



Parent Handbook  
Of  
Policies and Procedures  
10/11

Kid's B.A.S.E.  
Parent Policy Handbook  
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## **INTRO**

Program policies have been established to maintain a quality environment for children, parents, and staff. Policies are enforced to provide a climate of fairness for all parties. Policies are reviewed annually and approved by the Board of Directors composed of community members, parents, and staff.

## **ORGANIZATIONAL STRUCTION**

Kid's Before and After School Enrichment (d.b.a. Kid's B.A.S.E.) is a non-profit 501 (c) (3) corporation founded in 1993 by community members, parents, and early childhood education professionals. Kid's B.A.S.E. is a state licensed program and is overseen by a community board of directors. Board meetings are held on a quarterly basis and are open to the public. Donations of money, materials, and labor are tax deductible.

## **LOCATION AND CONTACT INFORMATION**

### Program Site:

Physical Location: J.J. Smith Elementary, 1640 Fell St., Enumclaw WA 98022  
Rooms 7, 9 & 10  
Mailing Address: P.O. Box 509, Enumclaw WA 98022  
Phone number: 360-825-8335  
Email Address: kidsbase@qwest.net  
Website: www.kidsbase.org

### Administration Office

Physical Location: 1920 Division St., Enumclaw WA 98022  
Mailing Address: P.O. Box 509, Enumclaw WA 98022  
Email Address: kidsbase@qwest.net  
Website: www.kidsbase.org

## **REGISTRATION**

Parents and guardians are required to complete, sign and return the following forms 48 hours before children can attend the program. Incomplete forms and payment contracts will not be accepted and delay enrollment. Registration information must be kept current. Required forms:

1. Registration – Family and Child General Information
2. Authorized Emergency Contact Information
3. Identification Information
4. Child's Health History and Medical Information
5. Current Immunization Record
6. Blanket Authorization Form
7. Payment Contract and Registration Fee
8. Compliance of Parent Policies
9. Court Documents (custody, parenting plans, restraining orders, etc.)
10. Compliance of Classroom Rules
11. Authorization for Exchange of Confidential Information
12. Key Fob Registration

The first two weeks of attendance is considered a trial period to ensure that parents, guardians, and Kid's B.A.S.E. mutually agree that the child has successfully adapted to the program. The trial period may be extended for a specified time in cases of children with special needs. When the trial period has ended, care may continue or be terminated based upon the outcome of the trial period.

## **PROGRAM DESCRIPTION**

Kid's B.A.S.E. provides developmentally appropriate activities before and after school for school-age children in a safe, fun, nurturing environment. Children are encouraged to make positive choices, cooperate with one another, and respect themselves and others. Additional programs such as summer day-camp, mid-day care or programs serving children younger than 5 years of age may be developed or provided based on community interest and need.

Staff members are experienced professionals with backgrounds of early childhood education, school-age care, recreation, psychology, nursing, or other successful child related work. Staff members are required to take continuing education courses each year. State ratio is 1:15. Kid's B.A.S.E. preferred ratio is 1:10.

Parent volunteers are appreciated and help reduce operating costs making our program more affordable to you. Kid's B.A.S.E. welcomes your input. Please direct your suggestions, compliments, and/or concerns to administration.

### **Inclusive Environment**

Kid's B.A.S.E. does not discriminate any person on the basis of race, gender, age, religion, sexual orientation, disability, or special needs. Kid's B.A.S.E. serves families of all economic backgrounds and accepts DSHS subsidies.

## **Religious Beliefs**

Kid's B.A.S.E. does not discriminate on the basis of religious beliefs or endorse any specific religion. Curriculum will acknowledge diverse backgrounds and encourage a climate of acceptance. Parents are required to notify staff if their children are not able to participate in activities that infringes upon their personal values or beliefs. Staff will provide an alternate activity on such days.

## **Parent Access**

Parents and legal guardians have free access to all areas of the program. Parents and legal guardians will maintain positive communications while on the premises and keep interactions with other children enrolled in the program at a minimum. Kid's B.A.S.E. employees are authorized to implement classroom activities and behavior management policies and procedures. Parents and legal guardians are not permitted to intervene unless they are a Kid's B.A.S.E. employee and have obtained clearance from administration.

## **Visitors and Volunteers**

Visitors and volunteers are persons of any age on the premises that are not enrolled in the program or are not a compensated employee of the program. Visitors must be cleared by administration prior to visiting the program. Visitors will have limited participation in activities while on site and are required to wear nametags. Volunteers must be at least 16 years of age as per state licensing requirements and have completed a criminal history background check prior to working at the program. Volunteers are supervised by staff and not allowed to be alone with children. Volunteers may assist in chaperoning field trips, participate in fundraising and committees, or help with special projects. Volunteers will work under a probationary period of two weeks to assure that the volunteer meets the program's needs.

## **PROGRAM CALENDAR AND HOURS**

Kid's B.A.S.E. works in conjunction with the Enumclaw School District's 180 day school-year calendar closing on major holidays and vacations and makes accommodations for Cedar River Academy's private school schedule. When the Enumclaw School District is operating in normal session, Kid's B.A.S.E. is open Monday-Thursday from 6:30-9:00 a.m. and 3:30 – 6:00 p.m.; and on Friday from 6:30-9:00 a.m. and 2:15-5:30 p.m. During school conferences, Kid's B.A.S.E. will be open from 6:30-9:00 a.m. and 12:15-6:00 p.m. If insufficient reservations are received for in-service days, the program may operate on a limited schedule or close. Refer to policy regarding extra day sign-ups.

Kid's B.A.S.E. will be closed on these days:

New Year's Day, Mt. Luther King Jr. Day, Spring Break, Memorial Day, Summer Vacation, Labor Day, Veteran's Day, Thanksgiving Day and day after, and Winter Break.

Parents will be notified in advance of additional closures or if care will be provided during non-school days. If sufficient need is made evident by advanced sign-ups, Kid's B.A.S.E. will be open for non-school days such as teacher planning days, snow make-up days and Mid-Winter Break. On such days, Kid's B.A.S.E. may operate on a limited schedule based on enrollment numbers. Refer to policy regarding extra day sign-ups.

## **DROP OFF's AND PICK UP's**

Services are provided for families within their contracted schedule. Drop-in care is not provided. Parents and guardians are responsible for picking up their children before closing time. Parents must arrange an alternate person to pick up their children in the event they will be late and notify Kid's B.A.S.E. of the pick-up plan. Children will not be released to anyone without prior notification or authorization from the parent. Alternate pick-up persons are required to provide photo identification upon arrival. When possible, parents should provide alternate pick-up person with key fob to access the building.

Pick-up persons must be aware of closing time, especially during limited hours on non-school days. Pick-ups after closing time will result in additional fees of \$1.00 per minute for the first 5 minutes, \$3.00 per minute thereafter. Children will be released to the Enumclaw Police Department if children are not picked up within 30 minutes of closing time. Recurring late pick-ups will result in termination of services.

## **SIGNING IN & OUT**

Children must be checked in and out on the computer, and be signed in and out on the attendance sheet by an authorized adult using their full legal signature upon arrival and departure from the program. Children are not allowed to sign in or out on their own. Children will not be allowed to leave the premises without an authorized adult. An authorized adult is someone listed in the child's file, or has written permission from the parent to pick up the child with advance notice. For children's safety, parents are required to escort their children to their classroom after checking in if a staff member is not present in the lobby area.

## **ABSENCES**

Absences are not refundable or exchangeable. Parents are required to notify Kid's B.A.S.E. when absences are to occur. When children do not arrive at the program as scheduled, staff will take appropriate measures to locate the child by calling parents, school and emergency contacts. Parents will be charged an administrative fee if parents or guardians have neglected to notify Kid's B.A.S.E. of absences.

## **TRANSPORTATION**

Morning arrivals and afternoon departures are the responsibility of the parent or guardian. Transportation to and from the elementary schools is provided by the Enumclaw School District or Kid's B.A.S.E. Parents must arrange transportation to extra-curricular activities outside of the program. Authorized adults are required to sign children in and out.

Transportation for field trips may be provided by Kid's B.A.S.E., private or public transportation. Parents will be notified in advance of field trips. Drivers are required to have a current Washington State driver's license, have a safe driving record, have a safe vehicle, and provide proof of insurance. No children under the age of 12 will occupy the front seat of a vehicle. Parents are required to furnish booster seats for children as required by state law. Children will not be transported unless this requirement is met.

## **ACTIVITIES**

Curriculum plans for each classroom are posted on the parent information board. Activities offer a wide variety of choices including but not limited to: interest centers, arts, crafts, recreation, science, group games, outdoor play, walks, quiet time, and occasional field trips or visitors. Movies of a G or PG rating may be periodically scheduled. Alternate activities are provided to children who do not want to watch movies. Parents must notify staff if they do not want their children to view movies.

Children will participate in outdoor play every day except in extreme weather conditions. Kid's B.A.S.E. is a hands-on program therefore children should wear or bring clothing that is appropriate for the weather and for the scheduled activity. Clothing should be properly labeled. Kid's B.A.S.E. is not responsible for damaged or lost clothing while attending the program.

## **HOMEWORK**

Upon request, space may be provided for children to do homework as an alternative to regularly scheduled activities. Staff will encourage children to do homework as requested but are not responsible for providing individual homework assistance or tutoring, or be responsible for completion of homework.

## **OFF-SITE FIELD TRIPS**

Field trips may be planned as a special activity. Children must have parent consent to attend off-site trips. Consent may include a signed permission slip or blanket authorization form. Children will not participate in off-site trips if consent is not adequately provided.

Parents are notified in advance of field trips and cost. Notification may include, but not limited to: permission slip, notices posted on parent information board in lobby, on curriculum plans, on main door, on computer, or by email. Notices will include description of the event, date, time, location and address, phone number, and mode of transportation. When transportation is provided by a motor vehicle, staff will adhere to state regulations as per WAC 170-151-165.

In the event parents or guardians have been notified in advance of the scheduled trip or activity but have not submitted a signed permission slip, the blanket authorization form will apply. When necessary, parents or guardians will be asked to fax or email a letter of consent. Under certain circumstances parents may give verbal consent by calling and leaving a detailed recorded voice mail granting consent indicating date, time, description of activity and location. Parents or guardians will be asked to submit a written note of consent upon their next arrival.

Possible scheduled off-site trips covered by the blanket permission form may include: Walks or transportation to schools, school functions, school playground, gym, local park, or neighborhood walks. Field trips may include visits to local businesses such as pet store, grocery store, farms, fire or police department, city hall, doctor or dentist offices, nursing homes, hospital, local recreational facility, pool, local events such as fairs, or as otherwise posted.

If staffing allows, an alternate activity may be provided for children unable to attend field trips. Parents may be asked to pick children up if they are unable to attend due to behavioral issues.

## **SUPERVISION DURING TRANSITIONS**

Staff to child ratio will be maintained at all times during transitions times between activities. Under no circumstances will children be allowed to go to or from the gym, playground, playfield, outdoors, or classrooms without the knowledge or supervision of a staff member.

Transition between classroom activities: Staff will post and review with children classroom rules, activities, and expectations. Staff will give children clear directions before changing activities to allow adequate time for clean-up and preparation for the next activity.

Transition to and from school: Before school, staff will give clear directions for children to get ready for school. Children will be given ample time to clean up, use restroom, gather their belongings, and put on coats and backpacks. Children will line up and wait for school bus at designated waiting area with staff supervision. Children will load onto bus when driver advises. Staff will maintain ratio and supervision in classroom, hallway, and bus waiting area. After school, children will arrive by school bus and enter building with staff supervision at designated door. Children will report to staff responsible for signing in children upon their arrival. After sign in is complete, children will put their belongings in their cubbies and go to their classrooms to begin their scheduled activities.

Transition to playground, playfields, or gym: Staff will review rules, boundaries, safety precautions, and approved routes with children. One lead instructor and one classroom assistant will accompany children by designated route to gym or outside within a maximum of 1:15 adult to child ratio. To maximize safety and supervision, one adult will lead the group and one adult will follow behind the group. Staff will take portable first aid kit, walkie-talkie, or cell phone while going to the gym or outside. Staff will maintain accurate attendance of group at all times, documenting arrivals and departures of children as well as children temporarily leaving group to get a drink of water or use the restroom. Staff will position themselves on playground and playfields to obtain optimal view for supervision. Staff will keep aware of blind spots, facility use of other community groups, and animals. Staff will take proactive measures such as providing limitations to areas of potential danger to ensure the safety of children.

Departures of children during activities: For children's safety, staff will only release children from activities after parent, guardian or authorized pick-up person have properly signed out and have arrived at the classroom, gym, playground, or playfield to pick up child or by alternate means are escorted to parent by a staff member. Upon staff discretion, children may be released to parent, guardian, or authorized pick-up person if their identity is positively identified by adequate visual range.

## **PERSONAL BELONGINGS**

Children must leave personal belongings such as toys, books, computer games, personal electronics and listening devices, etc. at home unless it is a pre-arranged activity. Children will be asked to put such items in their backpack, or have parents take them home if they are brought without prior authorization. Cell phones will be kept in backpacks and need to be set on silent while attending the program. Kid's B.A.S.E. is not responsible for damaged or lost personal items.

## **BEHAVIOR MANAGEMENT**

Kid's B.A.S.E. complies with state licensing guidelines and recommendations on child guidance and discipline. Positive behavior management techniques include clear and consistent rules, anticipation and elimination of potential conflicts, redirection, positive reinforcement, and encouraging self-management skills such as positive problem solving strategies and effective communication. Behavior management is based on appropriate practices for the child's developmental level. Classroom rules are posted. Children start each day with a clean slate.

Parents are required to observe classroom rules and positive discipline techniques while at the program. The use of corporal punishment or other practices that may physically or emotionally harm any child or staff on the premises is not allowed. Parents or guardians that exhibit this type of behavior will be asked to leave the premises and may be grounds for immediate termination from the program.

Consequences for children not following classroom or program rules:

- 1<sup>st</sup> offense: Verbal warning
- 2<sup>nd</sup> offense: Redirection
- 3<sup>rd</sup> offense: Opportunity for Improvement sheet sent home with parent
- 4<sup>th</sup> offense: Parent conference and one or more of the following:
  - a. Behavior sheet, signed and returned for file
  - b. Behavior contract, signed and returned for file
  - c. In-house or off-site suspension
  - d. Dismissal

### **Actions that warrant immediate parent conference with behavior sheet or contract:**

1. Disrespectful and/or inappropriate attitude, language, and actions
2. Disrespectful and/or inappropriate use of property

### **Actions that warrant immediate suspension or termination:**

1. Aggressive physical contact that is initiated and intended to cause harm to another person or person's property (i.e. hitting, kicking, shoving, biting, scratching, throwing)
2. Actions, words gestures, or threats intended to cause intimidation, fear, or humiliation of others (i.e. bullying)
3. Use, possession, or distribution of drugs, alcohol, tobacco products, or weapons.

## FEES AND CONTRACTS

See current fee schedule. Parents will be notified four weeks in advance of price increases. Signed payment contracts must be on file before enrollment begins. Either party reserves the right to terminate the contract with two weeks written notice. It is the parent's responsibility to keep payment records for their tax records. Cancelled checks may be used as your receipt of payment. Parents and guardians are responsible for keeping aware of their contract, account status, balances, and monthly payments. Monthly fees and account information is available for view at any time on the parent check-in computer. Copies of billing statements or payment history are available upon request by authorized account holders.

**Contract Change:** A two week notice is required to adjust or cancel a contract. A new contract must be signed when a schedule change affects your billing amount.

**DSHS and subsidy contracts:** Parents or guardians must provide proof of qualification before services can begin. At the discretion of administration, pending applicants may attend if a payment contract is signed. If the subsidy application is denied, parents or guardians are responsible for full payment of services. Parents and guardians are responsible for all payments of fees not covered by DSHS or other subsidies.

**Contracts for divorced or separated parents:** Parents need to inform the administration of their custody status and financial responsibilities regarding their payment contract prior to signing. Once signed, contracts must be kept current and balances paid each month to avoid suspension or termination of care. Kid's B.A.S.E. will not act as negotiator or liaison between divorced or separated parents who fail to resolve contract or payment disputes. Suspension or termination of services may be implemented due to unresolved contract and/or payment disputes. Billing options for divorces or separated parents:

1. Primary custodial parent or guardian (called "sponsor") signs contract accepting full responsibility of the payment contract. Sponsor will be billed directly and pay the balance each month. Sponsor seeks reimbursement from non-custodial parent (called "co-sponsor") on his or her own accord.
2. Sponsor and Co-Sponsor signs individual contracts reflecting their percentage of financial responsibility. Both parties accept responsibility of their own payment contract and receive separate invoices indicating their portion due. Both pay their balance each month by the due date. Accounts are recorded on separate ledger cards. Late fees and administrative charges will be applied to the party that is negligent. Upon written authorization from both parties, billing and payment history may be provided to both parties.

**Vacation or Long-term absences:** A two-week notice is required to adjust your account for vacations or long-term absences that occur during the school year for more than 14 days. A holding fee will be applied to your account to reserve your child's space.

**Optional activity fee:** Special activities such as music lessons or recreational sports may be offered at an additional fee. Parents will be notified in advance of such activities and fees.

## EXTRA DAY SIGN UPS

Parents with regular monthly contracts will be notified of extra day sign-ups such as teacher in-service days, conferences, and non-school days. Advance reservations and payment are required by the due date for children to attend. Reservations are on a first-come, first-serve basis. Due to state licensing capacity restrictions and staff/child ratios, enrollment will be limited on these types of days. Drop-in care is not provided. Administrative fees and emergency care rates will apply to accounts with children that arrive unscheduled. Parents, guardians or emergency contacts will be notified to pick up drop-in children.

Reservations may be accepted three business days past the due date as capacity and staff ratio allow. Reservations past the due date will incur an administrative fee. Once reservations are submitted, a two-week written notice is required to adjust or cancel reservations. Parents or guardians are responsible for full payment if they have not given a two-week notice.

**To ensure financial stability of the program and secure adequate staffing, Kid's B.A.S.E. will operate on limited hours or close if insufficient reservations have been received by the due date.**

<b>15+</b>	<b>reservations</b>	<b>Open regular hours</b>
<b>10-14</b>	<b>reservations</b>	<b>Open limited hours 7:00-5:00 p.m. (plus \$ 5.00 administrative fee)</b>
<b>8-10</b>	<b>reservations</b>	<b>Open limited hours 8:00-4:00 p.m. (plus \$10.00 administrative fee)</b>
<b>Less than 8</b>		<b>CLOSED</b>

## PAST DUE ACCOUNTS

Fees are due on the first day of each month. Payments received after the fifth business day of the month will assess a late fee.

Accounts 20 days past due: Parents will be notified of the past due balance and be required to make payment arrangements and pay the amounts specified in the payment agreement.

Accounts 30 days past due: Suspension of services will take place until balance is paid in full. Child's space is not guaranteed until payment specified in the payment agreement has been paid.

Accounts 60 days past due: Termination of services will take place and the account will be referred to a collection agency.

## TERMINATION OF SERVICES

Kid's B.A.S.E. reserves the right to terminate services for:

1. Non-compliance of Kid's B.A.S.E. policies, procedures, payment contract, payment arrangements, or behavior contract.
2. Submitting falsified records or conveying deceitful information
3. The child or parent is unable to adapt to the program
4. The child or parent is unable to comply with program rules.
5. The child or parent is unable to manage their language or behavior in a safe, appropriate manner.

Parents or guardians will be responsible for two-weeks of payment when terminated for cause.

## NATURAL EMERGENCY PLAN

Natural emergencies may include: snow, hazardous storms, earthquake, flood, power outages, and other natural disasters such as volcanic eruption. Emergency drills are practiced with the children on a monthly basis.

In the event of a natural emergency or disaster, all parents are required to have a local emergency contact and alternative plan for care within the city limits of Enumclaw in the event Kid's B.A.S.E. closes or operates on a limited schedule. Parents must stay informed for announcements via radio, Enumclaw City Television, Enumclaw School District website, Kid's B.A.S.E. website, email, or call Kid's B.A.S.E. at 360-825-8335.

If the circumstances warrant moving children to a safer environment such as an Enumclaw Emergency site, Kid's B.A.S.E. will post location as to where parents are to pick up their children. Possible sites may include the Enumclaw Police Department or a nearby elementary school.

**Emergency closure:** Kid's B.A.S.E. may close due to hazardous weather conditions or emergencies. Parents must have a back up care plan in place.

**School Late Start:** When school is delayed due to weather conditions, Kid's B.A.S.E. opening time will be delayed accordingly. For example, if school is delayed one hour, Kid's B.A.S.E. will open one hour late.

**Early Release:** If school closes early due to hazardous weather conditions or emergencies, children who are currently contracted will be accepted as capacity and staff ratio allows. Kid's B.A.S.E. will remain open for two hours after school closure to allow for emergency pickups.

## SNACKS AND NUTRITION

Kid's B.A.S.E. menu is posted on the parent information board in the lobby and adheres to USDA nutrition guidelines. Breakfast is served between 7:15 – 7:45 a.m. and afternoon snack is served at 3:45 daily. When the program is open for extended hours during school early release days, an additional snack will be served at 2:00 p.m. Children will need to bring a nutritious sack lunch on non-school days. Children will not be allowed to eat excessive candy or junk food. Emergency lunches may be provided at an additional fee.

Children are not allowed to share food brought from home with other children other than siblings. Donated food or food brought for special occasions must be pre-arranged and cleared by administration before consumption. Food items not provided by Kid's B.A.S.E. must be commercially prepared and packaged indicating ingredients, nutritional information, expiration date, and food allergy information. Food not meeting this requirement will not be accepted.

## ACCIDENT OR INJURY

Staff members are certified in CPR and First Aid.

**Minor accident:** Staff will administer first aid to minor bumps, scratches, or cuts and notify parents with written accident report.

**Serious injury requiring additional medical attention:** Staff will administer first aid and contact parent or emergency person to pick up child. Injury will be documented with written accident report to be kept in child's file.

**Medical emergency:** Staff will stabilize child, call 911 and notify parent or emergency person. Injury will be documented in child's file, and reported to state licenser.

## GENERAL SAFETY

To provide a safe environment for children, these rules must be observed:

1. Consumption, possession, or use of alcohol, drugs, and tobacco products are prohibited on the premises including the outside grounds.
2. Persons appearing to be under the influence of alcohol or drugs that arrive to pick up children will be asked to call an alternative pick up person that can provide safe transportation. If necessary, staff may ask for assistance from law enforcement or refer parents to appropriate resources. CPS may be contacted if it becomes a continual problem.
3. Firearms, weapons, and fireworks are prohibited on the premises.
4. Visitors and volunteers must obtain clearance prior to attending the program and must wear nametags.
5. Parents or guardians must observe classroom rules and model appropriate conduct and language.

## EXCLUSION OF ILL CHILDREN

Children or staff members with any of the following symptoms are not permitted to attend:

1. Fever of at least 100 degrees (under arm), or 101 degrees (orally) **and** one or more of the following symptoms:
  - Diarrhea and/or vomiting
  - Earache
  - Headache
  - Signs of irritability or confusion
  - Sore throat
  - Rash
  - Fatigue that limits participation in daily activities
2. Vomiting on 2 or more occasions within the past 24 hours
3. Diarrhea: 3 or more watery stools within a 24 hour period or any bloody stools
4. Rash, especially with fever or itching
5. Eye discharge or conjunctivitis (pinkeye) until clear or until 24 hours of antibiotic treatment.
6. Sick appearance, not feeling well and/or not able to keep up with program activities.
7. Open or oozing sores, unless properly covered and 24 hours have passed since starting antibiotic treatment, if treatment is necessary.
8. Lice or scabies. For head lice, children and staff may return to program after treatment and no nits are present. For scabies, return after treatment is finished.

Children that develop symptoms while attending the program will be separated from the group until parent or emergency contact person arrives to pick up child. Children may attend the program when symptoms are no longer present or until child has received 24 hours of antibiotic treatment.

## MEDICATION MANAGEMENT

Kid's B.A.S.E. will not administer over-the-counter medications and will be the responsibility of the parents or guardians to administer such medications at home.

Prescription drugs will only be administered with prior written authorization of the child's parent or legal guardian. Parents must sign the "Medication Authorization Form" including child's name, name of medication, dosage, method of administration, frequency, duration, special storage requirements and any possible side effects. Medications cannot be given "as needed". Written authorization provides consent for the duration of the current illness and is not transferrable to future occurrences. Staff members will record administration of medications in logbook.

All prescriptions will only be administered as prescribed on the label. Medication must be in their original container labeled with child's full name, prescription date, expiration date, physicians name, and instructions for administration printed on the label. A licensed physician or health care provider consent will be required for prescriptions medications that do not meet the above criteria including vitamins, supplements, fluoride, and medications added to food or liquid.

Physician/licensed health care provider consent is considered granted under these conditions:

1. Physician/health care provider's name is on the child's original prescription label
2. Physician/health care provider provides a signed note including instructions or information required on a prescription label.
3. Physician/health care provider provides a completed, signed Medication Authorization form.

### **Medication for chronic conditions**

For chronic conditions such as asthma, the parents or legal guardian written consent must be renewed monthly. An individual care plan must be provided listing symptoms or conditions under which the medication will be given.

### **Emergency supply of medications**

A three day supply of medications for chronic conditions or medications normally given at home is recommended to be kept on-site in our disaster kit in the event of an earthquake or other natural disaster.

### **Staff documentation**

Staff administering medications will be trained in medication management by administration or designated training institute and a record of training will be kept on file. Staff member administering medications along with a staff witness will document the time, date, and dosage of the medication given on the child's Medication Authorization Form and will sign with their initial each time medication is given with a full signature on bottom of log sheet. Staff will document reasons why medications were not given such as a child's absence. Staff will report and document any observed side effects on the child's individual medication form. Outdated forms will be kept in child's permanent record.

### **Medication Storage**

Medication will be stored in a sanitary and orderly manner inaccessible to children, separated from staff or household medication, protected from sources of contamination, away from heat, light and sources of moisture, at temperature specified on the label, separate oral and topical medications, and separated from food. Controlled substances such as prescriptions will be stored in a locked container and stored in a locked cabinet. Medications no longer being used will be returned to parent /guardian or discarded.

### **Self administration**

School-age children capable of self-medication without assistance are allowed to administer his or her inhaler or Epi-pen when a written statement from the child's physician or licenses health care provider and parent/legal guardian is obtained. Child's medications and supplies will be stored in locked cabinet inaccessible to other children. Staff must observe and record documentation of self-administered medications.

## **CPS REPORTING REQUIREMENTS**

Washington State law mandates Kid's B.A.S.E. employees to report suspicion of child abuse or neglect. Reports are made to Child Protective Services and/or law enforcement.

## **SEXUAL HARASSMENT**

Sexual harassment or discrimination among staff, parents, children, volunteers, visitors, or board members is strictly prohibited. Persons engaging in harassing behavior will face immediate action including but not limited to immediate termination and be reported to the proper authorities.

Any person who is subject to unwanted behavior should directly inform the harasser that the conduct is inappropriate and must stop. Incidences should be reported in writing to the administration or board of directors. Incidences will be thoroughly investigated by the board of directors or appropriate authority. Kid's B.A.S.E. ensures that no person raising the issue of sexual harassment will suffer any type of reprisal.

## **IMPORTANT REMINDERS**

1. Emergency information and medical history must be kept current in your child's file.
2. Parents and guardians must have a back-up plan for alternate care in the event of closures, suspensions, and illness.
3. Parents and guardians must have an authorized emergency pick up person that resides in the Enumclaw area that can pick up your child within 30 minutes in the event of an emergency.
4. To support a healthy environment for children and staff, sick and contagious children are not allowed to attend the program.
5. A two-week written notice is required for all contract changes.
6. Parents are responsible to keep informed of sign-ups, deadlines, closing time, events, etc. by reading the parent information board, newsletters, computer messages, posted notices, and checking the master program calendar.