

# PARENT HANDBOOK

## Center Information



26545 MAPLE VALLEY-BLACK DIAMOND  
RD SE SUITE K-150  
MAPLE VALLEY, WA 98038  
425-437-0001

[WWW.DISCOVERYPLAYTOWN.COM](http://WWW.DISCOVERYPLAYTOWN.COM)  
[ADMIN@DISCOVERYPLAYTOWN.COM](mailto:ADMIN@DISCOVERYPLAYTOWN.COM)

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## Welcome

It is a privilege to welcome your family to Discovery Playtown! We are grateful for the opportunity to join you in the education of your child.

The purpose of this handbook is to facilitate your understanding and involvement in the education of your child at Discovery Playtown Playcare. It is important that parents review the policies and practices in this handbook so that you and your child(ren) have the best experience possible while with us.

## Mission and Philosophy

Our mission is to provide every child with a quality early childhood experience. Our staff views education as a partnership between parents and teachers. We strive to create a safe, nurturing, and developmentally appropriate environment that promotes social, emotional, intellectual and physical growth, as well as a love of learning. We believe that children learn best through play and hands on experiences. We believe in empowering children by offering them opportunities to make decisions and solve problems. It is our goal to instill children with confidence in their abilities and establish lasting relationships with teachers and peers.

## Staff

Each staff member is dedicated to the growth and well-being of your child as they guide them to develop socially, emotionally, intellectually and physically. Feel free to reach out to our team with questions or concerns.

<b>Owners</b>	Beth Peterson, Ted Peterson
<b>Director</b>	Emily Lafferty
<b>Lead Teacher for Little Explorers Preschool</b>	Shannon Houston

## Enrollment and Admissions

Discovery Playtown cares for children twelve months to six years of age. We encourage parents to set up a tour of our facility before signing children up for the first time. Tours can be scheduled by calling us at 425-437-0001. To be admitted all families must fill out required enrollment forms and Emergency Medical Release forms. We must also have on file each child's health history including known allergies and required medications as well as an up-to-date immunization record. Parents and guardians are always welcome to visit our facility at any time to view the spaces and classroom your child will be using. All visitors must be escorted by an employee.

## Hours of Operation

Care is offered from 7:30am to 5:30pm. Students can stay for a maximum of 10 hours per day. We can accommodate a limited number of walk-ins and encourage appointments to ensure a spot for your child.

## Curriculum

Our curriculums are designed for children ages 12 months to 6 years of age. We have toddler and preschool-age classes. Our teachers plan monthly themes that coincide with seasons and holidays as well as student interest and stories. Children are introduced to activities which develop gross and fine motor skills, cognitive abilities, cooperation, sharing and other social skills. Children are immersed in a language rich environment that introduces them to many pre-academic skills, such as letters, numbers, colors, shapes, and vocabulary development. The daily schedule includes circle time, free choice play, arts and crafts, dramatic play, story time, and indoor games. All of our learning is play-based, keeping fun at the center of everything we do. We provide snacks twice a day, once at 9:00 am and again at 2:30pm. We provide breakfast and lunch for an additional charge.

A typical daily schedule:

7:30 – 9:00 Open play in the playtown, sensory tables, art activities.

9:00 Clean up, wash hands.

9:15 – 9:30- Morning Snack

9:30-11:30 – Story time, dramatic play, arts and crafts, open play in town.

11:30 – 11:45 – Clean up, potty break and wash hands.

11:45-12:15 – Lunch

12:15 – 2:30 – Story time, quiet time, open stations.

2:30 – Potty break, wash hands.

2:30 – 3:00 – Afternoon Snack

3:00 – 5:30 – Open play in playtown, Open Stations.

## Calendar/Holidays

Discovery Playtown will be closed for certain holidays including:

September 3 – Labor Day

November 22 – Thanksgiving Day

December 24-25 – Christmas Eve and Day

January 1- New Year's Day

May 27 – Memorial Day

July 4 - Independence Day

In the event we need to close on any days not published here we will make every effort to inform you via email as well as through our website and on social media.

## Class Size

We follow Washington State law regarding class size and ratio. All toddler rooms have a ratio of 1:7 and drop-in preschool classes have a ratio of 1:10. Little Explorers Preschool has a smaller ratio than state standards. For more information please see our Little Explorers Parent Information.

## Communication

Updates on our themes, special activities and school closures will be regularly posted on our website: [www.discoveryplaytown.com](http://www.discoveryplaytown.com)

You can call to reach our front desk at: (425) 437-0001

Staff members, director or owners can be reached via email at: [admin@discoveryplaytown.com](mailto:admin@discoveryplaytown.com)

## Arrival and Pick-Up

All children must be checked in and out at the front desk. Our staff will bring your child with her/his belongings to their classroom or to you, so please wait at the front desk unless told otherwise by a member of our staff. Please be ready to present your photo ID to our front desk staff upon pick-up. Children in our care will only be released to authorized adults, so please be sure to call and notify us if someone else is picking-up your child so that we can update your account.

## Tuition Rates

Age	Tuition - First Child	Tuition - Sibling
12 months-30 months	\$12.50/hr	\$8.00/hr
30 months and up	\$11/hr	\$7.00/hr

Tuition is charged at pick-up each day. Additional fees may include meals and pull ups used while the child is in our care.

## Snacks and Meals

A morning snack and afternoon snack is provided each day and is included in the price of hourly care. Breakfast and Lunch will be served each day for an extra fee. Parents may also pack meals for their children. Any child who is with us during breakfast and lunch times and does not have a meal packed will be provided one with the fee added at the time of pick up. If bringing food from home please ensure it is a balanced and healthy meal option for your child – if teachers feel what a child has brought from home is insufficient we will provide a meal and charge it to the child’s account. **Please note we are a nut-free facility.**

Examples of meals served:

Breakfast: Bagel and yogurt with juice or milk.

Lunch: Cheese quesadilla, grapes and carrot sticks with milk or water.

## Diapering and Toilet Training Procedures

### **Toilet Training**

When dropping your child off at Discovery Playtown make sure to tell our front of desk staff where you are in the process of toilet training. If your child is in a pull-up or underwear and how well they are able to communicate their needs to staff are topics to address at drop-off, this way our staff can meet your child where they are in the process. Accidents will happen. Make sure to pack 2 or 3 full changes of clothing with your child. Our staff will help your child clean up after any accident and change into clean clothes. Soiled clothes will be placed in a plastic bag and put with your child's belongings. All children will be asked if they need the bathroom every hour. If accidents are occurring 2-5 times a day over more than one day with us we will recommend going back to a pull up or diapers and trying again at a later time.

When a child needs assistance in the bathroom we will encourage children to do as much for themselves as possible. We start with verbal directions if needed, then help only if the child needs it. (e.g. help with buttons if needed but let the child pull down their own pants; hand toilet paper to the child, but let them wipe if they can, etc.) For this reason, dressing children in clothes that they can handle themselves is important.

Gloves are always worn by staff when assisting a child in the bathroom. If a child needs assistance the bathroom door is always left open. After using the bathroom children and staff are required to wash their hands before returning to play.

### **Bathroom Accidents**

If a child who is not wearing a diaper or pull-up becomes wet or has a bowel movement our staff will follow the procedures below:

Take the child to the bathroom immediately – always keep bathroom doors open. Ask assistance from a staff member to section off and clean any soiled area in Discovery Playtown.

Put on gloves. Assist the child in removing wet or soiled clothing. If it is a bowel movement, dump as much of the solid matter into the toilet as possible. Place clothes in a plastic bag to be sent home with the child.

If wet, give the child a baby wipe and encourage them to wipe the wet area. If bowel movement, staff will need to assist the child in wiping clean.

Give the child their clean “back up” clothing and encourage them to put them on. Help only as needed.

### **Diapering and Toilet Training**

Diapers and Pull-ups will be checked at a minimum, every 90 minutes. If a child has a wet or soiled diaper or pull-up they must be immediately changed

The following are our standard diapering procedures for staff:

#### 1. PREPARE

Cover the diaper changing surface with disposable liner.

Gather your supplies: Gloves as well as extra pull-ups and wipes can be found in the changing table in the toddler room and in the plastic boxes on the bathroom shelves. Children should have their own diaper/pull-ups and wipes in their bag of personal items. Those items sent with them should always be used. If our own supplies are used please note this to be charged to the parent's account at pick up.

Always wear gloves.

#### 2. CLEAN CHILD

Place the child on changing table and unfasten diaper or pull-up.

Clean the child's diaper area with disposable wipes. Always wipe front to back!

Keep soiled diaper/clothing away from any surfaces that cannot be easily cleaned. Securely bag any soiled clothing.

#### 3. REMOVE TRASH

Place used wipes in the soiled diaper.

Roll diaper tightly and discard the soiled diaper and wipes in the diaper pail.

If needed, remove and discard soiled gloves and put on clean gloves.

#### 4. REPLACE DIAPER

Slide a fresh diaper under the child and fasten the diaper and dress the child.

If the child has a pull-up help them put their legs through the leg holes. Carefully put the child on the ground to help them pull it on the rest of the way.

Put pants or any other clothing items back on child, allowing them to do everything they can themselves.

#### 5. CLEAN UP

Ask child to wash their hands and help them out of the bathroom or ask them to wait until diaper area is clean.

Remove your gloves and discard.

Remove liner from the changing surface and discard in the trash can.

Wipe up any visible soil with damp paper towels or a baby wipe.

Wet the entire surface with disinfectant; make sure you read and follow the directions on the disinfecting spray, fluid or wipe. Choose disinfectant appropriate for the surface material.

Wash your hands thoroughly with soap and water.

## Cleaning and Sanitizing

We are committed to providing a clean and healthy environment. Carpets are cleaned at a minimum twice a year. The carpet will also be spot cleaned and sanitized immediately when an area is visibly soiled. Tables, chairs and countertops are cleaned throughout the day as needed. Tables are cleaned after every meal and at the end of each day. Toys are washed and sanitized on a schedule at least once per week. Items put in or near a child's mouth will be immediately removed from the play area, and then cleaned and sanitized before it is placed back in the play area.

From time to time, injuries or bathroom accidents require us to clean up blood or bodily fluids. To prevent exposure of staff or children to blood or bodily fluids, the following steps will be taken:

- Staff member who sees the blood or bodily fluids will keep children clear of the area and call for help.
- Director or other staff member will come to assist with cleaning. They will bring all cleaning supplies necessary – gloves, rags, paper towels, plastic garbage bag, neutral cleaner, sanitizer, and absorbant granules as needed.
- Fluids will be covered with absorbant granules or wiped up paper towels. Used paper towels should be placed in the plastic garbage bag. Granules will be thoroughly vacuumed when dry.
- Area will be cleaned with neutral cleaner and then sprayed with sanitizer and allowed to air dry.
- Gloves will then be placed in the plastic garbage bag and it will be tied off and double bagged for immediate disposal in the outside dumpster.
- Staff will continue to keep children clear of the affected area until the sanitizer has had 2 minutes to air dry. Use of signs or physical presence will be used to ensure children stay clear of the area.

## Safety and Emergency Procedures

Our entire staff is first aid/CPR certified. We make every effort to maintain a safe environment for the children in our care. We schedule and practice emergency drills and each staff member is trained with a plan of action in the event of an emergency. Emergency supplies are kept on site. Please see Appendix A for detailed information.

## Contact/Family Information

If you should move or change your phone number and/or address, you must notify us so that we can update your account. Having your most current information is important to ensure we can contact you if needed.

It is helpful for our teachers to know when family situations change such as separation, divorce, remarriage, a new baby, serious illness, etc. These changes may affect your child's mood or behavior at school and the teachers can help your child more effectively when informed. All such information will be kept confidential and only be shared with staff members who work with your child and need to know.



## Custody

In most cases, when parents are separated or divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent, a copy of the court order must be on file at Discovery Playtown. It must be understood that Discovery Playtown cannot legally prevent a biological parent from picking up their child unless a court order states otherwise.

## Severe Weather

The decision to close the school for any reason is for the safety of the children and drivers traveling to and from school in adverse weather conditions. In the event of severe weather, listen to your radio or television for an announcement pertaining to the Tahoma School District. You can also find this information on the internet at [www.tahomasd.us](http://www.tahomasd.us) . If Tahoma School District is closed for the day, the we will be closed for the entire day.

## Separation Anxiety

The process of separation from a parent as the child enters and attends preschool is one of the most important accomplishments of the preschool child. Some apprehension in new surroundings is normal for children as well as parents and separation can be difficult. The process requires much parental patience and consistency. Be assured that the staff will be positive and supportive as you and your child adjust. Prepare your child and tell them what to expect. Remind your child that you love them, they will be safe, they will have fun, and that you will be back to pick them up.

Our staff suggests the following guidelines regarding separation anxiety:

- Place emphasis on what the child will be doing, rather than what your activities will be while he/she is in school.
- Tell the child when you are leaving. Do not sneak off.
- Avoid prolonged good-byes. It is best to say a loving “good-bye” to a tearful child and then leave. You will be called if your child does not stop crying within 30 minutes.
- Ask the teacher for help in separation. The staff has experience in calming children who are upset. If you think your child might run after you, let the teacher know and they will make sure your child stays safe while you leave.
- Do not peek in the classroom or stand in the hall to see how your child is doing. If your child sees you he/she will likely start crying all over again. You are welcome to call the Discovery Playtown at 425-437-0001 to find out how your child is doing.

It is important to point out that sooner or later after the initial successful adjustment to school is made, many children want to test the limits of not going to school. Expect lapses from time to time and feel free to ask for help when needed.

## Health Policies and Illness

Your child's health is important to us. It is vital that we have your child's health history and current emergency contact information on file. It is also helpful if your child's teacher is aware of any special situations concerning your child. You can notify the teacher during drop-off, by calling us or via email. A physical examination of your child should be completed each year. Parents are encouraged to arrange for a physical exam for the child if he/she has not had regular health care or a physical exam within one year before enrollment.

Parents must present proof of full immunization upon admission. An immunization exemption form signed by your child's physician will be accepted in place of full immunization for children with allergic reactions to immunizations or other valid reasons the child cannot be immunized.

For the protection of your child and others at Discovery Playtown, keep your child home when they exhibit signs of illness. If your child is sick and will be absent, call Discovery Playtown at 425-437-0001 to let us know. Visibly sick children will be not be admitted.

Children will be observed for signs of illness. Children with minor illness will not be discharged as a routine policy. In case of more severe illness, the child will be separated from other children and properly attended to until arrangements can be made with parents to remove the child from the center. Children will be sent home or should be kept home if any evidence of the following is present:

- Fever of 100 degrees or higher (forehead thermometer): Please wait a full 24 hours after the fever has broken to let your child return to school.
- Vomiting or Diarrhea: Child can return to school 24 hours after the last symptom.
- Sore Throat, headache or earache with a fever or 100 degrees or higher (under arm)
- Any Unexplained Rash
- Discharge from eyes or ears, or profuse nasal discharge
- Lice or nits

If a child is too tired and exhausted to participate in the normal daily routine, has a constant cough, or has an excessively runny nose we may ask that you come and pick up your child.

Symptoms of Childhood Disease: If your child receives a diagnosis of a contagious disease, the health department must be notified and we will inform other parents with children at the center. Your child will remain anonymous in that communication. It can be extremely important for some families to know if their child may have been exposed due to more serious health concerns in their family. Your help in communicating with us in a timely manner is appreciated. Contagious diseases include but are not limited to the following:

Strep throat	Whooping Cough(Pertusis)	Chicken Pox	Tetnus
Tuberculosis	Animal Bites	Foodborne or Waterborne Illnesses	

Prescription medications will be distributed from original containers only as specified on the prescription label or otherwise authorized by a physician or other person legally authorized to prescribe medication. Nonprescription medication (antihistamines, non-aspirin fever reducers/pain relievers, non-narcotic cough suppressants, decongestants, anti-itching ointments or lotions intended specifically for use in the diaper area of the child, and sun screen) shall be disbursed from the original container as authorized by

a parent or guardian only if the label gives instructions for use for the child's age; otherwise authorization from physician will be required. Medication will be given only at lunchtime and only if a medication permission form is on file with the center.

## Accidents/ Injuries

From time to time, minor injuries occur. In the event of a minor injury that does not require medical attention, basic first aid will be administered. You will be notified by phone, in person, and/or by a written injury/incident report.

In the event that your child is seriously injured, we will take the following steps:

- One staff member will stay with the child and if necessary provide first aid according to the recommendations of the American Red Cross or American Academy of Pediatrics.
- The child's teacher or other designated staff will call 911 and will:
  - Describe the situation
  - State the physical location of the emergency
  - Give the phone number and stay on the line until told to hang up
- The Director or manager will then notify you, the parents. If we are unable to contact you, we will make every effort to contact the persons you have authorized to make medical decisions for your child. In the event that we are unable to reach you or the individuals you have authorized to make medical decisions, we will follow the advice of the emergency response team and will seek medical care as needed. All medical bills, including ambulance fees, become the sole responsibility of the parents or legal guardians.
- A staff member will go with and remain with the child until the parent(s) or emergency contact arrive.

## Biting/Hitting/Tantrums

Biting is a very common behavior among young children. It can be a very challenging behavior for both parents and care takers to address. There are many different reasons why children bite. We will do everything possible to reduce biting but unfortunately, biting does happen. In the circumstance that a child is going through a biting stage, we will work together with the parents to find strategies and to keep all children safe. Parents will be asked to pick up their child if biting is a repeated issue throughout the day.

Hitting and tantrums are a common behavior for toddlers as they learn to express emotion. Our first response with these behaviors is to allow the child to 'cool down' in a safe environment where they will not be able to harm themselves or others. By ignoring tantrums, children usually realize that the behavior does not help them get their way and eventually begin to use other communication skills. When a child's aggressive behavior becomes a safety issue, the child will be separated from the other children and their parents will be notified.

## Discipline

It is our belief that when the curriculum is exciting, the environment stimulating, and the structure organized, there is usually little need for disciplinary action. However, some intervention may be needed in order for a child to obtain maximum benefit from our program. If a child exhibits unacceptable behavior or attitudes, he/she will be instructed as to what is wrong and then directed to a positive alternative approach or behavior. Often this is all that is needed to encourage better behavior. If the child persists to the point of disruption again, he/she will be reminded of his/her behavior and how it affects others. If the disruption continues and the child willfully refuses to yield to instruction, he/she will have a short time out in the classroom.

If a child is disrupting activities with crying or screaming and is upsetting the other children he/she will be removed from the classroom by a staff member until he/she calms down. The child will be supervised by a staff member at all times.

After time to “cool down”, the teacher will talk to the child about why they needed to take a break from the class. It is important for the child to understand what behavior led to being removed. If the misbehavior continues we may call the parent to pick up the child early.

## Reporting Suspected Child Abuse and Neglect

If it becomes apparent that a child is being harmed, we are required by state law to report such cases. Following the guidelines set forth by DCYF and the WACs, all cases of suspected child abuse or neglect will be reported to Child Protective Services. You also have the right to report any suspicions or incidents that you observe regarding your child or any other child at Discovery Playtown.

## Lost and Found

Please label all coats, sweaters, hats and backpacks, etc. with your child’s name in permanent marker to avoid mix-ups. The staff will make every attempt to locate and return lost belongings to their owner. Any items that cannot be returned will be kept in a Lost and Found box at the front desk. These items will be kept for 6 months after which time any unclaimed items will be donated. Discovery Playtown cannot be responsible for the loss of any personal belongings that your child may bring to school.

## Nondiscrimination Notice

Discovery Playtown admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national, or ethnic origin in administration of its educational policies, admissions policies, hardship fund and other school administered programs.

## APPENDIX A: EMERGENCY PROCEDURES

The following procedures are established to ensure a safe and secure learning environment for students and staff. Our goal is to create standard day-to-day policies and procedures to maintain a secure facility.

Alternate Site Location (Near Child Care Center): Panera Bread

26535 Maple Valley-Black Diamond Rd SE

Phone: 425-310-0012

Alternate Site Location (Evacuation Site): Rock Creek Elementary School

25700 Maple Valley HWY SE

Phone: 425-413-3301

### **FIRE ALARM/EMERGENCY**

1. Activate fire alarm if not sounding.
2. Evacuate children, visitors, and staff, following the building evacuation procedure (p. 9). Drop and crawl to avoid smoke, and close doors behind you. Take the following items with you:
  - Disaster supplies, which are stored in the Emergency Backpacks and Director takes the Emergency Backpack on wheels located under the front desk
  - Class/staff attendance sheets and visitor sign-in sheets
  - Children's emergency and medical information and supplies, and
  - Cell phone, if available
3. Call 911 from outside the building.
4. Take attendance. If safe to do so, search the building for anyone missing.
5. Director or staff member will check area of concern and use fire extinguisher, if safe to do so.
6. Have the following items ready for police and fire personnel:
  - Number of children in care, staff, volunteers, and visitors (if known)
  - Knowledge of anyone remaining in the building, and
  - Floor plan and internal systems information (Appendix C, p. 20).
7. If it is determined that the building is unsafe, move children to alternate site location. Follow site evacuation procedure (p. 9).
8. Director will notify parents of evacuation and alternate site location, if applicable.
9. Director will complete a written incident report at the earliest opportunity and notify licenser.
10. All parents will be notified of incident.

## **GAS LEAK**

1. DO NOT activate the fire alarm system or any other electrical equipment.
2. Notify Center Director. Director will notify the Property Manager and PSE.
3. Evacuate children and staff following the building evacuation procedure (p. 9) and close doors behind you. Take the following items with you:
  - Disaster supplies which are stored in the Emergency Backpacks and Director takes the Emergency Backpack on wheels located under the front desk
  - Class/staff attendance sheets and visitor sign-in sheets
  - Children's emergency and medical information and supplies
  - Cell phone, if available.
4. Call 911 from outside the building.
5. Move children to a designated area no less than one block from the child care. This location is the sidewalk outside of Panera Bread.
6. Take attendance.
7. Have the following items ready for police and fire personnel:
  - Location of leak, if known
  - Number of children in care, staff, volunteers, and visitors
  - Knowledge of anyone remaining in the building
  - Floor plan and internal systems information (Appendix C, p. 20).
8. Director will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location. If necessary to move to the alternate site location, follow site evacuation procedure (p. 9)
9. Director will complete a written incident report at the earliest opportunity and notify Licensor.
10. All parents will be notified of incident.

## **EARTHQUAKE**

1. Staff "DROP, COVER, and HOLD." Direct all children to "DROP, COVER, and HOLD" and remain that way until the earth stops moving. Stay away from windows, bookcases, and filing cabinets. Hold onto the item you are using as a cover. If it moves, move with it. Keep talking to children until it is safe to move.
2. If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms.
3. If outside, "DROP, COVER, and HOLD," keeping away from glass, bricks, and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

When the earthquake stops, the following procedures should be carried out:

1. Staff check themselves and children for any injuries.
  2. Check evacuation routes for damage.
  3. Evacuate children and staff, following the evacuation procedure (see p. 9) and close doors behind you. Take the following items with you:
    - Disaster supplies, which are stored in the Emergency Backpacks and Director takes the Emergency Backpack on wheels located under the front desk
    - Class/staff attendance sheets and visitor sign-in sheets
    - Children's emergency and medical information and supplies
    - Cell phone, if available.
  4. Staff will render first aid to those who need it.
  5. Director will take attendance outside to account for all children and adults.
  6. Check utilities for disruption/damage (gas, water, sewer). If you smell gas, notify the property manager and the Director.
  7. Director will determine if it is safe for a rescue team to go into building to locate anyone missing or injured.
  8. Listen to regional radio station for information on the surrounding area.
  9. Determine status of emergency supplies and equipment.
  10. Call the out-of-area contact with information on the center's status (injuries, evacuation, children remaining in care, children who have been picked up).
  11. Director will determine if it is safe to return the children to the building with the input of the property manager and fire department. If this input is not possible to receive. Children will be evacuated to an alternate location.
  12. If evacuating to an alternate location, post a notice indicating your new location, and the date and time you left. Follow Site Evacuation Procedure.
  13. Call parents with center status information. If not possible, report center status information to local radio station (KOMO AM 1000) for announcement over the air for parents to hear.
  14. If parents cannot be contacted after 4 hours, the child's out-of-area contact will be called, if possible.
  15. Director will complete a written incident report and notify Licensor at the earliest opportunity.
- "Drop, Cover, and Hold" should be taught and practiced with all the children in your center.

## **FLOODING**

1. During severe weather, director or designee will listen to regional or local radio station for flood watch and flood warning reports.
2. If a flood warning is issued, move children and staff to the alternate site location. Follow Site Evacuation Procedure (p. 9).
3. Director will notify all parents immediately.
4. Director will complete a written incident report and notify Licensor at the earliest opportunity.
5. Owner will call insurance company (if needed).

## **BUILDING AND SITE EVACUATION PROCEDURES**

### Building Evacuation Procedure:

1. Staff makes a quick assessment of the situation in the classroom and of any injuries to the children or adults, and reports findings to Director.
2. Director evaluates the evacuation route to be sure that it appears clear of obstructions.
3. Director gives instructions to evacuate.
4. If possible and time allows, have children take jackets and coats.
5. Staff should take the following items:
  - Disaster supplies, which are stored in the Emergency Backpacks and Director takes the Emergency Backpack on wheels located under the front desk.
  - Class/staff attendance sheets and visitor sign-in sheets
  - Children's emergency and medical information and supplies
  - Cell phone, if available.
6. Staff should assemble children in pairs to evacuate the building (preferably with one teacher leading the children and one teacher following behind).
7. Take attendance. If safe to do so, search the building for anyone missing.
8. Have children sit down, if possible.
9. If a gas leak or other incident requires individuals be located further away from the child care center, have teachers move children to the pre-designated area not less than one block from the building. The pre-designated location is Panera Bread.
10. Director will evaluate the situation with the help of responding agencies (fire, police, etc.) and determine if it is safe to enter the building. If it is not safe, Director will determine if it is necessary to move to the alternate site location (follow site evacuation procedure below), or if children and staff should stay where they are until it is safe to re-enter the building.



11. Director will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location.
12. Director will complete a written incident report and notify Licensor at the earliest opportunity.
13. All parents will be notified of incident.

Site Evacuation Procedure:

1. If it is determined that staff and children will be moved to the alternate site location distant from the child care center, assign children to a designated staff member.
2. Staff should bring the following items to the alternate sites:
  - Disaster supplies which are stored in the Emergency Backpacks and Director takes the Emergency Backpack located under the front desk
  - Class/staff attendance sheets and visitor sign-in sheets
  - Children's emergency and medical information and supplies
  - Cell phone, if available.
3. Children will be taken to the alternate site location by walking to Panera Bread.
4. Once at the alternate site location, take attendance again. Staff must remain with their group of children until the children are picked up by parents or emergency contacts.
5. Director will continue to communicate with parents and coordinate pick-up of children.
6. Director will complete a written incident report and notify Licensor at the earliest opportunity.

**POWER OUTAGE**

Director or designee will try to locate the problem and activate alternate lighting system. Flashlight and batteries are located in the Emergency Backpacks in the preschool rooms, and at the front desk.

1. Call 911 if concerned about a fire or safety hazard.
2. Unplug all electrical equipment; turn off all but one light.
3. Director will contact property manager, if needed.
4. Director will call electrical utility: PSE 1-888-225-5773.
5. Call your local health department to help determine if center needs to be closed. Also, consider the following items in making your decision:
  - Can you safely prepare/store food?
  - Do you have hot water to wash hands after diapering and toileting?
6. All parents will be notified if power outage is prolonged.
7. Director will complete a written incident report and notify Licensor at the earliest opportunity.

## **STORMS & SNOW**

1. Center Director will determine prior to opening hours whether or not to open the center. Please refer to the Emergency Weather Policy to see how families are notified. Unless otherwise noted, we follow the Tahoma School District's determination of school closures.
2. If the center must close during hours of operation because of snow or storm the director will notify parents by phone.
3. If weather conditions prevent a parent or legal guardian from reaching the facility to recover a child, the center staff will care for the child (maintaining proper staff-to-child ratios) until such time as the parent, legal guardian, or emergency contact person can safely claim the child. The disaster supplies will be used as needed.
4. If the above persons cannot claim the child within 72 hours of the center's closing, the director will contact police to transport the child to a Child Protective Services care site.
5. Director will complete a written incident report and notify Licensor at the earliest opportunity.

## **EXTERNAL HAZARDOUS MATERIALS INCIDENT**

1. Call 911 immediately. Have staff initiate a Shelter in Place Procedure unless directed to do otherwise by emergency personnel via the dispatcher.
2. Have the following items ready for police and fire personnel:
  - Location and description (liquid, gas) of hazard, if known
  - Number of children in care, staff, volunteers, and visitors
  - Floor plan and internal systems information
3. Follow instructions given by responding agency for either Shelter in Place Procedure or Building and Site Evacuation Procedure.
4. If evacuated, notify parents of move to alternate site location.
5. If Shelter in Place Procedure occurs and media attention is significant, Director will call parents to let them know of situation.
6. Director will complete a written incident report and notify Licensor at the earliest opportunity.
7. All parents will be notified of incident.

## **SHELTER IN PLACE PROCEDURE**

Shelter in Place Procedure should be conducted when you are instructed to do so by emergency personnel, your radio or television emergency broadcast, you see a vapor cloud, or if you smell an unusual odor outside.

1. Gather all children inside.

2. Call 911, if you have not already done so. Director or designee should turn on and listen to the regional or local radio station. Listen for emergency information from your local fire or police department.
3. Director will turn off all fans, heating, cooling, or ventilation systems, & clothes dryers.
4. Close and lock windows and doors (locked windows seal better) and close as many interior doors as possible.
5. Close off non-essential rooms such as storage areas, laundry room, etc.
6. Seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, stove, and dryer vents with pre-cut plastic sheeting, wax paper, or aluminum foil and duct tape.
7. Stay alert to loudspeaker announcements. Emergency personnel from your local police or fire departments may give you specific instructions via loudspeaker or door-or-door.
8. If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses with a damp cloth.
9. If you are told there is danger of explosion, close the window shades, blinds, or curtains. To avoid injuries, keep children away from windows.
10. Director should stay in touch with responding agencies/emergency personnel.
11. Director and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.
12. Post a notification on the door to advise parents not to pick up children from the center until the incident is over. The presence of parents searching for their children will cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place, you will not want to open the door to let parents in and out.
13. Have emergency disaster supplies and emergency contact cards handy.
14. Once the incident is over, inform parents, take down plastic, and turn ventilation system back on.
15. Director will complete a written incident report and notify Licensor at the earliest opportunity.

### **EMERGENCY LOCKDOWN/INTRUDER ALERT PROCEDURE**

From time to time, schools and child care centers have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around, or who makes you fearful for your safety or the safety of others, then you may be faced with an intruder situation. Key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

1. It is important that all members of the building's staff understand, support and participate in the Intruder Alert Procedure.

2. It is important to practice the Intruder Alert Procedure in the facility several times per year, just as you practice fire drills.

3. Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown drills and events.

4. Parents will be given a pre-designated alternate pick-up site if children and staff are evacuated. Parents should not try to enter the facility during a lockdown, and may be kept away from the center until authorities determine it is safe.

#### Intruder Alert Procedure

1. If a person(s) comes into the facility, the Director or designee will assess the situation. If they are uneasy or suspicious of the person(s) immediately have someone call 911.

2. If a weapon is present, DO NOT CONFRONT – call 911 immediately by pushing the emergency button on the alarm or give another employee the pre-designated hand signal to call 911.

3. If no weapon is suspected, the Director will confront the intruder in the following manner:

- Approach the individual in a non-confrontational manner with the assistance of another staff member.
- Introduce yourself and the person with you to the individual in a non-confrontational way.
- Ask the individual who he/she is and how you can be of assistance.
- Inform the individual of the policy that all visitors need to check in at the front desk, and guide him/her there.
- If the individual refuses, do not confront him/her. Give the other staff members the pre-designated hand signal to call 911.

4. If it is determined that the safety and health of children and staff are in jeopardy:

- If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911.
- If the suspected intruder is not yet in the building, an announcement will be made (or a bell sounded) to alert the staff of potential danger. The announcement will be “Mrs. Jones, you have a phone call at the front desk.”
- If children are outside when the announcement is made, or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest classroom for lockdown.

5. Upon hearing the chosen lockdown announcement, the following steps must be implemented:

- Staff should quickly check the hall and restrooms closest to their classrooms and get children into the rooms.
- Lock all doors, close and lock all windows, cover all windows and doors, and turn off lights.

- Keep children away from windows and doors. Position children in a safe place against walls or on the floor. Turn a classroom table on its side to use as a buffer.
- Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. You may want to gather in a story circle behind the table.
- Teachers will keep all children in the classroom until an all-clear signal has been given.
- Director or designee will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel. You will be informed when it is safe to move about and release children from your rooms. Children should not be released to parents until an “all clear” has been called.
- Upon arrival, the local police, in conjunction with the Director, will assume controlling responsibility and may evacuate the building per police standard operating procedures.
- When “All Clear” is heard, the Director will apprise the staff of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director.
- Director will apprise parents of all “lockdowns,” whether practice or real.
- Director will complete a written incident report at the earliest opportunity.

## Parent Signature

Please sign and detach this last page of the handbook and return to our front desk for your child's first day of care with us.

I (print name) \_\_\_\_\_ have read and understand Discovery Playtown's rules and policies regarding care for my child.

Signed (your signature): \_\_\_\_\_

Date: \_\_\_\_\_