

Ruston Christian Childcare and Pre-school Parent Guide to Policy and Procedure

Welcome to Ruston Christian Childcare and Pre-school. Today's date

Director

Philosophy

The children always come first. Ruston Christian Childcare and Pre-school provide quality, developmentally appropriate, educationally oriented childcare in a Christian environment. High quality childcare is not baby-sitting. RCC provides care for infants and children ages 4 weeks to 12 years of age. We meet or exceed the standards set by minimal licensing requirements.

Non Discrimination Policy

It is our policy to ensure no person is subjected to discrimination because of race, national origin, gender, sexual orientation, age, religion, creed, marital status, or disability. This policy applies to every aspect of the agency's programs, practices, policies, and activities, including client services and employment practices.

We cooperate with other community, social, and health agencies/programs to meet the needs of the families served by RCC including Tacoma Public Schools and Foster Grandparents.

Non-Profit Status

Ruston Christian Childcare and Pre-school is a non-profit organization (IRS 501(c) 3). All contributions made to RCC are tax deductible. (Fees are not.) This means RCC does not pay income taxes or the federal portion of unemployment insurance to the federal government and is not subject to Washington property taxes. RCC is subject to all other taxes including all other employment taxes.

Regulation

RCC is subject to regulation by many different agencies at the Federal, State, and Local levels. Parents must cooperate when required for RCC to meet any regulation that is imposed upon it. Lack of cooperation will result in the discontinuation of childcare.

USDA Food Program

Also, parent cooperation is necessary to continue participating in the USDA food program, which funds breakfast, lunch, and snacks for low-income families. All our menus meet the many criteria set for USDA food programs. We will not make substitutions for individual food preferences. A note from the child's physician must document any food allergy.

DO NOT BRING ANY CHOKE TESTER SIZE ITEMS TO DAY CARE. DO NOT BRING ANY MONEY, ESPECIALLY PENNIES, OR ANY VALUABLES. MARK ALL CHILDREN'S CLOTHING. DAY CARE IS NOT RESPONSIBLE FOR LOST, TORN, DIRTY, BROKEN, OR STOLEN TOYS, CLOTHES OR OTHER ITEMS. NO MEDICATION IS EVER TO BE LEFT IN CHILDREN'S POCKET, BACKPACKS, OR CUBBIES. WE PLAY OUTSIDE EVERY DAY AND DO MESSY ACTIVITIES EVERY DAY. HAVE YOUR CHILD ONLY WEAR PLAY CLOTHES THAT CAN GET DIRTY AND STAINED. WE WEAR PAINTING SMOCKS BUT CHILDREN'S CLOTHES WILL OFTEN GET DIRTY.

Required Arrival Time and Hours of Operation

RCC is open from 6:00 a.m. to 6:00 p.m., Monday through Friday. All children must be in RCC no later than 8:30 a.m. We may refuse to take a child who arrives later. The only exception is for doctor and dentist appointments. This is necessary to plan staffing and meals for the day and to provide a consistent routine for all the children. Children may be picked up at any time.

Children Left After 6:00 p.m. or After Early Closing

Parents, who pick up their child (children) later than 6:00 p.m. or the early closing time, will be charged a late fee of \$25.00 per child plus \$1.00 per minute per child. If your child (children) has not been picked up by 6:30 p.m., one-half hour after closing, we will call 911 for an officer to help us locate someone. If no one is at the day care when you arrive, call the people you have authorized to pick up your children first. If none of them have your child (children), you will need to call the Tacoma/Ruston Police Department (s).

Enrollment and Admission Requirement

The registration fee and the entire first month's childcare must be paid before the child will be admitted to care. RCC reduces fee for tuition and also accepts other sources of funding. An enrollment application needs to be completed for each child before they are admitted into RCC's care. A trial visit by the parent and child is encouraged. The application includes, but is not limited to the following forms: Enrollment form, immunization record, health history, income information, consent to photograph, child's schedule/school information, consent for walking field trips, consent for medical care and treatment, and social development.

Your child's last physical exam must be within the last 12 months. We cannot accept children who are not current in their immunizations. You may be required to complete the registration forms again to update information. Income information may be required more than once a year. A schedule including the school bus number must be completed for children attending school during the day care day. The completion of all these forms is mandatory and daycare services will be discontinued if they are not received when due.

Withdrawal or Discontinuation

Ruston Christian Childcare and Pre-school must have two weeks written notice if the child will be leaving RCC. If a child or parent has difficulty adjusting to the routine, policies, or procedures of RCC, a conference with the parent(s) may result in suggesting alternative child care placement and child care may be discontinued immediately.

Fees and Tuition Payment

A reduced fee is based on total household income and what DSHS would require as co-payments for a family with similarly financial resources. Funding sources other than parent/guardian, such as DSHS, are accepted upon verification and only on pre-approval from a caseworker. A child will be dropped from daycare when state authorization ends unless the parent or guardian arranges to pay fees directly. The required registration fee (\$40.00 per child) and the full first month's childcare fee are due in advance for all new enrollments. Childcare fees are then due on the 1st of every month. If payment is later than the 10th, RCC has the right to discontinue your childcare. **All fees are monthly fees. IF you do not pay the DSHS co-pay, we will report it to DSHS and you will not be able to get subsidized childcare again until we receive payment. You must pay the amount set by DSHS. DSHS will not pay a late fee. The parent must pay it.**

RCC does not prorate tuition fees for absences or days off. We will credit your account for a vacation if your child (children) is gone for two or more weeks in a row, during any one month, and if RCC is given a minimum of two weeks written advance notice. This does not apply to DSHS co-payments. Only written notice will be acceptable. Your account will not be credited if the vacation falls in the last week of one month and the first week of the next month. This will only be allowed once per year per child. Only two weeks credit will be granted in any one year. The parent or guardian must discuss fee issues with the Program Supervisor or Director and not discuss such issues with any teacher. All communications regarding fees, payment, or similar issues should be in writing so there is no misunderstanding. Fees will usually increase on a yearly basis but may be increased more frequently due to inflation, regulatory requirements increasing costs, increased employee compensation due to minimum wage increases or market pressures, or other financial concerns. RCC must operate on a fiscally responsible basis. RCC will give parents at least one month's notice of fee increases.

Arbitration

The parent or guardian is required to resolve disputes concerning service provided by RCC by arbitration; however, any collection matter will be referred to a debt collection service and resolution in the courts.

Funding From a Secondary Source

It is the responsibility of the parent or guardian to supply authorization for day care services, which states the child's (children) names, the days and hours for which they are authorized care, and a contact person for verification. It is also the parent or guardian's responsibility to know the limits of their funding. The parent or guardian will be held financially responsible for the time above the authorization approved by the funding source.

Summer Absences and Availability of School Age or Pre-school Care

The parent or guardian must pay for care through the summer to hold a space for a child in September. Space may not always be available in the next age group when your child reaches that age, even if your child has been in care continuously, due to licensing restrictions.

Attendance

Attendance is important. Children benefit from the program only if they attend. If your child (children) does not consistently attend, we have the right to remove him/her (them) from our roster and place another child in the slot. We usually have a waiting list.

Address, Work Information, Authorized Persons to Pick Up

You must fill out a new page 1 of the enrollment form any time this information changes. You must **always** inform us where we can contact you when your child (children) is at the daycare. This is an absolute necessity. Childcare will be discontinued if we cannot contact you where you say you are during the day. We will be making calls on occasion to verify the information.

Closure Dates

The following are dates that RCC is closed. Please note them on your calendar so that other childcare arrangements can be made.

New Year's Day	Martin Luther King Jr. Day	President's Day	Memorial Day
Independence Day	Labor Day	Veteran's Day	
Thanksgiving and the Friday after Thanksgiving		Christmas Day	

RCC may close early on Christmas Eve or New Year's Eve. You will be given at least seven days notice and must arrange for the child to be picked up by the early closing time. You will be charged late fees if you do not have the child picked up by the early

closing time. RCC may be closed on certain days following holidays such as Fridays following Christmas Day, New Year's Day, or any other holiday when attendance may be too low to justify opening RCC. You will receive at least seven days notice of such closure and must make alternative arrangements for childcare on such days. No credit will be issued for such days.

Early Closing for Training

It is sometimes necessary for RCC to close early for teachers to attend a training program as a group. You will be given at least seven days notice to arrange for the child to be picked up by the early closing time. You will be charged late fees per the current late fee schedule if you do not have your child picked up by the early closing time.

Snow Days

RCC will close for snow days if the Tacoma Public Schools are closed. We may have to open late on days with snow route only bus routes and no a.m. or p.m. kindergarten. Call RCC before you start out on questionable mornings. It is your responsibility to learn if the school is closed for snow. We will maintain operations only if enough staff can make it to work.

Should hazardous conditions develop during the day, parents are to call RCC to see if we are closing early. Please be ready to cooperate should early closure be necessary to maintain the safety of the children and our staff. You must be certain we have correct daytime phone numbers for family members or other persons authorized to pick up the children.

As on any regular day, call RCC if your child will not be coming due to bad weather. We need to know in order to schedule staff or arrange alternates when employees are unable to get to work. Late fees are in effect for all weather conditions. There will be no credit for childcare fees for snow days.

If you have any questions about snow days, you must resolve them with RCC prior to the first snow.

Signing In & Out Requirements

RCC'S sign-in sheets are located in the entry. The parent or guardian or another adult **must** sign their child (children) in and out every day with full first name and last name and the time. This is a state regulation. There is a \$10.00 fine for not complying with this requirement. Disregard of this policy will result in discontinuation of childcare. Staff members will sign in and out the school age children when they leave and return to RCC for school. Children are not permitted to sign themselves in or out. Please alert the teacher that you are taking the child for the day when you leave. Person's 16 years or older who are listed as permitted to pick up your child (children) may do so. It is RCC'S policy to ask to see identification if we are not familiar with the person who is picking up the child. We will not release a child to any one who we believe is under the influence of drugs or alcohol. Your child will not be released to any person not listed as an emergency contact pick up unless the parent has left written permission. An *emergency only contact* will only be utilized if the parent or guardian and no one else on the pick up list can be contacted to pick up the child.

It is the responsibility of the parent or guardian to be sure all emergency names and telephone numbers are accurate and up to date and the persons listed are still available to pick up the child. You must update the enrollment form if information changes.

Length of Day in Child Care

It is Ruston Christian Childcare and Pre-school's policy and a state regulation that children not be in care over 10 hours a day. Exceptions can be made on an occasional basis. However, if your child (children) is here repeatedly longer than 10 hours per day, we will ask you to make other arrangements for an earlier pick up or we will discontinue childcare. This policy is for the child (children)'s safety and well being.

Typical Daily Schedule in the Three and Fours Room

6:00-7:45	RCC opens/Discovery areas (housekeeping, art, library, block manipulative, music)
7:57-8:45	Breakfast is served after hand washing
8:45-11:00	Circle time, Discovery areas, Brush teeth, outside time
11:00-11:50	Lunch is served after hand washing
11:50-12:15	Prepare for naptime
12:15-3:00	Naptime with quiet music
3:00-3:30	Snack time as children wake up, quiet discovery activities
3:30-5:00	Outside time
5:00-6:00	Quiet activities inside on bad days
6:00pm	RCC closes

This schedule will vary according to the weather, time of year, and the individual needs of the different age groups. We have a very large, fenced outdoor play area with climbing structures. On especially nice days some activities may be moved outdoors. (This does not include very hot days.) All activities are preceded by a five-minute warning time to help children with the transition.

Program Activities

The RCC program is designed to meet accreditation standards for classrooms set by the National Association for the Education of Young Children (NAEYC) including a variety of activities to meet each area of a child's developmental needs.

Religious Activities

We are a Christian affiliated establishment

Rest Time

Children 5 and under attending a full day at the RCC are required to have a rest period. They are assigned a mat, a sheet, and a blanket, which are laundered weekly, (more often if necessary). Older children appearing to need rest may be asked to do so.

Meals and Snacks

We sponsor the United State Department of agriculture Child Care Food Program. USDA monitors the food program and their standards for proper nutrition are carefully met. A rotating menu system, which meets nutritional requirements, is used so the children receive a variety of foods. The menu is posted weekly. RCC employs a part-time cook to prepare breakfast, lunch and a snack for the children. If your child (ren) has food allergies, we can make medically necessary substitutions only with a note from a physician. We will not make changes in our menu for any child's likes or dislikes. If you notice a child eating something not on the menu, it will be due to a medically necessary substitution. All other children will be served the items on the menu.

Do not bring to RCC any food, snacks, soda pop, candy, or gum for your child.

Breakfast is served from 8:00 to 9:00. Your child (children) must be at RCC no later than 8:15 to have breakfast. (All children must be present by 8:30 a.m. to attend for the day.) Lunch is served between 11:30 to 12:00, and snack is from 2:30 to 3:00. If your child is here during those times he/she will receive the meal. Unless special arrangements have been made, your child will not be served a meal if he/she is not attending during the serving times. Children returning from morning kindergarten will receive lunch. Older school age children will have a snack when they arrive.

Field Trip Policy

Field trips are a possible part of our curriculum for older children in the summer. RCC children will go for walking field trips around the general area (such as to a nearby park) and you have consented to such walking field trips with the completion of the Consent for Walking Field Trips form. If RCC will be using public transportation for a field trip away from the general area a separate permission slip must be completed before the child may go. Parents will be given advanced notice of the trips and have the right not to allow their child (children) to go. However, if a parent or guardian does not sign a permission slip, the child will not be allowed to go and the parent or guardian must make alternative arrangements for childcare for that day. We try to have activities come to RCC such as the "bouncer" and pony rides.

Field Trip and Special Program Fees

Parents may be asked to occasionally provide funding for their children to participate in a field trip or to go to an outing such as swimming in the summer. The costs are kept to a minimum. Please put all financial concerns in writing to the Director if this creates a financial burden.

School Age Children

The parent/guardian is responsible for arranging transportation with the school district for bus school. No child may walk to or from school and RCC. The parent or guardian must provide the bus number and times of pickup and drop off at RCC. The parent or guardian is responsible for all arrangements due to before and after school activities. The parent or guardian gives RCC permission to have school buses pickup and drop off the child (children). An adult must always sign the child into and out of RCC using full first name and last name.

The parent/guardian must inform RCC if a child will not return to RCC from school. We must know if a child is lost or has missed the bus to take steps to locate the child. This is for safety of the children. Do not give the school daycare's name to pick up sick children or children who miss the bus. We cannot keep sick children and we do not transport children ever. During days when school is in session, we close the school age room during the school day. Children who are suspended from school cannot come to RCC instead of attending school. Parents must arrange transportation to and from RCC when a child is suspended from the bus. School aged children do homework after school Monday through Thursday. We do no homework on Fridays.

Group Size and Teacher to Child Ratios

Ruston Christian Childcare and Pre-school is licensed for thirty-seven (37) children. The classroom ratios are as follows:

<u>Age</u>	<u>Group Size</u>	<u>Staff to Child Ratio</u>
Infant (4 weeks to 11 months)	4	1:4
Toddler (12-29 months)	14	1:7
Pre-school (30 months to 5 yrs.)	20	1:10 (includes 5's not in kindergarten)
School Age	30	1:15 (includes 5's in kindergarten)

Children are grouped by age. A child may be moved from the infant room into the toddler room right when he/she turns 12 months. A child may be moved from the toddler group to the threes right when he/she turns 29 months.

All Children Must Bring DAILY

We play outside every day, so be sure your child wears adequate outdoor clothing. In the summer, a change of clothes that can get wet will be requested. Jackets, boots, and hats should be marked clearly with your child's name. Be sure your child's name is on

everything you bring to RCC. Extra clothes including socks need to be left at RCC or brought daily in a diaper bag. Mark them with your child's name. **If a child does not have a change of clothes and RCC is out of their supply, the staff will call the parent or guardian to bring a change of clothes for the child.**

Toddler diapers and Toilet Training

Disposable diapers must be provided for children still in diapers. We check and change (if needed) every two hours. When the parents or guardians and the Toddler room teachers agree the child is ready, we will assist you with toilet training. It is not our policy to have the child bring a bottle or a pacifier. However, the Director will discuss individual needs with the parents or guardians.

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Health Policies

Medications

Medication must be brought to RCC in an ORIGINAL container. Medication forms must be filled out for EACH new medication and a new form must be filled out for each new week a medication is needed. **All medications must be handed to a staff member for storage in a locked cupboard or box. This is for the safety of all children in care. NO aspirin or products containing aspirin are allowed in day care. No medications, cough drops, Chap Stick, sunscreen, etc. are to be in children's pockets, backpacks, or cubbies. A substance safe or necessary for your child could be deadly to another child in care. We will discontinue care if these rules are not followed.**

Prescription Medications

Medication must be brought into RCC in an original container with a label from the pharmacy. Medication can be given only to the child whose name is on the medication. No medication can be given to a sibling unless the sibling's name is also on the medication. Parent/guardian must complete a permission slip for the medication to be used.

Over the Counter (Non-Prescription) Medications

Medication must be brought to RCC in an ORIGINAL container. The child's name and the date brought to RCC must be placed on the container. Medication can only be given to the child whose name is on the medication. No medication can be given to a sibling unless the sibling's name is also on the medication. Parent must write out instructions for the medication, which may not contradict the instructions on the container. (A signed note from the child's doctor may give instructions, which contradict the instructions on the packaging and which, will be followed.) The following classes of medication may be given: antihistamines, non-aspirin fever reducers/pain relievers, decongestants, anti-itch ointment, sun screen, and non-narcotic cough suppressants. A doctor's written authorization is needed for any non-prescription drug not on this list. If the label indicates you must consult a physician for children under 2 years of age, a physician's written authorization is required. Parent/guardian must complete a permission slip for the medication to be used.

State regulations require no medication to be kept at RCC after the child for whom it was brought no longer needs it. If the parent/guardian does not remove the medication within five days of its last usage, RCC destroys the medication.

A Child Should Not Be Brought to RCC When He/She:

Has a temperature of 100 under arm and has 1 or more of the following:

Has vomited on 2 or more times during the last 24 hours, ear ache, sore throat, irritability or confusion, diarrhea (3 or more watery stools during the last 24 hours), an undiagnosed, communicable, or draining rash, eye discharge or pink eye (can return after 24 hours of medication), or is too tired, too ill, or too listless to participate in activities.

Children with lice or lice nits will not be allowed in daycare

Generally if a child is too sick to play outside or inside, he/she is too sick to be at daycare.

If your child becomes ill while at RCC, he/she will be isolated and the parent/guardian will be notified so necessary arrangements can be made. In cases of medical emergency requiring immediate attention, RCC will call 911 and notify the parents/guardians. In cases of serious injury, the current Department of Social and Health Services daycare licensor will also be notified.

Currently the licensor is Carey Lewis, Regional Licensor, DSHS, Office of Child Care Policy (253)983-6416.

You need to have an alternative plan for childcare when your child is ill.

Accidents and Incidents

A written Accident/Incident Report or Serious Injury Report will document all accidents and incidents that occur at RCC. A copy of this report will be placed in the parent's box and an additional copy will be filed. We ask that any questions or comments regarding a report be directed to the Director. If a child comes to RCC with an obvious bruise, scrape, or any type of injury we may ask the parent to fill out an Accident Report for our files stating that the injury did not occur at RCC. In cases of serious injury, the current Department of Social and Health Services daycare licensor will also be notified.

Medical Emergencies

All regular staff members are trained in First Aid/CPR and are instructed in how to handle emergencies. For minor emergencies where a child needs medical attention, but his/her condition is not serious, our procedure is to contact the parent and allow them to make the decision as to whether to pick up the child. In the event of a life-threatening emergency we will call 911 for help and then call the parent/guardian as soon as possible. RCC is not responsible for any ambulance or medical bill of any kind. Parents are to maintain health insurance for their children.

Reporting of Child Abuse or Neglect

WAC 388-150-480 (Washington Administrative Code) an instance when the licensee of staff has reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or child exploitation as required under chapter 26.44 RCW (Revised Code of Washington) must be reported by telephone to Child Protective Services or local law enforcement.

Behavior Management Policy

The RCC is committed to high standards in helping children learn basic social skills, which include self-discipline, problem solving, responsibility for their own choices, and expressing their feelings appropriately.

As children help with tasks, learn to follow RCC rules, respect the rights and property of others, and take care of RCC property and materials, they are learning the basics of responsible behavior. We set limits for the children and reinforce positive behavior. We observe the environment, making changes when needed by limiting the number of children in one area, etc. to minimize conflict. If a child exhibits unacceptable behavior he/she is sent to another area to redirect their energy in a positive manner. Each child's behavior can affect the behavior of the other children.

The parent or guardian may be contacted to set a conference to discuss the causes of unacceptable behavior and what the staff and family can do that would be more effective to help the child regain self control and exhibit positive behavior. Behavior management strategies can be tailored to each child within these formal policies.

Consistent, organized routines and established limits with predictable consequences minimize the need for behavioral intervention. You as the parent or guardian are ultimately responsible for your child's behavior. Staff members are to do their job of providing care, but you must do your job as the parent or guardian. You will be held responsible for replacing equipment or materials damaged intentionally by your child.

The following procedures must be observed to ensure the safety and welfare of all children and set consistent limits

By state regulation and by RCC philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling, ("bad", "naughty", etc.) or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden on daycare premises.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

We use the following indirect guidance technique: establish a climate of trust, build positive relationships, communicate effectively and reinforce positive behaviors; and we also use the following direct guideline techniques: set clear limits, prevent inappropriate behavior, establish and communicate consequences, utilize conflict resolution, and redirect activities. Setting clear limits serves as a verbal warning to the child that certain behaviors are not acceptable. We may use visual aid for behavior management.

Time out is used when unacceptable behavior is a concern and other strategies have proven in effective. Time out is set at a 1 minute per year of the child's age. Time out is to give the child an opportunity to reflect on what behavior is inappropriate. Time out will be used as a learning experience for the group. We may also restrain a child by holding them on a lap to prevent injury to self or others. This is only used when absolutely necessary and only by teachers who have received specific training in this management.

If a child is unable to gain control and requires more individual attention than can be given within child to staff ratios, or if behavior becomes too difficult to manage in the classroom setting, we may need to contact the parent to pick the child up.

A child requiring one-to-one attention may have to leave RCC temporarily for safety sake. This is considered a "suspension" from day care. We may ask the parent to remove the child (suspended) for two days went other behavior management techniques have proven ineffective. We may ask the parent to seek community resources to help solve behavior issues.

6. Because we are committed to maintaining a comfortable environment for all children, we insist on following through with all behavior concern. If, after talking and counseling, the child continues to display unacceptable behaviors which risk the health or safety of other children or of the staff, we may determine another child care program would better suit the child's needs such as a smaller center with fewer children.

Childcare may be discontinued for a child who repeatedly requires more individual attention than can be given within the standard staff to child ratios.

Parent Involvement

Daily Communications

The parent/guardian needs to allocate a few minutes per day to discuss with the child's teacher how the day was for the child.

Parent Visits

Parents are encouraged to come and visit anytime without prior notice. Parents are also invited to participate in daily activities, field trips, and special events. The teachers must devote their time and attention to the children while you are visiting.

Conferences

The parent/guardian needs to schedule a conference with the Program Supervisor/Executive Director to discuss any concerns about care. If the staff requests a conference and you do not schedule and attend, your child may be discontinued from care immediately.

Respectful interactions with staff and volunteers

RCC staff and volunteers will not listen to verbally abusive comments. Verbal abuse of staff or volunteers is grounds for your child to be discontinued from care.

Volunteering

You must complete a volunteer application and background investigation form, (which requires fingerprints if you have not lived in the state continuously during the last three years), in order to volunteer when RCC is open. Volunteering on days/hours when RCC is closed does not require the background but does require the application. All volunteers must complete an orientation. Parents are welcome to come on field trips. Any parent who repeatedly does so will be asked to fill out volunteer forms and the required background form. If you have a talent, skill, or area of expertise, please offer to volunteer!

RCC often has volunteers from Early Childhood Education Classes of local high schools and college and from the Foster Grandparent Program. All volunteers have completed orientation and a background investigation. They are here to learn of to offer extra love and attention to the children or help with tasks other than direct care of the children.

Access to any children other than your own

You must confine your interaction in RCC to your own child (children) unless you complete a volunteer application and a background investigation. This is a state regulation and applies even if you are related to another child.

Requests for copies of to see Child Care Records

WAC 388-150-450 requires RCC to keep records confidential. We will require a subpoena for any document, which might contain information of the name(s) of other children in care for any document, which was not completed by the person making the request. This would include but is not limited to enrollment forms, sign-in/sign-out sheets, permission slips, USDA financial information, billings, and payments. Forms, which include the names of other children, will have those names blocked out. There will be an hourly charge of \$30.00 plus \$1.00 per page. Billing and payment information will only be given to the person who was billed even if another party paid the child care fee (such as a friend of family member paying on behalf of a parent).

Pesticide Policy

A large number of the children enrolled in RCC have or have had asthma. They are developing physically. Most pesticides are neurotoxins, which may be hazardous to developing brains and nervous systems. We do not allow any pesticide use at RCC. Unwanted insects can be returned outside or, on rare occasions outside of the view of the children, squashed. Daycare is kept clean which discourages insects.

Emergencies

None of us would work or volunteer here unless we had a heartfelt concern for children. We will do everything in our power to not only protect your child's physical safety but also their emotional well-being.

Weather/Earthquake/Volcano

While all of us hope disaster never interrupts our lives, it is important to be prepared with a plan in case emergencies such as severe windstorms, ash fallout, heavy snowfall, or earthquakes happen while children are in care.

Do not attempt to call RCC following a regional emergency. Telephone lines need to be open for emergency use only. As soon as emergency assistance has been obtained, parents will be notified of any injuries to their children. In regional emergencies the basic rule is, **"Stay off the phone unless you must call 911 for life-threatening emergency."**

Snow/Windstorms/Ash Fall

If hazardous conditions develop during the day (snow and windstorm most likely), parents should come to get their children as soon as possible. Listen to weather and traffic reports. Please be ready to cooperate should early closure be necessary to maintain the safety of the children and our staff. You must be certain we have correct daytime phone numbers for family members or other persons authorized to pick up the children if we must close RCC due to weather.

Earthquakes

"Stop, drop, cover, and hold" is our response to an earthquake. Please practice it at home. We only leave the building if bad cracks develop or if the ceiling or walls start to fall. More people are killed or injured exiting buildings than in any other way during earthquakes. If we are without utilities or there is structural damage, we will contact Emergency Management to broadcast a message

to parents to pick up the children. If we are without phones, we will keep all the children until they can be picked up.

Please be ready to cooperate should early closure be necessary to maintain the safety of the children and our staff. You must be certain we have correct daytime phone numbers for family members or other persons authorized to pick up the children if we must close due to earthquakes.

Parents with children in school need to know the individual school's plan for emergencies.