



Childcare Co-Op

WoarlanTM

Parent/Guardian Handbook

Welcome

Welcome to Sugarland Childcare Co-Op. Sugarland is a Cooperative Childcare, which means our families work together to care for the school, maintain the buildings, and support the staff and children. Parent participation in the classroom is welcomed but not required (classroom participation has been paused during covid).

In order to support day-to-day operations of our school and keep tuition costs low, each family commits to assisting in school operations as well as cleaning and maintaining the facility and grounds. We make sure to work together to find the best fit for each family's commitment. We want to give you low childcare costs while maintaining the same high quality care for which we've aspired and endeavored.

Below are some examples families commit to every year. If families have special skills we take any help offered, we love input and all the help we can get to care for our kiddos;

- Donating toys and books
- Donating food (Kids weekly snack)
- Purchasing/Preparing Supplies & Materials
- Donating, Repairing and/or Purchasing Equipment
- Time in the Classroom (Not required-suspended during COVID)
- Expertises (veterinary, medical - drs/nurses/nutrition, mechanics, fire and safety, painters, builders, toy makers, story-time readers, menders, costume makers, etc)
- Landscaping, Gardening
- Facility Maintenance
- Website/IT Creation and Maintenance
- Financial Management

We hold two cleaning gatherings every year (Spring Cleaning and Winter Prep). We ask that every family participates in at least one gathering. This is a time we can all come together to talk about how things have progressed throughout the year and how we might want to change things moving forward or to remain the same, and to share successes and tips with other families.

Everyone's role is important and there are ample opportunities to connect with each other everyday; building a community as we work together to provide the best possible care for our children. Many special lifelong friendships are made among our little village.

Disclaimer

No child or their family will be discriminated against.

Open Door Policy

We carry an open door policy – you may stop by at any time to observe your child. Unless there is a court order in place, then access would be restricted. Just remember that visitors have an impact on your child’s behavior, other children and the environment. Also if your child is having separation problems, it might make it difficult for them when you leave. We also ask that you respect nap times and try not to visit during them as it will not only disrupt your child’s rest but the other children as well.

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Connect



Learn



Create



Explore



Challenge



Understand

Our Philosophy

Providing safe, compassionate care while nurturing curiosity and growth in children.

Three generations working together to create a reliable, clean, fun, loving, and educational home for your children to be provided for while you're at work. A place you know you can leave your family in excellent and protective hands while you need to be away. Sugarland hopes to create a strong alliance with parents/guardians in guiding children to a brighter future.

We believe communication is a key part to understanding the world around you. So we do our very best to communicate and teach kids to express themselves, while helping them build up the confidence needed to discover the world around them. We strive to create a safe environment for all children to learn and grow in their own way and at their own pace.

“The most effective kind of education is that a child should play amongst lovely things.”

~Plato~

Contact us

(360) 552-7715

ama@sugarlandcare.com

www.sugarlandcare.com

Hours of Operation

Monday through Friday, 7:00 a.m. to 5:30 p.m.

Holidays

Sugarland will be closed and paid for all major holidays:

- ❖ New Year's Day, January 1st
- ❖ MLK Jr. Day, third Monday January
- ❖ Presidents Day, third Monday February
- ❖ Memorial Day, Last Monday in May

- ❖ Juneteenth
- ❖ Independence Day, July 4th
- ❖ Labor Day, First Monday in September
- ❖ Veterans Day, November 11th
- ❖ Thanksgiving Thursday & Friday
- ❖ Christmas Eve, December 24th
- ❖ Christmas Day, December 25th
- ❖ New Years Eve, December 31st

Since we operate Monday through Friday, if the holiday lands on:

Saturday: the Friday before we will be closed

Sunday: the following Monday we will be closed

Vacations

Sugarland will take three weeks' paid vacation per year – generally coinciding with Central Kitsap School District Calendar.

- ❖ Spring Break (Good Friday through the following Friday)
- ❖ Christmas Holiday (Christmas eve through New Years Day)
- ❖ Summer Holiday (generally the last week in August)
- ❖ We will also take 3 mental health days throughout the year

We publish an annual list of closures by December for the following year.

Sick Days

If one of Sugarland providers is ill and unable to provide care Sugarland will either need to have parents find alternate care for children who put us over capacity for one provider or will call in backup staff if available. If both providers are sick the daycare will close and all parents will need to find alternate care.

Alternative Care

In the event that the daycare is closed it will be the parents responsibility to find alternate care. It is also a good idea to have alternate care for your child in case they are too ill and cannot attend daycare.

Off-Site Activities

Parents/Guardians must complete transportation or field trip permission form. Off-site transportation will only occur when planned and agreed upon by Sugarland and parent(s) and appropriate forms are completed and on file. Parents may need to provide appropriate child car/booster seats.

Arrivals and Departures

Sugarland assumes full responsibility for your child once they are dropped off and signed in until they are signed out. So please make sure that we are aware that your child is being dropped off or picked up. Do not just leave without someone acknowledging you. Please call as soon as possible if you will be late picking up your child.

When dropping or picking up children, remember to sign them in or out in brightwheel and have them put their belongings in their personal cubby.

We cannot release your child to anyone NOT listed on the Registration form without prior approval from you. You need to let us know in advance if someone other than you will be picking up your child, and they need to have valid state picture ID with them.

Childcare Agreements & Records

Access and confidentiality of childcare records:

- ❖ Sugarland will maintain records for all children in a confidential manner and will only release to authorized person such as but not limited to: State licenser, police department, and health and social services.
- ❖ Each enrolled child's health record must be available to Sugarland before care starts.
- ❖ A child's parent or guardian will be allow access to all records for their child
- ❖ We will review all children's records quarterly to keep records current and accurate
- ❖ Parents or guardians must update Sugarland of any changes to child's records.

Fee Schedule

One-Time Registration Fee \$50.00 per family

Rates for children attending Sugarland full time (4+ days per week, 4+ hours per day) are charged according to the monthly rate. Our full time monthly rates are pro-rated for the entire year, as your child will not always be here for the same number of days each month:

Full Time Care – All Ages	\$900 per month
Part Time Care – All Ages	\$700 per month

Additional Day (4+ hours of care) available *if there is space each day
Must be paid when child is dropped off

All Ages

\$50.00 per day

*We cannot go over our licensed capacity. If we are already fully booked when you wish to add a day then we cannot take your child and you must seek out other childcare for those days.

Penalty Fees are as Follows:

Check Return Fee

\$50.00

(Account turns into a cash only basis and child may not return until account is current and paid in full)

Payments are due the first day of care each month. Sugarland accepts credit/debit cards (with a 3% fee added), cash, checks, money orders, and direct deposit. All payments are non-refundable. A 30-day notice is needed to vacate your child's space with Sugarland.

If your child is absent, you will still be charged your normal rate. Our staffing patterns and expenses are based upon your reserved space and do not change if your child is not in attendance on a scheduled day. Changes to your child's schedule and needs in daycare hours are dependent on space available required by licensing capacity.

Admissions

Sugarland provides care for children from birth through pre-kindergarten (unless your school-aged child has a younger sibling attending Sugarland). Our hours are between 7am and 5:30pm. Sugarland will never refuse to enroll a child on the basis of race, religion, color, sex, sexual orientation, creed or handicap.

Enrollment Procedures:

Sugarland interviews families to determine best fit. We believe relationships are more successful when families and staff meet and determine if we "mesh", if we understand each other's needs and expectations. We do not fill slots on a first come first serve basis, but by matching most likely to succeed families.

The following forms are required to be on file for each child per certification standards prior to child's first day at Sugarland:

- ❖ Registration Forms
- ❖ Immunization Record

- ❖ Medications Permission (If applicable)
- ❖ Completed and Signed Child Care Contract
- ❖ Policies and Procedures reviewed
- ❖ First month's fees are due prior to child starting care, and deposit

All families will be enrolled on a 30-day trial period to determine the right placement for your child and the childcare setting. During this trial period either party (parent or Sugarland) has the right to terminate this agreement via phone, in person, or letter, with or without cause. No refunds will be given during this time. Please make a note of this day. After the trial period a 30-day notice with pay will be required to terminate care. The parent will be responsible for payment for the days the child attended during the trial period.

Termination:

The childcare contract may be terminated by either the parent/guardian or Sugarland by giving 30-day written notice in advance of the end date. Payment by parent/guardian will be due for the notice period, whether or not the child is brought to Sugarland for care (please refer to the contract). Reasons for Sugarland termination may include but are not limited to:

- ❖ Failure of parent/guardians to pay
- ❖ Failure of parent to complete required forms
- ❖ Lack of parent cooperation
- ❖ Inability of Sugarland to meet the child's needs
- ❖ Inability of the child and/or parents to adjust to childcare and/or Sugarland environment.
- ❖ Failure of parent to abide by contract/policies

In some cases, immediate termination may be necessary. Some reasons for immediate termination may include, but are not limited to, failure for a parent to pay required fees, health or safety reasons of the children in care if we believe anyone within our home may be in danger, feel threatened or unsafe by actions taken by any family member. Final 30 days of care will not be allowed and family will not be allowed back on the premises and will still be required to pay the final 30 days of care.

Communication between parents and Sugarland is very important. Termination due to any of these reasons would be a last resort of parents/guardians and Sugarland being unable to resolve the issue together. We will work with you and your child as much as possible but ultimately we cannot put our business, the other children in our care, or our family in a compromising situation.

Items Parent/Guardian Must Provide

- ❖ Parents/guardians must provide certain items including if applicable to child:
- ❖ Change of clothes (2 – 4 outfits for non-potty trained children)
- ❖ Diapers/wipes/pull-ups
- ❖ Diaper cream
- ❖ Small blanket
- ❖ Special toy
- ❖ Medications (with signed permissions form)
- ❖ Bottles, nipples & special feeding cups
- ❖ Baby formula/breast milk
- ❖ Sunscreen/bug spray (with signed permissions form)
- ❖ Weather appropriate attire (i.e. Swim suits, rain jacket, rain boots, snow gear, etc...)

Everything must be labeled, especially all food products. Please don't bring anything electronic for your child or anything that you would worry about getting broken. Many times this causes conflict and angst amongst children not wanting to share their own belongings. Sugarland will not be responsible for damaged items.

Sugarland will be providing:

- ❖ Quality Compassionate Care
- ❖ Safe Environment
- ❖ Games, toys, entertainment, educational materials, etc.
- ❖ Snacks
- ❖ Breakfast and lunch

Communication Plan

A daily report will be given verbally when you come pick up your child as well as being able to view the notes section on the attendance log. If you need to call, please keep in mind that the children are our top priority and you might get the answering machine, we will return your call as soon as possible.

Conferences can be scheduled at any time by either the parent or Sugarland. Keeping the lines of communication open between us is in the best interest of your child. Letting each other know important information about your child and family is essential to us providing the best possible care for them.

Typical Daily Schedule

Children need a simple routine to follow. This helps them learn and anticipate what comes next. This is subject to change from day to day depending on the children's interest and of course the weather.

7:00 AM	Open - Free quiet play and reading
8:30	Breakfast (i.e. cream of wheat with blueberries, banana/milk smoothie)
8:45	Free Play
10:15	Snack (i.e. crackers and hummus)
10:30	Rest Time (Please limit drop off and pickup times during rest time if possible)
12:30 PM	Lunch (i.e. scrambled eggs and zucchini with tortilla and milk)
1:00	Clean-Up and Reading
1:30	Outdoor play time – length of time dependent on weather
2:30	Rest Time for infants (Please limit drop off and pickup times during rest time) Puzzles, games, and school for older kids
3:30	Snack (i.e. peanut butter and celery)
4:00	Free play: Reading, Puzzles, Coloring, etc...
5:00	Snack (i.e. oatmeal cookies and milk)
5:30 PM	Close

Please let us know if you will not make your scheduled drop off and pick up times so we can plan our day/meals/activities according to the children that will be here. If you are going to be late picking your child up please call as soon as possible (late fees will apply).

Meals

Food is more than just balanced meals and nutritious snacks; it is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. Each meal served will meet the nutritional requirements and snacks will include two items from the four food groups. We participate in the MDC Food Program.

We serve two meals and two to three snacks a day. If your child has any food allergies please make sure to put this on their Registration Form and bring any substitute foods needed for them. Rest Periods

We have rest periods at 1030am for all children and 230pm for younger and tired children. We will provide a crib or playpen for children under the age of 18 months; over the age of 18 months they will be provided a 1" sleeping mat and cover. Children can bring a small blanket

from home to have at nap time. Children that are not sleeping after ½ hour rest can get up to have quiet activities, like books, puzzles, coloring, etc.

Activities

Our days will consist of the following: Use and develop language skills, use of large and small muscles, use of materials that encourage creativity and imaginary play, daily indoor and outdoor activities, active and quiet play, individual and group activities. This will all help in learning new ideas and skills, be exposed to a variety of cultures, and protect them from excess fatigue and over stimulation.

The Value of Play: Play is learning for life. Almost everything that children learn during their first six years is learned through play, and they work very hard at it! From the time they are born, without anyone telling them how, children stretch, pull, push, and move from place to place. Play develops children's skill, teaches them to relate to their peers, and develop their own personality. Children have a profound need to play, climb, and run, use their Imagination, test themselves and challenge others, and above all to enjoy themselves.

Guidance & Discipline Policy

We believe discipline should be used to teach a child. The children are explained the rules of the child care home frequently so that all know the guidelines. Once a child understands the rules and obeys them, the following techniques are used and as a last resort a conference will be called with the parents. If problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Positive Guidance Techniques:

1. Verbal Intervention: We explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words.
2. Logical Consequences: We help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged.
3. Redirection: We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.
4. Ignoring: Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.
5. Take a Break: The child is separated from the group to allow him/her to relax and calm down, and to help him/her not to be influenced by peers. The child will have access to limited activities and be closely monitored. The child may return to the group as soon as the negative behavior stops or is significantly reduced. If Take a Break occurs constantly or not working child's parent will be asked to come and pick up the child.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the children to act in such a way as to receive the praise. Asking a child to stop and think about their behavior enables the child to work at self-control.

If a time out is required, as a last resort, we will work with the one minute to age ratio. (i.e. 2 years old would get a 2-minute time out, 4 years old a 4-minute time out, etc....).

Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food or punishments for lapses in toilet training and other forms of physical punishment are PROHIBITED! This includes both provider and parent. Parents cannot use corporal punishment on their own children anywhere on Sugarland premises, as we are required by law to report any suspected abuse to Child Protective Services (CPS).

Food Service

When serving foods, Sugarland may:

- ❖ Serve each child individually or
- ❖ Serve family style in serving containers that allow children the opportunity to serve themselves.

Sugarland also will:

- ❖ Stir and test for safe temperature any heated food before serving
- ❖ Closely supervise all children when eating
- ❖ Not force or shame a child to eat or try any food
- ❖ Not punish a child for refusing to try or eat foods
- ❖ Serve meals in a safe and sanitary manner
- ❖ Be respectful of each child's cultural food practices
- ❖ Sit with children during meals when possible

Drinking Water

Sugarland will supply safe drinking water for all children in care, it will be served in a safe and sanitary manner and be available throughout the day.

Infant/Toddler Care

Infant Bottles

Sugarland will:

- ❖ Use glass bottles or plastic bottles. Plastic bottles must not contain the chemical bisphenol-A or phthalates. All bottles must be labeled.
- ❖ When heating a bottle, heat the bottle in warm water that is not more than one hundred twenty degrees Fahrenheit.
- ❖ Not use a microwave oven to warm the contents of a bottle.
- ❖ Clean bottles and nipples before each use, only with warm soapy water and a bottlebrush, or in a dishwasher.
- ❖ Keep the bottle nipples covered if bottles are prepared ahead, and label the bottle with the date it was prepared.
- ❖ Not allow infants to share bottles or infant cups.
- ❖ Keep the contents of a child's bottle inaccessible to other children.
- ❖ Throw away milk, breast milk, or formula if it has been sitting at room temperature for more than an hour.

Breast Milk

When breast milk is provided for a child, Sugarland will:

- ❖ For breast milk to be used on the day received: refrigerate and label the breast milk container.
- ❖ For the breast milk is to be frozen: label the container with the child's name and date the milk was brought to Sugarland. Sugarland must:
 - ❖ Store frozen breast milk at ten degrees Fahrenheit or less
 - ❖ Keep frozen breast milk no more than two weeks
 - ❖ Use frozen breast milk within twenty-four hours after thawing
 - ❖ Thaw breast milk in the refrigerator, under warm running water, or in a container with warm water that is not more than one hundred twenty degrees Fahrenheit
 - ❖ Never thaw or heat breast milk in a microwave oven or on the stove

Bottle Feeding

When bottle feeding, Sugarland will:

- ❖ Test the bottle contents before feeding, to avoid scalding or burning the infant's mouth
- ❖ Hold infants when the infant is unable to hold his or her bottle
- ❖ Not prop bottles when feeding an infant
- ❖ Not give a bottle or cup to an infant who is lying down
- ❖ Feed infants on demand or based on the parent or guardian's recommended feeding schedule
- ❖ Stop feeding the infant when he or she shows signs of fullness

- ❖ Not add medication, cereal, supplements, or sweeteners to contents of the bottle unless prescribed by a health care provider
- ❖ When the infant can hold is or her own bottle, Sugarland:
- ❖ May hold the infant or place the infant in a semi-reclining or upright position during bottle feeding
- ❖ Must be in the same room within visual range of the infant during feeding

Solid Foods

Sugarland will consult with and have approval from an infant's parent or guardian before introducing solid food to an infant. When serving infants solid food Sugarland will:

- ❖ Hold or sit the infant in a semi-reclining or upright position
- ❖ Not allow infants to share the same dish or utensil
- ❖ Stir and test for safe temperature after heating food and before serving
- ❖ Throw away any uneaten food from the serving container
- ❖ Serve solid food by utensil or let the child feed themselves
- ❖ Feed the infant when hungry unless the parent or guardian gives written instructions for an alternative feeding schedule, and stop feeding when the infant shows signs of fullness

Diapering

A changing table is set up in the main bathroom for changing diapers. Individual, washable changing pads are beside the table – a new pad to be used for each changing. The used changing pads will be put in the laundry basket after each changing and be washed daily. There is a garbage can with a hands free lid for disposal of diapers and wipes. Staff and child's hands are required to be washed during/after every changing.

Toilet Training

We require pull-ups to start potty training with for sanitary reasons. Then after two full weeks of being accident free and can tell us they have to go they may try regular underpants. Please make sure they have enough changes of clothing here during this time. Also make sure they are wearing clothes that are easily pulled up and down. An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves.

Sudden Infant Death Syndrome (SIDS) Prevention

In order to reduce the risk of SIDS the following rules will be applied:

- ❖ All infants under one year of age will be placed on their backs to sleep.

- ❖ No pillows or comforters. Only a thin receiving blanket will be used, the infant will be placed at the foot of the playpen with the blanket tucked into the mattress and reaching only as far as their chest or will be completely swaddled.
- ❖ The infant's head shall remain uncovered at all times.
- ❖ When an infant can roll over from back to belly, they will be put down on their backs but will be allowed to adopt whatever sleep position they prefer.

If you have any questions about this or need further information please ask us or go to www.sids.org

Illnesses

Sugarland requires all sick children to stay at home. If a child is sick when they come to Sugarland or begins to develop symptoms of sickness the parent/guardian will be called to come pick up their child from care and will be asked to not return until child is fully recovered. We understand that some may have difficulties with this as they work, however, we do have the safety of all children to consider.

The operating expenses of Sugarland are the same whether you bring your child or not. Therefore no deductions in the monthly fee will be made. We reserve the right to consider a discount or rate adjustment made to your account for certain family emergencies or illnesses involving either party.

When Sugarland becomes aware of a household member or child in care being diagnosed with any of the following communicable diseases:

- | | |
|------------------------------------------|----------------------------------|
| ❖ Covid-19 | ❖ Measles |
| ❖ Chickenpox | ❖ Bacterial Meningitis |
| ❖ Bacterial Conjunctivitis (Pink eye) | ❖ Mumps |
| ❖ Diphtheria | ❖ Pertussis (Whooping Cough) |
| ❖ E. Coli Infection | ❖ Rubella (German Measles) |
| ❖ Giardiasis | ❖ Salmonella or "Food Poisoning" |
| ❖ Hepatitis A Virus | ❖ Shigellosis |
| ❖ Invasive Haemophilus Influenza Disease | ❖ Active Tuberculosis (TB) |

Sugarland will, within twenty-four hours notify:

- ❖ The local health jurisdiction or DOH, except notice is not required for a diagnosis of chickenpox or conjunctivitis
- ❖ Parents/Guardians of each of the child in care

Sugarland will follow the health plan before providing care or before readmitting the household member or child in childcare. If any of the following symptoms are present with your child, parents will be called to come pick up child and to keep child home until recovered:

- | | |
|------------------------------------------------------------------------|---------------------------------------------------------------------|
| ❖ Fever of 100 degrees or higher | ❖ Diarrhea with three or more watery stools, or one bloody stool |
| ❖ Earache | ❖ Rash not associated with heat, diapering, or an allergic reaction |
| ❖ Headache | ❖ Drainage of thick mucus or pus from the eye |
| ❖ Sore throat | ❖ Lice or nits |
| ❖ Rash | |
| ❖ Fatigue that prevents child from participating in regular activities | |
| ❖ Vomiting that occurs two or more times | |

Please call ahead if you are unsure on whether to bring your child, let us help you decide.

*Before returning your child to day care they must be free of all symptoms for 24 hours from the last onset of symptoms without the aid of medication (OTC or prescription).

Injuries/Incidents

When a child has an injury that requires first aid only, Sugarland will give a written and/or verbal notice to the child's parent/guardian and keep a record of the notice on file. When Sugarland becomes aware that a child's injury or illness may require professional medical treatment, Sugarland will:

- ❖ Call 911, when applicable and follow their recommendations
- ❖ Administer first aid
- ❖ Call the child's parent or guardian

Cleaning, Sanitizing, & Disinfecting

Hand Washing

Sugarland will follow and teach children proper hand washing procedures, which include:

- ❖ Wetting hands with warm water
- ❖ Apply soap to the hands

- ❖ Washing hands
- ❖ Rinsing hands
- ❖ Drying hands with a paper towel or single-use cloth towel
- ❖ Turning off the water with paper towel or single use cloth towel
- ❖ Paper towels will be disposed of after a single use
- ❖ When cloth towels are used, Sugarland will wash and sanitize each cloth towel after a single use

Hand Sanitizers

If Sugarland has a written and signed parent or guardian permission, Sugarland may use hand sanitizer products only with children over twenty-four months old. Hand sanitizer products may be used:

- ❖ When hand washing facilities are not available, such as an outing, emergency, or disaster
- ❖ After proper hand washing

Sugarland will not use hand sanitizer gels if proper hand-washing facilities are available.

Toys

Sugarland will clean and sanitize toys:

- ❖ Before a child plays with a toy that has come into contact with another child's mouth or bodily fluids
- ❖ After being contaminated with bodily fluids or visibly soiled
- ❖ Not less than weekly when the toys have been used by the children

Laundry

Sugarland will wash childcare laundry using:

- ❖ Laundry soap or detergent
- ❖ Temperature control (warm or hot cycle)
- ❖ Chlorine bleach

Pets & Animal

Sugarland has six pets: two cats, two dogs, and 2 sugar gliders. Our cats and dogs have access to freely wander through the house at all times of the day so children will have free access to them all day. They are older and very good around other people, however, if they do seem to be having a bad day we will put them in a back room. All pets have updated immunizations. The cat's litter box is located securely in the garage and is accessed via a small cat door in the wall. The dogs have a small section in the backyard that is fenced off in which the children are not allowed.

If the need arises where we need to spray pesticides we will use Ortho Home Defender and we will spray on Friday nights after the daycare is closed.

Reporting Suspected Child Abuse or Neglect

Sugarland must and will:

- ❖ Protect all children in childcare from all forms of child abuse or neglect as defined in RCW 26.44.020
- ❖ Report suspected or actual abuse or neglect as required under RCW 26.44.030 to DSHS children's administration intake (child protective services) or law enforcement.

Sugarland must and will provide training for all persons around children within Sugarland on:

- ❖ Prevention of child abuse and neglect as defined in RCW 26.44.020
- ❖ Mandatory reporting requirements under RCW 26.44.030

Sugarland is very strict on this policy and will report any suspected child abuse and ask that if any parents/guardians or other individuals have a suspicion of child abuse to please report it to Child Protective Services (CPS) 1-888-713-6115. Please let us know if you have any questions or concerns. Thank you!

No Smoking

Sugarland will, under the following conditions, prohibit smoking by anyone:

- ❖ In all outdoor or indoor licensed and unlicensed space – including in a parked parent vehicle.
- ❖ Within twenty-five feet of any entrance, exit, window, or ventilation intake of the home
- ❖ In motor vehicles while transporting children

Sugarland is a non-smoking home and as such will have no tobacco products, drug paraphernalia, cigarettes and containers holding cigarette/marijuana butts, cigar butts, or ashes accessible to children. We also ask that all persons coming to Sugarland respect the no smoking zone in and around our home.

Drugs & Alcohol

Sugarland will not allow any persons within premises to:

- ❖ Have or use illegal drugs
- ❖ Consume alcohol during operation

- ❖ Be under the influence of alcohol, illegal drugs or misused prescription drugs when working with or in the presence of children in care.

Sugarland will also keep and store all alcohol, including closed and open containers, inaccessible to children.

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child. If you refuse a ride and leave with your child, we will notify the police department and child protection services with all information required.