



**sonshine**  
**CHRISTIAN SCHOOL**  
PRESCHOOL • DAYCARE

## Parent Handbook

A Ministry of Faith Baptist Church  
11208 NE Hazel Dell Ave.  
Vancouver, WA 98685  
[sonshinedaycare@gmail.com](mailto:sonshinedaycare@gmail.com)  
[sonshinechristian.org](http://sonshinechristian.org)  
(360) 573-7174

We would like to extend a hearty welcome to you and your child. Sonshine Christian Daycare is a place where your child can grow physically, spiritually, emotionally, and intellectually in a Christian environment. We provide “hands-on” learning experiences in our preschool. Your child will grow spiritually by the integration of God in subject areas, prayer, and Chapel.

Our facility provides growth and physical maturity by providing a gym time and playground time when the weather is nice. Your child will grow emotionally in their relationships to peers and teachers. We feel Sonshine Christian Daycare and Preschool is a great place to provide a well-rounded childcare experience centered upon God’s love. God’s word, the Bible tells us to:

*Train up children in the way that they should go.” Proverbs 22:6*

Thank you for sharing your precious child with us!

God Bless,

Sonshine Christian Daycare Staff

## **Sonshine Christian Daycare Curriculum Philosophy**

Here at Sonshine Christian Daycare, we believe that Early Childhood Education is the foundation of all learning. We have thoughtfully designed our curriculum to provide the opportunities for children of all ages to learn through discovery and play, form and maintain relationships, and express and regulate emotions, which we see as the cornerstones of school readiness. Daily experiences provide learning across all the developmental areas and provide a comprehensive approach to building cognitive, social, physical, language, emotional and spiritual skills. Our center uses a unified-theme approach that is customized for the developmental needs of each age group and provides a variety of experiences to nurture the whole child.

We offer an interactive and Christian based curriculum that aligns with the Washington State Early Learning and Developmental Guidelines. We are currently participants in the Washington State Early Achievers Program. We believe that through building positive relationships with our students and their families it allows children to feel secure, confident, and become communicative individuals; allowing our students to feel safe and be excited to learn. Through exploration and play our students express a zest for life, all while making friends and learning new things. Our curriculum incorporates hands on interactions, that encourages our students to observe, listen, touch, taste, and smell.

Each age group focuses on similar themes every month that build upon each other throughout the year. Our goal is to prepare your child to be school ready with high quality teacher/ child interactions and a rich and interactive learning environment.

Our teachers are all trained and certified in Early Childhood education. We believe that qualified teachers who have the opportunity to grow, are able to provide the highest quality of care and education to our students. When our teachers develop our curriculum, they do so with your child in mind. It is extremely important to us to meet the needs of each child individually. We are able to do this by creating a number of engaging activities and arranging our environments in a way that not only inspire, but encourage our students to explore. Our teachers focus on building relationships with their students through positive interactions. The relationships that we create with both our students and their families is what makes Sonshine a unique atmosphere for your child. We combine a structured environment with a loving and nurturing approach to quality child care.

## Statement of Faith

- We believe that the Bible is God's Word, supernaturally inspired, and is a divinely authoritative standard for every age and every life.
- We believe there is one God, eternally existent in co-equal three persons: God the Father, God the Son, and God the Holy Spirit.
- We believe that Jesus Christ died for the sins of mankind and rose again from the dead three days later.
- We believe that everyone who trusts Jesus Christ for the forgiveness of their sins will be born again and indwelt by the Holy Spirit.
- We believe that salvation is purely a work of grace and not of works.
- We believe that the true believer is eternally secure, but that sin may interrupt the joy of fellowship with God.
- We believe that Christ will come again and take his church to heaven prior to the Great Tribulation.

*“Love the Lord your God with all your heart and with all you soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6: 5-7 [NIV]*

### Chapel

Chapel is conducted one morning each week. The setting and the purpose is to lead children in group worship and to enrich their spiritual lives.

### Admission Requirements

To be eligible for enrollment, children will need to Six weeks old or older. Before the first day of attendance, each child must submit current medical and emergency information to the center. Immunization records with current shot information are required and will be updated on a yearly basis in August. If you do not bring current immunization records you may be asked to keep your child home until the proper paper work can be provided.

Sonshine provides child care to any family regardless of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, or physical, mental or sensory disability.

### Registration Fee

There is a registration fee of \$100 per child (non-refundable) due before admittance. Each family is required to pay a re-registration fee every school year (\$70 for early re-registration, \$100 for later).

### Early Termination of Service

There will be an early termination fee of \$100 if you choose to no longer attend the daycare/preschool. Additionally we require no less than a two (2) week notice before termination of service.

## Monthly Rates for Full Time Tuition

### Infant 6 weeks to 12 months:

- 2 Day- \$820
- 3 Day- \$995
- 4 Day- \$1220
- 5 Day \$1350

### Toddler 12-30 months:

- 2 Day- \$490
- 3 Day- \$715
- 4 Day- \$885
- 5 Day \$1065

### 2.5 years or older & not potty trained:

- 2 Day- \$465
- 3 Day- \$655
- 4 Day- \$810
- 5 Day \$955

### 2.5 years or older & potty trained:

- 2 Day- \$320
- 3 Day- \$485
- 4 Day- \$675
- 5 Day \$780

\*Children enrolled full time care will automatically be enrolled in preschool

\*There is a 10% discount for siblings of a full time tuition student.

\*Tuition includes full time care and preschool.

### Preschool-

2 days per week	\$245
3 days per week	\$320
5 days per week	\$420

\*Preschool is from 9 a.m. to 12 p.m. daily. Once you have chosen your days you are locked into those days and cannot make it up on another day. **Hourly charges will be applied to preschool students that arrive before 8:30 a.m. or stay after 12p.m.**

### **School Age Daily Rates**

Full Day: \$40

Before care only: \$15

After care only: \$25

Before and After Care: \$30

Half day: \$30

\*Sonshine is not liable for children walking to or from Sacajawea School.

\*School-age families, full day care on “No School” days will be based upon availability.

### **Rate Changes**

Sonshine Daycare reevaluates rates and budget annually. If an increase to rates is necessary, families will receive a 30 day advance notice.

### **Drop-in Care**

Drop-ins are allowed on a space available basis only. Parents should call **or message** prior to drop-off to inquire about available space.

### **Payment**

Payment is due by the 10<sup>th</sup> of each month. A \$5 fee will be added to your bill for every day the late fee is not paid. Sonshine Daycare will provide monthly statements at the end of each month. We accept cash, checks, **and card**. \$35 will be charged for all returned checks. Sonshine has the right to refuse service if your bill is not paid and will not hold your child’s spot. You will have to re-register your child and pay your bill in full to return. If you are terminating childcare, two weeks’ notice is expected or an additional \$70 fee will be applied.

### **Department of Social and Health Services**

Sonshine Daycare and Preschool accepts payments from the State of Washington Department of Social and Health Services. To see if you qualify for benefits through DSHS, please call 877-980-9180.

### **Financial Assistance**

We realize that financial situations may arise and as a ministry of Faith Baptist Church we want to work with you if at all possible. If you have a financial situation please write a letter that states your situation and your financial need and submit it to Faith Baptist Church’s Board. The board will consider your need and will try to work with you on a solution.

## **Absences**

Our operation is dependent upon your tuition payments; therefore there is no billing adjustment for absences, such as illness, weather, or personal plans. A vacation credit of 10 days is available for full time tuition families and must be requested two (2) weeks in advance by written notice.

## **Late Drop Off**

Cutoff for dropping your child off is 10 a.m. If you need to drop your child off after this time please call the daycare or message via the BrightWheel app before 10 a.m. so we can staff accordingly. Service may be denied due to staff shortages if your drop off is after 10 a.m. with no communication.

## **Late Pick-Up**

There is \$2 a minute fee for each child in our care past 6:00 p.m. Payment for the late fee will need to be paid no later than the next business day.

## **Holidays (Days We Are Closed)**

The center will be open Monday through Friday, 6:30 a.m. to 6:00 p.m. We will be closed the following days:

- \*New Years Eve
- \*New Years Day
- \*Independence Day
- \*Thanksgiving Thursday & Friday
- \*In-Service Days are Scheduled in August
- \*Christmas Eve
- \*Christmas Day
- \*Labor Day
- \*Memorial Day

Sonshine daycare reserves the right to close on observed holidays as well as for in-service or trainings with adequate notice to the parents.

## Schedule

### Daily Schedule

The following is a general outline of a typical day for your child at Sonshine Daycare. Your child's teacher can outline a more specific schedule and each classroom has a posted schedule and lesson plan.

6:30	Open and all students free play in gym
7:30	Separate by ages: Centers & Breakfast (if provided by home)
8:05	School age children leave
9:00	Preschool
10:00	Snack
12:00	Preschool ends & lunch begins for extended care children
12:45	Rest period
2:45	Snack
3:15	Structured group time School aged children arrive & have snack
3:45	Free play/Games/Outdoor time
6:00	Closing time

### Rest Period

A time of rest (45 minutes to 1.5 hours) is scheduled after lunch for all children who are 5-years-old or younger. The center provides a separate mat for each child. You must provide your child with a small crib-size sheet and blanket to be used at this time (please limit stuffed animals or pillows to one). These items will be sent home on Friday to be laundered. A \$1 per day fee will be charged for forgotten sheet and blanket. Pre-k (4 year olds) children who do not fall asleep during rest time for four consecutive days will be given the option of spending their quiet time in a dimly lit room doing quiet activities (books, puzzles, coloring) for no longer than 45 minutes.

### Nutrition

The children will be offered a mid-morning and mid-afternoon snack provided by Sonshine. It is necessary for your child to bring a well-balanced nutritious lunch equaling one third of their daily food requirement. Washington state now requires daycares to supplement lunches that are missing an item found the governments "my plate" program. You can view a "My Plate" chart on this website <https://www.choosemyplate.gov/kids> (if you require help with meal planning please talk to your child's teacher or the office staff, we are here to help). If one of the following items is missing the daycare will supplement the missing item at the cost of \$1 per item: 1 grain, 1 fruit, 1 vegetable, 1 protein (milk will be provided free of charge) . Milk will be available for lunch at no extra cost. We ask that you limit desserts to fresh or canned fruit. We have a refrigerator for cold items, but time does not allow us to heat items. There will be a \$5 charge for forgotten lunches. Your child may bring breakfast from home and will be allowed to eat it up until 9 a.m.

### **Special Occasions**

You may arrange with your child's teacher to bring treats for birthdays or other special occasions. All items must be store bought.

### **Field Trips**

Field trips are occasionally provided for school-age children. Transportation will be provided in an authorized vehicle. Safety measures include car seats and a first aid kit. A permission slip signed by the parent will be required.

### **Signing In and Out**

The State of Washington requires that the parent, or any person authorized by the parent to take the child to or from the school, shall sign the child in on arrival and out when leaving. **At this center we are currently using the BrightWheel app.** Be prepared to show your picture I.D. each time you come in. Children are to be picked up only by authorized persons over 18 years of age.

## **Getting Your Child Ready for Daycare**

### **Clothing**

Please provide a change of clothing for your child. Keep them in a clear gallon sized bag, labeled with their name. If there are any soiled clothes, we will place them in a plastic bag in your child's cubby. **In the fall, winter, and spring please send your child with appropriate coats, hats, etc to handle the weather outside. We will go outside rain or shine based off of a heat chart located in every room. If it is absolutely pouring rain we will utilize the gym. If you do not send your child with a coat and it is raining we will provide them with a disposable poncho. The cost of a disposable poncho will be \$1 each and will be reflected in the following billing cycle.**

### **Parent Communication**

In order to effectively communicate with parents we will send **home an events calendar every month. Additional notices about other information will be posted on the front counter or on the display near the front counter. We will also send notices via the BrightWheel app.** Our website will be utilized with up-to-date information.

### **Sharing**

Toys are welcome on Sharing Day (no weapons, toy or real)! Please mark the toy with your child's name.



## Personal Supplies Needed

- 1 complete change of clothes (shirts, pants and underwear) labeled (permanent ink) with child's name – toddlers through kindergarten *Infants will require no less than 3 separate complete changes of clothes.*
- 1 crib-sized sheet and small blanket labeled with your child's name – toddlers through kindergarten. Bedding will be sent home each Friday to be laundered. Infants will require a tight fitting crib sheet.

## How Parents Can Help

- Bring your child to visit before their first day. We will work together to create excitement about joining us.
- A simple 'good-bye' is best for your child. The teacher will reassure your child throughout the day that you will return. You may call the center **or message your teacher on BrightWheel** to find out how your child is doing.
- Give your child time to adjust. He/she will be among strangers at first and it is perfectly natural to be unsure about coming back. It may take as long as three to four weeks for a child to adjust.
- Please feel free to talk to us or request a conference at any time.

## Transition Plans

Sonshine wants to partner with our families to help our students transition into any new environment. Transitions can include initial attendance at our center, moving up to a new classroom, or graduating on to kindergarten. We want to help our families make these changes smooth and productive. Our teachers and staff are here to help make this process easier on our students and our families by helping to provide a plan of action that will best suit your student. We will discuss the desired goals of the transition, and how we can assist in making these goals achievable. We are also here to help provide the needed resources and information you will need when preparing your student for any transition.

## Infant Care

Fostering secure and loving attachments with the babies in our care is of number one importance. To develop a secure attachment with babies, our primary care givers provide devoted attention to babies' needs, and understand the cues babies provide. Babies who are reliably nurtured begin to develop an inner way to understand their experience.

## Program and Environment

- Infants are at least one month of age when enrolled.

- The infant room is street-shoe-free to reduce infant exposure to dirt, germs, dangerous heavy metals, chemicals, and pesticides. All staff and other adults entering the room wear socks, slippers, inside-only shoes, or shoe covers over their street shoes and will not enter room with bare feet.
- The infant room has areas where all infants have the opportunity to experience floor-time activity without restriction.
- All infants are given at least three 5-minute periods of supervised tummy time each day. (*Floor time encourages brain and muscle development.*)
- Infants do not spend more than 15 minutes per day in restrictive devices such as swings, bouncers, infant seats or saucers. Use directions for all equipment must be strictly followed at all times.
- A nurse consultant visits the infant room monthly. The nurse consultant is a Registered Nurse, currently licensed, with training and/or experience in Pediatric Nursing or Public Health.
- Nursing pillows: infants will not be propped on nursing pillows. Free movement will be promoted for all infants.

### Infant and Toddler Feedings

Infants are fed on cue. **If you are food training using baby led weaning or any process similar to baby led weaning, please let the center staff know.**

Staff watch for and respond appropriately to hunger cues such as:

Fussiness/crying, opening mouth as if searching for a bottle/breast, hands to mouth and turning to caregiver, and hands clenched.

- Food is introduced to infants when they are developmentally ready for pureed, semi-solid and solid foods. Food, other than formula or breast-milk, is introduced to infants no sooner than 4 and preferably six months unless there is a written order by a health care provider.
- No egg whites (*allergy risk*) or honey (*botulism risk*) is given to children less than 12 months of age. (This includes other foods containing these ingredients such as honey graham crackers.)
- Cups and spoons are encouraged at mealtime by 6 months of age.
- Chopped, soft table foods are encouraged after 8 months of age.
- Children 12-23 months are given whole milk, unless the child's parent/guardian **and** health care provider have requested low-fat milk or a non-dairy milk substitute in writing. (*Low-fat diets for children under age 2 may affect brain development.*)
- When parents provide food from home, it is labeled with the child's name and the date. Perishable foods are stored at or below 41° F.

- Before food is prepared, preparation surfaces are cleaned, rinsed, and sanitized.
- Staff wash hands in the hand washing sink before preparing food. The food preparation sink is not used for hand washing or general cleaning.
- Staff serve commercially packaged baby food from a dish, not from the container. Foods from opened containers are discarded or sent home at the end of the day.

### **Breastfeeding Support**

Our center encourages, supports and accommodates breastfeeding mothers.

- Staff are a resource for breastfeeding mothers.
- The infant room and the staff lounge has a quiet, private space set aside for breastfeeding as well as a space for pumping
- Staff are trained on the safe handling of expressed breast-milk
- Staff will discuss the breastfed infant's feeding pattern with parent/guardian regularly
- Infants are fed breast-milk or iron-fortified infant formula until they are one year old. Formula and breast milk will be provided from home.
- Written permission from the child's licensed health care provider is required if an infant is to be fed an electrolyte solution (*e.g.*, *Pedialyte®*) or a special diet formula.
- No medication, cereal, supplements, or sweeteners are added to breast-milk or formula without written permission from the child's licensed health care provider.
- Bottles contain formula or breast-milk.
- Juice is not offered to children under 12 months old.
- Cups of water, formula or breast-milk are introduced when developmentally ready (usually around 6 months of age).

### **Bottle Cleaning**

Used bottles and dishes are not stored within eight feet of the diapering area or placed in the diapering sink. Bottles are not re-used at our center. Families will need to provide a sufficient number of bottles to meet the daily needs of the infant.

### **Discipline Policy**

Policy Statement: All Staff and Volunteers are responsible for maintaining a positive and emotionally healthy learning environment for children and families. Our disciplinary policy is built on mutual trust with teachers and children working together to help the children grow and mature. The teachers value and respect the children, and the children trust the teacher's patience, understanding and friendly firmness in guiding behavior.

We will use the following guidance techniques:

1. Positive statements are used in giving direction to behavior.
2. Redirection is consistent with the child's needs.
3. The child is given opportunities to make choices and solve problems.
4. Suggestions are given in time to prevent conflicts.
5. Comparisons of children are avoided.
6. Unacceptable behavior is clearly explained and the child is told what is acceptable. Approval of acceptable behavior is clearly explained and the child is told what is acceptable. Approval of acceptable behavior is clearly expressed.

Disciplinary methods used shall be based on guidance to help the child develop self-control, responsibility, respect for the rights of others, as he learns to cope with the daily living and working with others.

### **Under No Circumstances Will Corporal Punishment Be Used Or Tolerated By Anyone On Site.**

- Verbal abuse will not be allowed. This means no yelling, no obscene language, and no put downs between adults or between adults and children
- Negative child guidance will not be allowed. This means guidance characterized by any kind of anger, impatience, or language that could be experienced by the child as hostile, humiliating, threatening, or demeaning.
- Withholding food will not be used to discipline the children.
- We will not withhold access to the bathroom as a form of discipline

The staff shall accept and respect each child for who she is as an individual. If a child's behavior becomes unacceptable, this shall be explained to the child in a positive way without humiliation, fright, or physical harm. The child shall then be helped to find a better way of resolving her problems or meeting her needs. Respect for her feelings shall be maintained.

Conferences will be scheduled with parents if disciplinary problems frequently occur. If a meeting time cannot be arranged a parent may be asked to sign a terms of care agreement. If a child is frequently swearing or destroying property the child may be sent home for the day; if that behavior continues, services may be terminated. If a child's behavior consistently endangers the safety of the children or teachers around him/her, the director may terminate services for that child.

## **Sanitary Health Care Procedures**

### **Diapering**

We can only accept disposable diapers, which are to be supplied by the parent. There is a \$1 charge for each diaper supplied by the Daycare. If you would like to provide diaper ointment, a medication form must be filled out (see medical care section of handbook).

The following are the procedures used by Sonshine Daycare:

1. Wash hands.
2. Put on gloves.
3. Change diaper.
4. Dispose of diaper in covered container without leaving child unattended.
5. Disinfect changing table with bleach solution.
6. Wash child's hands.
7. Staff washes hands.

### **Toilet Training**

Sonshine works with parents in toilet training their children. Toilet training is initiated when the child indicates readiness. Child will remain in pull-ups until they are fully potty trained. Child will not be considered potty trained until child can go to the toilet on their own, without being told and do so for two weeks without having an accident.

## **Medical Care**

**Health Care Consultant:** Geneva Barnes, R.N.

**Infant Care Nurse Consult:** Victoria Johnson, R.N.

**Hospital Used for Emergences:** Legacy Salmon Creek Hospital  
2211 NE 139<sup>TH</sup> St.  
Vancouver, WA 98686  
(360) 487-1234

## **Illnesses**

We ask that parents not bring their child to the center if they are aware of any of the following:

- Diarrhea – three or more watery stools in a 24-hour period
- Open or oozing sores
- For suspected communicable skin infections such as impetigo, pinkeye, and scabies; The child may return twenty-four hours after starting antibiotic treatment.
- Fever of 100 degrees or higher
- Vomiting on two or more occasions within the past 24 hours
- Head lice or nits
- Fatigue that prevents participation in regular activities

Children complaining of illness, or found to be ill, will be allowed to rest in a room separate from other children. Parents will be notified immediately. Depending upon the severity of illness, parents may be required to pick their child up as soon as possible. We ask that your child be picked up within an hour of your being notified and that they remain home symptom free for at least 24 hours before returning to school (Example: Your child goes home at 10a.m. with a fever. The fever breaks at 2p.m. You can't return to the center until after 2p.m. the following day). If a doctor diagnosis child with a communicable disease, notify Sonshine immediately and **David Warner or Megan Wilson will notify the health department.**

## **Medications**

Prescription and non-prescription medications may be administered, but only with written authorization by the parent and/or doctor. They may be given only as specified on the prescription or non-prescription label. The medication **MUST** be in the original container with dosage instructions.

Parents must complete our medication forms authorizing staff to administer medication. The required information includes:

- First and last name of child
- Date of birth
- Name of medication
- Dosage amount and frequency
- Date and time medication is to be given
- Reason for giving medication
- Expected side effects
- Parent's signature for non-prescription medications
- Physician's signature for prescription medications

## **Medication Management**

Sonshine Daycare will:

- Keep medication inaccessible to children;
- Store external medication separate from internal medication;

- Keep records of medication disbursed;
- Return to the parent or other responsible party, or dispose of, medications no longer being used or expired.

### **Sunscreen**

If you would like to bring sunscreen to be kept at the daycare for your child it must be a hands-free application sunscreen and you must sign a permission slip.

### **Allergies**

If your child suffers from any allergies, a health plan must be established prior to their first day of attendance.

### **Minor injuries**

We wash cuts or scrapes with soap and water. A band-aid will be applied if needed. We will make every effort to protect the health and safety of your child.

### **Major emergencies**

All staff have completed a certified first aid and CPR course. A complete first aid kit is kept in each classroom. First aid supplies are checked monthly by the director and replaced as needed. The following procedures will be followed in the event of a medical emergency:

- Appropriate first aid will be applied immediately to the injured child
- Emergency rescue (911) will be called if needed
- Parents will be immediately informed of the situation
- If parents cannot be reached, another authorized person will be contacted.
- Sonshine's Accident/Incident Report will be completed and signed by: the teacher on duty at the time of the accident, the director, and the parent or legal guardian.

Disaster Preparedness Plans are posted in the lobby of the daycare.

Fire drills are conducted each month. Disaster drills (earthquake) are conducted each quarter.

## **Reporting of Incidents**

Sonshine is bound by Washington State Law (WAC 388-150-480) to report to the proper authorities evidence of any of the following:

- A death, serious injury requiring medical treatment or illness requiring hospitalization of a child in care, by telephone and in writing, to the parent, licensor and the child's social worker, if any.
- Any instance when the licensee or staff has reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or child exploitation as require under chapter 26.44 RCW, by telephone, to Child Protective Services (CPS) or local law enforcement. We may not notify parents when the police or CPS is called about possible child abuse, neglect or exploitation. This will depend on the recommendation of CPS when they are called.
- Any occurrence of food poisoning or communicable disease, as required by the State Board of Health, by telephone, to the local public health department.

We thank you in advance for your cooperation and understanding in the following procedures and guidelines presented in this handbook. Our interest is not to set forth "rules", but to establish procedures which will allow for a safe and pleasant daycare and preschool environment.

## **Animal on Premise Policy and Procedures**

### ***Sonshine Daycare***

*11208 NE Hazel Dell Ave*

*Vancouver, WA 98685*

### **Animal Restrictions**

1. Animals will be inaccessible to children with pet allergies. Before a child enters an area where animals have been, it will be cleaned and disinfected.
2. No aggressive or harmful animals will be allowed on the premise.
3. No animals are allowed:
  - Around Infants and toddlers
  - Food preparation areas
  - Children's Restrooms
  - Children's hand washing sinks
4. No animal cages or containers can be:
  - Where any child eats, sleeps, or actively plays
  - In entrances or hallways



5. Reptiles and amphibians are not allowed on premise. \*Due to high risk of disease transmission.
6. All Cages and Containers will be secured.
7. Any equipment needed for the animal will be inaccessible to the children.
8. Animals must be located only where the environment can be cleaned and sanitized (example: no carpeted areas.)
9. All local jurisdiction requirements for the number of animals on the premise must be met.

**Animals on our Premise:** (N/A at this time)

### **Animal Records**

- All animals required will be licensed.
- Animal shot records will be kept in the office.
- Emergency animal supplies will be stored in the office. The Director will be responsible for retrieving all supplies in an emergency situation.

### **Animal Care**

- All animals will be provided with appropriate food and water.
- Animal containers and cages will be cleaned and disinfected weekly or as often as needed
- Animals will not be allowed to use the children's play areas inside or outside as a restroom.
- All containers and cages will prevent debris from spilling out of the cage or container.

### **Child-Animal Interaction**

Curriculum regarding the animal and how to interact gently and appropriately:

- Occasional Sonshine will participate in a scheduled Pet Week. Students will be allowed to sign up to bring their pet to school with parent supervision.
- Children will be taken into small groups (3 or 4) and will be directly supervised by a trained staff member.
- Only trained animals who can tolerate handling will interact with the children. All animals will be healthy and free of disease or pest (fleas, ticks, etc.)
- Interaction will immediately cease should the animal show signs of stress or harmful behaviors.

- All children and staff who touch, hold, or handle any animal, will immediately follow our hand washing procedure following the interaction.

**Crisis  
Disaster  
Response  
Handbook**

The evacuation routes and plans are posted in all the classrooms, by the Daycare Director and/or the Program Supervisor.

1. Fire drills are conducted monthly by the Daycare Director and/or Program Supervisor and the School Principal. They are documented on a log in the daycare and school offices.
2. Disaster drills are conducted once every three months by the Daycare Director and/or the Program Supervisor and the School Principal and include earthquakes and lockdowns.
  - All staff know procedures for the drills
  - The Daycare Director and/or the Program Supervisor are responsible for educating the staff

**3. Procedures for Preparedness Before the Disaster:**

The Center and School conduct fire drills on a monthly basis and record the dates as required by licensing. The Center and School have gathered a 72-hour preparedness kit, a 72-hour comfort kit and a 72-hour supply kit for first aid. The Center and School check the emergency kits and medication kits on regular basis for expiration dates. These supplies will be taken with us if evacuation is required. Parents may contact the child care center at (360) 573-7174 **or on the Bright Wheel app.**

**4. Procedures During a Fire:**

If smoke or fire is seen, activate fire alarm if not sounding. Evacuate children, visitors, and staff. Drop and crawl to avoid smoke and close doors behind you; take center sign-in and out book, children's emergency and medical information/supplies and cell phone with you. Call 911 from outside the building. Take attendance. If safe to do so, search building for anyone missing. Staff member will check area of concern, and use fire extinguisher, if safe to do so. We will have the following things ready for police and fire personnel.

- Number of children in care, staff, volunteers, and visitors.
- Knowledge of anyone remaining in the building.
- Floor plan and internal systems information. If it is determined that building is unsafe, move children to alternate site location. Daycare Director and/or Program Supervisor and School Principal will notify parents of evacuation and alternate site location.

**5. Procedure After the Fire:**

- Daycare Director and/or Program Supervisor will report incident to licensor.
- Daycare Director and/or Program Supervisor will complete a written incident report at the earliest opportunity.
- Incident reports are stored in the office and in the disaster kit containers.
- All parents will be notified of the incident.

## 6. Procedures During an Earthquake:

Direct all children to **“Drop, Cover, and Hold”** and remain that way until the earth stops moving- staying away from windows, bookcases, and filing cabinets. Keep talking to the children until it is safe to move. If no items are available for cover, crouch by a load-bearing wall, and cover your head with your arms. If outside near a building and there is no safer location, take cover in a doorway to protect yourself and the children.

### **When Earthquake Stops the Following Procedures will be carried out:**

- Teacher and staff check themselves and children for any injuries.
- Check evacuation routes for damage
- Evacuate children and staff, and close doors behind you; take the following items with you:
  1. Center sign in and out book
  2. Children’s emergency and medical information/supplies
  3. Cell phone
- Staff will render first aid to those who need it.
- Daycare Director and/or Program Supervisor and School Principal will take attendance outside to account for all children and adults.
- Check utilities for disruption/damage (gas, water); if you smell gas, turn the gas off with the wrench stored by the exterior kitchen door.
- Have a team of two individuals (at least one trained in building assessment) inspect the exterior of the building following the post-earthquake damage assessment. The trained adult is Loren Beck.
- Let the rescue team know of anyone who might be missing.
- Determine status of emergency supplies and equipment.

## 7. Procedures After the Earthquake:

- Call parents with Daycare/School status information. If parents cannot be contacted after 4 hours, the child’s out-of-area contact will be called.
- Call childcare/school’s out-of-area contact with information of the center/school’s status (injuries, evacuation, children remaining in care, children who have been picked up).
- If it is decided to evacuate to an alternate location, post a notice indicating: new location, date and time you left. Follow Site Evacuation Procedure.
- Director will report incident to licensor.
- Daycare Director and/or Program Supervisor will complete a written incident report at the earliest opportunity; incident reports are stored in office and in the disaster container.

## 8. Procedures During Natural Disaster:

- Daycare Director and/or Program Supervisor will determine, prior to opening hours, whether or not to close the Center.
- If the childcare center must close during hours of operation, because of weather, the Daycare Director and/or Program Supervisor will notify parents by telephone **and/or the Bright Wheel app.**

- The staff will care for the children until parent or emergency contact person can safely pick up their child.

**9. Procedures After Natural Disaster:**

Daycare Director and/or Program Supervisor will report incident to licenser. Daycare Director and/or Program Supervisor will complete a written incident report at the earliest opportunity; incident reports are stored in the office and disaster container.

**10. Lock Down Procedure:**

During a Lock Down Event, staff will make the determination whether or not it is safe to move to the Lock Down Area in their building or whether they should stay where they are currently located:

If it is determined it is safe to move:

Children in the daycare building will move to the Pre-K classroom, located off the gym, and children in the church building will move to the basement in their building. The School Principal, Rosemary Warner, will lock the door to the basement once the students have arrived. The Daycare Director and/or Program Supervisor will lock the main doors.

If it is determined it is not safe to move:

Students will remain in their classrooms with doors locked, curtains closed, lights off and voices off. Everyone should move away from doors and windows.

# Building and Site Evacuation Plan

- Make a quick assessment of the situation in the classroom and any injuries to the children or adults.
- Daycare Director and/or Program Supervisor evaluate the evacuation route, to be sure that it appears clear of obstructions.
- If possible and time allows, have children take jackets and coats.
- Staff will take following items:
  - a) Disaster supplies
  - b) Center sign in and out book
  - c) Children's emergency and medical information/supplies.
  - d) Cell phone
- Staff will assemble children to evacuate the building, one teacher leading and one teacher following behind.
- Take attendance; if safe to do so, search the building for anyone missing.
- If a gas leak or other incident that requires individuals to be located further away from the childcare, have teachers move children to the pre-designated location.
- The pre-designated locations are: The main church building, the daycare building, the church office building, the youth room, or Sacajawea School.
- Daycare Director and/or Program Supervisor and School Principal will evaluate the situation with the help of responding agencies (fire, police) and determine if it is safe to enter building.
- Daycare Director and/or Program Supervisor and School Principal will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location.
- Daycare Director and/or Program Supervisor will report incident to licenser.
- Daycare Director and/or Program Supervisor will complete a written incident report at the earliest opportunity.
- All parents will be notified of incident.
- If it is determined that staff and children will be moved to alternate site location, children will be assigned to designated teachers
- Staff will bring the following items to the alternate sites:
  - a) Disaster supplies which are stored in the storage closet
  - b) Class/staff attendance sheets
  - c) Children's emergency and medical information/supplies
  - d) Cell phone if available
- Once at the alternate site location, take attendance again.
- Teachers must remain with their group of children until the children are picked up by parents or emergency contacts.
- Daycare Director and/or Program Supervisor and School Principal will continue to communicate with parents and coordinate pick-up of children.

**Letter that is sent to all students at center and school:**

Dear Parent or Family,

During a disaster, communication may become challenging. Often it is easier to contact an out-of-area phone number. Our facility is establishing an out-of-area number to relay information throughout a disaster. Please put this number in a convenient and accessible place so that you are able to get information about your child, should local calling become challenging. Our out-of-area contact is:

Name: Jeremy Lohr

Phone #: 509-551-5574

We encourage you to familiarize yourself with the disaster plans and policies established for our child care facility and school.

**Please sign and return the following portion**

---

I have received information regarding your childcare facility and school's out-of-area emergency contact. I understand that your childcare facility has established policies to respond appropriately to a disaster.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide the following information for our emergency records:

Child's name: \_\_\_\_\_

Child's out-of-area contact (100+ miles away): \_\_\_\_\_

Out-of-area contact phone number: ( ) - \_\_\_\_\_

Emergency contact (friend, family or loved-one): \_\_\_\_\_

Emergency contact phone number: ( ) - \_\_\_\_\_

Local contact (the nearest acquaintance): \_\_\_\_\_

Local contact phone number: ( ) - \_\_\_\_\_



