

Rising Stars Montessori and After School Program

POLICIES & PROCEDURES

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INTRODUCTION TO PROGRAM

Welcome to the Rising Stars Montessori and after school program. Please take a moment and read through this policy and procedure of our school as it is essential for parents and staff members. Rising Stars Montessori is a licensed child care provider through the Department of Children Youth and Their Families (DCYF) catering to children from 3 years to 12 years of age. I look forward to our very important relationship as parent, child and care provider.

My home has been inspected by a state licensor and meets the minimum licensing requirements as required by Washington State law. All my records are updated and could be reviewed by licensor and parents can have access to all my training whenever required.

PHILOSOPHY OF Rising Stars Montessori

- Children:** Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.
- Parents:** Are entitled to individual respect, support and quality care for their children.
- Staff:** Are entitled to work in an environment which recognizes and respects their training, skills and commitment to child care.

GOALS OF Rising Stars Montessori

- 1) Provide quality care for all children enrolled
- 2) Foster the total development of the child by providing an environment consisting of:
 - A safe and healthy facility
 - A variety of suitable equipment in good repair
 - A variety of activities that support the physical, social, emotional and intellectual needs of the children
- 3) Provide a strong curriculum for all round educational development. The curriculum is designed keeping the different age groups in mind
- 4) To be an emotional support system for parents when issues arise with their children
- 5) To assist parents in acquiring knowledge of normal child development and other child related information
- 6) Children will receive safe and consistent care during school hours
- 7) Parents will receive communication regarding their child's development and individual needs
- 8) Parents will be provided information of health and child-care

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ATTENDANCE

Policy:

Regular attendance at the School is extremely important for your child is to settle in well and excel in their academic skills. You are welcome to visit your child in the school at any time.

Procedure:

Parents will:

- Notify the School staff by 9:00 am. if your child is not coming

Arrival

Upon arrival, parents must:

- Sign the drop-off forms before leaving the school
- Put all their kids belonging in the child's cubby or bin
- Talk to a staff member and relate how your child's night and morning went
- Take time to settle your child and say goodbye

Departure

Upon departure, parents must:

- Sign their child out with time of leaving
- Make personal contact with a staff member

School staff will:

- Phone parents or guardians if a child misses three consecutive days of school.
- Establish with parents or guardians the reason for the absence.
- If after four weeks the school staffs have been unable to reach the parents, the child will be dismissed from the program.

PROGRAM STRUCTURE

HOURS OF OPERATION

Montessori Hours of Operation:

- Monday, Tuesday, Thursday and Friday 9:00 AM to 3:00 PM PST
- Wednesday 9:00 AM to 1:00 PM PST (Early Release)
- On specific days 11:30 AM dismissal. Check school calendar for details

Afterschool Program:

- Monday, Tuesday, Thursday and Friday 3:15 PM to 6:00 PM PST
- Wednesday 1:50 PM to 6:00 PM PST (Early Pickup)
- Early pickup on leap and conference days. Check school calendar for details

School will be closed every weekend. For other holidays check school calendar.

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STAFFING

- Our child-care staff are trained as Early Childhood Educators.
- They maintain valid First Aid and whenever possible Food Safe Certificates.
- We hire people with valid background check.

Staff Ratio

The school personnel will adhere to the DCFY. For the first year the teacher to child ratio is 1:6. Second year onwards the ratio will be 1:8 or 2:12.

Staff Policy

At times the school will be closed for staff training and professional development. There will be NO fee deductions for these closures as it is enhancing the quality of care each child will receive.

Our school staff are trained and certified as Early Childhood Educators and in many cases.

They maintain valid First Aid and whenever possible Food Safe Certificates.

Many of the staff have worked in the child care field for many years. Staffs continuously upgrade their education through workshops, conferences, independent study, and researching topics of interest.

From time to time, the school will accept freshers with no work experience and students seeking work experience and Early Childhood Education practicum students. We will introduce them to you and your child as they arrive at the school. They will have cleared criminal record checks prior to attending.

An interview is carried out by the Supervisor. This includes a criminal record search of all possible school employees. To ensure that security is maintained, the number of volunteers and students will be limited.

Staff Responsibilities

Activities within the program will be monitored and adjusted accordingly, in consultation with parents, staff and other involved professionals to promote ongoing development.

Positive guidance techniques will be used to encourage appropriate behavior. They include:

- a. Establishing clear, consistent, and simple limits
- b. Stating limits in a positive way
- c. Focusing on the behavior
- d. Stating what is expected, rather than pose questions
- e. Providing real choices
- f. Allowing time for children to respond to expectations
- g. Reinforce appropriate behavior
- h. Encourage children to use the teachers as a resource when they cannot resolve issues on their own.

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Inevitably there will be occurrences of inappropriate behavior. It is at these times that there may be a need for intervention by the care giver. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- a. Gain attention in a respectful way
- b. Remind children of more appropriate behavior
- c. Acknowledge feelings before setting limits
- d. Redirect or divert when appropriate
- e. Model problem-solving skills
- f. Offer appropriate choices
- g. Use natural and logical consequences
- h. Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.

REPORTABLE INCIDENTS

Policy:

An incident must be reported in residential care when a reportable incident has occurred, when abuse or neglect may have occurred, or when a person in care has witnessed a reportable incident. Child care licensees must report when a child is involved or may have been involved in a reportable incident while in care.

Reportable incidents

aggressive or unusual behavior, attempted suicide, choking, death, disease outbreak or occurrence, emergency restraint, emotional abuse, fall, financial abuse, food poisoning, medication error, missing or wandering person, motor vehicle injury, neglect, other injury, physical abuse, poisoning, service delivery problem, sexual abuse, unexpected illness

Procedure:

The school is responsible to notify a child's parent or emergency contact and the medical health officer when a child is or may have been involved in a reportable incident

How can incidents be reported?

Complete the incident report form. The completed form can be faxed, e-mailed or hand delivered to your local child care licensing office. If faxed, it is not necessary to send the original form. Retain a copy of the incident report for your records.

Consideration:

Child care licensees have 24 hours to notify the medical health officer

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CHILD ABUSE: STAFF RESPONSIBILITIES

Policy:

- Required by law to report suspected or disclosed abuse.
- Responsible to report suspicions and/or disclosures, staffs DO NOT determine if abuse has occurred.
- Staff is NOT permitted to contact the parent, unless specifically directed to do so by Ministry of Children and Family Development and the emergency.
- Reporting procedures are designed to protect the child. Our concern is the safety and wellbeing of the child.

Procedure:

1. Inform Supervisor of your call and the reasons.
2. Call the police or Ministry for Children and Family Development to report any child that looks like they have been abused, mentally, physically or emotionally.
3. Document the reasons why you felt you had to make the call.
4. **Do Not** contact the parents of the child you have concerns about.

COMMUNICATION POLICY

Policy:

Rising Stars Montessori encourages open communication

Procedure:

1. Parents are welcome to drop in and observe the program at any time. If consultation is desired, please let us know ahead of time so that the teacher can give you their undivided attention.
2. Email and telephone communications is encouraged.
3. Parents can expect ongoing communication through email with staff concerning
 - Their child's progress
 - Program activities
 - School Operation
4. Parents are asked to make themselves familiar with the Parent Handbook which states the School Policies and Procedures which apply to:
 - The care of the children
 - The program
 - The general operation of the School
5. Parents concerned with the care of their child, or any incidents at the school are urged to speak with the owner directly.
6. Child progress will be evaluated twice a year, documented as a report card and will be shared with parents in parent teacher meeting.
7. Rising Stars support parents regarding parenting by sharing monthly parenting newsletter.

Rising Stars Montessori and After School Program POLICIES & PROCEDURES

RELEASE OF CHILDREN POLICY

Policy:

A child will be released only to the parent or his/her legal guardian unless otherwise indicated on the registration form.

Procedure:

1. The staff must be notified in writing of any alternate arrangements.
2. Picture identification will be required if that person is not known to the school staff.
3. Children will not be released to anyone under the age of 12.

NON-CUSTODIAL PARENTS

Parents must provide a copy of any custody order and photo of non-custodial parent.

If the non-custodial parent insists that the child be released to them, the caregiver will:

- a) Calmly state the daycare's release of children policy
- b) Ensure all children and staff are safe
- c) Contact custodial parent
- d) Call emergency if parent tries to leave with the child

LATE PICK-UP POLICY

Policy:

It is your responsibility to pick up your child on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee of \$10.00 for every 15 minutes late.

For the Montessori program transportation to and from the school is the responsibility of each parent.

For after school program kids will be picked up from school and walk back with the staff to the after school premises. No vehicle transportation is provided. Pick-up from after school is the responsibility of parents.

Children must be picked up within 30 minutes of the posted closing time.

For summer school all kids transportation to and from the school is the responsibility of each parent

Procedure:

1. Staff will make all attempts to call contact numbers including emergency contact numbers.
2. If staff are not successful in contacting anyone authorized to pick up they will call the Ministry for Children and Family Development/ emergency services and the child will be released into the Ministry/emergency services.
3. School staff will **not take** a child home.
4. Supervisor will inform billing of the incident so it can be put on their next month's billing.

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EMERGENCY TRANSPORTATION/MEDICAL ATTENTION POLICY

Policy:

For children who require immediate medical attention, staff will call emergency services to respond.

Procedure:

1. Staff at School will phone for emergency transportation and/or medical attention when they deem it necessary for a child or children in their care.
2. The staff will then call parents or emergency contacts to inform them.

FEES POLICY

Policy:

1. Monthly fees must be paid within the first 5 business day at the beginning of each month. If fees are outstanding after the first 5 business days of the month the child will not be accepted at the school on the 6th business day or any other day until the fees are paid in full.
2. Fees are based on enrolment not attendance. **NO** fee decreases for sick/missed days or statutory holidays.
3. We do not do subsidy program in our school.
4. All parents/legal guardians enrolling the child will be responsible for school tuition fees.
5. First month fee needs to be paid upfront along with enrollment fee at the time of enrolling the kid. First month fee and enrolment fee are non-refundable.

PROGRAM OF ACTIVITIES

Policy:

Our school has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety and educational development.

Procedure:

School staff will provide:

- A clean, well-maintained and safe environment
- One time nutritious snacks. No lunch will be provided. Kids needs to bring their own lunch (Veg/Non-Veg)
- Opportunities for learning how to take care of their bodies and develop self-help skills
- Opportunities for both rest and exercise
- Opportunities for indoor and outdoor activities

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INTOXICATION POLICY

Policy:

If a parent/guardian or emergency contact who appears to be intoxicated arrives at the school to pick up a child; the school will not release the child.

Procedure:

School will:

- Offer to call a relative or friend to pick up the parent and child.
- Offer to call a cab.
- Inform the parent that if he/she chooses to drive with or without the child, the educator will inform the police immediately.
- Call The Ministry for Children & Family Development if they believe the child is in need of protection.

ALLERGIES

Policy:

Parents/guardians need to inform the school in writing if their child has any allergies. We are **Not** a nut free school. Dairy products may be provided for snacks to kids unless instructed otherwise by parents in writing. Parents will be informed immediately of any allergy attack and the steps taken.

HEALTH/ILLNESS POLICY

Policy:

We value our clients' health as well as the health of the staff, without healthy staff we are unable to provide effective care.

Procedure:

You will need to keep your child at home, or make alternate arrangements for the following conditions:

- Fever over 38.3° C (101°F).
- Infected eyes or skin.
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
- **Immediately report to staff any contagious or communicable disease**
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a "croupy" cough or congested to the point that he/she has heavy breathing.

If a child becomes sick at school, the parent or if parent is unable to be reached the person authorized to pick up in the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible, but will not administer/provide medication.

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Please keep the child at home until he/she is well enough to attend.

Any medicine required to treat above symptoms will mean the child is too ill to attend school.

Example of medicine: Gravol, Tempera, Tylenol.

IMMUNIZATION

Policy:

Rising Stars is required by the Child Care Regulations to keep an up-to-date copy of each child's immunization record in case an outbreak should occur.

Procedure:

1. Upon enrollment the school will ask for a current immunization record for every child.
2. The school will not enroll a properly immunized child.

MISSING CHILD POLICY

Policy:

In the event of a missing child from the school, the school will follow the procedures below.

Procedure:

If a child goes missing:

The remaining children will stay together.

School will stay calm and call the emergency line and give them a complete description of the child.

School will then notify the parent/guardian and inform them of the steps that are being taken to locate their child.

QUIET TIME

Montessori kids enrolled for 9 AM to 3 PM will get a quiet time of 15 mins from 1:30 to 1:45 PM. Kids enrolled in 9 AM to 1 PM program and after school program will not have any quiet time.

TOILETING POLICY

- Rising Stars enrolls potty-trained kids only.
- Young kids will be assisted at the time of using the toilet.
- In-case of potty-accident, the staff will help the kid get changed.
- Parent needs to provide extra cloths for their kids even if they are potty trained.
- Paper towel and hand soaps will be provided for sanitization purposes.

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CLOTHING AND POSSESSIONS POLICY

Policy:

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather. Kids need to take off their shoes and socks inside school. They will be assisted to put them back at the time of recess.

Please provide:

- One change of clothes
- Warm outdoor clothing (mittens, hat, boots) in the Fall and Winter
- Sun hats, boots and raingear in the Spring and Summer

If needed, the school has a supply of extra clothing. If your child wears an item home, please return it.

PHOTOGRAPHS

Policy:

Pictures taken in the school will be for the enjoyment of the program participants, and for program promotion as needed. A consent form must be signed by the parent prior to the child being photographed.

Procedure:

Each parent will be asked if photos can be taken for their child. A photo consent form will be given to each parent.

Plan to prevent exposure to blood and body fluids:

Policy:

Many contagious diseases spread through blood and other body fluids, so it's important to take precautions to prevent unnecessary exposure to them. Body fluids include urine, blood, saliva, nasal discharges, vomit, eye discharges, and injury and tissue discharges.

Procedure:

- School treat all body fluids as if they are contagious.
- We use latex gloves (or other barriers) and techniques that minimize potential contact of mucous membranes and openings in the skin to body fluids.
- We wash hands after any contact with blood, saliva, urine, stool, skin sores, or genital secretions.
- We clean and sanitize all toys, surfaces, and other things that come into contact with body fluids.

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- School staff 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.
- We store clothing and other personal items contaminated with body secretions separately in plastic bags.
- We clean and sanitize or properly dispose of mops, rags, towels, and other cleaning items.

Admission Requirements and Enrollment Procedures

Introductory Visit:

We prefer that each new family visit our home at least one time prior to enrollment. This introductory visit gives the Parents, Child, and Provider opportunity to acquaint and get understanding of each other and gives an opportunity to get any questions answered.

Registration Fees

Registration Fee is \$50.00 per child (one time only) to be paid with registration/admission documents. Registration fee covers administrative cost and is non-refundable.

Admission Forms

Following forms are required to enroll a child:

1. Child Care Registration
2. Permission Authorization
3. Child Care Agreement
4. Certificate of Immunization Status (CIS) or similar form supplied by health professional.
5. A written list of foods the child cannot consume because of allergies.

Trial Period

We have a trial period of 2 weeks. This period is used to observe the child's adjustment to care and to talk about concerns. Please discuss with us any of your observations. After a two weeks trial period, we will determine if the child care services are satisfactory to everyone. If we or you decide that our child care is not working out for your child we will terminate the care.

Termination of Services

You are required to give me at least four weeks' notice of your intent to terminate care. I may ask you to fill out an exit questionnaire.

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The following are conditions that will cause child care to be terminated:

- Child behavioral problems that cannot be controlled
- Not respecting child care setting and policies (children and/or parents)
- Continual late pick-ups
- Continual late payments

Day Schedule:

Montessori drop-off 9:00 AM onwards.
First snack : 10:15 AM to 10:30 AM (Provided by school)
First recess: 10:30 AM to 11:00 AM
Half Day Pickup : 1:00 PM
Lunch: 1:15 PM : 1:45 PM (Provided by Parents)
Afternoon recess: 1:45 PM to 2:15 PM
Full Day Montessori pickup : 3:00 PM
After school: 3:20 PM (Provider will pickup from school)
After school snack: 3:45 PM to 4:00 PM
After school recess: 4:00 PM to 4:30 PM
School closes : 6:00 PM

Written plan for any child's specific needs (see WAC 110-300-0300):

Rising Stars will discuss child's needs with the parents and create a written plan.

Religious Activities

We accept children regardless of their religious background. One of our goals is to provide children with high quality care in addition to providing a basic understanding of God.

Religious holidays observed by decorations in my home include: Christmas tree, Christmas decoration, Easter decorations and Easter egg hunt etc..

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Holidays

We are closed for the following holidays. Should a holiday fall on a weekend, an alternate day shall be chosen to observe the holiday.

- Labor Day
- Veterans Day
- Thanksgiving Day
- MLK Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Christmas Day
- Day after Christmas
- Winter Break – 2 weeks
- Summer break – 2 weeks

For more details refer to school calendar.

Confidentiality policy including when information may be shared (see WAC 110 300 0465):

Information about children in the program will remain confidential. You have the right to access your child's records. Anything of a sensitive nature will be shared outside of the presence of the children.

Things brought from home:

- Show and tell items may be brought on the designated day. Show and tell items may be shared by other children. Please keep this in mind when bringing an item from home.
- Age appropriate educational books/non-violence videos, or other educational items that might be shared with the group may be brought to the day care with prior notification on designated days.
- Parents wishing to bring food to the school to share during birthdays or other holiday celebrations need to inform provider beforehand.
- Please note that children bring their own lunches from home and other parents do send peanut butter sandwich sometime. If your child is extremely allergic to peanuts/ any other tree nuts, you do need to discuss/consider this before enrolling your child.

Meals and Snacks : (see WAC 110-300-0180):

Meal time is good time to encourage good nutritional habits. School will serve 2 snacks during the day. Parents should pack lunch every day for the child. Children's lunches are required to contain protein source, bread source and a fruit or vegetables source. 2 servings of pasteurized milk per day will be served to each child.

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Any special accommodation or alternate food needs for the child's medical, special diets, religious or cultural preference or family preference will require written food plan completed and signed by the parent or guardian.

It is your responsibility to notify us of any allergies or adverse reactions your child may have with certain foods or beverages. In case the school does not have enough resource the support special needs, may decline enrollment.

Rising Stars Montessori is **NOT** a nut free school.

Transportation, Field Trips and Off-Site activity policy (see WAC 110-300-0480):

- Parents are responsible for transportation to and from my home.
- If we take a field trip off site, you will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance.
- Transportation for field trips will be provided by walking
- Children's emergency contact and medical release forms and medical/immunization records, a first aid kit my first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.
- Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a criminal background check.
- For after school program kids will be picked up from school and walk back with the staff to the after school premises. Parents needs to sign a form and also notify school that the provider will pick kids up from school.
- No vehicle transportation is provided.
- Children's emergency contact and medical release forms and medical/immunization records, a first aid kit my first aid/CPR certification, and any medications needed by individual children will be carried while picking up the after school program kids.
- Day End pick-up from after school is the responsibility of parents.

Staffing When Provider is absent:

Licensed provider will be present on premises at all times. In case of illness, and or emergency the school will be closed. In case of unforeseen immediate emergency every effort will be made to contact parents promptly to notify of the emergency with a request to pick the child up.

Food Handling Practices:

I have a valid Food Handlers License issued by King County Public Health Dept. Food sent by parents for lunch is not schools responsibility to store in freezer or heating it up. Left-over food will be disposed of unless parents specify otherwise.

Dishwashing Practices:

All dishes are washed and sanitized in a dishwasher every evening.

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Safety of Food Containers and Preparation Area:

All food containers will be washed in the dishwasher after every use. Cutting boards and all cleaning surfaces such as sink and countertop etc. will be cleaned immediately with bleach solution as specified by NRC (National Resource Center for Health and Safety).

Policies for Food Brought from Home:

Meal time is a good time to encourage good nutritional habits. School will provide 2 snacks during the day. Parent should pack lunch every day for the child. Children's lunches are required to contain protein source, bread source and a fruit or vegetables source. Lunch must be packed in a lunch box. Parents must provide ice-pack/heat pack if the food needs to remain hot/cold as school will not provide any facility to freeze/heat any food.

Health Care and Emergency preparedness policy

Policy:

In case of emergency, Rising Stars has an Emergency Preparedness kit. This kit contains enough emergency supplies to take care of all the children in the school and the staff for 24 hours.

EMERGENCY EVACUATION PROCEDURE:

- In the event of an emergency that requires us to evacuate the school, we will take our emergency kit and all the children to nearest park (South Park, Redmond Ridge).
- Our first priority is to get them away from the danger as safely as possible and as quickly as possible.
- Each child will have an emergency contact card, with the child's name, medical number, emergency numbers and contact people. This will be taken and parents will be contacted for pickup as soon as possible.
- You, as the parent, will be asked upon enrollment in the school to prepare an **EMERGENCY COMFORT PACK** for your child consisting of: a family photo, small stuffy, extra set of clothing & baby formula or food, if needed.
- Our emergency plan will be tested at least twice a year.

Fire Drill

- Fire Evacuation Plan specially who can not walk: Children who can walk will make a line and exit through the emergency exit to the nearby park(South Park) under the supervision of a teacher. Children who can not walk will be carried by the teacher/school supervisor.
- Alarming method: The teacher will blow a whistle. The kids will be made aware of the particular whistle sound before-hand. The whistle is kept on top of the kids cubby.
- Teacher and the staff will gather along with all the children at the nearest park (South Park at Redmond Ridge) till the fire department arise.
- To make sure that all persons evacuated the facility, the provider/teacher will headcount before leaving the facility and after reaching the park which should match the attendance/sign in sheet.

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Earthquake Drill

We will practice earthquake drills quarterly, and a lock down drill annually.

In the case of a disaster of any kind, I have prepared my home for evacuating the children and have emergency supplies for up to twenty four hours.

Medicine Management (see WAC 110-300-0215)

- All medications (prescription and non-prescription) shall be administered only on the written approval of a parent or guardian. A Medication Treatment Authorization form (authorization to administer medication) must be completed. This form must be initialed and dated every 30 days for ongoing permission for over the counter medications.
- Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
- Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.

Doctor's permission is not required for non-prescriptions drugs such as:

- a. Anti-histamines
- b. Non-aspirin pain relievers and fever reducers
- c. Cough medicine
- d. Decongestants
- e. Anti-itching creams
- f. Diaper ointments and powders
- g. Sunscreen

Nonprescription medication not included in the categories listed above; taken differently than indicated on the manufacturer's label; or lacking labeled instructions shall only be given if authorized in writing by a physician.

- A detailed record will be kept of all medicines given at school.

Reporting and notifying conditions to public health

I am required to notify the Department of Health, my licensor, and all families of children in my care within 24 hours if there is an outbreak of a communicable disease in the child care, or in my family.

Rising Stars Montessori and After School Program

POLICIES & PROCEDURES

Hand Washing Practices and Hand Sanitizers (see WAC 110-300-0200)

We (children and adults) will be washing our hands upon arrival, before and after serving food, when handling pets, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. Hand sanitizer 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 I have a signed parent permission on file.

Cleaning and Disinfecting (see WAC 110-3000240 and 0241)

Cleaning, sanitizing and disinfecting practices include daily sanitizing of all toys and eating utensils that are contaminated by children. Tables and all food prep surfaces are sanitized before and after each meal, snack or other messy play activity. For sanitizing school will use proper sanitizing bleach and plain water. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year.

Drugs and Alcohol (see WAC 110-300-0420)

No illegal drugs are allowed on the premises. Alcohol may not be consumed during business hours. No one under the influence of drugs or alcohol may be in the presence of the children at any time. Any alcohol in the home will be stored inaccessible to the children.

NO SMOKING

We are a non-smoking facility.

Guns or Weapons (see WAC 110-300-0165)

I do not have any guns, weapons of ammunition in my home

Licensed Space:

Approved licensed space is the lower portion of the house as indicated on the floor plan posted. Kids will be kept contained in the approved area by a gate. Both exits to the licensed space have door warning bells to warn every time the door is opened.

Pets (see WAC 110-300-0225):

We have a no pet policy. No pets are allowed on the premises without prior permission by the day care provider.

Rising Stars Montessori and After School Program POLICIES & PROCEDURES

Child Guidance plan, Physical Restraint policy and Corporal punishment:

Rising Stars will follow positive methods to manage children's behavior which will be appropriate to the individual developmental level and culture. Any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is not allowed on the premises.

We follow the following ways to address kids behavior:

- Redirect the child to a new activity
- Move the child to another play area
- Encourage appropriate behavior
- Prevent situations that can lead to stress and conflict among the students.
- We will provide adequate space and age appropriate equipment/materials for kids of different age group.
- In case a particular students behavior becomes an ongoing issue we shall address the situation following the steps listed below :

1. Document the behavior issues faced.
2. Set up a time with the parent to go over the students behavior.
3. Create a plan on how to re-direct the child.
2. Discuss the expulsion policy with the parent.
4. All staff members will be trained on the discipline policies and procedures of our school.

Expulsion Policy:

Expulsion related to child's inappropriate behavior:

Rising Stars will provide consistent care and maximize opportunities for every students physical and emotional development and learning. In case a child exhibits behavior that have serious safety concern for the child or other students and staff members we shall try to come up with a plan to overcome such a situation, but incase we are not able to reduce or eliminate the safety concern the child will be terminated from the school. Examples of this may include biting beyond the toddler age, throwing objects inside the facility or damaging school property on purpose, repeatedly hitting or harming others, leaving the facility and other such behaviors that may put the child or others at risk.

Prior to expulsion of services due to child's behavior we will provide the following supports:

1. We shall have a parent meeting by-weekly to discuss the matter and come up with a plan of improvement.
2. In case the improvement plan fails we shall review the expulsion policy with the parents.
3. We shall document the incidents that led to the expulsion, include the date, time, staff involved and other details.
4. Parents and guardians will be provided with a copy of the steps that were taken to avoid expulsion.

Rising Stars Montessori and After School Program

POLICIES & PROCEDURES

5. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians involved.
6. We will have the parent come to the childcare with the child for brief periods of time.
7. The Department will be notified of the child's expulsion.

Expulsion due to Parent/Guardian's related issue:

1. Not respecting child care setting and policies (children and/or parents)
2. Dis-respectfull behavior towards staff members and other children or their families
3. Continual late pick-ups
4. Continual late payments