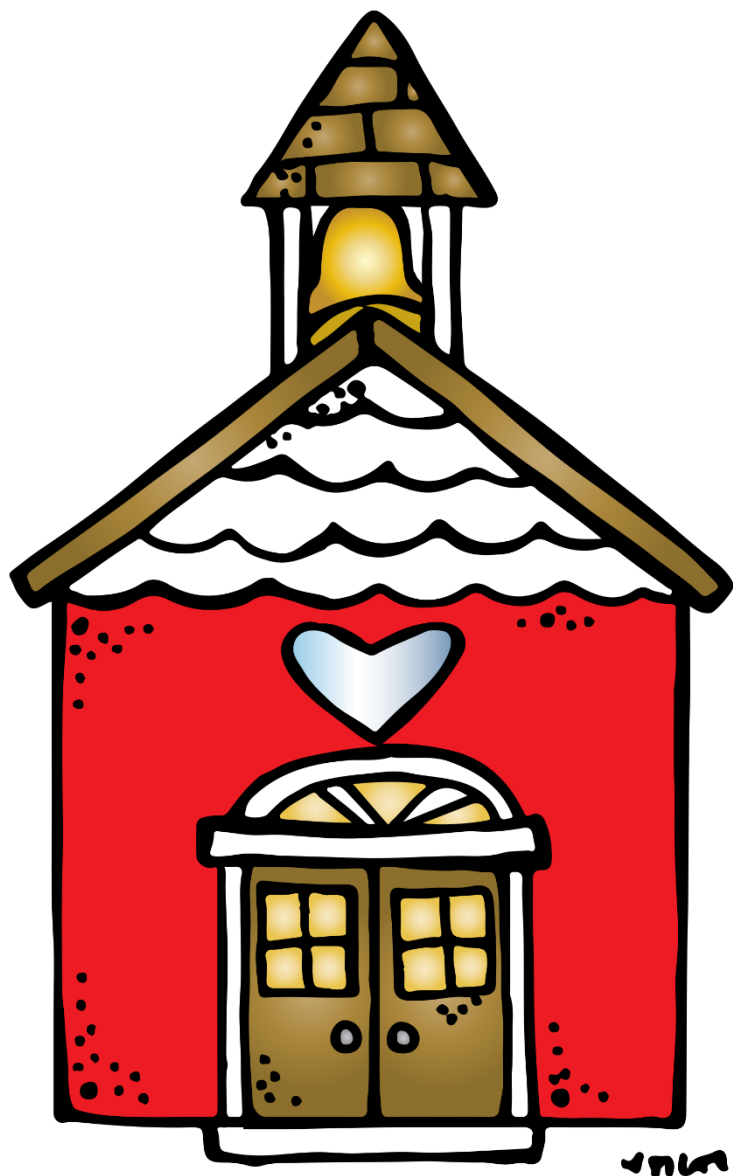




Bethany Lutheran Early Learning Center Family Handbook

2026-2027

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Welcome

Welcome to Bethany Lutheran Early Learning Center. What a precious gift from God you have been given in your child! What an important time early childhood is! Your child is learning at an amazing rate. He/she is learning to build relationships, to trust, to share, to use manners, to be creative, to be a problem solver – the list is endless. We want to partner with you in providing a loving atmosphere that will challenge, stimulate, and encourage your child to be what God has made him/her to be.

This *Family Handbook* was designed to let you know about the policies and procedures that Bethany Lutheran Early Learning Center has in effect. If you have any questions or concerns regarding this handbook please feel free to ask. You will be notified of any changes in this handbook either by mail or by a note sent home with your child.

This handbook was updated on July 24, 2025.

This handbook has been approved in partnership with the Department of Children, Youth, and Family Child Care Licensors on August 1, 2019.

Our Mission & Vision

Mission

Bethany Lutheran Early Learning Center exists to shine the light of Christ's love to our preschool and their families.

Vision

Bethany Lutheran Early Learning Center will partner with parents in providing the highest care for their children, promoting quality growth and unity in their families, and developing strong godly character in each eternal soul.

Statement of Confession

Bethany Lutheran Early Learning Center operates as a service of Bethany Lutheran Church; therefore, all Biblical teaching will adhere to the teachings of The Evangelical Lutheran Synod of which it is a part. We believe that there is one triune God – Father, Son, and Holy Spirit. We believe that we are saved from sin only by the life, death, and resurrection of the Son, Jesus, and that the Holy Spirit works faith in our hearts so that we may enter the kingdom of heaven.

While we recognize and accept children and families from any religious background, we reserve the right to teach in accordance with the teachings of Bethany Lutheran Church.

For more details on the teachings at Bethany Lutheran, please feel free to talk with the director or pastor.

Bethany Lutheran Church

Bethany Lutheran Church, founded in 1945, is a member of the Evangelical Lutheran Synod (ELS). Sunday worship is at 8:15 and 11:00AM, with Bible Class and Sunday School at 9:45AM.

Bethany Lutheran also offers a free course for all adults who are interested in re-acquainting themselves with the basic teachings of the Bible or for those interested in church membership. Please speak with the pastor about these and other classes.

Curriculum Philosophy, Program Description, & Implementation

(WAC 110-300-0305)

Curriculum Philosophy & Program Description

The Bethany Lutheran Early Learning center program is based on the philosophy that:

- God gives parents the primary responsibility for nurturing their children.
- The preschool assists parents in nurturing the growth of the preschool children in a Christian environment.
- The preschool child develops best in an atmosphere of Christian love, care, trust, and respect.
- Developmentally appropriate preschool experiences provide children with hands-on activities (including play) that further their spiritual, physical, intellectual, emotional, and social development.

Bethany Lutheran Early Learning Center staff is trained in this philosophy and implement it daily through God's Word and hands-on learning experiences developed at the child's own level.

Bethany Lutheran Early Learning Center uses a curriculum that provides each child with developmentally appropriate activities and experiences. These activities and experiences contribute to the development of the whole child: spiritually, physically, intellectually, socially, emotionally. The high quality curriculum encourages children to learn by:

- constructing their own understanding
- learning through peers
- discovery through self-initiated and spontaneous play
- learning through senses and physical activities
- participating in teacher-planned and teacher-structured activities, projects, and experiences

The curriculum also stresses the importance of developmental key indicators or key experiences. A routine is also an important part of the curriculum. This enables the children to have smoother transitions because they know what to expect during the day. Bible story time will also be a part of each day.

Implementation

Throughout the day positive social interactions will be encouraged. The children will learn to share, communicate, cooperate, and care. They will develop a true feeling of self-worth as they learn to make positive choices, develop self-sufficiency, and realize true love through Jesus Christ. By combining God, families, and teachers, Bethany Lutheran Early Learning Center will provide a rich educational environment for each child.

Children between the ages of three and five, are making developmental strides and express a huge interest in the world around them. They learn by experience and doing. They display a growing interest in reading and writing. The children will be engaged in age appropriate activities that incorporate language arts, math concepts, science exploration, and social science skills.

We believe that each learner is a unique individual and therefore will meet the cultural and special needs of children while they are in our care.

Family Communication Plan

(WAC 110-0305)

Family Communication

Drop off and pick up times are very busy for all of us. If you would like to share important information about your child with us, please feel free to do so. If you would like to have a longer conversation please schedule a time with us so that we can focus on your concerns. Parents can reach the director or teachers in person, through Brightwheel, or email using the contact information provided at the end of this handbook.

Twice yearly (October and February) we will schedule a regular time to meet with you to discuss your child in a more formal way through a parent-teacher conference. In these conferences we will communicate with each other about goals, strengths, and challenges for your child. These parent-teacher conferences will also discuss your child's recent assessment.

At the time of registration each year we will ask about your child's development, behavioral, health, linguistic, cultural, social and other relevant information to accommodate his or her individual characteristics, strengths, and needs.

To keep families informed about curriculum, upcoming events, and policies, families will receive a weekly newsletter.

Family Support

Bethany Lutheran Early Learning Center is a partner with you in your child's development and education. We recognize that a child's parent is his or her first teacher. We are here to support you in that role. Our staff can offer advice for situations unique to your child's development, encourage you with new or different teaching methods, and support you by creating continuity between your home and school.

It is important to us to provide the best program for your child. Bethany Lutheran Early Learning Center does not provide developmental screening. Parents may find more information about early intervention programs at www.dcyf.wa.gov or call 1800-322-2588.

Admission Requirements & Enrollment Procedures

(WAC 110-300-0460)

Admission Requirements

Bethany Lutheran Early Learning Center accepts children ages 3 to 5 to all the rights, privileges, programs, and activities made available to students at the center. It does not discriminate based on race, color, religion, national origin, ancestry, physical

handicap, or gender in administration of its educational policies, admission policy, and other center-administered programs. All children must be fully potty trained by the time of their first day of attendance.

Enrollment Priority

Both our full day and half day programs have limited openings. Enrollment will be on a first-come, first-served basis, depending on program availability.

Enrollment will be considered in the following order:

1. Registration for the 5 full day program
2. Registration for the 5 half day program

Enrollment Procedures

To begin your child's enrollment, you will visit our website (www.bethanyles.com) to start our online application process. Once your child is accepted, you will be required to complete additional electronic documentation through our tuition management system. This information includes:

- Child's name, gender, birthdate, home address
- Child's special needs
- Child's personal likes and dislikes, joys and fears
- Parent contact information
- Emergency information and phone numbers where we may reach you in an emergency.
-Please update your information as necessary and inform the director of any changes as soon as possible.
- Immunizations
- Additional individuals authorized pick up your child.
-Our caregivers and staff will ask for identification when the identity of the adult is not known.
- Name, address, and phone number of your child's doctor and dentist.
- Preferred location for emergency treatment.
- Date of the child's last physical and dental exam.
- Photo release permission.
- Acknowledgement of our policies stated in this family handbook.

Fees

Registration, supply fees, and tuition rates will be reviewed and adjusted annually by the director and Bethany Lutheran School Board.

Registration fee

A \$50 registration fee is required upon enrollment. This fee is non-refundable.

Registration fees will hold a child's enrollment spot for three months or the duration of the summer program. After three months, tuition fees will be collected or the child's enrollment spot will be given to another student.

A \$325 supply fee is required on or before the first day of school.

Admissions Forms

(WAC 110-300-0085, 0106[9])

Admissions forms are filled out during your child's online enrollment process. These forms are required before your child may attend Bethany Lutheran Early Learning Center.

In addition to these forms, you may be asked to provide:

- A plan for the special or individual needs of your child (including allergies) for your child's health professional.
- An approved plan for physical restraint.
- Medication authorization.

Child Restraint Policy

Bethany Lutheran Early Learning Center may only use physical restraint on a child when there is imminent threat of physical harm or danger to the child or others, and where such action would be considered reasonable in all the circumstance and there is no less restrictive means of responding in the circumstances.

As with physical restrain, seclusion may only be used when it is immediately required to protect the safety of the child or any other person.

The decision about whether or not to use physical restraint or seclusion rests with the judgment of the teacher/s involved, who will take into account both their duty of care to the children and their right to protect themselves from harm.

If applying physical restraint in the limited circumstances, teachers will:

- Use only the minimum force required to avoid the dangerous behavior or risk of harm.
- Only restrain the child for the minimum duration required and stop restraining the child once the danger has passed.

Teachers will ensure the type of restraint used is consistent with a child's individual needs and circumstances, including:

- The age/size of the student.
- Gender of the student.
- Any impairment of the child, physical, intellectual, neurological, behavioral, sensory (visual or hearing), or communication.
- Any mental or psychological conditions of the child, including any recent trauma.
- Any other medical conditions of the child.
- The likely response of the child.
- The environment in which the restraint is taking place.

Teachers will monitor the child for any indicators of distress. Teachers will talk to the child throughout the incident, making it clear to the child why the physical restraint is being applied. Teachers will also calmly explain that physical restraint will stop once it is no longer necessary to protect the child and/or others.

Written documentation will be provided to parents the same day that physical restraint was applied. This documentation will also be kept in the child's file.

Children's Records

(WAC 110-300-0460, 0210)

A record for your child is very important to us. The records will be used to plan your child's curriculum, classroom setting, daily activities, and in emergency situations. All children's files, including immunization records, must be updated by parents as personal and contact information changes. Bethany Lutheran Early Learning Center will ask for any updates to your child's records two times a year. Families are welcome to make updates as necessary.

Families are responsible and required to update their child's immunization records the day after the child receives an immunization.

Certificate of Immunization Status

(WAC 110-300-0210)

A CIS form or similar form supplied by a health professional must be used, and be current and updated yearly. All children must be current on their immunizations. If there is a Certificate of Exemption (COE) from a licensed physician for a specific vaccination, the child will be excluded from the child care if there is an outbreak of vaccine preventable disease that the child has not been immunized for.

We accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he/she is in the process of obtaining the child's immunization records, or has a written plan to update the immunizations within a short period of time.

Confidentiality Policy

(WAC 110-300-0465)

Children's records will include all admission forms, medication information, injury and incident reports, attendance records,

payment history and other information obtained while caring for your child. This information will remain confidential. You have the right to access your child's records any time. Anything of a sensitive nature will be shared outside of the presence of children. On a need to know basis, classroom teachers may access your child's file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at Bethany Lutheran Early Learning Center.

Teachers participate in yearly, applicable training to best serve your child. These trainings, and the illness and injury logs are kept in each classroom. Parents may request to see these records. Due to privacy for other children in the classroom, parents may need to wait to see these logs so that others' privacy can be maintained.

Non-Discrimination

(WAC 110-300-0030, 0331, 0160)

Non-Discrimination

Bethany Lutheran Early Learning Center's program is defined by state and federal laws as a place of public accommodation. We do not discriminate in employment practices, client services, or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained service animal by a child or family member or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW).

Anti-Bias

Bethany Lutheran Early Learning Center believes that all children have the right to have their culture acknowledged and respected and recognizes the importance of valuing the diversity of experiences, expectations, knowledge, and skills.

Children will have the right to be provided equal opportunities to succeed in all aspects of our program. These opportunities include, but are not limited to:

- Having an equal opportunity to reach their potential irrespective of gender or stereotypical expectations.
- Feeling accepted and valued for who he/she is.
- Having their individual needs recognized and met.
- Recognizing discrimination and prejudice.
- Understanding the value of diversity.
- Being treated fairly and equally.

Families will be consulted about their own social and cultural backgrounds in order that they may:

- Feel confident that their culture will be reflected within the our program.
- Have opportunities to participate within our program.
- Feel valued and know that their child is valued and included.

Bullying

Bethany Lutheran Early Learning Center considers bullying to be an aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically it is repeated over time.

Bullying can take many forms:

- Physical, such as hitting or punching
- Verbal, such as teasing or name calling
- Emotional, such as intimidation or social exclusion

Teachers will implement the following procedures:

- Be aware of signs of bullying and report concerns.
- Liaise with all teachers and devise appropriate and consistent strategies to deal with the bullying behavior.
- Record incidents that may cause concern.
- Create opportunities to show love to others.
- Use class time to develop appropriate social skills.
- Monitor and evaluate the situation.

- Support the child who is being bullied and the child who is bullying through building the self-esteem and problem-solving skills of both children.
- Involve parents and work in partnership to develop strategies to overcome bullying behavior.
- Refer to the Behavior Management Policy if the problem persists.

Bethany Lutheran Early Learning Center will not tolerate bullying. Bullying of a child, staff, parent, or visitor will result in disciplinary procedures.

Abuse & Neglect Protection & Training

(WAC 110-300-0475)

As a child care provider, we will protect children from all forms of child abuse or neglect. We have a duty to report and are required by mandatory reporting laws to report any suspected physical, sexual, or emotional child abuse, any suspected child neglect, child endangerment, or child exploitation, a child's disclosure of sexual or physical abuse and maltreatment to Child Protective Services (CPS) and our local law enforcement agency immediately (without prior notification to the parents involved). Bethany Lutheran Early Learning Center will also inform our licensor. All teachers in the program are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment or exploitation.

Permission for Free Access

(WAC 110-300-0085)

During business hours, parents have the right to access all licensed areas that are used for child care. Parents are welcome to visit or drop-in announced to observe their child. Parents have the right to access their child's file, provider training logs, DEL inspection checklists, and Facility Licensing Compliance Agreements.

Parents are asked to please schedule a time in advance if you would like to have a meeting with the director or teachers, so they can arrange to speak with you away from the children and can focus on your concerns.

Parent Involvement

Parents are always welcome in our classrooms!

Listed below are a few ways you can join us:

- Classroom participation: We strongly encourage both moms and dads to spend some time in their child's classroom. You may do this at any time your child is in the classroom. We also plan parent talents into the curriculum and would be delighted if you could share what you know (guitar playing, juggling, coming in uniform, etc.).
- Get-togethers: Each year Bethany Lutheran will arrange a few times for families and staff to get to know each other better. There will be food, games, and fun for all.
- Worship with us! Consider attending a chapel service with your child. It is the highlight of our week. Your child would love to tell you about their best friend, Jesus.
- Do lunch!: Consider scheduling a lunch date with your child. Your child would love for you to meet their friends and they would be able to show you what they do during the day!

Definitions of Care

Full Time

- Children are at school for the majority of the structured school day (8:15am-3:15pm).
- Families may utilize before school (6:30am-8:15am) and after school care (3:15pm-6:00pm) as needed.

Sign-In & Sign-Out Procedures (Attendance Records)

(WAC 110-300-0445)

It is a state requirement for all children to be signed in when the child arrives and departs our facility.

Sign-in and sign-out instructions:

- Upon arrival the parent (or authorized person) must sign the child using the tablet provided in the classroom.
 - Each parent or authorized person) will have a personalized PIN that he/she created.
 - Each parent (or authorized person) will use their full signature.
 - The attendance program will record the child's arrival date and time.
- Upon departure the parent (or authorized person) must sign out the child using the tablet provided in the classroom
 - Each parent (or authorized person) will use their full signature.
 - The attendance program will record the child's departure date and time.

Please identify on the child's application who is authorized to put up your child. We will not release your child to any person without your written permission. This information should be kept current. The person picking up your child must have identification, as we may as for verification of identity before releasing a child.

Anyone who appears to be under the influence of drugs or alcohol arriving at Bethany Lutheran Early Learning Center to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, 911 will be called.

Tuition Rates

Preschool Programs

Full day preschool (including extended care) = \$1130/month.

Half day preschool (NOT including morning care) = \$714/month.

Rates are evaluated and may be raised every year in September. A three month notice will be given to families for tuition rate increases.

Siblings enrolled at the same time may receive a discount on tuition.

Payments

Parents are required to pay for the time their children are scheduled to be in care. Parents are paying for an enrollment spot, therefore tuition will not be reduced when your child does not attend.

Bethany Lutheran Early Learning Center uses TADS (an online school management program) to process tuition payments. Tuition is divided into nine monthly payments. Payments are made monthly on your pre-selected date (5th or 20th). The supply fee is included in the first month's tuition.

Parents who make separate payments will have tuition split 50/50. If the payments should be split differently, paperwork stating the payment arrangement must be provided to the director. If no paperwork is available, parents must both agree, in writing, to the payment arrangement.

Any account two weeks past due MAY result in termination of your child from the program unless special arrangements have been made with the director.

Fees shall not be waived for holidays, except for Christmas and Spring breaks.

Payment Penalties

Parents are notified of payment penalties when setting up their tuition payments in their payment preferences as part of our tuition management system.

Extra Charges

- Late pick-up fee for half day (after 12:15PM) \$1.00/minute
- Late pick-up fee for full day (after 6:00PM) \$1.00/minute
- Sick child fee (begins 1 hour after being notified) \$1.00/minute
- Hot lunch program \$5.00/meal

Receipts and Taxes

Families will find a record of payments for tax purposes in their TADS account.

Hours & Days of Operation

Bethany Lutheran Early Learning Center will be open
Monday – Friday: 6:30am – 6:00pm

Children should arrive at school no later than 9am, unless it has been previously arranged with a teacher or the director. A school calendar will be provided to families at the beginning on each school year. We will be closed on the following holidays:

- Labor Day
- Veteran's Day
- Thanksgiving (Thursday & Friday)
- Christmas Break
- MLK Day
- President's Day
- Spring Break
- Good Friday & Easter Monday
- Memorial Day
- Independence Day

Bethany Lutheran Early Learning Center will be closed additional days as noted on the school calendar.

If a family does not wish to participate in religious activities celebrated by Bethany Lutheran Early Learning Center, an alternative activity may be provided.

Vacations & Absences

Families are required to give Bethany Lutheran Early Learning Center at least one week advance notice for vacation.

Parents are expected to call and inform us when their child will not attend due to illness or some other event.

Bethany Lutheran Early Learning Center does not offer families vacation days to reduce a child's tuition rate while he/she is not in attendance.

Please advise us upon enrollment if you plan to remove your child from our program for any length of time.

Closures

Spring Break

Bethany Lutheran Early Learning Center will close one additional week during the year for cleaning, sanitizing, and maintenance reasons. The dates for that week will change annually, but will be in spring. Advance notice of that week will be given. Please see the Early Learning Center yearly calendar for more information.

Emergency Closures

In the event of inclement weather, Bethany Lutheran Early Learning Center follows the decision of South Kitsap School District for late starts, early dismissals, and school closures. Parents should watch for notifications on news and radio stations and social media.

Bethany Lutheran Early Learning Center will close and/or not open if our facility has no power.

Periodic Closures

Bethany Lutheran Early Learning Center reserves the right to close periodically throughout the year as circumstances may require. In the event that such a closure takes place, parents will be given as much advance notice as the circumstances allow.

Back-Up Child Care & Consistent Care Policy

(WAC 110-300-0495)

We recommend that you have access to an alternative child care arrangement. You may need care for school closure days or emergencies such as no electricity. If there is an emergency or reason that Bethany Lutheran Early Learning Center needs to be closed, you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find back-up child care. For a child care referral, you can call Child Care Aware of Washington (206-329-5544 or 1-800-446-1114).

Classrooms

(WAC 110-300-0015, 0495)

Staffing Plan

For consistency of care a permanent teacher will be assigned to care for your child with the goal of building long-term, trusting relationship. Any teacher who covers due to another teacher being absent will meet all State requirements to care for the children, be fully trained according to State requirements, and will be trained on the policies and procedures of our program. Parents may ask for access to our staff training and professional development records.

If we have any staffing changes, or need to be absent for an extended period of time, families will be notified in writing or electronically.

If the director is absent for more than ten consecutive days, the program will remain open for the care of children. Bethany Lutheran Early Learning Center has fully qualified teachers that meet the Department's qualifications during the absence. We will notify all parents at least one week before the absence, in writing, with the name of the teacher who will be in charge and we will also notify the Department.

Ratios

Bethany Lutheran Early Learning Center will maintain the State required staff to child ratios at all times.

Preschool: 1 adult per 10 children
(potty trained 3 years old – 5 years old)

Mixed Age Groups

(WAC 110-300-0357, 0450)

Bethany Lutheran Early Learning Center offers two classrooms, both mixed age classrooms, for children 3 years old through 5 years old.

Termination of Service

(WAC 110-300-0485)

Parents are required to give a written two weeks' notice of your intent to terminate care. Full payment is expected until the date of termination.

The following are conditions that may cause the child to be immediately terminated:

- Non-payment for tuition.
- Continual late payments of unpaid tuition.
- Family members or other adults not meeting the program's requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the child care facility, staff, or policies.
- Continual late arrivals or pick-ups.

Expulsion Policy

(WAC 110-300-0486, 0340)

Bethany Lutheran Early Learning Center will work with each individual child promoting consistent care and maximize opportunities for child development and learning. When a child exhibits behavior that presents a serious safety concern for the child or others, and the program is not able to reduce or eliminate the safety concern through reasonable modifications the child's care will be terminated.

This behavior includes, but is not limited to:

- On-going biting
- Throwing objects at others
- Hitting with objects
- Disrupting the classroom environment
- Disrespecting others

Prior to expulsion of service due to a child's behavior, Bethany Lutheran Early Learning Center will provide the following supports:

- We will have a parent meeting weekly or sooner (as needed).
- We will review the expulsion policy with the parents.
- We will record the incidents that led up to the expulsion, include the date, time, teachers involved, and detail the incidents.
- We will give the parents a copy of the steps that were taken to avoid expulsion.
- We will give the parents a description of the environmental change, staff change, and other reasonable modifications that were made.
- We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers and the parents.
- We will give the parents referrals to community-based programs.

The Department will be notified of the expulsion.

Posting Requirements

(WAC 110-300-0505)

Parents may locate the following relevant policies as listed below:

- Program Policy: in each classroom, in a red binder near the snack supplies
 - Health Policy: in each classroom, by the sink
 - Staff Policy: in each classroom, in a red binder near the snack supplies
 - Consistent Care Policy: in the Parent Handbook, in a read binder near the snack supplies
 - Menus: in each classroom, on the parent bulletin board
 - Liability Insurance Status: in each classroom, in a red binder by the snack supplies
 - Inspection Reports: in the director's office
 - Enforcement Actions: in the director's office
 - Resources for Families: in each classroom, next to the parent tablets
- Resources are updated monthly.

Items Brought From Home

Listed below are items that are required to be provided by the child's family:

- Small blanket
- Small pillow
- Small stuffed animal (if desired)
- Water bottle
- Change of clothes
- Weather appropriate clothing
- Sunscreen
- Three-day supply of medication (if necessary)

Listed below are items that Bethany Lutheran Early Learning Center will provide:

- Nap cots
- Toothbrush
- Toothpaste

Bethany Lutheran Early Learning Center does not allow toys to be brought from home. This includes electronics.

Daily Schedule

(WAC 110-300-0360, 0295, 0296)

6:30-8:15	Table toys Breakfast served until 7:15 for full day students
8:15-8:30	Bible Story
8:30-8:45	Movement
8:45-9:00	Letters
9:00-9:15	Music
9:15-9:30	Carpet time: Books, songs, & calendar
9:30-9:40	Bathroom break
9:40-10:00	Snack & Independent books
10:00-10:30	Project
10:30-11:00	Outside play
11:00-11:45	Play time
11:45-12:00	Carpet time: Books, songs, & Pledge of Allegiance
12:00-1:00	Lunch
1:00-2:30	Rest
2:30-3:00	Snack & Table toys
3:00-3:15	Carpet time: Books and songs
3:15-3:30	Small Group Project
3:30-6:00	Extended play

Dual Language Learners

(WAC 110-300-0305)

Bethany Lutheran Early Learning Center will help children who are learning more than one language to the best of the teacher's abilities.

Screen Time Usage

(WAC 110-300-0155)

Bethany Lutheran Early Learning Center does use screen time periodically during classroom routines when it is able to enhance the child's learning.

Children do not have access to electronics.

Outdoor Activities

(WAC 110-300-0147)

Our facility offers and outdoor programming daily for all children enrolled, except during the following conditions:

- Heat in excess of 100 degrees Fahrenheit or pursuant to the advice of the local authority.
- Cold less than 20 degrees Fahrenheit or pursuant to the advice of the local authority.
- Lightning storm, tornado, hurricane
- Earthquake
- Air quality emergency ordered by a local or state authority on air quality or public health.
- Lockdown notification ordered by a public safety authority.
- Other similar incidents

Children must have appropriate clothing for outdoor activities during days that may be hot, rainy, or cold.

Outdoor Play Space

Children are able enjoy outdoor time in two areas on our property.

- Soccer field: children can run, kick balls, and play games
- Back playground: children can have imaginative play, slide, and ride bikes.

Rest Time

(WAC 110-300-0265)

Children will have an active morning; therefore they will be given the opportunity to rest or nap. Alternative quiet activities will be available for those children unable to nap. No child will be forced to sleep. Bethany Lutheran Early Learning Center will work with you to discuss your child's sleep patterns and schedules.

We will provide each child will be given his/her own cot.

Parents should provide a small blanket and pillow for rest, and a stuffed animal for the child to sleep with if desired. Parents are responsible for taking the blanket, pillow, and stuffed animal home to wash each week, or as needed.

Special Needs Accommodations

(WAC 110-300-0300)

We will ask all parents to have a written individual care plan for each child with special needs, including allergies. The individual care plan must be signed by the parent and must contain the following:

- The child's diagnosis, if known.
- Contact information for the primary health care provider or other relevant specialist.
- A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication.
- Directions on how to administer medication.
- Allergies.
- Food allergy and dietary needs, pursuant to WAC 110-300-0186.
- Activity, behavioral, or environmental modifications for the child.
- Known symptoms and triggers.
- Emergency response plans and what procedures to perform.

- Suggested special skills training and education for early learning program teachers, including specific pediatric first aid and CPR for special health care needs.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:

- Physician or physician's assistant
- Mental health professional
- Education professional
- Social worker with a bachelor's degree or higher with a specialization in the individual child's needs
- Registered nurse or advanced registered nurse practitioner

If the child has one of the following, it must accompany the child's service plan:

- Individualized education plan (IEP)
- Individual health plan (IHP)
- 504 plan
- Individualized family service plan (IFSP)

It is the goal of Bethany Lutheran Early Learning Center to help each child succeed while enrolled in our program. We will be happy to offer assistance to parents in order to obtain the necessary requirements for a child's Individual Care Plan.

If necessary, Bethany Lutheran Early Learning Center will need permission from a child's parent stating that a visiting health professional may provide services to the child at our facility.

Bethany Lutheran Early Learning Center may not meet the needs of all children, especially those with severe disabilities. If the staff cannot adequately meet the child's need, we will suggest agencies through which parents can receive help.

Religious & Cultural Activities

Religious Activities

Bethany Lutheran Early Learning Center wants each child to have an understanding of the love that Jesus has for him/her.

Bible Story Time

Every day the children will have an opportunity to grow in their faith by hearing God's Word via stories, finger plays, songs or plays. Bible time will also include Bible songs, activities, and simple memory treasures from the Bible. Students will also have a chapel time with the church's pastor. Bible Story Time is based on the Voyages curriculum. The newsletter will contain information regarding the lesson taught, memory treasures, and parent activities. If you would like to know more about what your child is learning contact the director or pastor.

Each Wednesday, the Early Learning Center will join the grade school to attend chapel. The Early Learning Center students will each be assigned a "Big Kid Buddy" from the upper grade class. The "Big Kid Buddy" will sit with his/her "Little Buddy" during chapel. The upper graders will never be left alone with the children. Teachers will be present at all times.

Children enrolled at Bethany Lutheran Early Learning Center will view a variety of religious pictures. Each week children have a new picture to help visualize the Bible story, a chapel presentation, and sometimes a Bible story presentation. Children will also learn about the importance of religious items around our building such as stained glass windows, baptismal fonts, and crosses.

Cultural Activities

Bethany Lutheran Early Learning Center celebrates diversity between cultures and uses teaching opportunities to expose children to a variety of cultures while enrolled in our program. Often times these opportunities are discussed during story times, small group project times, and holidays. Families are encouraged to bring in items that will enhance the children's cultural learning opportunities.

We will post a variety of cultures within each of our classrooms. These items will remind the children that every culture has similarities and differences. A variety of cultures will also be incorporated with toys and books.

Holiday Activities

Bethany Lutheran Early Learning Center celebrates both religious and secular holidays. Children will be involved in these celebrations socially, intellectually (visual and auditory experiences may be included), and physically. We often read stories, play games, enjoy snacks, and create projects that correspond with holidays and the customs associated with it.

Child Guidance Plan

(WAC 110-300-0331, 0335, 0490)

Bethany Lutheran Early Learning Center will use consistent, fair, positive methods of managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level, and culture.

All teachers will be trained on the guidance and discipline policies and practices.

Behavior Guidance Procedures

At Bethany Lutheran Early Learning Center, training and discipline are blended with God's love and concern. Discipline needs to be firm, consistent, and constructive. A child needs to know what is expected before he/she can obey. Guidelines reassure children that they are loved and there is concern for them.

Two behavior goals will be communicated to the children. These are:

1. The love of Jesus motivates children to live as the Lord expects.
2. Children show love through words and actions.

A positive environment will be fostered in the following manner:

1. Children will be encouraged in their positive behaviors, negative and destructive behaviors will be minimized.
2. All of the staff will be knowledgeable of three and four year old developmental stages, family backgrounds, special needs, interests and medications (if any) in dealing with each individual child.
3. Children will be reminded of appropriate behavior, and then helped to approach the problem situation with a new perspective or his/her attention will be diverted to a new activity.
4. Teachers will avoid unsafe activities to protect staff and children.
5. When discipline is needed it will be administered immediately so that not only the child's behavior is influenced, but more important the child's attitude about himself/herself and about proper and improper behavior.

Behavior Consequences

Our staff is committed to modeling Christian attitudes. The goal of discipline is to teach. Your child will be dealt with constructively at all times. A child will never be disciplined in such a way that is frightening or demeaning. The teachers use love, encouragement, and praise. Desirable behaviors are emphasized. Should behavior problems occur, positive guidance will be offered and behavior redirected.

Continual behavior problems will be brought to the attention of the parent. Increased staff guidance and time will need to be implemented if a child's behavior is persistently unacceptable. The teachers will observe, record, and report the behavior of the child. A plan will be developed to address the behavior and a consultation will be held with the child's parents, other staff persons, and professionals when appropriate.

No child will be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well-being of the child or other children in the center. A child who requires separation from the group will

remain within an enclosed part of the classroom where the child can be continuously seen and heard by a staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group will depend on the child's stopping or bringing under control the undesired behavior. The child will be returned to the group as soon as the behavior lessens or stops.

Physical Restraint Policy

Bethany Lutheran Early Learning Center may only use physical restraint on a child when there is imminent threat of physical harm or danger to the child or others, and where such action would be considered reasonable in all the circumstance and there is no less restrictive means of responding in the circumstances.

As with physical restraint, seclusion may only be used when it is immediately required to protect the safety of the child or any other person.

The decision about whether or not to use physical restraint or seclusion rests with the judgment of the teacher/s involved, who will take into account both their duty of care to the children and their right to protect themselves from harm.

If applying physical restraint in the limited circumstances, teachers will:

- Use only the minimum force required to avoid the dangerous behavior or risk of harm.
- Only restrain the child for the minimum duration required and stop restraining the child once the danger has passed.

Teachers will ensure the type of restraint used is consistent with a child's individual needs and circumstances, including:

- The age/size of the student.
- Gender of the student.
- Any impairment of the child, physical, intellectual, neurological, behavioral, sensory (visual or hearing), or communication.

- Any mental or psychological conditions of the child, including any recent trauma.
- Any other medical conditions of the child.
- The likely response of the child.
- The environment in which the restraint is taking place.

Teachers will monitor the child for any indicators of distress. Teachers will talk to the child throughout the incident, making it clear to the child why the physical restraint is being applied. Teachers will also calmly explain that physical restraint will stop once it is no longer necessary to protect the child and/or others.

Written documentation will be provided to parents the same day that physical restraint was applied. This documentation will also be kept in the child's file.

Corporal Punishment Policy

All corporal punishment and humiliating techniques to control behavior are not allowed by anyone on the premises, including parents and visitors.

Corporal punishment includes biting, jerking, shaking, slapping, spanking, hitting, kicking, or any other means of inflicting physical pain.

Humiliating and emotional abuse includes name calling, shaming, derogatory remarks about the child, or using language that threatens or frightens the child.

A child will not be mechanically restrained, have food withheld, or endure any kind of emotional abuse while enrolled in our program.

Kindergarten Transition Plan

(WAC 110-300-0065)

For children who are turning five years old and ready to attend a Kindergarten program, Bethany Lutheran Early Learning Center will provide an opportunity for parents to meet with teachers in order to provide transition resources and create a transition plan specific to the needs of the child.

Meals & Snacks

(WAC 110-300-0180)

All snacks and meals are prepared and served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National School Lunch standards.

It is the parent's responsibility to notify us of any allergies or adverse reactions a child may have with certain foods or beverages.

Home canned foods are not allowed to be served.

Safe drinking water will be served.

Sample Menu

Bethany Lutheran Early Learning Center provides two snacks each day, one morning and one afternoon.

- Breakfast
 - Families are required to provide breakfast for their child.
 - Breakfast may be brought from home if the child arrives at school before 7:30.
 - Snacks
 - Apple slices, granola bar, 5 oz cup of 100% apple juice
 - Pear slices, string cheese, 5 oz cup of 100% apple juice
 - Banana slices, cheerios, 5 oz cup of 100% apple juice
 - Orange slices, graham crackers, 5 oz cup of 100% apple juice
 - Lunch
 - Families are required to provide lunch for the child. This can be a lunch sent from home or a hot lunch provided (at an additional cost) through the South Kitsap School District hot lunch program.
 - We are unable to warm up items from children's sack lunches, so please do not send items that need heating.
 - All lunches will be kept in the refrigerator until served.
 - We ask that you only send one dessert with your child.
- No candy, please!

Children are allowed an unlimited refill of water.

Description of How Foods are Served

All snacks is served "family style." It is considered part of the learning experience to share and use appropriate manners.

Bethany Lutheran Early Learning Center does participate in the USDA Food Program.

Food Allergies & Special Dietary Needs (WAC 110-300-0186)

We must obtain written instructions (Individual Care Plan) from the child's health care provider and parents when caring for a child with a known food allergy or special dietary requirement due to a health condition. The Individual Care Plan pursuant to WAC 110-300-0300 must include the following:

- Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction.
- Identify foods that can be substituted for allergenic foods.
- Provide a specific treatment plan for the early learning provider to follow in response to the allergic reaction. The specific treatment plan must include:
 - Names of all medication to be administered.
 - Directions for how to administer the medication.
 - Directions related to medication dosage amounts.
 - Description of allergic reactions and symptoms associated with the child's particular allergies.

We require that the parents of a child in care ensure the program has the necessary medication, training, and equipment to properly manage your child's food allergies. If your child suffers from an allergic reaction, we must immediately:

- Administer medication pursuant to the instructions in that child's Individual Care Plan.
- Contact 911 whenever epinephrine or another life-saving medication has been administered.

- Notify the parents of a child if it is suspected or appears that any of the following occurred or is occurring:
 -The child is having an allergic reaction.
 -The child consumed or came in contact with a food identified by the parents that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.

We are aware that families and children have food preferences that are not allergies. Bethany Lutheran Early Learning Center may be able to accommodate these food preferences, but any accommodations need to be discussed with the director before enrolling your child.

Food Handling Practices

(WAC 110-300-0195)

Anyone preparing food for the children will be required to maintain a current and valid Food Handler's Permit and will follow all procedures. Proper hand washing procedures will be followed during food handling.

Safe food, preparation, and serving guidelines will be consistent with current department of health Washington State Food and Beverage Workers' manual and current foundational Quality Standards WAC 110-300.

Snacks are prepared in the classrooms. It is kept cool, as needed, using freezer ice mats.

All meal times are served "family style." Teachers will sit with the children during meal times to help the children learn skills such as dishing out their own foods, asking for food to be passed, and pouring their own water.

Dishwashing Procedures

(WAC 110-300-0198)

Dishes are washed by hand by immersion in hot soapy water, rinsed, sanitized, and air dried.

Safety of Food Containers and Preparation Area

(WAC 110-300-0197)

Food preparation and eating surfaces will be cleaned and sanitized before and after use.

Food preparation surfaces must be free of cracks and crevices with a floor eating area that is resistant to moisture.

Bethany Lutheran Early Learning Center does not cook or re-heat food.

Disposable serving containers may be used if they are sturdy and thrown away after one use.

All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times.

Food Brought From Home

(WAC 110-300-0190)

A parent may provide alternative food for the child if a written food plan is completed and signed by the parent and the director.

Birthday treats must be purchased from a grocery store. Any treat prepared at home will be sent home with the child for his/her parents to decide if it should be eaten.

Water Activities

(WAC 110-300-0175)

Bethany Lutheran Early Learning Center often offers children the opportunity to play in a variety of sensory bins, that sometimes may include water. Whenever children decide to play in the sensory bins, they are required to wash their hands before and after their play.

Transportation

(WAC 110-300-0480)

Bethany Lutheran Early Learning Center does not transport children off-site.

Dental Hygiene Practices & Education

(WAC 110-300-0180 [2])

Bethany Lutheran Early Learning Center requires that parents provide the name of their child's dentist during the application process.

Children enrolled in the full day program will brush their teeth each day after lunch as part of their preparation for rest time. The following dental hygiene habits will be taught:

- Children will use their toothbrush, labeled with their first and last name.
- Children will use a pea-sized amount of fluoride toothpaste.
- Children will not swallow toothpaste.
- Children will clean each tooth thoroughly, top to bottom, inside and out.

Bethany Lutheran Early Learning Center will provide toothbrushes, toothbrush cases (labeled with the child's name), and toothpaste. Toothbrushes will be replaced every three months or as necessary.

Families that desire to not have their child brush his/her teeth while in attendance can speak to the director about excusing themselves from this part of the child's routine.

Health Care Practices

(WAC 110-300-0500)

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, and dental hygiene practices and education. We have written policies that cover contagious diseases notification, medical emergencies, injury treatment and reporting as well as Immunization tracking, and medical management, storage, administration and documentation. We have established hand washing and hand sanitizer use, the observation of children and staff for signs of illness daily, and exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy include general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized, and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy.

Our health policy is reviews and approved by the department and can be found in each classroom, hanging near the sinks or in a red binder near the snack supplies.

Emergency Preparedness & Evacuation Plan

(WAC 110-300-0470, 0166)

You will find our program's evacuation plan posted in each classroom next to each exit. We will practice and document

monthly fire drills, quarterly emergency/disaster drills, and an annual lockdown drill. Please refer to the posted evacuation plan for a full list of details, floor plans, and gathering places outside of our facility so you are aware of our emergency and natural disasters evacuation procedures.

Teachers and Bethany Lutheran Early Learning Center have practiced turning off water, power, and gas. Shelving, furniture, and heavy objects on high shelves have been secured to protect against falling. We continually check our facility for potential hazards on a regular basis.

Should our facility become inhabitable in a disaster, we will be located at Firehouse 31 at 200 Tremont Street, if possible.

Our emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and what it is appropriate to evacuate.

Parents are required to supply their child with an emergency preparedness kit including:

- 1 disposable bottle of water
- 1 small can/carton of juice
- 1 snack size box of dry cereal
- 1 small cup of ready-to-eat pudding (non-refrigerated type)
- 1 plastic spoon
- 1 protein snack
- 1 small package of dried fruit
- 1 large plastic trash bag
- 1 index card with at least one out-of-state contact (including name and phone number)
- A 3-day supply of any daily, vital medications (if necessary)
- Special note from parents
- Family photo

Each classroom has battery operated lanterns and a portable radio.

Earthquake Plan

(WAC 110-300-0470)

When Indoors

Children will be taught to:

- Move away from windows, tall furniture, and heavy appliances.
- DROP to the floor.
- COVER head and neck with arms and take cover under heavy furniture or against an internal wall.
- HOLD ON to furniture if under it until shaking stops.
- Teachers will talk to the children in a calm reassuring tone until it is safe and the earthquake is over.
- A head count of the children will be taken to ensure all children are present.

When Outside

Children will be taught to:

- Move to a clear area, as far away from glass, brick, and power lines.
- DROP & COVER.
- Teachers will talk to the children in a calm and reassuring tone until it is safe and the earthquake is over.
- A head count will be taken to ensure all children are present.

After Earthquake

Teachers will:

- Account for all children, staff, and visitors.
- Check for injuries and administer first aid as necessary.
- Call 911 for life-threatening emergencies, if necessary.
- Determine if an evacuation is necessary and if outside areas are safe. If so, we will evacuate the building calmly and quickly to our designated meeting spot, located near the corner of the parking lot closest to the street.

If gas is smelled, the main gas valve will be immediately turned off and:

- Teachers will monitor our portable radio or cell phone for information and emergency instructions.
- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of the building until it has been inspected for re-entry and determined safe.

Evacuation Plan

(WAC 110-300-0470)

When On-Site

- All children will be gathered and escorted to the designated meeting spot located near the corner of the parking lot closest to the street.
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone.
- If safe to do so, the whole facility will be checked to ensure that all children have left the building safely.

When Off-Site

Bethany Lutheran Early Learning Center does not take children off-site.

Bethany Lutheran Early Learning Center conducts quarterly earthquake drills. These records are located on the parent bulletin board outside the Yellow Room.

Fire Evacuation Plan

(WAC 110-300-0470)

In the event of a fire, we will:

- Activate our fire alarm or alert staff that there is a fire.
- We will evacuate the building quickly and calmly:
 - If anyone's clothing catches on fire they will be instructions to STOP, DROP, & ROLL until the fire is out.

- We will take our grab and go bag including attendance sheets and emergency forms as we are exiting the building.
- A designated staff member will check areas where the children may be located before they leave the building.
- Once everyone has been evacuated the building, a head count of the children will be taken to ensure all children are present and adults will talk to the children in a calm reassuring tone.
- We will call 911 from outside the building and will not re-enter the building until it has been cleared by the fire department.

Bethany Lutheran Early Learning Center conducts monthly fire drills. These records are located on the parent bulletin board located outside the Yellow Room.

Lockdown Plan

(WAC 110-300-0470)

In the event of an intruder, we will:

- Lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, and all lights will be turned off.
- Keep everyone away from doors and windows, stay out of sight, preferably sitting on floor.
- Bring attendance sheets, first aid kits, comforting items, and books to our safe lockdown area.
- Maintain a calm atmosphere in the room we will read or talk quietly to children.
- Call 911 to ensure emergency personnel have been notified.
- Remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine.
- Notify parents about any lockdown, whether practice or real. If real we will notify parents and guardians when it is safe to do so.

In the case of a disaster of any kind, we have prepared our facility for evacuating the children and have a three-day/72-hour supply of food and water for each child and staff. We will keep the children at our facility until the parents are able to safely arrive to pick up their children after a disaster, and will not leave children unsupervised.

Injury or Medical Emergency Response & Reporting

(WAC 110-300-0475)

All staff have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.

In the event of an injury or medical emergency, teachers will:

- Treat minor cuts, bruises, and scrapes.
-Parents will be notified with an injury report. With some minor injury's parents may be called to help decide whether the child should go home.
- Treat head injuries, sever bleeding or other serious injuries.
-We will contact the parent immediately and write an injury report.

In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will notify parents as soon as safely possible.

If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to our Department's Licensor and child's social worker, if any. Parents will be given a copy of this report.

All injuries that the child arrives with will be documented and an injury report will be written.

Medicine Management Policy

(WAC 110-300-0215)

Reasonable Accommodations

We will make reasonable accommodations for children requiring medications for disabilities and other documented medical conditions.

Nonprescription medication including over-the-counter oral medication, will be given to children on a case by case bases. If the medication, ointments or creams can be used or given at home we recommend doing this. If the medication has been approved by our administration, the parents or guardians must bring the medication in the original packaging. The medication will need to be labeled with child's first and last name and accompanied with a medication authorization form that has the start date, the expiration date, medical need, dosage amount, age, and length of time to give the medication. We will follow the instructions on the label or the parent must provide a medical professional's note. The medication must be labeled by the manufacture for the use that it is intended for and will not be used for any other symptom or reason.

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:

- The 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.
- The dosage amount.

- The length of time to give the medication.
- Instructions for administration and storage.

A detailed medication log, inclusive of documentation of when a medication is given or not given as prescribed, or as indicated on the permission form will be kept with all medicines given out at our child care facility.

Storage

Medications must be stored in the original container. The container must have:

- The patient's name.
- Instructions.
- Date of expiration.

It will be stored out of the reach of the children.

Medication will be stored according to its label including medication that states it must be refrigerated.

Controlled substances will be locked up.

Permissions

Doctor's permission is required for all prescription medication and is not required for non-prescription drugs (parent permission is required for all medication, both prescription and non-prescription).

Bethany Lutheran Early Learning Center does not allow diaper creams or herbal remedies.

Training

A child's parents (or an appointed designee) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).

Unused medication

All unused medication must be taken home by the parent.

Exclusion & Removal of Ill Persons

(WAC 110-300-0500)

Each child will be observed daily for signs of illness.

Children who are contagious must stay at home. All parents of children in our care, will be notified by phone within 24 hours of communicable diseases or food poisoning. The health Department will be notified of food poisoning and of all reportable diseases at our facility.

Please call if your child will not attend due to illness. If you are unsure if your child should come or not, please call the school office.

If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, we will reasonably prevent contact between the ill child and other children until you arrive.

The parent is responsible for finding substitute care in case of the child's illness.

Children and staff who are exhibiting the following symptoms will be excluded from child care per instruction of the Department of Public Health. A doctor's letter may be required to return to child care.

- **Diarrhea**
Where stool frequency exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus.
- **Vomiting**
Vomiting on two or more occasions within the past 24 hours.
- **Rash**
Body rash not associated with diapering, heat or allergic reactions.

- **Eyes**
Thick mucus or pus draining from the eye, or pink eye.
- **Appearance/Behavior**
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. 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.
- **Open sores or Wounds**
Discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling.
- **Fever**
A fever of 100 degrees Fahrenheit for children over two months by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea).
- **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.
- **Whooping Cough**
Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound.
- **Chicken Pox**
Children may return when the blisters have dried and formed scabs.
- **An illness or condition**
-That prevents your child from participating in normal activities such as outdoor play.

Reporting & Notifying Conditions to Public Health

(WAC 246-110-010)

We are required to notify the Department of Health, my licenser, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition.

Pesticide Policy

(WAC 110-30-0255)

Bethany Lutheran Early Learning Center will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space.

Our pest control steps include:

- Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests.
- Inspecting both the Indoor and outdoor areas in and around the licensed space.
- Documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found.
- Documenting all steps taken to remove or exterminate the pests.
- Providing notification to all parents of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest).

Pesticide will only be applied when children are not present. We will always comply with the Washington Pesticide Application Act chapter 17.21 RCW. We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

Hand Washing Practices

(WAC 110-300-0200)

To reduce the spread of germs and infections we will help direct, assist, teach, and coach children to wash their hands.

We will use the following steps:

- Wet hands with warm water.
- Apply soap to the hands.
- Rub hands together to wash for at least twenty seconds.
- Thoroughly rinse hands with water.
- Dry hands with a paper towel, single-use cloth towel.
- Turn water faucet off using a paper towel or single-use cloth towel.
- Properly discard paper single-use cloth towels after each use.

We will have all children wash their hands at the following times:

- When arriving at the early learning premises.
- After using the toilet.
- After outdoor play.
- After touching body fluids such as blood or after nose blowing or sneezing.
- Before and after eating or participating in food activities including table setting.
- As needed or required by the circumstances.

Teachers will wash their hands at the following times:

- When arriving at work.
- After toileting a child.
- After personal toileting.
- After attending to an ill child.
- Before and after preparing, serving, or eating food.

- Before and after giving medication or applying topical ointment.
- After handling bodily fluids.
- After using tobacco or vapor products.
- After being outdoors.
- After handling garbage and garbage receptacles.
- As needed or required by the circumstances

Teachers set a good example for the children in our care and help them to wash their hands with the steps above.

Hand sanitizer will be used in accordance with WAC 110-300-3650 and will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom the parent has signed parent permission form and it is on file.

Hand sanitizers will not be within reach of the children.

Cleaning, Sanitizing, & Disinfecting Procedures

(WAC 110-300-0240, 0241)

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily.

Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity.

Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year.

Bedding will be sent home with students at the end of each week.

Other laundry will be cleaned, sanitized and disinfected weekly or more often if soiled.

If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow department of

health's current guidelines for mixing bleach solutions for child care and similar environments.

Blood Borne Pathogen Plan

(WAC 110-300-0400)

All staff caring for children in my program will have completed the Blood Borne Pathogen training.

When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care.

Teachers are required to update their Blood Borne Pathogen training annually. These records are kept in each teacher's personal file.

Injury Prevention

(WAC 110-300-0475)

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards.

All cleaning products, chemicals, and personal hygiene products will be inaccessible to the children and stored.

We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

Pets

(WAC 110-300-0225)

Bethany Lutheran Early Learning Center does not have pets at our facility.

Photography, Videotaping, & Surveillance

(WAC 110-300-0450)

Bethany Lutheran Early Learning Center does:

- Take pictures of the children in our program for facility use and social media posts.
- Take videos of the children in our program for facility use and social media posts.

Parents can indicate whether or not they will allow photo and videos of their child to be taken and used when completing the enrollment application.

Bethany Lutheran Early Learning Center does not have surveillance videos.

Prohibited Substances

(WAC 110-300-0420)

The use and visual possession of tobacco, vaping, alcohol, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property, including, but not limited to:

- Indoor and outdoor licensed space.
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.
- In motor vehicles while transporting children, on field trips, to and from school or other child care related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

No illegal drugs, alcohol, vaping and Cannabis are allowed on the premises. Prescribed medications for staff will be locked up. Our staff will not consume, or be under the influence of cannabis, alcohol or illegal drugs in any form while working at our facility. Teachers, or anyone on school property, will not:

- Have or use illegal drugs on the premises.
- Consume alcohol or cannabis during operating hours.
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
- Be impaired as to not be able to respond promptly and care for children.

The following items are prohibited on school property:

- Alcohol, including closed and open containers.
- Cannabis and/or Cannabis products.
- Tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue in the licensed facility.

All vaping devices will be stored inaccessible to children and out of the view of children.

Our staff will not have smoking or vaping tobacco within the reach or view of children. All products that are used during business hours will not be used in a "public place" or "place of employment," as defined in RCW 70.160.020., in a motor vehicles used to transport enrolled children. Used by any provider who is supervising children, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW 70.160.075.

Weapons

(WAC 110-300-0165)

Bethany Lutheran Early Learning Center does not have firearms, guns, weapons, or ammunition on the premises and does not allow anyone to bring a weapon on the premises

Insurance Coverage

(RCW.43.215.535, WAC 110-300-0410)

Bethany's programs are covered with appropriate public liability insurance under the umbrella of Bethany Lutheran

Church's policy with Church Mutual. All health or other types of insurance are the responsibility of the parents or guardian of the child.

Safe Water Sources

(WAC 170-300-0235)

We have a copy of the water testing results on the premises. This record is located in the director's office and can be seen upon request.

Bethany Lutheran Early Learning Center has hot and cold running water.

RETAINING FACILITY & PROGRAM RECORDS

(WAC 10-300-0465)

All records are kept for a minimum of five years unless otherwise indicated. Current records from the previous twelve months are kept in the director's office and may be immediately available for review.

Parents may request to see any records, but may be required to wait a period of time to ensure that personal records are kept confidential.

More Information

Please feel free to call Bethany Lutheran Early Learning Center, Elementary School, or Church at 360-876-1300 with questions regarding any programs associated with the Early Learning Center, School, or Church.

Katie Denney; Preschool Director
Shu-Ting Lai; School Principal
Anthony Pittenger; Pastor

