



PALISADES CHRISTIAN
LearningCenter

 **Reach**

 **Teach**

 **Grow**

Learning Center Policies and Parent Handbook 2025-2026



PALISADES CHRISTIAN
LearningCenter

Palisades Christian Learning Center Family Handbook 2025–2026

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Welcome Letter

Dear Families,

Welcome to Palisades Christian Learning Center! We are thrilled to partner with you in the joyful journey of early childhood education. At our center, we believe that every child is a precious gift from God—full of potential, curiosity, and purpose.

As part of our faith-based learning community, your child will be nurtured in a safe, loving, and engaging environment where play, discovery, and spiritual growth are deeply valued. Our curriculum is designed to support the whole child—spiritually, socially, emotionally, cognitively, and physically—preparing them not only for kindergarten, but for life.

This handbook will serve as your guide throughout the school year. It outlines our center’s policies, routines, and procedures, as well as our values and goals. It is a reflection of our commitment to quality care, inclusion, cultural responsiveness, and strong family partnerships.

We consider it a great honor to support your child’s development and to walk alongside your family during these foundational years. We encourage you to reach out with any questions or ideas. Your voice matters, and we value your role as your child’s first and most important teacher.

Thank you for trusting us. We look forward to a year filled with learning, growth, laughter, and faith.

With gratitude and joy,

Ruth Ramirez, Ph.D.

Director

Palisades Christian Learning Center



PALISADES CHRISTIAN
LearningCenter

2025–2026 School Calendar



August 2025

- Aug 25 – PCA First Day of School
- Aug 26 – PCLC Science Fair Celebration
- Aug 27 – Last Day of PCLC Summer Program
- Aug 28-29 – CLOSED: TPD & Class Prep



September 2025

- Sep 1 – CLOSED: Labor Day
- Sep 2 – PCLC Orientation (Bring School Supplies)
- Sep 3 – PCLC First Day of School



October 2025

- Oct 6–10 – Beyond PCLC Food Drive
- Oct 16 – PCLC Cultural Night (Gym)



November 2025

- Nov 6–7 – CLOSED: P/T C & PD
- Nov 17 – PCLC Group & Individual Picture Day
- Nov 24–28 – PCA: Thanksgiving Holiday
- Nov 26–28 – PCLC: Thanksgiving Holiday



December 2025

- Dec 4 – PCLC Christmas Program
- Dec 16 – PCA Christmas Program
- Dec 22–26 – PCLC: Christmas Break
- Dec 22–Jan 2 – PCA: Christmas Break
- Dec 29–31 – PCLC OPEN



January 2026

- Jan 1–2 – CLOSED: New Year's Holiday
- Jan 19 – CLOSED: Martin Luther King Jr. Day



February 2026

- Feb 16 – CLOSED: President's Day



March 2026

- Mar 2 – Re-registration Begins.
- Mar 23–27 – PCA: Spring Break
- Mar 25–27 – PCLC: Spring Break



April 2026

- Apr 9–10 – CLOSED: P/T C & PD



May 2026

- May 4–8 – Teacher Appreciation Week
- May 7 – Mother's & Father's Day Celebration
- May 25 – CLOSED: Memorial Day



June 2026

- Jun 1 – Pre-K Graduation
- Jun 2 – Kindergarten Graduation
- Jun 4 – PCA Kindergarten Round-up (10:00–11:30 AM)
- Jun 5 – PCLC (and PCA) Last Day of School
- Jun 8–12 – CLOSED: TPD & Summer Transition
- Jun 15 – PCLC Summer Camps Begin



July 2026

- Jul 3 – CLOSED: Independence Day



Philosophy & Program Goals

Philosophy Statement

At Palisades Christian Learning Center (PCLC), we believe that children are created in the image of God and are uniquely gifted with the ability to grow and learn in meaningful ways. We view early childhood as a critical stage of development and recognize that learning happens best through intentional, play-based experiences that are nurturing, engaging, and developmentally appropriate.

We support the whole child—spiritually, socially, emotionally, cognitively, and physically—by providing an environment where each child feels safe, valued, and empowered to explore. Our teachers serve as facilitators of learning, using Christ-centered instruction and hands-on exploration to foster curiosity, independence, and a love for learning.

We foster holistic child development with a Christ-centered approach, emphasizing a safe environment for critical thinking, social interaction, and cooperative learning. Through thematic instruction, simulation, and play, we nurture faith, knowledge, and character, promoting inclusivity and mutual respect.

Program Goals

Our goal is to help each child:

- Grow in **spiritual awareness**, recognizing God’s love and presence in their lives.
- Develop strong **social-emotional skills**, including empathy, self-regulation, and cooperation.
- Achieve age-appropriate **cognitive and academic milestones**, especially in literacy, math, and early science.
- Strengthen **language and communication skills** through rich dialogue, storytelling, and song.
- Build healthy **physical development**, including gross and fine motor skills.
- Feel respected, included, and celebrated for who they are and the culture they represent.

We believe learning is most powerful when families, teachers, and the community work in harmony to support each child’s unique path toward readiness for kindergarten and for life.

Mission & Ownership

PCLC Values:

The values we uphold at our school shape our curriculum and learning experience. Grounded in our philosophy, mission, and vision, they guide every aspect of our approach: fostering faith, encouraging personal relationships with God, and integrating Christian principles into students' lives.



1. **Respect:** Promoting respect for oneself, others, and the environment, emphasizing the importance of treating everyone with dignity and kindness.
2. **Responsibility:** Instilling a sense of responsibility in students, empowering them to take ownership of their actions, choices, and contributions to the community.
3. **Tolerance:** Cultivating an atmosphere of acceptance and understanding, where differences are celebrated, and individuals are encouraged to embrace diversity.
4. **Gratitude:** Encouraging an attitude of gratitude, teaching students to recognize and appreciate the blessings in their lives and express appreciation for others.
5. **Empathy:** Nurturing empathy and compassion, fostering a deep understanding of others' feelings and experiences and promoting a desire to help those in need.
6. **Collaboration:** Emphasizing the importance of collaboration and teamwork, teaching students to work together effectively, communicate openly, and respect diverse perspectives.
7. **Kindness and Generosity:** Encourage acts of kindness and compassion toward others in both words and actions.
8. **Autonomy:** Supporting the development of autonomy and independence, empowering students to make responsible decisions and take initiative in their learning.
9. **Honesty:** Upholding the value of honesty and integrity, teaching students to be truthful, trustworthy, and ethical in all their interactions.
10. **Creativity:** Fostering creativity, by providing opportunities for students to express themselves creatively and explore new ideas, glorifying God through their gifts and talents.
11. **Playfulness and Curiosity:** Embracing play as a natural mode of learning, providing opportunities for joyful exploration and imaginative expression within a safe and supportive environment. Nurturing curiosity and exploration a thirst love for learning and discovery rooted in faith, encouraging students to ask questions, seek answers, and explore the world around them.
12. **Safety and Resilience:** Prioritizing the safety and well-being of every child, maintaining a secure learning environment where students can thrive physically, emotionally, and spiritually and promoting resilience and perseverance, teaching students to overcome challenges, bounce back from setbacks, and grow stronger through adversity.

Mission Statement:

Palisades Christian Learning Center empowers hearts and enlightens minds through a Christ-centered curriculum, fostering holistic growth in a safe, nurturing environment. Rooted in Christian values, we inspire lifelong learners and promote diversity awareness, preparing them to navigate the world with confidence and conviction.



Vision Statement:

Palisades Christian Learning Center creates a dynamic learning community where children experience the transformative power of a Christian-based curriculum; seeks to ignite a passion for learning and a commitment to Christ-like living; it envisions a future where every child develops a deep and personal relationship with God, and is equipped to impact their world with wisdom, integrity, and love.

PCLC Statement

PCLC is owned by the Upper Columbia Conference of Seventh-day Adventists and is operated by Palisades Christian Academy. The Palisades Christian Learning Center is based on the following principles:

- The importance of the Bible as a foundation for mental, physical, social, and spiritual development.
- The importance of developing the child's full potential.
- The importance of healthful living habits.
- Cooperation between the parents and teachers in the child's development.
- Our learning center curriculum and decisions are made under the premise of our philosophy.

Programs Offered

We offer three structured learning options designed to support young children during their foundational years. Whether your family needs full-time care, part-time flexibility, or summer enrichment, each program provides consistency,

Preschool

- **Ages:** 3 to 4 years
- Exceptions may be made for children as young as 2½ years old who demonstrate maturity, independence, and are fully toilet trained. Readiness will be re-evaluated after a one-month trial period.
- Offered Monday through Friday.

Pre-Kindergarten (Pre-K)

- **Ages:** 4 to 5 years.
- Offered Monday through Friday.



- All students must be toilet trained.

Three-Day Program

- **Ages:** 3 to 5 years.
- Offered Monday through Wednesday.
- All students must be toilet trained.

Summer Camps

- **Ages:** 3 to 5 years.
- All students must be toilet trained.
- Enrollment is available by week or by month. A \$50 registration fee applies. Tuition information will be provided during the summer registration period.

Daily Schedule

A predictable daily rhythm helps children feel secure, confident, and ready to learn. Our schedule is thoughtfully designed to balance active play, learning experiences, meals, rest, and spiritual growth—creating a well-rounded day for every child.

All programs run from **8:30 a.m. to 3:30 p.m.**

- Drop-off begins at **7:15 a.m.**
- Pick-up is no later than **5:00 p.m.** Monday through Thursday and **4:00 p.m.** on Fridays.
- A daily nap period is included in the afternoon.



ROOM 1 – Art/PE Classroom

7:15–8:20	Arrival & Free Indoor/Outdoor Play
8:30–9:00	Circle Time
9:05–9:30	Handwashing & Snack
9:35–10:00	Outdoor Free Play
10:05–10:15	Water & Bathroom Break
10:15–10:50	Art/PE Rotation (own classroom)
10:55–11:20	STEM Rotation (different classroom)
11:20–11:50	Indoor Free Play
11:55–12:20	Lunch & Handwashing
12:25–12:35	Bathroom
12:35–1:00	Nap Prep
1:00–2:30	Nap/Quiet Time
2:30–2:55	Bathroom & Afternoon Snack
3:00–3:30	Music Pre-K (Music/Spanish Mix Room)
3:30–4:30	Outdoor Free Play
4:35–5:00	Indoor Combined Play (Preschool Room)



ROOM 2 – Music/Spanish Classroom

7:15–8:20	Arrival & Free Indoor/Outdoor Play
8:30–9:00	Circle Time
9:05–9:30	Handwashing & Snack
9:35–10:00	Outdoor Free Play
10:05–10:15	Water & Bathroom Break
10:15–10:50	Music/Spanish Rotation (own classroom)
10:55–11:20	Art/P.E. Rotation (different classroom)
11:20–11:50	Indoor Free Play
11:55–12:20	Lunch & Handwashing
12:25–12:35	Bathroom
12:35–1:00	Nap Prep
1:00–2:30	Nap/Quiet Time
2:30–2:55	Bathroom & Afternoon Snack
3:00–3:30	STEM Classroom
3:30–4:30	Outdoor Free Play
4:35–5:00	Indoor Combined Play (Preschool Room)

ROOM 3 – STEAM Classroom

7:15–8:20	Arrival & Free Indoor/Outdoor Play
8:30–9:00	Circle Time
9:05–9:30	Handwashing & Snack
9:35–10:00	Indoor Free Play
10:05–10:15	Water & Bathroom Break
10:20–10:50	STEAM Rotation (own classroom)
10:55–11:20	Music/Spanish Rotation (different classroom)
11:20–11:50	Outdoor Free Play
11:55–12:20	Lunch & Handwashing
12:25–12:35	Bathroom
12:35–1:00	Nap Prep
1:00–2:30	Nap/Quiet Time
2:30–2:55	Bathroom & Afternoon Snack
3:00–3:30	Art/P.E. Classroom
3:30–4:30	Outdoor Free Play
4:35–5:00	Indoor Combined Play (Preschool Room)

Please note that times and activities may vary slightly depending on classroom needs, weather conditions, and special events. Teachers will communicate any significant schedule changes in advance. Consistency is maintained to help children feel secure and thrive in a structured environment. Teacher-to-Child Ratios and Enrollment Requirements.



Teacher-to-Child Ratios

At Palisades Christian Learning Center, we are committed to providing a safe, nurturing, and developmentally appropriate environment for every child. To ensure quality care and meaningful interactions, we follow structured ratios and clear enrollment procedures.

Each classroom maintains a **1:10 teacher-to-child ratio**, with a maximum of 20 students and 2 qualified teachers per room. Additional support is often provided through trained volunteers who assist with one-on-one interactions and classroom activities.

To support a successful classroom environment, all children must be **toilet trained** and able to follow basic daily routines independently. This ensures teachers can meet the needs of the entire group effectively.

Enrollment Requirements

Enrollment is open to children who meet the age and readiness requirements of our programs. Before a child can officially enroll at PCLC, **all registration paperwork must be completed and submitted**, along with a **non-refundable registration or re-enrollment fee of \$100.00** per school year.

A valid and updated **Certificate of Immunization Status (CIS)** is also required at the time of registration.

For children who do not attend during the summer months, parents may reserve their child's space for the fall by paying a **holding fee equal to 50% of the regular monthly tuition**. This fee is **non-refundable** but will be applied toward 50% of September's tuition.

With these foundational procedures in place, families can feel confident that their child's start at PCLC will be smooth and well-supported. The next section outlines our tuition policies and fee schedule to help you plan and prepare accordingly.

Transition Policy

We recognize that **transitions**—whether to a new classroom or to kindergarten—can be both exciting and challenging for young children. That's why we work intentionally to make every transition smooth, thoughtful, and family-centered.

Transitions Into the Program

For new students, we offer:

- A **5-day gradual entry** plan that gently builds comfort and trust.



- The option to bring a **comfort item** (blanket or stuffed toy).
- Extra attention and nurturing from staff during drop-off, circle time, and rest periods.
- Written and verbal updates to families during the first two weeks.

New Student Transition Procedure 5-day gradual entry plan consist of:

Day 1: A family member is welcome to stay with the child during circle time to provide comfort and encouragement. Afterward, the family member may wait in the parent lobby in case additional support is needed. We recommend that the child be picked up around 12:00 PM (before nap time), as nap time can be especially challenging during the first few days.

Day 2: We follow the same process as Day 1 to help the child feel secure and build trust in their new environment.

Day 3: We will try a brief drop-off at the classroom door to encourage independence. The child will stay until 12:00 PM, and we ask that a parent or guardian remain available to pick up the child earlier if needed.

Day 4: The child will stay through nap time, and we ask that they be picked up shortly after, around 2:30 PM, once nap time is over.

Day 5: If the child has adjusted well, they will stay until 4:00 PM. This gives them time to participate in a full day of learning and play while building comfort with the daily routine.

We recommend starting this transition process on a Monday, as it allows for a consistent and structured start to the week. Adjustments to the timeline can be made based on each child's individual needs.

This gradual transition helps your child feel safe and supported as they adjust to their new routine. Thank you for partnering with us to make this a positive experience for your little one.

Transitions Between Classrooms

At Palisades Christian Learning Center, we use a classroom rotation system that allows children to become familiar with all three classrooms and their teachers throughout the school year. This system provides a natural advantage when transitioning to the next grade level—students are already comfortable with the spaces and the adults in them. As a result, moving up feels exciting



rather than intimidating. Children recognize that they are being “upgraded” and proudly step into the role of the older group.

- Teachers introduce children to the new space and routines **over several weeks**.
- We host a “step-up” activity where children visit their new room and meet teachers. Allowing each child to empty their cubby and label the new one that will belong to them in the upcoming school year.
- Teachers and families meet to review progress and discuss readiness.

At the end of the school year, we celebrate this milestone by;

- Talking to them in advance, expressing how proud we are of their growth and readiness to move forward.
- Reassuring them that they will still see their current teachers each day during classroom rotations, maintaining a sense of continuity and comfort as they take on this exciting next step.

Transitions to Kindergarten or Other Programs

To prepare children for kindergarten:

- We focus on key **school readiness skills** (social, emotional, academic).
- Teachers complete a **kindergarten readiness profile** to share with families.
- We partner with kindergarten teachers (when possible) to share goals.
- We provide support for families with **referrals, paperwork, and guidance** during enrollment.

By supporting transitions at every level, we ensure children feel confident and families feel supported throughout their time with us and beyond.

Kindergarten Readiness

At Palisades Christian Learning Center, we recognize that readiness for kindergarten includes more than just academic knowledge—it also involves social, emotional, and behavioral development.

Our **Pre-Kindergarten and Kindergarten teachers collaborate** closely to observe and evaluate each child’s progress throughout the year. This evaluation considers multiple areas of development, including:

- Social and emotional maturity.
- Academic skills.
- Ability to follow routines and instructions.



- Independence and self-help skills.

When determining a child's readiness to transition to kindergarten, teachers will **partner with families** to discuss observations and make a thoughtful, collaborative decision.

If a child would benefit from additional time to grow and develop in a familiar environment, the option to remain in the Pre-K program for an additional year may be offered.

Our goal is to ensure that each child enters kindergarten with the confidence, skills, and support they need to thrive.

Kindergarten Readiness Indicators

While every child develops at their own pace, the following are general indicators that a child may be ready for kindergarten:

- ✓ Can follow simple multi-step directions
- ✓ Uses the bathroom independently
- ✓ Expresses needs and emotions appropriately
- ✓ Recognizes some letters and numbers
- ✓ Engages in group activities and cooperative play
- ✓ Holds a pencil or crayon with control
- ✓ Demonstrates curiosity and a willingness to try new things
- ✓ Can separate from parents/caregivers with minimal distress

Families are encouraged to speak with their child's teacher at any time if they have questions or would like to discuss their child's readiness for kindergarten.

Tuition and Financial Policy

At Palisades Christian Learning Center (PCLC), we are committed to transparency and fairness in our financial practices. The following policies ensure that families understand the financial commitments involved in securing their child's place in our program.

Payment Schedule and Expectations

- All payments for child care are due in advance of care. You are paying to reserve your child's spot, so payments are nonrefundable.
- Full monthly tuition is due by the 10th of each month.



- If enrolling after the first of the month, tuition may be prorated using a daily rate.
- Contact the PCA front office (509-325-1985) to make payments or set up a payment plan. Speak with the Finance Office for assistance.
- If tuition is more than one month overdue, care may be suspended unless a payment plan is arranged.

Withdrawal and Refund Policy

- A two-week written notice is required for withdrawal. Without this notice, families will be responsible for the full month's tuition.
- No refunds are given if withdrawal occurs after the 15th of the month.
- All registration and re-enrollment fees are nonrefundable.

Registration and Holding Fees

- **Annual registration fee:** \$100.00 per child (nonrefundable, due before the first day).
- **Re-enrollment fee:** \$100.00 per child, due during March's enrollment process.
- **Holding Fees:** A \$100 fee is required to join our waiting list. Preference is given to currently enrolled families and full-time requests.
- **Summer holding fee:** Families not attending summer may pay 50% of monthly tuition to hold their spot for fall. This is applied to fall tuition and is nonrefundable.

Summer Program

- **Summer registration fee:** \$50.00 (nonrefundable).
- Tuition is billed weekly or monthly and must be paid in advance.

Discounts and Fees

- 5% discount available for active military families.
- \$1.00 per minute late pick-up fee after 5:00 p.m.
- \$5.00 fee for missing check-in/out.
- Returned checks incur a fee determined by the bank.

Other Financial Notes

- Rates are subject to change, typically announced in January.
- No trading days are permitted for students enrolled in partial-week programs.
-



- No credits are issued for sick days, holidays, weather-related closures, or school development days.

These policies help ensure smooth financial operations while supporting the quality of care and programming we offer. If you have questions or concerns, please contact the office—we are here to help!

Family Engagement Policy

Family Engagement Plan

We believe that families are children’s first and most important teachers. Our program is designed to encourage meaningful partnerships with families. We support engagement through:

- **Daily updates and photos** through Brightwheel.
- **Biannual family conferences** to review assessments and set individualized goals.
- **Open-door visitation policy** during school hours.
- **Opportunities to participate** in class parties, cultural celebrations, and volunteering.
- **Invitations to share family traditions, language, and skills** with the class.
- **Resources and referrals** for child development, parenting, or community support as needed.

We are committed to creating a culture of respect and collaboration where families feel welcome, heard, and supported in their role.

Cultural Responsiveness Policy

At Palisades Christian Learning Center, we value the diverse backgrounds, languages, cultures, and traditions of every child and family. We believe that honoring each child’s identity fosters self-confidence, empathy, and a strong foundation for lifelong learning.

Our Commitments to Cultural Responsiveness:

- We invite families to share **their home language, family traditions, holidays, and values**. These are incorporated into classroom discussions, materials, songs, and stories.
- Teachers intentionally include **multicultural books, toys, music, and visuals** that reflect the children and families in our community.
- We avoid stereotypes in materials and discussions, promoting **equity and respect** for all people and cultures.
- Staff receive training in **anti-bias education** and cultural humility.



- We ensure all communication with families is respectful, inclusive, and—when needed—**translated into their preferred language.**

By creating an environment where every child feels seen, heard, and celebrated, we help them grow into compassionate, culturally aware citizens of God’s world.

Inclusion Statement

Inclusion Statement and Individualized Support

At Palisades Christian Learning Center, we believe that every child is unique, capable, and deserving of belonging. We welcome and celebrate children of all backgrounds, cultures, languages, learning styles, and abilities. Our commitment is to create a learning environment where each child can thrive academically, socially, emotionally, and spiritually.

We do not deny admission or continued care based on ability, developmental delays, health needs, or behavioral challenges. Instead, we work proactively and compassionately to provide supports that meet the individual needs of each learner.

When a child has a diagnosed developmental delay, disability, medical condition, behavioral concern, or an active Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP), our team will:

- **Partner with families** to learn about the child’s strengths, needs, and routines.
- **Observe, document, and reflect** on the child’s development and engagement.
- **Refer to or collaborate with community-based specialists**, including early intervention providers, therapists, and other professionals.
- **Adapt the learning environment and curriculum** to include all children meaningfully.
- **Collaborate to implement individual support plans** with input from the family and specialists.
- **Maintain open, culturally respectful, and ongoing communication** throughout the process.

We are committed to providing a caring and inclusive community that supports the full potential of every child and family.

Communication Policy

At Palisades Christian Learning Center, we value open, respectful, and consistent communication between staff and families. We believe that strong partnerships with families are essential to each child’s



success and well-being. Our communication practices are designed to be transparent, culturally sensitive, and responsive to each family's preferences and needs.

Daily Communication

We use the **Brightwheel app** as our primary tool for daily communication. Through Brightwheel, families receive real-time updates on their child's day, including activities, meals, naps, and any incidents. Teachers also use Brightwheel to share photos, reminders, and messages that highlight learning and growth.

We encourage families to check Brightwheel regularly and respond as needed. Important notices, updates, and calendar reminders are also shared through the app.

In-Person Communication

Our staff is available at drop-off and pick-up times for brief updates or check-ins. For more in-depth conversations, we are happy to schedule a meeting to discuss your child's progress, behavior, or specific needs. We believe in partnering with parents to support each child holistically.

Conferences and Formal Updates

Twice a year, families are invited to attend **parent-teacher conferences** to review developmental progress, portfolios, and goals. Additional conferences may be scheduled as needed or requested.

Respect and Collaboration

We strive to create a warm and welcoming environment where every family feels seen, heard, and respected. We ask that all communication—whether written, verbal, or in-person—reflect kindness, professionalism, and mutual understanding.

Staff will always:

- Communicate with honesty and confidentiality.
- Use strengths-based language and tone.
- Be attentive and responsive to family concerns.
- Involve families in problem-solving and planning.

We ask that families:

- Communicate openly and respectfully with staff.
- Share relevant information about the child's needs, routines, or changes at home.
- Reach out early if questions or concerns arise.

If concerns cannot be resolved through regular communication, we will schedule a meeting with the director and/or other leadership to support a positive resolution.



Confidentiality & Records Policy

At Palisades Christian Learning Center, we are committed to protecting the privacy and confidentiality of every child and family in our care. In alignment with Washington State licensing requirements and Early Achievers guidelines, we maintain strict protocols for the collection, storage, access, and sharing of all student records and sensitive information.

Secure Storage

All child records, including enrollment forms, health records, assessments, incident reports, and family communications, are stored in a secure, locked location or protected digital system. Only authorized staff members who require access to perform their duties are permitted to view these records.

Limited Access

Access to a child's personal records is restricted to:

- The child's parent(s) or legal guardian(s).
- Authorized PCLC staff.
- Licensing representatives or early learning specialists, when required by law or for quality improvement purposes (with appropriate safeguards).

We do not share or release any child or family information with third parties without the written consent of the parent or legal guardian, except in situations required by law, such as suspected abuse or health emergencies.

Family Rights and Transparency

Families have the right to:

- Access and review their child's file upon request.
- Request corrections to their child's records if they believe information is inaccurate.
- Receive a copy of documents related to their child's progress, assessments, or referrals.

Staff Responsibility

All staff members are trained in confidentiality protocols and are expected to always uphold these standards. Breach of confidentiality is taken seriously and may result in disciplinary action.

Mandatory CPS Reporting

At Palisades Christian Learning Center, the safety and well-being of every child is our highest priority. Under state law, all staff are *mandated reporters* of suspected child abuse or neglect. This means that if a



staff member has reasonable cause to believe a child is being abused, neglected, or is at risk, they are legally required to make a report to Child Protective Services (CPS) or the appropriate authorities.

Reports are made in good faith, based solely on observed signs, disclosures, or other credible information, and are not intended as accusations. By law, mandated reporters and the school are protected from liability when reports are made in good faith. Parents should understand that this obligation cannot be waived and applies regardless of where the suspected incident occurs. Our duty is to protect children and always comply with the law.

Health & Wellness Services

At PCLC, we promote children's well-being by fostering healthy habits, meeting physical needs, and responding sensitively to social-emotional concerns. Our health policies are designed to keep children, staff, and families safe and thriving.

Physical & Developmental Health

- All children must have updated **immunization records** on file.
- **Health screenings** (vision, hearing, height/weight) may be conducted in partnership with community providers.
- Teachers complete **developmental observations and screenings** (ASQ:3, ASQ:SE) to monitor growth.

Palisades Christian Learning Center – Health Policy

This guide provides a brief overview of important health, safety, and wellness practices at Palisades Christian Learning Center. The full Health Policy is available at any time through Brightwheel or in hard copy from the office.

Attendance & Illness

- Children must stay home if they have a fever (100°F+), vomiting, diarrhea, contagious infections, or other symptoms that prevent participation.
- Return only after being symptom-free for 24 hours without medication and/or with required medical clearance.

Tooth Brushing Policy

To help children build healthy habits, and in line with DCYF guidelines (WAC 110-300-0180) we include tooth brushing practice after lunch.



- Each child uses their own labeled toothbrush, stored in a clean, safe holder.
- For safety, we do not use toothpaste—this is simply a fun, supervised routine to learn good brushing skills.
- If you would prefer your child, not take part, please let us know in writing.

Prohibited Items on Site

To ensure a safe and healthy environment for all children, families, and staff, the following are strictly prohibited anywhere on center property:

- Smoking or vaping of any kind, possession or use of illegal substances, and possession of dangerous or deadly weapons.
- This policy always applies to all individuals, including during drop-off, pick-up, and any school events, whether on the premises or during center-sponsored activities.
- Violation of this policy may result in immediate removal from the premises and, when applicable, notification to law enforcement.

Medication

- **Medication Authorization**
For the health and safety of all children, any over-the-counter medication, prescribed medication, lotions, ointments, or lip balms (such as ChapSticks) used during school hours must be accompanied by a completed medication Authorization Form. This form ensures that we have written instructions from you and, when required, your child’s healthcare provider.
- We cannot administer any medication or topical product without the completed form on file. This process helps us keep every child safe, healthy, and cared for according to your directions.
- All medications and topical items must be in their original packaging, labeled with your child’s full name, and given directly to a staff member—never placed in your child’s bag or cubby. Staff will follow the instructions provided on the form exactly, and medications will be stored securely and out of children’s reach.

Handwashing & Hygiene

- Frequent handwashing is required for staff and children throughout the day.
- Proper sanitation practices are followed for all surfaces, toys, and materials.

Outdoor & Physical Activity

- Daily indoor and outdoor play, weather permitting.
- Safe supervision and environment checks are conducted daily.



Emergencies & Injuries

- First aid is provided on site; 911 called for serious situations.
- Parents are notified immediately of any injury or illness.

Communicable Disease Reporting

- Certain illnesses must be reported to the Spokane Health District.
- Families will be notified promptly of exposures when required.

 **Reminder: This is a summary.** *Please review the full Health Policy at the end of this handbook for complete details.*

Nutrition & Meal Practices

Meals and Snacks

At Palisades Christian Learning Center, we believe that healthy meals and snacks are essential for supporting your child's growth and learning throughout the day. Families are responsible for providing all meals and snacks unless otherwise noted.

Please send a **lunch and two snacks** each day in an insulated **lunch bag with a cold pack**, clearly labeled with your child's full name.

Meal and Snack Guidelines

- **Each lunch must include:**
 - A dairy product
 - A meat or meat alternative
 - A grain
 - One fruit and one vegetables, or 2 vegetables
(WAC 110-300-0185 – follow USDA food Program Guidelines)
- **Fruits and vegetables are required daily** as they are rich in essential nutrients like Vitamin C and A.
Please note Fruit punch and similar drinks do not meet this requirement.
- **Acceptable snack items include:**
 - Fresh fruits (cut into small pieces, especially grapes)



- Raw or steamed vegetables
- Whole grains (e.g., crackers, cereal, muffins with low sugar)
- Dairy products (e.g., cheese, yogurt)
- If your child arrives **early in the morning**, please include a breakfast item in case that they were not able to complete theirs at home.

Special treats for birthdays or celebrations must be:

- Store-bought (so ingredients can be reviewed)
- Nutritious or lower in sugar
- Served **after lunch**.

Allergy and Safety Guidelines

- We are a **nut- and peanut-free program**. Currently, **sunflower seed butter (sun butter)** and **hummus** are acceptable alternatives.
- Please inform us of **any food allergies or dietary restrictions**. We require a signed **Individual Care Plan** from your child's healthcare provider for any special dietary needs.
- We encourage children **not to share food** to help ensure everyone's safety.

Drinks

- Please send your child's drinks (milk, water) in a **spill-proof sippy cup or reusable container**.
- Every child must have a **water bottle labeled with their full name**, which will be available throughout the day.
- All water bottles are required to go home daily to be clean and sanitized for the next days use.

We appreciate your partnership in providing nutritious meals that support your child's health and well-being.

PCLC Emergency Preparedness & Disaster Plan

 *You can view the **full detailed version** anytime under the **emergency preparedness disaster plan section**.*

Our top priority is your child's safety. We have a detailed Emergency/Disaster Plan that is reviewed annually with staff and shared with families at enrollment. It covers what we do before, during, and after different types of emergencies.

1. Emergency Contacts & Alerts

- Local emergency services, hospitals, utilities, and licensing contacts.



- How we will notify parents in an emergency (phone, Brightwheel, or out-of-area contact if local lines are down).

2. Evacuation Procedures

- Primary and alternative meeting places.
- Steps staff take to evacuate safely, account for all children, and contact parents.
- Grab-and-Go Emergency Kits location and contents.

3. Lockdown & Shelter-in-Place

- Procedures for securing the building during threats in the area or hazardous air conditions.
- How we keep children calm, safe, and supervised indoors.

4. Disaster-Specific Procedures

We have step-by-step plans for:

- Fire
- Earthquake
- Flood, Landslide, or Mudslide
- Volcanic eruption or ash-fall
- Wildfire
- Severe weather (heat, cold, storms)

5. Supplies & Equipment

- Emergency Kits: first aid, food, water, sanitation, and comfort items.
- Supply rotation every 6 months to keep items fresh.
- Medications stored in traveling medical kits.

6. Supervision & Staffing in Emergencies

- Backup staff plan to ensure children are never left unsupervised.
- Extended care staffing if children must remain on-site for long periods.

7. Parent Reunification

- Only authorized adults listed in your child's file may pick them up.
- Photo ID required for pickup.
- New location communicated if evacuation takes us off-site.

8. Drills & Safety Inspections



- Monthly fire drills & inspections.
- Quarterly disaster drills (earthquake, lockdown, severe weather, etc.).

Discipline and Positive Guidance Policy

At Palisades Christian Learning Center, we are committed to nurturing a safe, respectful, and supportive environment where every child can grow socially, emotionally, and spiritually. Our goal is to guide behavior in ways that teach children self-regulation, empathy, and responsible decision-making — never to punish.

We recognize that behavior is a form of communication. Therefore, we use **developmentally appropriate, positive guidance techniques** to support each child’s needs and learning style. **Corporal punishment, threats, or humiliation are strictly prohibited.** All children will be treated fairly, equitably, and with dignity.

Guidance Techniques We Use

Indirect Strategies:

- Verbal or musical transition cues (e.g., “You have five more minutes before clean-up.”).
- Clear, consistent routines.
- Offering choices to encourage cooperation (e.g., “Do you want to pick up the blocks or the cars?”).
- Modeling appropriate behavior.

Direct Strategies:

- Positive language (e.g., “We use walking feet” instead of “Don’t run.”).
- Eye contact and active listening.
- Helping children name and understand emotions.
- Redirection to appropriate behavior or activities.
- Calming techniques and quiet spaces for self-regulation.

We work in partnership with families to support a child’s behavioral and emotional needs. If persistent challenges arise, we will involve the family in a collaborative plan of support that may include behavior tracking, developmental screenings, referrals to specialists, and individualized strategies.

Mental Health & Social-Emotional Support

- Teachers model calming strategies, empathy, and problem-solving.



- We use simple assessment tools to help spot possible behavioral or emotional concerns. We share the results with families and provide resources so parents can follow up with local specialists.
- We partner with families and providers to implement **individual behavior support plans** when needed.

Ongoing Staff Support and Professional Development:

- All staff receive annual training in positive guidance, social-emotional development, and trauma-informed care to help reduce challenging behaviors and promote a nurturing classroom environment.
- Teachers are encouraged to consult with our Early Achievers Coach at any time for additional support, resources, or new ideas to strengthen classroom practices.

Collaborative Problem-Solving and Program Support

We believe every child belongs in a community where they feel seen, supported, and successful. When ongoing behavioral challenges arise, our team works closely with families to ensure children receive the support they need. Program changes or transitions are considered only after a thoughtful, collaborative process and when it is in the best interest of the child and community.

Steps We Commit to Before Considering a Program Dismissal

Dismissal is only considered when all reasonable efforts have been exhausted and the safety or well-being of the child and others are at risk. Our goal is to work towards a solution by following these steps;

- Consistent documentation of behavior patterns and responsive strategies.
- Open, ongoing communication through Brightwheel, phone calls, and in-person meetings.
- Development of a collaborative Positive Behavior Support Plan.
- Referrals to additional services or community-based resources.
- Giving time and encouragement for families to implement strategies.

Program Changes May Be Considered When:

- A child's behavior continues to pose a serious safety concern despite multiple support efforts.
- A family's ongoing non-compliance with essential requirements (e.g., tuition, documentation, or policies).

In these situations, we work with families to ensure a smooth transition to a setting that better aligns with the child's needs, always aiming to preserve the child's dignity and well-being.



We believe that every child belongs, and that challenging behavior is an opportunity to teach. **We do not suspend or expel children due to behavior without first working through a collaborative support process.** We value open communication and shared problem-solving with families.

Causes for Immediate Dismissal from PCLC:

- Behavior that presents a serious and immediate risk of harm to self or others
- A parent/guardian threatens or is abusive to staff, children, or other families.
- A parent/guardian refusal to participate in creating a behavioral support plan.

Behavior-Based Dismissal from PCLC (only after support has been provided):

- Persistent behavior concerns that do not improve after intervention and collaboration.
- A family's unwillingness to participate in behavior support plans or follow-through with recommended services.

Family-Related Dismissal from PCLC May Include:

- Repeated failure to pay tuition or follow financial agreements.
- Incomplete or missing required forms, including immunization records.
- Repeated disregard for center policies or procedures.

Dismissal Process From PCLC

If dismissal becomes necessary:

- A meeting will be held with the family to explain the decision.
- A formal letter will be provided, including:
 - Reason for dismissal.
 - Final date of attendance (typically with up to two weeks' notice).
 - List of resources (EX: list of child care centers, therapists, physician, etc.) to help support family and child.
- A full record of documentation and communication will be kept on file.
- DCYF will then be notified of dismissal along with all documentation of support provided by PCLC to the family.



Policy & Procedure – Developmental Screening

At Palisades Christian Learning Center (PCLC), we believe early identification and support are key to every child’s growth and success. To support developmental progress and early intervention when needed, we use the **Ages and Stages Questionnaire, Third Edition (ASQ:3)** and the **Ages and Stages Questionnaire: Social-Emotional (ASQ:SE)** as part of our comprehensive developmental screening process.

These tools help us monitor each child’s developmental milestones and social-emotional well-being, share observations with families, and connect families with additional resources when needed.

If a family’s home language is other than English or Spanish, PCLC will attempt to work with the ASQ publisher to obtain a translated version of the screener or attempt to connect the family with local

translation services such as adult family or friends, or Spokane International Translations at (509-327-8016).

Policy Statement

To ensure that each child’s needs are met through our learning program, **a developmental screening will be completed and shared with families within 45 days of enrollment and annually each September.** Developmental screening allows us to:

- Establish a baseline for each child’s development.
- Individualize instruction and support.
- Identify potential developmental delays or learning difficulties.
- Fulfill program accountability and licensing requirements. (WAC 110-300-0055)

Roles & Responsibilities

- **Lead Teachers** and **Parents/Guardians** share responsibility for completing the developmental screening for each new child.
- The **Director** and **Office Staff** ensure timelines are met and that families receive results in a timely and respectful manner.
- **Follow-up** and any needed referrals are tracked by the Office Staff and supported by teaching teams.



Procedure

1. Notification & Distribution

The Office Staff will inform teachers and families of the screening due dates for each child. Hard copies of the ASQ:3 and ASQ:SE will be provided to both the classroom teacher and the family.

2. Initial Observation & Documentation

During the first 30 days, teachers will observe and document the child's development. These observations, along with the ASQ screener, will form the foundation of the child's initial developmental report.

3. Family Review & File Storage

Screening results will be shared with the family **within 45 days** of the child's start date, either **in person, by phone, or via Zoom**. A copy of the screening will be stored in the child's file and a copy given to the family.

4. Individualized Learning Goals

Based on screening outcomes and conversations with the family, the teacher and parent will develop **individual learning goals**. These goals will be documented on the child's progress report and reflected in lesson planning.

5. Referrals & Community Support

If concerns arise, a conference with the family and a support coach will be scheduled. Referrals to community resources (e.g., early intervention services) will be documented, and the Office Staff will follow up with the family **within two weeks** to ensure access to services.

6. Ongoing Monitoring & Conferences

Teachers will continue to observe and monitor children who have identified needs. Updates will be shared as needed or during our **three scheduled family conferences each year**.

Regulatory Alignment

This policy aligns with **WAC 110-300-0055** regarding the developmental needs of children and the responsibility of licensed providers to observe, assess, and support children's development in partnership with families.

Curriculum and Assessment

At Palisades Christian Learning Center (PCLC), we implement the *Experience Early Learning Curriculum* and *Experience God Curriculum*—comprehensive, research-based, and play-based programs designed to support whole-child development. These curricula integrate faith-based principles into daily activities, helping children understand and experience God's love while developing essential academic and life skills.



Grounded in early childhood best practices, the curriculum supports growth across **35 key developmental skills** through interactive games, hands-on projects, and thematic units. It nurtures children's development in the following domains:

- Social-emotional development
- Physical development (large and small motor skills)
- Language and literacy
- Cognitive development, including STEAM (science, technology, engineering, art, and math)
- Music
- Spiritual development

The Experience Early Learning Curriculum is fully aligned with the **Washington State Early Learning and Development Guidelines** and supports national standards, including those of NAEYC and **Head Start**. PCLC has completed both the *Curricular Alignment Tool* and the *WaKIDS Assessment Alignment Tool* to ensure fidelity and high-quality implementation.

Assessment and Documentation

Assessment at PCLC begins on each child's first day and continues throughout the year using the *Experience Early Learning Assessment System*. This system includes both **informal and formal assessment strategies** to track each child's individual growth and inform instructional planning.

Teachers regularly collect:

- Observational notes
- Work samples
- Photographs
- Individual and group conversations

Each daily lesson plan includes at least one **“Star Activity”**—a focused opportunity to observe specific skills in action. These observations help teachers monitor progress across the 35 developmental skills featured in the curriculum.

Teachers compile these informal assessments into **individual portfolios** that provide a meaningful record of learning over time. Portfolios are used to:

- Track developmental progress.
- Identify children's interests and learning styles.
- Set and adjust individual learning goals.



Every 30 days, aligned with each curriculum theme, teachers complete a **formal assessment** for every child based on their documented portfolio. This ensures children are supported in practicing and demonstrating new skills and that instruction remains responsive to their developmental needs.

Teacher Training and Quality Assurance

To maintain consistency and excellence in curriculum delivery and assessment practices, all lead teachers at PCLC are required to complete **specialized training** in the *Experience Early Learning Curriculum and Assessment System*. This commitment ensures that every child receives developmentally appropriate, nurturing, and faith-centered instruction tailored to their needs.

Family Involvement and Communication

PCLC values strong partnerships with families. **Twice a year**—in **November** and **May**—we hold **family-teacher conferences** to review assessment data, share insights, and collaboratively set individualized learning goals. These goals reflect each child’s unique strengths and areas for growth.

Additionally, **Brightwheel** is used daily to communicate with families by sharing:

- Classroom updates
- Observations and developmental highlights
- Photos and documentation of learning

This ongoing communication ensures families are informed and engaged in their child’s early learning journey.

Program Celebrations

Our program celebrations are some of the **biggest and most meaningful events** of our school year. These special programs are part of our curriculum and are planned intentionally to meet many learning goals. Each celebration is a joyful opportunity for students to **present, perform, and share their learning** with the school community.

Themed Meals

- Most events include a themed meal, often similar to a large potluck.
- Example: During *Cultural Night*, families will be asked to bring a dish representing the country their child is assigned.
- Please bring **enough food to serve 90 people**. Smaller portions mean there is not enough for all.
- Dishes should reflect the event theme and be presented in an **elegant, ready-to-serve way**—not in bags or boxes.
- **Grab-and-go portions** in small containers are encouraged for convenience.



- **No pork or seafood** is allowed.

Pick-Up Time on Program Day

- All students must be **picked up at 3:30 PM** on the day of the program.
- Teachers will be busy decorating, setting up props, and preparing for the event, making it challenging to supervise students after this time.
- If special arrangements are needed, please inform the administration in advance.

Costumes

- Program dates are listed in the school calendar—please prepare early.
- Children will usually need a **costume** related to the event theme.
- Past examples: Hawaiian (*Mother's Day*), stable animals, angels (*Christmas*), and more.
- This year's themes will be announced in advance.

Poem Practice

- A poem will be sent home for your child to memorize.
- Please help them practice so they feel confident presenting in front of **approximately 200 people**.

Through your **involvement and preparation**, these celebrations become memorable, community-building experiences for our students, staff, and families.

Attendance and Absence Policy

At Palisades Christian Learning Center, your child's safety and well-being are our top priorities. Consistent attendance supports your child's development and helps build a strong foundation for learning. It also allows for meaningful connection and continuity in their educational experience.

Daily Check-In and Check-Out

For your child's safety, DCYF requires that a **parent or authorized adult** signs children in at drop-off and out at pick-up every day.

- Use the **Brightwheel QR code system** with your phone.
- If you do not have your phone, you may **request the school iPad** to check your child in or out.
- Always hand off your child **directly to a teacher** to ensure a safe transition.

This process keeps our records accurate, meets **licensing and emergency requirements**, and ensures clear communication.



⚠️ If a sign-in or sign-out is missed, a **\$5 administrative fee** will be charged for correction. Repeated missed sign-ins/outs may lead to further action.

Authorized and Unauthorized Pick-Up

For the safety of all children in our care, only individuals listed on a child's **Authorized Pick-Up Form** will be permitted to pick up that child. Parents/guardians are responsible for keeping this list current and must inform the center immediately of any changes.

In cases of custody disputes, separation, or divorce, the center requires **official court documentation** (such as custody orders or restraining orders) to enforce restrictions. Without such documentation, both parents listed on the child's enrollment records will be considered authorized. The center cannot be held responsible for conflicts that arise when updated legal paperwork has not been provided under any circumstances.

Individuals not listed as authorized, or whose authorization has been revoked, will not be allowed to pick up a child.

Communication and Changes

We understand that changes may occur unexpectedly. Please inform your child's teacher via **Brightwheel** if:

- Your child will be **late, absent, or picked up by someone different.**
- There are changes to your child's routine, health, or well-being that the teacher should know.

Respectful Drop-Off Times

PCLC follows a structured curriculum, and teachers plan to engage, developmentally appropriate activities starting at the beginning of the day. To help support a calm and focused learning environment:

- Please arrive **no later than 8:30 a.m.**
- Avoid arriving during **morning circle time**, as this is a key part of the day's routine.

Teacher Availability

We value family engagement and open communication. During **drop-off and pick-up**, feel free to share brief updates with your child's teacher. However:

- Between **8:30 a.m. and 3:30 p.m.**, teachers are actively engaged in classroom instruction and will not be available for extended conversations.
- If you need to speak with a teacher for more than 10 minutes, please **schedule a meeting** in advance.



Thank you for partnering with us to support your child’s learning and for helping us maintain a smooth and secure daily routine.

Licensing Reports

Our program is licensed by the Washington State Department of Children, Youth, and Families (DCYF) and undergoes routine inspections to ensure we meet all safety, health, and quality standards. As specified in **WAC 110-300-0450**, **you have the right to review our most recent licensing inspection report at any time**—we’re happy to share it on request. In addition to talking with the Director, you can also access our licensing history and monitoring reports online via **the DCYF “Find Child Care / Early Learning” tool (Child Care Check)**. This publicly available resource allows families to view licensing status, inspection results, and any monitoring history for our program. Access it anytime on the DCYF website—just search for our center’s name to view the current report. We believe in full transparency and welcome any questions you may have about our compliance or care standards.

Or scan the following QR





PALISADES CHRISTIAN
LearningCenter

PCLC

Health Policy



Palisades Christian Learning Center HEALTH POLICY

Revised July 2025

Child Care Name: Palisades Christian Learning Center
Street: 1115 N. Government Way
City/State/Zip: Spokane, WA 99224
Telephone: 509-327-8387
Director: Ruth Ramirez
Age of children served 2.5 years - 6 years.

Out-of-area Contact: Upper Columbia Conf. of SDA – 509-529-6291
Cross Street: W. Fort George Wright Drive
Facilities Contact: Kathy Stratte

Emergency telephone numbers:

Fire/Police/Ambulance: 911
Poison Center: 1-800-222-1222
Animal Control: 425-388-3440
C.P.S.: 1-866-363-4267 or 425-339-1830
C.P.S. (after-hours): 1-800-562-5624

Hospital used for life-threatening emergencies:

Name of Hospital: Sacred Heart
Address: 101 W. 8th St Spokane
Phone: 509-474-3131

* For non-threatening emergencies, the center will defer to parent preference as listed on the child's registration form.

Other important telephone numbers:

DCYF Licensor: Lizett Maclaurin 509-655-7800
Communicable Disease Reporting Line: 509-324-1442
Child Care Health Consultation: 509-324-1651
Spokane Health District Website: www.srhd.org



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Injury/ Emergency Procedures

Minor Emergencies

Staff trained in first aid will refer to the American Red Cross First Aid and Safety Handbook located with the first aid supplies. Gloves will be used if any body fluids are present. Staff will refer to the child's emergency form and call parents/guardians, emergency contacts, or health care provider as necessary.

Staff will record the incident either on the Incident Report Form or on Incident Report on Child care App. The forms will be kept in a file and the documentation on the child care app will be recorded on report. These forms will include the date, time, place, and cause of the injury or illness, if known. A copy/ or message will be given to the parent/guardian the same day and another copy placed in the child's file. (WAC 170-295-3030-5)

The incident will also be recorded on the Incident Log, which will be located in Director's Office. (WAC 170-295-3030-5c)

Incident Logs will be reviewed monthly by the Director. The logs will be reviewed for trends. Corrective action will be taken to prevent further injury or illness. All reports, including this log, are considered confidential.

Life-Threatening Emergencies

If more than one staff person is present: one staff person will stay with the injured/ill child and send another staff person to call 911. If only one staff person is present: person will assess for breathing and circulation, administer CPR for one minute, if necessary, a call 911 and continue CPR until ambulance arrives.

- Staff will provide first aid as needed according to the American Red Cross First Aid and Safety Handbook located with the first aid supplies. Gloves will be worn if any body fluids are present.
- A staff person will contact the parent/guardian(s) or the child's alternate emergency contact person.
- A staff person will stay with the injured/ill child, including transport to a hospital if necessary, until a parent, guardian, or emergency contact arrives.
- The incident will be recorded on either the Incident Report Form or Incident Log as described in "Minor Injuries" section.

Serious injuries/illnesses, which require medical attention, will be reported to the licensor immediately. A copy of the illness or injury form will be sent to the licensor no later than the day after the incident. A copy will be placed in the child's file. (WAC 170-295-7060-1)



First Aid

When children are in care, staff members with current training in Cardio-Pulmonary Resuscitation (CPR) and First Aid are with each group or classroom. Documentation of staff training is kept in personnel files. (WAC 170-295-7050-6d)

First aid kits are inaccessible to children and located at work stations. (WAC 170-295-4120-2)

The first aid kits contain:

first aid guide	Band-Aids® (different sizes)	tweezers for surface splinters
sterile gauze pads	roller bandages	CPR mouth barrier
small scissors	large triangular bandage	digital thermometer with sleeves
adhesive tape	gloves (Nitrile or latex)	blood cleanup kit

A fully stocked first aid kit will be taken on all walks, field trips, and playground trips and will be kept in each vehicle used to transport children. This travel first aid kits will also contain:

- liquid soap and paper towels
- water
- instant hand sanitizer (for staff use only)
- chemical ice (non-toxic)
- change for phone calls and/or cell phone (choose one or both)
- an emergency dose of critical medication such as an EpiPen, Jr.™ or asthma inhaler for those children who need it

All first aid kits will be checked by the Director and restocked twice yearly or sooner if necessary.

Contact Or Exposure to Body Fluids

When staff reports blood contact or exposure, the center will follow the Palisades Christian Learning Center and the current guidelines set by the Washington State Department of Labor and Industries. (WAC 170-295-1110-2)

The bloodborne Exposure Control Plan is stored in office.

Each staff will keep written documentation of bloodborne pathogen training including HIV/AIDS).

(WAC 170-295-7050-6d), (WAC 170-295-1110-1)



Injury Prevention

The child care site will be inspected at least quarterly for hazards by the Director.

Hazards include, but are not limited to: (WAC 170-295-5020-1)

- safety hazards (broken toys, equipment, drowning, choking, sharp objects, entrapments, unshielded light bulbs, etc.)
- proper security of the center (secure doors, proper supervision, etc.)
- trip/fall hazards (heights, rugs, cords, uncontained toys, heavy items up high, windows on upper stories, etc.)
- poisoning hazards (plants, chemical storage, etc.)
- electrical hazards (electrical cords, unprotected outlets, etc.)
- burn hazards (unprotected heaters, space heaters, cooking equipment, etc.)
- strangulation hazards (blind cords)
- _____
- _____

Toys will be age-appropriate (WAC 170-295-2010-1), safe, in good repair, and not broken (WAC 170-295-5020-1).

Mirrors will be shatterproof. The provider will periodically review the CPSC website for recalled items at www.cpsc.gov.

- Hazards or contamination will be reported immediately to the Director. This person will ensure that the hazard or contamination is removed, made inaccessible, or repaired immediately to prevent injury. Staff will review their rooms daily and remove any broken or damaged equipment, toys, etc.
- The playground will be inspected daily before use for broken equipment, environmental hazards, garbage, animal contamination, areas of low surfacing material such as at the ends of slides and under swings, and other hazards by the Lead Teachers. (WAC 170-295-2130-1b) Loose-fill surfacing material will be raked weekly.
- Playground equipment will be free from entrapments, entanglements, and protrusions and will be checked for these hazards monthly by the Director.. (WAC 170-295-2120-7) This safety inspection is documented on a playground maintenance checklist, which is kept in the office.
- Proper supervision will be maintained during all outdoor play. Staff will position themselves to observe the entire play area. (WAC 170-295-2130-5)



The accident and injury log will be monitored by the Director at least quarterly to identify accident trends and implement a plan of correction. (WAC 170-295-3030-5c)

Medication Management

Medications are provided to any child with a health care provider's prescription or a medication consent form from the child's parent/guardian as appropriate. If a child has a condition where the Americans with Disabilities Act (ADA) applies, reasonable accommodations will be made, and the child will be given medication.

Medication Rules

In order for staff to give a child medication, the medication must have a medication authorization consent form filled out with the following information: (WAC 170-295-3060-1)

- the child's first and last name
- the child's parent/guardian signature
- the medical provider's signature (if necessary; see next section)
- the name of the medication
- reason for giving the medication.
- amount of medication to give.
- how to give the medication or route of administration
- how often to give the medication
- start and stop dates.
- possible side effects (use package insert or pharmacist's written information)
- how to store the medicine consistent with directions on the label

The consent is good for the number of days stated on the consent form, not to exceed the number of days stated on a prescription medication container. (WAC 170-295-3060-2)

- For acute (short-term) conditions, the number of days must be one month or less. After one month, a new consent must be obtained.
- For chronic (long-term) illnesses, the consent can be used for up to one year.
- For "as needed" medications (such as diaper ointments and sunscreens), the consent can be used for up to six months.



All medications must be in the original container and labeled with the following information: (WAC 170-295-3070-1)

- child's first and last name
- instructions and dosage recommendations for the child's weight and age
- duration, dosage, frequency, and amount to be given.
- if a prescription, the date it was filled.
- expiration date

Medication is not given past the days prescribed on the medication bottle even if there is medication left. (WAC 170-295-3060-2)

Required Consent

A parent/legal guardian is the sole consent to medication being given, without the consent of a health care provider, if and only if the medication is over-the-counter and is one of the following types: (WAC 170-295-3060-3)

- antihistamine
- non-aspirin fever reducer/pain reliever
- cough, cold, or flu medication (see next paragraph)
- ointment or lotion specifically intended to reduce or stop itching, treat dry skin, or care for a wound.
- diaper ointment or non-talc powder intended for the use in the diaper area
- sunscreen for children over 6 months of age
- hand sanitizers for children over 12 months of age

Many over-the-counter medications are not approved for young children. The Food and Drug Administration recommends that cough and cold products not be given to children younger than 2 years. According to the American Academy of Pediatrics, cough suppressants, antihistamines, and decongestants may not be effective in children younger than 6 and can have potentially serious side effects, even when given as directed. Based on this information, over-the-counter cough and cold medications will not be administered to children younger than 2 years (optional: 6 years) unless the parent provides written and signed instructions from a health care provider in addition to the completed consent form.

A health care provider's consent, along with parent/guardian consent, is required for: (WAC 170-295-3060-4,6-8)

- prescription medications



- over-the-counter medications that are not one of the medications listed above
- over-the-counter medication with a label that does not include the age or weight of the child being treated
- vitamins, herbal supplements, teething aids, and fluoride

A health care provider's consent is accepted in 3 different ways:

- The health care provider's name is on the original pharmacist's label (along with the child's name, name of the medication, dosage, duration, and expiration date).
- The health care provider signs a note that includes the information required on the pharmacist's label (such as when medications are given in the clinic). Note: medications must be in the original container.
- The health care provider signs a completed medication authorization form.

“As Needed” Medications

“As needed” medications are given when the above requirements are met and the signed medication authorization form also includes the:

- symptoms that require the medication
- the length of time the medication is to be given (ex. 1 week)
- the maximum amount of medication that can be given in a day.
- the minimum amount of time between consecutive doses

Administration

Medications are administered by the Lead Teachers who will administer medications.

- Only staff persons who have been oriented to Palisades Christian Learning Center's medication policies and procedures can give medications. Documentation of this training will be kept in employee's file. These policies are reviewed with all staff members who administer medications yearly. (WAC 170-295-3130)
- Before a staff member may administer medications, parents will provide instructions and demonstrate the use of specialized medication administration procedures (for example: how to use the nebulizer or EpiPen, children's preferences for swallowing pills, how to deliver eye drops, etc). (WAC 170-295-3130) This is documented – medication administration form.
- To give liquid medication, staff use a measuring device designed specifically for oral or liquid medication. Measuring devices for individual use are provided by the parent and stored in medication box in zip lock bag with child's name (see paragraph below). (WAC 170-295-3110)



- Medications are not mixed in formula or food unless there are written directions to do so from a health care provider with prescriptive authority before the medication is given. (WAC 170-295-3060-5)
- Staff administering medications will wash hands before preparing medications and after giving the medication. (WAC 170-295-3020-7) Medications are prepared on a clean surface away from toileting/diapering areas.

Staff will carefully read labels on medications before each administration, noting:

- child's name
- medication name
- amount to be given.
- time and dates to be given.
- how long to give.
- how to give (e.g. by mouth, to diaper area, in ear, etc.)

Staff will make sure information on the label is consistent with information on the medication authorization form.

Documentation

Each time staff administer a medication, staff will document the necessary information on a the medication treatment form or on Child care App. This written record will include: (WAC 170-295-3120)

- child's full name, date, time, name of medication, and amount given (indicate if self-administered)
- the full signature of the staff person giving each dose of medication or observing the child taking the medication (if staff initial after each administration, a full corresponding signature is needed on the form to validate the initials)
- a written explanation why a medication that should have been given was not given.
- any observations of the child in relation to the medication taken (example: side effects or relief of symptoms)
- when "as needed" medications are administered, staff must document the symptoms that prompted administration.

Staff will report any side effects that occur to Director and to the parent immediately. This will be documented on the medication form at, the back of the medication authorization form.

For children with special health needs, detailed instructions for medications or medication delivery devices, such as nebulizers, insulin pumps, or EpiPens, will be documented on the Palisades Christian Learning Center Individual Plan of Care form.



Outdated medication authorization forms will be kept in the child's file while in care and are kept up to one year after the child leaves care.

The program implements the following system for tracking administration of controlled substances: Only 1 week's worth of medication will be accepted from the parent at a time. Pills will be counted at each administration. This will be documented on medication form.

Storage

Children's medication will be kept in medication boxes. This is a location inaccessible to children; away from sources of moisture, heat, and light; away from food; and protected from sources of contamination. (WAC 170-295-3070-2)

- External medications that go on the skin will be kept as stated above but also separate from oral or injectable medications. (WAC 170-295-3070-2g)
- All controlled substances will be kept as stated above and in a locked container. (WAC 170-295-3070-3)
- Medications requiring refrigeration will be stored in a labeled container to keep them separated from food. (WAC 170-295-3070-2f)
- EpiPens and other important medication will be stored in an unlocked location, inaccessible to children, but easily accessible to staff in an emergency. Staff will make sure the necessary medication travels with students. In Preschool classroom, it is in the cabinet near the exit door. In Pre K classroom it is on top of the microwave.

Disposal

Outdated medications or medications no longer being used will promptly be returned to parents or guardians. (WAC 170-295-3090) If the parent/guardian is not available, the Director will call 1-800-732-9253 or go to www.MedicineReturn.com for instructions on proper disposal.

Policy And Procedure for Excluding Children

Staff will check all children for signs of illness when they arrive at the center and throughout the day. If the following signs of a possibly contagious illness are present, a child will not be admitted to the center that day, or will be excluded. The parent will be called to pick up their child. The child will be kept in sick room and the Director will care for the child until the parent arrives.

Staff members will follow the same exclusion criteria as children and not come to work, or will leave if these signs develop.

Children and staff with the following symptoms will be excluded: (WAC 170-295-3030-2)

-



- temperature of at least 100° F under arm (axillary) or 101° F orally AND who also have one or more of the following:
 - headache
 - earache
 - sore throat
 - rash
 - fatigue
- vomiting within the past 24 hours
- diarrhea (increased fluidity and/or frequency of bowel movements relative to the person's usual pattern) occurring 3 or more times within 24 hours; or any bloody stool.
- any suspected communicable infection of the skin or eyes such as impetigo, MRSA, pinkeye, and scabies
- open or oozing sores, unless properly covered and 24 hours have passed since starting treatment if treatment is necessary.
- lice or nits (for head lice, children and staff may return to child care once no nits are visible)
- fatigue, irritability, or confusion that prevents participation in regular activities, such as sleeping or resting more than usual for that child, not wanting to eat, or multiple cold symptoms that keep the child from regular activities.
- _____
- _____

Temperatures are taken with a digital thermometer that is cleaned and sanitized after each use. Oral temperatures may be taken on preschool- through school-age children; under arm (axillary) temperatures are taken on all other children. No rectal nor ear temperatures are taken. (WAC 170-295-3030-4)

Parents are notified in writing when their children have been exposed to infectious diseases or parasites/ lice. The notification may consist of either a letter to parents which will be delivered by placing in children's cubbies, updating message on Child care App, and email. and/or posting a notification for parents at exit door. (WAC 170-295-3030-6)

Following an illness or injury, children will be readmitted to the program when:

- they no longer have the above symptoms.
- they have been without fever for 24 hours without being treated by an antipyretic such as acetaminophen (Tylenol) or ibuprofen.
- 24 hours have passed since starting appropriate treatment.



- they no longer have significant discomfort.
- the center has been advised by a Public Health Nurse on communicable disease guidelines for child care.

Following surgery or injury requiring medical care, a note from the physician stating that the child may return to routine child care activities and environment may be required.

Communicable Disease Reporting

Licensed child care facilities are required to report communicable diseases to their local public health department (WAC 246-101-415). (WAC 170-295-3030-7) The following is a partial list of the official diseases that must be reported. They were selected because they represent diseases that are most likely to be found in child care settings. For a complete list of reportable diseases, call the Spokane Health District. Children and staff who have a reportable disease may not be in attendance at the center unless approved by the local health department. (WAC 170-295-3030-3)

The following communicable diseases will be reported to the Spokane Health District at 324-1442 giving the caller's name, the name of the child care program, address, telephone number, and name of child involved:

Animal bites	Listeriosis
Campylobacteriosis (Campy)	Measles (rubeola)
Cryptosporidiosis	Meningococcal disease
Cyclosporiasis	Mumps
Diphtheria	Pertussis (Whooping cough)
Enterohemorrhagic E. Coli, including E. Coli 0157:H7	Polio
Food or waterborne illness	Rubella
Giardiasis	Salmonellosis
Haemophilus Influenza Type B (HIB)	Shigellosis
Hepatitis A (acute infection)	Tetanus
Hepatitis B (acute and chronic infection)	Tuberculosis (TB)
Hepatitis C (acute and chronic infection)	Yersiniosis
Influenza (if more than 10% of children and staff are out ill)	

Should a child at the center become ill and expose others to any of the above-mentioned diseases, parents and legal guardians will be notified in the following manner immediately by email. (WAC 170-295-3030-6) The letter will be written by the Director. Delivery of this information to parents will be the responsibility of the Director.



Health Records

Each child's file will contain:

- identifying information about the child (WAC 170-295-7010-1b)
- health, developmental, nutrition, and dental histories (WAC 170-295-7010)
- date of last physical exam (WAC 170-295-7010-3a)
- health care provider and dentist names, addresses, and phone numbers (WAC 170-295-7010-3g)
- allergies (WAC 170-295-3160-7c) (WAC 170-295-7010-h)
- Individualized Care Plans for special needs or considerations (medical, physical, or behavioral) (WAC 170-295-7010-1e)
- list of current medications (WAC 170-295-7010-1h)
- current immunization record (CIS form) (WAC 170-295-7010-4)
- consents for emergency care (WAC 170-295-7010-1f)
- preferred hospital for emergency care (WAC 170-295-7010-1f)
- authorization to take the child out of the facility to obtain emergency health care.
(WAC 170-295-7010-1f)

The above information will be collected by the Director before a child enters the program and will be updated annually or sooner if changes are brought to the attention of a staff person.

Illness Prevention Practices

The following additional illness prevention practices will take place:

- Children will sleep at least 30 inches apart at the sides and in a head to toe or toe to toe arrangement. (WAC 170-295-5120-1b)
- Daily outside activity must be provided in the morning and afternoon (if you provide full time care). (WAC 170-295-2130-2) Children will have at least 30 minutes of outside time each day, except in extreme weather.

Immunizations

To protect all children and the staff, and to meet state health requirements, the center only accepts children fully immunized for their age. (CFOC pg. 297) The Certificate of Immunization Status (CIS) for



each child is kept on file to show the Department of Health and the Department of Early Learning (DEL) that the center is in compliance with licensing standards. (WAC-295-7020-1d)

A completed CIS form is collected upon enrollment in the following manner: the parent or staff may transfer the immunization dates from the health care provider's immunization record onto a CIS form. The parent must sign the CIS form to verify the information.) (WAC-295-7020-1a,b)

Children may attend child care without an immunization: (WAC-295-7020-3)

- when the parent and religious organization signs the exemption form stating they have Religious Membership Exemption, OR
- when the parent signs the exemption form stating they have religious/personal/philosophical reasons for not obtaining specific immunization(s), AND
- the health care provider signs that the parent has received a consult regarding risks of not immunizing, OR
- the parent and health care provider signs that the child is medically exempt.

The CIS form is kept in child's file, (WAC 170-295-7020-4-b) A copy of individual records, including the CIS, must be kept for five years after the child leaves. (WAC 170-295-7010-4-b)

The CIS records are reviewed and updated yearly by the Director.

In the event that a vaccine preventable disease to which children are susceptible occurs in the facility, the health department will be consulted regarding the potential exclusion of children who are unimmunized for that disease. (CFOC page 298). This is for the un-immunized child's protection and to reduce the spread of the disease. (CFOC page 298). A current list of exempted children is kept in the office.

Handwashing

Children and center staff wash their hands using the following method: (CFOC pages 111-112)

- (1) Turn on water and adjust the temperature, then wet hands with warm water
- (2) Apply a liberal amount of soap to hands.
- (3) Rub hands in a wringing motion from wrists to fingertips for not less than 20 seconds.
- (4) Rinse hands with warm water.
- (5) Dry hands with a paper towel.
- (6) Use the paper towel to turn off the water faucet(s).

Staff will wash hands: (WAC 170-295-3020)

- upon arrival at the center



- before handling foods, cooking activities, eating, or serving food
- after toileting self, children, or changing a diaper.
- after handling or coming in contact with body fluids such as mucus, blood, saliva, urine, or feces.
- after cleaning or taking out garbage
- after attending to an ill child
- before and after giving medications
- after handling, feeding, or cleaning up after animals.
- after smoking
- after being outdoors or involved in outdoor play
- as needed.

Children will be assisted or supervised in hand washing: (WAC 170-295-3040)

- upon arrival at the center
- before meals, snacks, or cooking activities.
- after toileting or diapering (Staff may wipe the hands of a child under the age of 6 months with a diaper wipe after diapering instead of a hand wash)
- after outdoor play
- after coming in contact with body fluids
- after touching animals
- as needed.

All handwashing sinks are stocked with warm water (85°F - 120°F), (WAC 170-295-5070-c) liquid soap, (WAC 170-295-5100-9) and paper towels. Cloth towels are not used for drying hands. (WAC 170-295-5100-8) Handwashing reminders are posted at all handwashing sinks. (WAC 170-295-7080-8b)

Handwashing is to be done at sinks dedicated to this purpose only. Handwashing sinks are located in each classroom. (WAC 170-295-5100-7) Children are able to access the handwashing sinks by themselves with stepstools. Toddler' hands are washed by being held up by the provider in the infant room.

No handwashing occurs in sinks designated for food preparation. No food preparation occurs in handwashing sinks. (WAC 170-295-5100-7c) Handwashing sinks are not used for drinking water. (WAC 170-295-5100-7c)



General Cleaning, Sanitizing, and Laundry

The child care center is maintained in a clean and sanitary manner that helps protect the children from illness. Surfaces in the center are designed and maintained to be easily cleanable. A cleanable surface is one that is:

- designed to be cleaned frequently.
- resistant to moisture
- free from cracks, chips, or tears (WAC 170-295-5040-1)

Product Storage

Cleaning, sanitizing, and disinfecting supplies are stored in the original containers, inaccessible to children, in a manner to avoid spills, and separate from food and food preparation areas. Other cleaning products are stored in janitor closet. This location is ventilated to the outside by mechanical ventilation.. (WAC 170-295-5060)

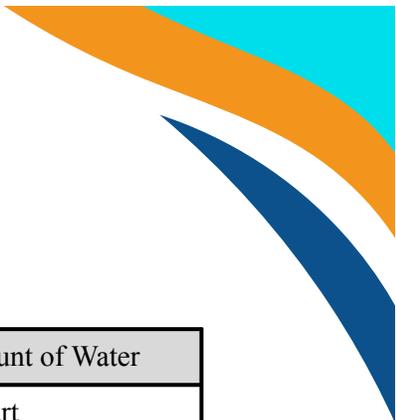
Products Used

Cleaning means the removal of dirt, grease, food, art material, body fluids, or other substance from the area. Cleaning is done with soap and water. (WAC 170-295-5040-4)

Surfaces are rinsed with water between cleaning and sanitizing steps. (WAC 170-295-5040-4c)

Sanitizing means the removal of germs and bacteria to a level that will not cause illness. Disinfecting removes a larger number of germs than sanitizing. Sanitizing and disinfecting are done with solutions of bleach and water. The bleach used contains no scents or surfactants. Bleach is added to a container of cold water and solutions are made fresh daily. A minimum contact time of the solution with the surface is allowed. After the minimum contact time, the sanitizer may be wiped off with paper towels or the surface may be allowed to air dry.

If using 5.25% or 6% bleach which does not have an EPA registration number, include the following chart: The following recipes will be used when making a bleach and water solution from bleach which is 5.25% or 6% Sodium hypochlorite and is not an EPA registered product:



AREA	QUANTITY	Amount of Bleach	Amount of Water
Diapering area, bathroom, floors, faucets, toilets	Small	1 tablespoon	1 quart
	Large	¼ cup	1 gallon
Food contact surfaces, toys, sleeping mats, dishes, utensils, pots and pans, kitchen	Small	¼ - ¾ teaspoon	1 quart
	Large	1 -3 teaspoons	1 gallon

We are currently using 5.25% but when depleted we will be using 8.25% hence instructions for both. As specifics are not known at this time, instructions for all are included.

If using 8.25% bleach, or 6% bleach which does have an EPA registration number, include the following paragraph. Manufacturer’s instructions, from the label or manufacturer’s website, will be followed for mixing a sanitizing and disinfecting solution using this bleach. (WAC 170-295-5040-6a) The percentage Sodium hypochlorite that we are using is (6%, 8.25%, other). The brand of bleach we are using is Clorox. The following recipes and instructions for contact time and rinsing are followed:

- Sanitizer strength bleach water: (write label instructions here – include mixing instructions, contact, time, and rinsing requirements)
- Disinfectant strength bleach water: (write label instructions here – include mixing instructions, contact, time, and rinsing requirements)

	Large	2 – 6 teaspoons	1 gallon
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The following guidelines will be used when preparing and using chemical cleaners, sanitizers, and disinfectants:

- Wear gloves and eye protection when mixing chemicals.
- A funnel is used when pouring chemicals into the spray bottle to avoid spills.
- Make dilutions of sanitizer and disinfectant in a well-ventilated area. Never mix solutions in the classroom.
- Never store incompatible chemicals in the same space. For example, bleach and ammonia products should never be mixed or stored together.
- Adjust spray bottles to a heavy spray setting, rather than a fine mist.
- Avoid applying disinfectant strength when children are in the immediate area.
- If possible, or if chemical odors are present, ventilate the area.



Whenever possible, the sanitizer and/or disinfectant solution is made in large quantity, divided into spray bottles, and labeled with the preparation date.

Cleaner, water-only, sanitizer, and disinfectant spray bottles are labeled with contents. (WAC 170-295-5060-1a)

Disposal of wastewater is done in the utility sink in janitorial closet. (WAC 170-295-50602b)

Cleaning Schedule

This center's minimum schedule for general cleaning is:

- Tables, highchairs, and counters used for food service will be cleaned and sanitized before and after each meal or snack. (WAC 170-295-5040-7a)
- Sinks, countertops, and floors will be cleaned and sanitized daily. (WAC 170-295-5040-7b)
- Bathrooms will be cleaned and sanitized daily. This includes sinks, toilets, counters, and floors. Toilet seats will be cleaned and sanitized throughout the day and as needed. (WAC 170-295-5040-7d)
- Carpeting, rugs, and furniture will be vacuumed daily. Carpets will be steamed cleaned every six months in child-occupied rooms. Carpet cleaning will be done by designee of Palisades Christian Academy (professional steam cleaning company). Spot cleaning will be done as necessary. Vacuuming and mopping of the center will not occur while children are present. (WAC 170-295-5040-7f)
- Hard floors will be swept and mopped with soap and water daily and sanitized daily. (WAC 170-295-5040-7e) Utility mops will be hung to dry in an area with ventilation to the outside (WAC 170-295-5060-2c) and inaccessible to children.
- Toys will be washed, rinsed, sanitized, and air-dried (This is done in each room –daily for high use toddler toys and weekly for other toys). (WAC 170-295-5040-7h)
- Toys that children place in their mouth will be sanitized between uses by different children. (WAC 170-295-5040-7g) The following system for ongoing rotation of mouth toys will be implemented in young toddler rooms: After use, toy will be washed, rinsed, and sanitized, and allowed to air dry. Only washable toys will be used. (WAC 170-295-5040-7)
- Children will wash hands before and after play and be closely supervised. (WAC 170-295-5050-3)
- For art activities, the handwashing sink can be used IF the counters, sinks, and faucets are cleaned, rinsed, and sanitized prior to use as an art sink.
- Nap mats will be cleaned and sanitized daily, between uses by different children, after a child has been ill, and as needed. (WAC 170-295-5040-7i) They will be stored in cupboard. (WAC 170-295-5120-1e) Nap mats will be in good repair. (WAC 170-295-5120-1f)
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- General cleaning of the center is done daily and more often when children or staff members are ill.
- Dusting is done daily.
- Toy shelves are cleaned and sanitized daily.
- Door knobs are cleaned and sanitized and more often when children or staff members are ill
- Wastebaskets will have disposable liners and are emptied daily or more often if necessary. (WAC 170-295-5040-8)
- Cleaning duties are assigned to specific staff.

These assignments are posted in each room.

Laundry

(WAC 170-295-5110-a) This center's minimum schedule for laundry is:

- Linens and bedding are sent home weekly or more frequently as needed. (WAC 170-295-5040-7i)
- Cloth toys and dress up clothes are laundered bi weekly. If they cannot be washed in the washing machine, they will be hand washed in warm soapy water, rinsed, then dipped into a (bleach or other product) solution for 5 minutes (amount of time) and allowed to air dry.
- Bedding will be stored separately in children's cubbies). (WAC 170-295-5120-1e)

Soiled laundry is kept inaccessible to children (in tied bags to be sent home. Soiled laundry is kept separate from clean laundry. (WAC 170-295-5110-1c.)

Children's coats and other personal items will not touch during storage. (WAC 170-295-5140)

A change of clothes is available for the children and is provided by parents. These clothes are stored in each child's cubby. If parents provide the extra clothing, include the following statement: The center has a few sets of extra clothes available in case a parent forgets. (WAC 170-295-4140)

Stand Up Changing Procedure

- Wash Hands
- Gather necessary supplies.
- Put on gloves.
- Coach child to pulling down pants and removing diaper/pull-up/underpants (assist as needed)
- Put soiled diaper/pullup in covered/hands-free, plastic lined garbage can or put soiled underpants in plastic bag to be returned to family at end of day.



- Coach child in cleaning diaper area front to back using a clean, damp wipe for each stroke. Assist as needed.
- Put soiled wipes in plastic bag and dispose of plastic bag in covered, hands-free, plastic-lined trashed can.
- Remove gloves.
- Wash hands.
- If signed medical authorization indicates, apply topical cream/ointment using disposable gloves then remove gloves.
- Coach child putting on clean diaper/pullup/underpants and clothing.
- Wash hands.

Diapering

Diapers are changed at the changing station only. The center's diaper changing station:

- has a washable, moisture-impervious surface (WAC 170-295-4120-1a)
- has a protective barrier that is at least 3.5 inches high (WAC 170-295-4120-1b)
- has a foot-operated garbage can (WAC 170-295-4120-1c)
- is on moisture impervious flooring extending 2' or more (WAC 170-295-4120-1d)
- does not have safety belts (WAC 170-295-4120-4)

The diaper changing procedure is posted. (WAC 170-295-4120-2) The proper diaper changing procedure is as follows:

- Wash hands. (WAC 170-295-3020-3)
- Put on disposable gloves.
- Gather necessary materials and have them in reach.
- Cover surface with paper.
- Place child on the changing table and remove diaper.
- Clean child's bottom with diaper wipes. Wipe from front to back. Use only one swipe per diaper wipe.
- Remove disposable gloves and use them to wrap up dirty items. Discard all dirty items in a foot-operated step can. (WAC 170-295-4120-6a)
- Provider wipes own hands with a wet wipe. (WAC 170-295-3020-3)
- Diaper and dress the child.



- Wash the child’s hands with soap and water. (WAC 170-295-3040-3.)
- Return child to a safe area.
- Remove and discard paper. If visible soil is present, clean with soapy water, and then rinse with water. Disinfect the changing table and any equipment or supplies you touched with bleach water solution. Allow (how long – varies depending on disinfectant) of contact time with the disinfectant. (WAC 170-295-4120-1a)
- Wash hands with soap and water. (WAC 170-295-3020-3)

Children are not left unattended during the diaper changing procedure. (WAC 170-295-4120-3)

Nothing but the child, changing pad, paper, and diaper supplies is placed on the changing table, counter, or sink. The changing surface is not used for other activities, including writing. (WAC 170-295-4120-5)

Each diaper change is recorded on a student’s daily report to parent.

Disposable diapers are removed from the facility and the garbage liner is changed daily and more often if necessary. These diapers are disposed of with curbside garbage. (WAC 170-295-4120-6)

Reusable diapers are not rinsed, are individually bagged, and are returned to the parent or guardian. (WAC 170-295-4120-7)

Soiled clothing is not rinsed, is individually bagged, and is returned to the parent or guardian.

Food Service

Palisades Christian Learning Center serves only food prepared at home by parent.

Food Storage

Food is stored in refrigerator in student lunchboxes, and any leftovers are sent home at the end of the day.

Temperature Control

Refrigerators and freezers have thermometers placed in or near the door. Refrigerator temperature is maintained at 41°F or less. (WAC 170-295-3190-1e,f)

If the center uses a microwave, If the microwave is used to heat food: (WAC 170-295-3220-6)

- the food is rotated and stirred during heating.
- the food is covered to retain moisture.
- the internal temperature is monitored and cooked until the food reaches the proper cooking temperature listed above.



- the food is allowed to sit for 2 minutes prior to serving to allow the temperature to spread evenly throughout the food.

Sack lunches from home are kept cool to prevent bacteria growth. (WAC 170-295-3160-3)

Parents are expected to include an ice pack, gel pack, frozen juice box, ice cubes in a leak-proof container, or other cold product to keep the lunch at a cool temperature.

- Staff will check sack lunches from home and refrigerate all lunches if needed.

Food Handling

All staff will wash hands with soap and water (WAC 170-295-3020-6) at a designated hand washing sink prior to preparing or serving food, even if food service gloves are worn. (Washington State Food Code)

Food preparation is not done in handwashing sinks. (WAC 170-295- 5100-7c)

Staff will not prepare food. (Washington State Food Code)

This center maintains a ‘No Bare-Hand Contact’ rule when handling ready-to-eat foods. The cook wears gloves or uses utensils when preparing ready-to-eat foods. Gloves are changed when they become contaminated. Staff in the classrooms wear gloves or use utensils when serving food to the children. (WAC 170-295-3230-3)

Counter Cleaning and Sanitizing

All chemicals and cleaning supplies are stored away from and below food and food preparation areas. All chemicals are stored in their original containers. All spray bottles are labeled with the contents and the date. (WAC 170-295-5060-1a)

To ensure food safety, the kitchen will be kept clean. Refrigerators will be cleaned and sanitized monthly, or more often as needed. (WAC 170-295-5040-7c) Tabletops where the children eat are washed and sanitized before every meal and snack. (WAC 170-295-5040-7a) Kitchen counters, sinks, and faucets will be washed, rinsed, and sanitized daily before any food preparation and as needed during food preparation. (WAC 170-295-5040-7b)

Sponges are not used on food contact surfaces.

All dishes, cups, utensils, etc. will be washed using a three-step method whereby dishes are washed with soap and water, rinsed, and then sanitized with bleach solution and allowed to air dry. (WAC 170-295-3230-1a)



Food Worker Education

Our center does not prepare full meals. All staff handling and serving student's food has a current Washington State Food Worker Card. Documentation will be posted in each classroom. (WAC 170-295-3170)

Nutrition

When parents provide their children meals and snacks, they must meet the nutritional requirements as outlined by the Washington State Meal Pattern for Child Care. (WAC 170-295-3160-3) If the meal provided does not meet nutritional requirements, the center will supplement the meal with the missing components. The center will help the parent provide more nutritionally adequate meals in the future by sending home a summary of what a sack meal must contain, and through education in Parent Newsletter.

Parents are allowed to bring in snacks for all the children that may not meet the nutritional requirements on special occasions such as birthdays. The snacks provided by parents must be limited to store purchased uncut fruits and vegetables and foods prepackaged in original manufacturer's containers. Before bringing in the food for a special occasion, parents/guardians must discuss the food choices with staff to address any food safety and allergy concerns. (WAC 170-295-3160-6)

Meals and snacks will be served every 2 to 3 ½ hours. (WAC 170-295-3150-2a) The following meals/snacks are provided by the center:

Time:	Meal/Snack
9:00-9:30	Snack
11:55-12:20	Lunch
3:00-3:30	Snack

Each lunch meal provided by parents should contain: (WAC 170-295-3160-2b)

- a dairy product (such as milk, cheese, yogurt, or cottage cheese)
- meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)
- a grain product (such as bread, cereal, rice cake, or bagel)
- fruits or vegetables (two fruits, two vegetables, or one fruit and one vegetable to equal the total portion size required)

Each snack contains two of the four components: (WAC 170-295-3160-4)

- a dairy product (such as milk, cheese, yogurt, or cottage cheese)



- meat or meat alternative (such as meat, legumes, beans, egg)
- a grain product (such as bread, cereal, rice cake, or bagel)
- fruit or vegetable

Each snack or meal includes a liquid to drink. The drink could be water or one of the required components such as milk or fruit/vegetable juice. (WAC 170-295-3160-5)

When juice is served in place of a fruit or vegetable it must be one hundred percent fruit or vegetable juice. (WAC 170-295-3160-2ai)

If a child has a food allergy or special dietary need, the parent and the child’s health care provider will identify a protocol for managing the child’s special dietary need. The center will develop an allergy management plan or an individual care plan with parent input for the child. This plan will include information on alternative foods with comparable nutritive value, a requirement that the parents must supply food for the special diet, etc.) (WAC 170-295-3160-7a)

The center will post children’s food allergies where food is prepared. This list will be kept confidential by covering with a piece of paper labeled “food allergies”, and will include the child’s allergic reactions. (WAC 170-295-3160-7b,e)

Mealtime and snack time will support children’s development of healthy eating habits. For safety and role-modeling, staff members sit, eat, and have casual conversations with children during mealtimes. Staff members are trained in helping serve food family-style.

Coffee, tea and other hot beverages will not be consumed by staff while children are in their care, in order to prevent scalding injuries. (WAC 170-295-5020-1a) Staff will not consume pop or other non-nutritional beverages while children are in their care.

Physical Activity

All children birth to age five should engage in daily physical activity that promotes fitness for health and movement skills. Promoting and fostering enjoyment of movement and motor skill competence and confidence at an early age helps to ensure that children develop active, healthy habits. Current research also shows that regular physical activity of infants and young children is an important component of early brain development and learning. Our center follows the NASPE guidelines for physical activity for children age birth to five (Active Start, NASPE, 2002):

Preschoolers And Pre-Kindergarten

Instruction and positive reinforcement is critical during this time in order to ensure that children develop gross motor and movement skills before entering school. Children 3 – 5 will:

- not be sedentary for more than 60 minutes at a time except when sleeping



- accumulate at least 60 minutes of guided, structured activities that encourage playful practice of movement skills in a variety of activities and settings
- engage in at least an hour and up to several hours of unstructured physical activities in a safe area both indoors and outdoors suitable for large muscle activities (gross motor movement)

Water Play

Wading pools are not used at this child care due to the high risk of disease spread. (WAC 170-295-5050-2) Instead sprinklers, water-only spray bottles, paintbrushes, watering cans, and other forms of water play are done.

Water tables are emptied and sanitized after each use, and more often if necessary. (WAC 170-295-5050-3)

Screen Time

We utilize screen time for short videos for music, stories, active brain breaks, and other educational media that is connect to our curriculum. Screens are not used for meals or snacks. The total screen time does not exceed two and one-half hours per week. (WAC 110-300-0155)

Disaster Preparedness

This center has developed a disaster preparedness policy. See the Palisades Christian Learning Center comprehensive disaster plan. This plan is located in each classroom, and in the office) and a copy is kept in the disaster kit. (WAC 170-295-5030)

Parents should read, review, sign, and date the plan upon enrollment. (WAC 170-295-5030-6b) The plan is discussed with parents annually.

Annually, the director and staff will be oriented to this disaster policy and documentation of staff orientation will be kept in the disaster plan manual. The Director will be responsible for orienting new staff or substitutes to these plans. (WAC 170-295-5030-6a)

Procedures for medical, dental, poison, earthquake, fire, and other emergency situations will be posted in each classroom. (WAC 170-295-5030-4d) These plans include:

- which staff is responsible for each part of the plan (WAC 170-295-5030-5a)
- procedure for accounting for all children during and after an emergency (WAC 170-295-5030-5b)



- evacuation routes and meeting location (WAC 170-295-5030-5c)
- Individualized Care Plans for children with special needs (WAC 170-295-5030-5d)
- how children will be cared for until parents are able to pick them up (WAC 170-295-5030-5e)
- how contact will be made with parents/guardians when normal lines of communication are not available (WAC 170-295-5030-5f)
- transportation arrangements, if necessary (WAC 170-295-5030-5g)

Fire drills are conducted monthly, as per the state fire marshal in WAC 212-12. Documentation, including date and time of the drill and a debriefing/evaluation of the drill, is kept in office. (WAC 170-295-5030-8)

Disaster and earthquake preparation and prevention training are documented. (WAC 170-295-5030-1a) Staff members receive training on how to use the fire extinguisher twice a year and by Director.

Quarterly, the center conducts and documents a disaster drill. One type of disaster will be chosen for staff and children to practice, such as earthquake or intruder alert. Parents will be notified of the drill. (WAC 170-295-5030-7b)

Food, water, medication, and supplies for 72 hours of survival are available for each staff and child. These supplies are stored in storage room and are checked yearly.

Staff Health

Tuberculosis (Tb)

New employees must have the results of a one step Mantoux Tuberculin (TB) skin test prior to starting work. The new employee doesn't need the test if: (WAC 170-295-1120)

- they have had a documented negative TB skin test within one year prior to employment.
- they have had a positive TB skin test in the past; they will always have a positive skin test, despite having undergone treatment. These employees do not need documentation of a skin test. Instead, documentation must be on record that the employee has had a negative (normal) chest x-ray, or documented proof of treatment.

Staff must be re-tested for TB when the center is notified that any staff has been exposed to TB. The center will comply with the public health department for follow-up.



Pertussis

Provider, staff, and household members aged 10 and older have received a Tdap booster to help prevent the spread of pertussis, based on CDC recommendation. All household members under age 10 are up-to-date with their DTaP vaccinations.

Other Illness

Staff members who have a communicable disease are expected to remain at home until the period of communicability has passed. Staff will also follow the same procedures listed under “Exclusion of Ill Children” in this policy. (WAC 170-295-3030-2)

The Director will review the Bloodborne Pathogen Exposure Control Plan with each staff person within 10 days of hire.) (WAC 170-295-1080-7) Staff are offered the Hepatitis B vaccine series within 24 hours of a bloodborne pathogen exposure event.

Other Health Issues

- Adult sized bathrooms will be on-site.
- Staff receive training on topics like stress management and body mechanics.
- Separate space will be provided for staff to work or take breaks. This space is available in entry way or in school entryway.
- Step stools will be provided for children to reach the sink and diaper changing table (with supervision) to help protect employees’ backs.

Staff members who are pregnant or considering pregnancy should inform their health care provider that they work with young children and discuss possible risks.

For staff who become stressed or frustrated, the following will be provided - pastoral counseling.

Child Abuse and Neglect

Any instance when staff have reason to suspect the occurrence of any physical, sexual, or emotional child abuse or neglect, child endangerment, or child exploitation as required under RCW chapter 26.44, a report is filed by the staff directly involved with the child. (WAC 170-295-6040-2) The child’s file is on hand when placing the call. Call 1-866-ENDHARM, (1-866-363-4267) or the local C.P.S. office at 509-363-3418. (WAC 170-295-7060-2) These phone numbers and the reporting system is posted in each classroom. (CFOC page 123). The witnessing staff person will make the call, with the assistance of the Director if needed. The Director will contact the licensor immediately after a report of abuse is made. (WAC 170-295-7060-2)



If there is an immediate danger to a child, a report is made to local law enforcement. (WAC 170-295-6040-3)

Documentation of staff orientation or training on the indicators of child abuse and neglect are kept in staff files. Regular trainings occur every at time of employment and twice a year. (CFOC Page 30)

Children With Special Needs / Inclusion

Children with special needs are accepted into the program under the guidelines of the Americans with Disabilities Act (ADA). Confidentiality is assured with all families and staff in the program. All families are treated with dignity and with respect for their individual needs and/or differences.

- A Written Individual Care Plan Is Developed By The Director, Parent/Guardian, And Teacher For Each Child With Special Needs. It Includes Instructions From The Parent And Health Care Provider Regarding Medications, Specific Food Or Feeding Requirements, Life-Threatening Allergies, Treatments, And Special Equipment Or Health Needs. (WAC 170-295-7010-1e,H)
- Dietary Restrictions And Nutrition Requirements For Particular Children Are Posted. (WAC 170-295-7080-8,A)
- Teachers, Volunteers, (Or Others) Will Be Oriented To Any Special Needs Or Diet Restrictions Before The Child First Enters The Program. Plans For Children With Special Needs Will Be Documented And Staff Will Be Oriented To The Individualized Care Plan For That Child.
- The Parent Provides Training To Staff On Any Procedures That Will Be Done To The Child While In Care. This Written Plan Of Care Is Updated Yearly Or Sooner If Needed. The Director Seeks Further Information Or Training If Necessary For Center Staff From Local Resources.
- This Plan Includes How The Child's Special Need Would Be Met In The Case Of A Disaster. At A Minimum The Center Will Plan For The Child To Stay At The Center For 72 Hours Without Being Able To Contact The Child's Parents.

Children with special needs are given the opportunity to fully participate in the program possible. This is accomplished by consulting with outside agencies/organizations as needed. The center cooperates with other agencies that can provide services to the child on-site.

The center has a policy as to how they try to accommodate an undiagnosed special need in which a parent refuses to seek medical and/or developmental assessment and intervention for their child.

All staff members receive general training on working with children with special needs and updated trainings on specific special needs that are encountered in their classrooms. A record of special training is kept in each personnel file.



Behavior Management/Guidance Practices

The center's written behavior management and guidance practices are kept in the office. (WAC 170-295-2040-1), Staff guide the child's behavior based on an understanding of the individual child's needs and stage of development. (WAC 170-295-2040-2) Staff promote developmentally appropriate social behavior, self-control, and respect for the rights of others. (WAC 170-295-2040-3) Staff ensure that behavior management and guidance practices are fair, reasonable, consistent, and related to the child's behavior. (WAC 170-295-2040-4)

- Noise levels in the center are kept low, so that teachers can be heard without the need to raise their voices. (WAC 170-295-5020-1h)
- Staff members get to know each individual child's needs and stage of development and guide each child accordingly. Staff point out positive social interactions rather than only focusing on negative behavior. Staff help children problem solve when conflicts arise. Staff members exhibit a range of techniques such as ignoring, consequences, cool-off, and re-directing when behavior issues occur.
- Behavior plans are implemented in coordination with the parent/guardian when necessary. Community resources are consulted when needed.
- Teaching staff receive the following training on behavior management: Independent STARS training, and center in-service training.

Pest Control

As of July 1, 2002, public schools and licensed child care centers must provide annual notification of their pest control policies and methods, establish a system to notify employees and families of children of planned pesticide use, and post signs where pesticides have been applied. (Chapter 17.21 RCW, the Pesticide Application Act).

The impact of pesticides on children's health can range from irritation to skin and mucous membranes, to difficulty breathing, rash or vomiting. Long-term exposure may lead to developmental delay, immune or endocrine system disruption, or cancer.

In addition, children with special needs, asthma and allergies can be highly sensitive to pesticides and suffer from mild to severe reactions to pesticides and pesticide residue.

We are dedicated to using the least amount of chemical control of pests in our program in order to provide the healthiest environment possible for our children.



Upon enrollment, parents are provided with a copy of our pesticide policy. (WAC 170-295-5160-1b) The policy is located in school office.

Whenever possible, non-chemical methods of pest control are used. When pest problems persist, we may choose to use chemical pest control, such as rodent baits, weed killers, or insect sprays. When chemical pest control measures are taken, they will be applied by a Certified Pest Control operator, will not be applied while children are present, and will not be placed in a location accessible to children. All surfaces will be wiped down and rooms aired out before children are allowed to enter them. Parents will be notified 48 hours in advance of the application, unless the pesticide is used to control pests that post an immediate risk to children's health or safety.

General Pet Restrictions

- Pets will be inaccessible to children with pet allergies. Before a child with allergies enters an area where pets have been, it will be cleaned and disinfected.
- No aggressive or harmful pets will be allowed on the premises.
- No pets are allowed in the following areas:
 - Where any child eats, sleeps or actively plays
 - Entrances and hallways
 - Food preparation areas
 - Children's restrooms

Smoking

Smoking is not permitted. Staff, parents, or volunteers are not allowed to smoke in or around children at any time. (WAC 170-295-6050-2a, b, c)

Transportation Safety

All vehicles will be maintained in good operating condition. (WAC 170-295-2070-4) A safety check will be done prior to event by the driver. All vehicle maintenance is conducted by owner. Vehicles will be properly licensed and insured. (WAC 170-295-2070-4)

- Child-adult ratios for the youngest child in the group will be maintained in vehicles. (WAC 170-295-2070-6) All adults and children riding in the vehicle will use age-appropriate safety restraints



(seatbelts, car seats, booster seats). Restraints for children with special needs will be appropriate for the child. (WAC 170-295-2070-6) Car seats and booster seats are provided by parents/guardians. To ensure car seats and booster seats are properly installed, insisting parents provide car seat installation information from the manufacturer.

- All vehicles will contain a first aid kit (WAC 170-295-2070-4c-i) cell phone as a means of communication (WAC 170-295-2070-4c-iv), emergency supplies for children with special needs (example: EpiPen or inhaler), and all children's emergency information (WAC 170-295-2070-4c-iii). Drivers will not use cell phones while operating the vehicle.
- Signed field trip permission slips are kept on-site at the center.
- Drivers will have a current driver's license, background check, and CPR/ First Aid training. (WAC 170-295-2070-3)

Daily attendance records will be kept through Child care App

The parent or other authorized person will sign their child in upon arrival and sign the child out upon departure using their own unique check in/out code for each parent and approved pick up the time of arrival and departure. (WAC 170-295-2070-3)



Palisades Christian Learning Center

HEALTH POLICY REVIEW

JULY 2025

SIGNATURES

This program’s health policies have been reviewed as complete. The signing of the document does not imply observation of procedures in practice, nor the quality of the program. I have reviewed these health policies and they appear to meet the minimum licensing requirements developed by the Department of Children Youth and Families for child care facilities certified by them.

Review Date: _____

Reviewed By: _____

Title: _____

Director Signature: _____

