



Trinity Lutheran Child Development Center
6215 196th Street Southwest
Lynnwood, WA 98036
(425) 771-5393

Welcome to

Trinity Lutheran Child Development Center

**This parent handbook is designed to inform you of our policies and procedures.
Please take the time to read through it carefully and keep this copy.**

Updated October 2019

Our Mission

Living Faithfully

Loving Boldly & Learning Joyfully

While Growing in Grace

How to contact us

Infants 425-563 4429

Toddler 1st Steps 425-563-4341

Toddler 2nd Steps 425-563-4379

Preschool Beginnings 425-563-4430

Pre-K 425-563-4431

trinitycdc@trinitylutheranchurch.com

www.trinitylutheranchurch.com/childcare

1. Enrollment Procedures

- a. Complete and turn in all paper work on or before child's first day of attendance.
 - Registration form
 - Developmental health history
 - Child Care Agreement
 - Immunization form
 - Brightwheel Consent Form
 - Dental Hygiene Form
- b. Confirm space availability, start date, and transition time with the director.
- c. Please tell your child's teacher of any food allergy *in person* as well as documenting it in the developmental health history.
- d. Arrange for a personalized transition schedule if desired.

2. Withdrawal from the Program

Two week written notice is required before a child is to withdraw. If notice is not given, tuition for those two weeks is still due.

3. Non-Discrimination Policy

We at TLC welcome all children between the ages of 1 month and 12 years regardless of race, ethnicity, religion, gender, disability, color, country of origin, or family design.

4. Tuition Policy

Trinity Lutheran Child Development Center offers a full day of child care. Tuition is based on the specific days a child is scheduled to attend. If a child is scheduled than less than 5 days per week, the days scheduled are non-transferable. Additional days may be granted on a space available basis at the posted single add on rate.

5. Sibling Discounts

Discounts are available when multiple siblings are attending Trinity Lutheran Child Development Center. Discounts are available as follows:

- i. Families with siblings attending part-time: 10% off one child's lowest tuition rate.
- ii. Families with siblings attending full-time: 10% off each child's tuition rate.

6. Holidays

TLC will observe the following holidays: New Year's Day, Martin Lutheran King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, 1:00 PM closure on Christmas Eve, and Christmas and the day after Christmas.

- a. If the holiday falls on a Saturday, we will close on Friday. If the holiday falls on Sunday, we will close on Monday. If Christmas falls on Saturday, we will close Friday and Monday. If it falls on a Sunday, we will close Monday and Tuesday to allow our staff two days of holiday leave. No tuition credit is given for holidays.
- b. We have two teachers in service days each year. They are held the 2nd or 3rd Friday in March and the Tuesday following Labor Day. There is no care for children on these days. *No tuition credit is given for teacher in service days.*

7. Vacation

Children who attend on a regular basis for one year are allowed one calendar week tuition free vacation credit per year equal to the number of days per week your child is scheduled to attend but does not attend due to scheduled vacation. The director must be notified in writing before the billing is done for the month the vacation falls in.

8. Health Policies

- a. We follow Washington state law and American Academy of Pediatrics for immunizations. State law requires that a child entering child care must have had a physical exam not more than 12 months prior to admission. All immunizations must be up to date at the time of admission. As children get their immunizations, a copy must be submitted to TLC to update your child's records. Personal and medical exemptions for immunizations must be signed off by a Licensed Medical Doctor. There are not personal exemption exceptions for MMR par to Washington state law as of July 28, 2019. In the event of an outbreak or epidemic of an illness that a child that has not been fully immunized for, the Snohomish County Health District may require a child be excluded from group care for the entire duration of the outbreak or epidemic.
- b. Children must be able to fully participate in all activities including outside play time. We urge parents/guardians to keep children out of care who are exhibiting symptoms of illness. An ill child needs care that cannot be given as effectively in a group setting. Also, an ill or not quite recovered child can expose other children to illness. A child who becomes ill during the day will be separated from the other children. The parent/guardian will be notified and asked to pick up the child as soon as possible. Please be sure to have an alternate plan of care in the event of an illness. *If a child is sent home with an illness they may not return the next calendar day.*
- c. We appreciate being informed of your child's absence. Please leave a message in Brightwheel to notify your child's classroom. Please let us know what symptoms your child is experiencing so we can be aware of illness that others may have been exposed to.
- d. Children will not be permitted to attend with any of the following:
 - i. Auxiliary temperature of 100 degrees or higher.
 - ii. Vomiting in the past 24 hours.
 - iii. Diarrhea in the past 24 hours.
 - iv. Draining or open rash.
 - v. Eye discharge or non-medicated pink eye.
 - vi. Contagious stage of a communicable disease.
 - vii. Lice or nits present in hair (head check upon return and no evidence present to return to class)

At Trinity we understand that children have a wide variety of health and developmental needs. We will make reasonable accommodations for children as needed to provide quality care with in the ratios laid out by the state of Washington. Sometimes a child's health or developmental needs require more specialized care than we can provide. If we find this to be the case we will assist parents/guardians in finding the most appropriate setting for the individual child.

9. Medication

Written parental/guardian permission is required for a child care center to give any medication or topical lotion or cream to a child. All medication, including diaper rash cream, non-prescription anti-itch cream and sun screen, must be: in the original container, labeled with the child's name, have clear instructions for dosage for that child's age and is not past the expiration date.

All others must have a prescription label with the child's name on it and not be expired. The prescription must give clear dosage instructions as to when, why, and how much medication is to be given. Staff cannot give medication with an "as needed" instruction. A note from a doctor is also required for pain relievers and fever reducers as we do not want to mask symptoms of illness and expose others.

Please make every attempt to schedule medication doses for times your child is home and in your care. We will not administer medication labeled for once or twice each day unless the prescription states a specific time.

10. Dental Hygiene

Trinity Lutheran Child Development Center in accordance with WAC 110-300-0180 (2) will provide daily tooth brushing with pediatric one time use toothbrushes infused with Dentifrice as follows:

- Children in the infant room will have their gums/teeth wiped with dental wipes once daily.
- Children in Toddler First Steps will have an opportunity to brush their own teeth with teacher assistance once daily.
- Children in Toddler Second Steps, Preschool Beginnings, and Pre-Kindergarten will have an opportunity to brush their own teeth.
- Children in Camp Trinity (school-age) will have an opportunity to brush their own teeth on non-fieldtrip days when they attend the full day.

This dental hygiene activity is not meant to replace parent teeth brushing 2 times per day at home but to enhance good oral health habits while at child care.

11. Emergencies

- a. In the event of a medical emergency, all staff members have been trained in basic first aid and CPR. First we will call 911, and then administer first aid if needed until help arrives. We will then contact parents/guardians. For this reason we need an emergency phone number where a real person can be reached. Voice mail and cell phone numbers are good for messages, but in the event of an emergency we would need to talk with someone who could get a hold of a parent/guardian. Children would be transported to Swedish Hospital Edmonds Campus in the event of a life threatening situation or at the parents'/guardians' discretion. Children will always be accompanied by a TLC staff member.
- b. Parents/guardians will be notified of a minor injury through a Brightwheel message and an injury report. It will state the site of the injury, how it occurred and what first aid was given, if any.

12. Bad Weather/School Closure Policies

If it is necessary to close school due to emergency situations, no credit or refunds will be given for the days the Child Development Center is closed. *Please enable notifications on your phone and on the Brightwheel app to receive important messages.*

- A. TLC will follow the Edmonds School District #15 notices and schedules for snow and inclement weather days. If Edmonds School District is closed then we are closed. If Edmonds School District is one hour late, we will open at 7:30 AM and close at 6:00 PM and so on. Please keep this in mind as the weather turns and have alternate plans made. We also will close if we have no power. There will be no credit or refund for the days the center is closed due to the weather or power failure.
- B. **Snow or Ice**
If the Edmonds School District reports any closure our center will be closed. If Edmonds reports a delayed start, we will have a delayed start. Living in the convergent weather area, there can be snow or ice in one area and not in another area. ***We will send a Brightwheel message by 5:30am if we will be closed for each day of closure.***
- C. **Power Outage**
Washington Administrative Code states that we may not operate without power. At anytime during the day we lose power, we still stop accepting children into care until the power is reinstated. After three hours of no power, parents will be called and we will be closed for the day.
- D. **Natural Disasters or States of Emergency**
This facility is equipped with water, food and solar blankets for 72 hours. We have a limited supply of infant formula and breast milk is limited to what the parent/guardian has supplied. This facility is a recognized Red Cross gathering site for the community in case of an area wide emergency.

13. Mandated Reporters / Child Safety

- a. All staff members of Trinity Lutheran Child Development Center are Mandated Reporters. The staff is required by law to report and document any proven or suspected incidence of physical, sexual, or emotional abuse, neglect, or endangerment of a child immediately upon suspicion to Child Protective Services and/or law enforcement. We may or may not be able to inform parents/guardians of Child Protective Service involvement.
- b. Children will not be released to anyone driving a motor vehicle if that person shows signs of being under the influence of controlled substances. The person will be asked to arrange other transportation for themselves and the child. If this request is not complied with a staff member will call 911. They will report the name of the adult and the make and model of the vehicle being driven.

14. Discipline Policy

- a. Discipline comes from the word disciple which means “to follow the teachings of another”. We strive to set clear limits, letting children know from the onset what is acceptable behavior. Limits for the health and welfare of each child will be consistently maintained. Limits are based on an understanding of the child’s needs and stage of development. They are designed to help a child develop inner control, respect the rights of others, and acquire positive problem solving and conflict resolution techniques.
- b. We view conflict as an opportunity to develop these qualities in all children in our care. If children display inappropriate behavior they will be given an opportunity to identify a resolution to the problem when appropriate. “You both want the trike. How can we work this out?”
- c. He or she may be given the choice to discontinue the behavior or leave that particular activity. A nonverbal child will be given alternate behavior techniques by example and vocabulary modeling.
- d. If a child’s behavior is consistently inappropriate, a parent/guardian conference may be requested to discuss strategies to overcome the problem and develop an action plan. We will keep a behavior log to identify triggers and frequency. We try different methods of redirection and outcomes of these methods. We may, with parent permission, enlist the expertise of a behavioral specialist through Early Achievers, Child Strive, Child Find and other community resources.
- e. No Physical Punishment - spanking, restraint, or withholding food will ever be used or implied. No degrading or abusive language will be used. These methods have little or no value in a group setting and do not model appropriate behavior; therefore we do not use them.
- f. The most important aspect of discipline is to understand and to respect the child and their needs. Providing a nurturing and supportive environment in which the staff can anticipate problems before they occur can help children gain the skills needed to cope with situations as they arise.

Exclusion Policy

Steps above will be taken to provide every opportunity for a child to remain in our care. A child may be excluded from care if they continually display behavior that poses a physical danger to the safety of themselves or others: excessive biting, punching, violent physical outbursts, throwing objects such as furniture and supplies, and intentional property damage.

15. Expectation of Mutual Respect

The Staff of Trinity Lutheran Child Development Center strives to treat each of our clients and guests, parent, guardian and child alike with professionalism and respect. We work to maintain the highest quality early childhood experience possible. We expect in return the courtesy and respect of our clients and guests. Behavior intended or perceived as bullying, threatening, abusive, demeaning, intimidating or slanderous is not acceptable in our School. Exhibiting these behaviors may result in termination of care, loss of access to our facility, and legal actions as appropriate.

16. Arrival of Children

- a. Hours of operation are 6:30 A.M. - 6:00 P.M. The Infant and Toddler 1st Steps rooms open at 7:00. Be sure to sign your child in on Brightwheel.
- b. Young children thrive in a consistent and predictable environment. For this reason we strongly advise children arriving before 10 AM on a daily basis. This gives them the opportunity to experience the majority of the curriculum and enter into the rhythm and predictability of the day that we provide. Children in the Toddlers, Preschool and Pre-K classes must arrive before 12 noon or after 3 PM to respect the napping schedule of the classrooms.
- c. Please send a message on Brightwheel or call the center if your child will arrive later than usual or if your child will be absent for the day.
- d. Expect for separation to be hard at first for both parent/guardian and child. Extra time and care during this time can help for an easier transition. Always tell your child you are leaving. It helps to develop trust.
- e. The infant room and Toddler First Steps room are a shoe free zones. You may either use the half door as a pass through for children or remove shoes to enter.

17. Departure

- a. Always let the teacher know that you are taking your child. Before departing from the center, be sure to check your child's file and cubby for notes, art work, etc. Remember to sign your child out in Brightwheel as you leave the building!
- b. TLC closes promptly at 6:00 P.M. There is no provision for care after this time. If you cannot be here by 6:00 please arrange for an alternate pick-up person. In an emergency please call and let us know what is happening, we are concerned and so is your child. Please respect our staff as well as your child's feelings and be on time. Repeated unannounced lateness can be cause for termination of care.
- c. All people authorized to pick up your child must be noted in Brightwheel information for your child, or contact your child's teacher with the name of the person picking up your child. We will check ID.

18. Late Pick-up Fee

A fee of \$1.00 per minute will be charged after 6:02 p.m. This fee is payable that day to the staff person who must stay late. If the fee is not paid at that time, an extra \$5.00 will be invoiced to your Brightwheel account in addition to the \$1.00 per minute fee.

19. Visiting the Center

- a. Parents/guardians are welcome to visit the center at any time during operating hours. If you plan to visit frequently during the day, volunteer to help, or stay for an extended length of time, The Department Children, Youth and Families requires that you complete a background check which is required by law for any adult with access to children in a child care setting. (Associated fees \$12-\$52)
- b. Breast feeding at Trinity is encouraged. Parents/family members wishing to feed infants are welcome at any time in our infant room to feed.

20. Parking

Please do not park in the fire lanes. Do not leave any child without adult supervision in the car at any time. (This is a reportable offense).

21. Outdoor Play Policy

State licensing requires that children attending child care play outside every day. Our philosophy is that there is no bad weather, just inappropriate clothing for the weather of the day. Please ensure your child arrives at school every day with the clothing needed for the weather that day. (Rain resistant and warm for fall and winter months, boots as necessary, mittens/gloves as desired. Light jackets/sweaters are recommended in the spring and summer months as mornings can be cool, even if the weather is predicted to be warm. We suggest function over fashion.) Please label all outdoor wear with your child's name.

22. Sun screen policy

Trinity Child Development Center will be providing community sun screen. CDC staff members will apply the brand NO-AD Kids SPF 50 Sunscreen lotion to children before going outside in the afternoon. Children must arrive for drop off at CDC with sunscreen already applied. CDC staff will only apply sunscreen in the afternoon.

If your child is not able to wear the brand NO-AD Kids SPF 50 Sunscreen lotion, there are medication forms for parents to fill out and provide an alternate sunscreen lotion. AEROSAL SPRAYS OF SUNSCREEN ARE NOT PERMITTED.

23. Items needed for the first day

- a. An extra set of clothes: Complete set includes pants, shirt, underclothes, socks and play shoes, to stay at school. This is important even if your child does not have “accidents”. Sometimes sensory play can be wet and/or messy. Please include 2 sets of clothes per day for infants.
- b. A labeled blanket for nap time for children over 12 months old. This blanket will be sent home weekly to be washed. Infants will be swaddled to fall asleep while being held then placed in the crib without a blanket.
- c. For children in diapers:
 - Two diapers per hour for Infants; 1 diaper for every hour in care plus 2 extra diapers for Toddler First Steps and Toddler Second Steps
 - Wipes: 1 box to keep at school for Infants as well as Toddler First and Second steps.
- d. You may bring diapers by the package to leave at school. They will only be used for your child. A notice will go home when you get low. A \$.50 per diaper charge will be billed for diapers supplied by TLC that are not replaced.

24. Initial and ongoing Assessment of Child Development

Children entering into TLCDC will be give an assessment three times per year, usually in September, January and May, using *Ages and Stages Questionnaires®*, *Third Edition (ASQ-3™)*. This assessment requires parent participation by completing questionnaires and returning them to Trinity in a timely manner.

25. Infants

- a. A child is in the infant room from the age of 4 weeks through at least 12. Transition is determined by chronological age, child’s developmental level and space availability in the Toddler 1st Steps room.
- b. The ratio in the infant room is one adult for every four children, with no more than eight children in the classroom.
- c. In this room children are served food brought from home until a child makes the transition to table food. Bottles must arrive at the center already prepared. We do not mix bottles and will not knowingly feed a child diluted formula. Each bottle must be labeled with the child’s name and date. Bottles will be warmed by warm water method. If you wish to breast feed during the day, let us know the approximate time you will arrive so we do not feed your child before you arrive. Baby food will be warmed by warm water method and not in a microwave. Babies will be held during feedings until they can sit up and hold a bottle independently.
- d. Children under one year of age will be put to sleep in an approved crib, on their back with nothing in the crib with them, with the exception of pacifiers. Children will not be put to bed with a blanket or bottle.
- e. Children in the infant room nap, play, and eat on individual schedules.
- f. The infant curriculum is planned to meet the developmental needs of the individual child to include opportunities to build language, social, cognitive, and physical skills as well as meet their individual emotional and spiritual needs.

26. Toddler First Steps

- a. At TLC a child in the Toddler First Steps room must at least be in their 12 month and developmentally ready. They remain in this room until they are at least 24 months of age. Transition is determined by chronological age, child's developmental level and space availability in the Toddler 2nd Steps room.
- b. The ratio for toddler First Steps is one adult for every 7 children, with no more than 14 children in a group.
- c. In this room children are served menu items and are assisted in feeding themselves. Bottles are discouraged but will be permitted during transition into this classroom as needed. Bottles must arrive at the center already prepared. Children must sit down at a table to enjoy their bottle; bottles may not be carried around the classroom. Each bottle must be labeled with child's name and the date.
- d. Children will not be put down for nap with a bottle.
- e. The children in the toddler room nap between 12:30-3:00 PM. However if a child shows the need for rest before this time a mat will be provided to accommodate the child's needs.
- f. The Toddler First Steps curriculum is planned to meet the developmental needs of the individual children and includes opportunities to build language, social, cognitive, physical, and self-help skills.
- g. Sensory experiences such as water and sand play will be offered. Children will start to build beginning writing skills by experiences with crayons, markers and painting. Children will experience literature through short stories and cardboard books that are read to them and available for them to "read". Outside play will be offered each day as well as inside large muscle development activities.

27. Toddler Second Steps

- a. A child in the Toddler Second Steps room must be at least 24 months old. Transition into the Preschool Beginnings Class is determined by chronological age, developmental level, when the child has totally mastered independent toileting skills and space availability in the Preschool Beginnings classroom.
- b. The ratio for Toddler Second Steps is one adult for every 7 children, with no more than 14 children in a group.
- c. In this room children are served menu items and are assisted in feeding themselves. Bottles and pacifiers are not used in this room.
- d. The children in the Toddler Second Steps room nap between 1:00-2:30.
- e. The Toddler Second Steps curriculum is planned to meet the developmental needs of the individual children and includes opportunities to build language, social, cognitive, physical, and self-help skills.
- f. Sensory experiences such as water and sand play will be offered. Children will start to build beginning writing skills by experiences with crayons, markers and painting. Children will experience literature through short stories and cardboard books that are read to them and available for them to "read". Outside play will be offered each day as well as inside large muscle development activities.

28. Pre-School Beginnings

- a. The Preschool Beginnings children are 3 and 4 year olds. Children remain in the Preschool Beginnings class until the September before they enter Kindergarten. The adult/child ratio for preschool children is 1 adult for every 10 children with a total group size up to 20.
- b. The curriculum is based on an “active learning through play” model. The space will be arranged in learning centers that vary with time to include:
 1. Manipulative: Builds math and language skills, develops fine motor control.
 2. Dramatic Play: Encourages social interaction and creative thinking
 3. Art: Develops creative thinking, builds fine motor skills. Children are encouraged to explore the materials and the process rather than focus on the product.
 4. Blocks: Build basic math skills and develop spatial awareness.
 5. Sensory Play: Builds social skills and quantity concepts used in later math.
 6. Language Centers: Builds a love of literature basic concepts of print as communication and listening skills as well as letter recognition.

29. Pre-Kindergarten

- a. Pre-K children are 4 and 5 years old and are entering Kindergarten the next school year.
- b. The adult/child ratio for the Pre-K class is 1:10 with a maximum group size of 17.
- c. The curriculum is based on an “active learning through play” model. The space will be arranged in learning centers much like the centers in Preschool Beginnings with a focus on written language development and creative expression.

30. Camp Trinity

- a. Camp Children attend Kindergarten through 6th grade at a public or private elementary school and attend Trinity when their school is not in session following Edmonds School District Calendars.
- b. The Adult child ratio is 1:15 with a max group size of 30.
- c. Curriculum is an age appropriate mix of child guided activities as well as teacher guided games, projects, crafts, and science.
- d. Field trips are scheduled periodically throughout the year on some non-school days as well as twice weekly in the summer. Advanced registration for summer camp is required.
- e. Before school care and transportation are provided for Lynndale Elementary school students. After school care and transportation is provided for Lynndale Elementary and Seaview Elementary. Before and after school care is provided for other schools with parent transport.

31. Christian Education

- a. We are a Christian child care center. Children enrolled will have experiences involving Bible stories, Christian music and song, prayer (being prayed for and praying themselves), religious significance of holidays, and Christian values. *We strive to show children faith by example and God's love through us. We hope to be able to share all the joy spoken of in 3 John 4: "**I have no greater joy than to know that my children walk in truth.**"*
- b. If a parent/guardian does not want their child to participate in a specific faith based activities please speak with the Director to discuss curriculum alternatives for an individual child.

32. Transportation

Field trips will be arranged for Pre-K and Camp Trinity throughout the year. We have use of church owned vehicles and staff owned vehicles. Advanced notice will be given and permission slips signed at the time of the trips. Children in our before and after school programs are transported in Trinity owned vehicles by a Child Development Center Staff member.

33. Napping Policy

Children in our infant room will nap "on demand" as they show the need for rest and will be allowed to sleep until they wake up naturally. Children between the ages of 1-5 will nap according to our individual class schedules. If a child shows the need for rest before that time a staff member will set up the child's mat for rest. Children who wake up early will be provided with quiet activities until the other children wake up. Our policy is not to wake a sleeping child. However if the parent/guardian finds that a child is not sleeping at night we can be flexible on this policy provided it does not disturb the quiet atmosphere of the room. If a child does not show a need for rest then quiet activities will be provided for the child until nap is over as long as proper ratios can be maintained. We will not physically force a child to lay on a mat or cot, however we will encourage rest by providing a quiet environment and in some cases sit with children and provide comfort.

34. Meals

- a. TLC will provide each child 1-5 years of age with breakfast (served 7-8AM only), lunch, and two snacks each day. Parents/guardians of infants will provide all formula, baby food, and finger foods as is age appropriate. Parent/guardians of school age children provide lunches on non-school days and in the summer. TLC will provide breakfast and snack.
- b. Our menu is posted weekly outside the office and in the classroom; copies can be obtained upon request. If your child has any allergies to any food please indicate. In the event of an allergy the parent/guardian is responsible to supplement the diet as we only serve what is stated on the menu, this also applies to exclusion diets of preference. A doctor's note must be on file if the food combination from the home does not meet USDA guidelines for nutrition.
- c. Children will be offered a balanced diet daily; however, we will not force a child to eat everything served or to take a full serving.
- d. Children will be encouraged to enhance self-help skills by feeding themselves. Children in the Toddler 2nd Steps, Preschool Beginnings and Pre-K rooms will also serve themselves and begin to prepare some items as part of the curriculum.

35. Diapering and Independent toileting skills

- a. Diapers in the Infant room will be checked on an hourly basis. Diapers in Toddler First Steps room will be checked every two hours. Contents of the diaper will be recorded in the child's Brightwheel account.
- b. Parents/guardians are encouraged to bring a pack of diapers to leave at the center and will be sent a reminder note when diapers are low. Diapering surfaces are sterilized between each changing and the care givers hands are washed as well as the child's to prevent to spread of germs. We are required by law to sterilize the diaper changing surface with a solution of bleach and water. The area is then dried with a disposable paper towel. Sometimes a residual is left and can cause discoloration of clothing. Please keep this in mind as you dress your child for child care.
- c. Children will start learning independent toileting skills when the parent/guardian and teacher agree the child is ready to start training. Children will be asked if they have to "potty" and taken every 2 hours or when they request it. No punishment or reprimand will be used when setbacks occur. Potty training will take place in the Toddler Second Steps room.
- d. Teachers in the Toddler Second Steps room will note when children are starting to show signs potty training and ask parents to provide pullups, so the child can start the independent skill of pulling pants up and down. When the child is ready to start "the potty training adventure," we ask that parents provide cloth underwear and plastic pants. Each child will need 5-6 changes of clothes including socks and a pair of shoes. Children may not transition into the Preschool Beginnings classroom until toilet training is complete, including wiping themselves.