



**ANNA'S CHILDCARE**  
DEVELOPMENT CENTER

## **Anna's Childcare**

# **ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES**

At the time of registration and each year thereafter we will ask about your child's development; both behavioral, health, linguistics, cultural, social, and other relevant information to accommodate each child's individual characteristics, strengths and needs.

It is important for us to provide the best program for your child. We will provide a developmental screening for each child from birth through age five.

We use WaKIDS and Funshine Express.

- ❖ Our program has an orientation meeting with new families prior to their child enrolling.
- ❖ Newly enrolling children are encouraged to visit for a half-day prior to beginning care and gradually transition into full-day care if family desires.

### **Introductory Visit**

#### **Trial Period**

Our center allows for trial prior to the beginning of care. For example, you can opt for a trial period of 2 weeks for your child. This period is used to observe the child's adjustment to care and to talk about concerns. We will talk to you daily about your child's day and address any concerns you might have. After the trial period, we will determine if the child care services are satisfactory to everyone. If any problems cannot be resolved, the care is terminated. Add information on if you plan to have a trial period.

**The trial period will be \_\_\_\_\_ weeks for my child.**

**(WAC 110-300-0460)**

Full registration packet must be signed and completed. Signed physician CIS form must be complete and updated. Payment in full must be paid.

## **Deposits and Registration Fees**

Deposit: Your child's position is reserved upon receipt of \_\_4\_\_ week's tuition deposit. This deposit will be applied to the \_1st\_\_\_\_ week(s) of care.

Registration Fee: We require a non-refundable registration fee of \$\_50\_\_\_\_ to cover administrative costs. Per Child

## **Admission Forms WAC 110-300-0085, 0106(9)**

There are several forms you are required to complete prior to your child's attendance:

1. Child Care Registration
2. Permission Authorization for field trips, transportation, bathing, water activities, photo, video, and surveillance activity.
3. Child Care fee Agreement
4. Certificate of Immunization Status (CIS) must be signed by the physician and on a CIS form. We no longer accept exemption for measles, mumps, and rubella vaccine. House Bill 1638
5. Completed USDA food program enrollment
6. A plan for special or individual needs of a child, including allergies (if applicable)
7. Medication authorization and medical procedure training (if Applicable)

## **How children's records, including immunization records, are kept current (WAC 110-300-0460 and WAC 110-300-0210)**

A record for your child is very important to us. The records will be used to plan your child's curriculum, classroom setting, daily activities and in emergency situations. All children's files, including immunization records, must be updated by parents as personal and contact information changes and they will be updated:

\_\_\_\_\_ times a month or \_\_\_\_\_ times a quarter or \_\_\_\_\_3\_\_\_\_\_ times a year.

A CIS form supplied by a health professional must be used, and be current and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed Certificate of exemption (COE) from a licensed physician for a specific vaccination, the child will be excluded from child care if there is

an outbreak of a vaccine preventable disease that the child has not been immunized for. We accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records, or has a written plan to update the immunizations within a short period of time.

**Confidentiality policy including when information may be shared (WAC 110-300-0465)**

Children's records will include all admission forms, medication information, injury and incident reports, attendance records, payment history and other information obtain while caring for your children. This Information will remain confidential. You have the right to access your child's records any time. Anything of a sensitive nature will be shared in the absence of the children. On a need-to-know basis staff members may access your child's file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at this child care.

The Department may also access your children's files.

**Non-discrimination Statement, Anti Bias and Bullying (WAC 110-300-0030, 0331, 0160)**

Our program is defined by state and federal law as a place of public accommodation. We do not discriminate in our employment practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW).

**Abuse and Neglect-Protection and Training (WAC 110-300-0475)**

As a child care provider, we will protect children from all forms of child abuse or neglect. We have a duty to report and are required by mandatory reporting laws to report any suspected physical, sexual, or emotional child abuse, any suspected child neglect, child endangerment or child exploitation, a child's disclosure of sexual or physical abuse and maltreatment to Child Protective Services (CPS) and our local law enforcement agency immediately (without prior notification to the parents involved). We will also inform our licenser. All staff or volunteers in this program, are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment, or exploitation.

## **Permission for Free Access (WAC 110-300-0085)**

During business hours, you have the right to access all licensed areas that are used for child care. You are welcome to visit or drop-in unannounced to observe your child. You have the right to access your child's file, provider training log(s), DEL inspection checklist(s), and Facility Licensing Compliance Agreements. Please schedule time in advance if you would like to have a meeting with the director, program supervisor, teacher, or other staff, so we can arrange to speak away from the children and can focus on your concerns.

### **Definitions of Care**

Full Time: more than 5 hours

Part Time: less than 5 hours

### **For parents utilizing DSHS & Working Connections Subsidy:**

Full Time: 5-10 hours of care a day

Part Time: less than 5 hours of care a day

Drop In: DSHS/Working Connections does not cover drop in/hourly care