

Welcome to Daffodils Preschool

Welcome to Daffodils Preschool. We are excited to have you involved in our community of nurturing, educated caregivers and amazing families who trust us each day to help their child blossom into their fullest potential! In order to establish a professional relationship with you, your family & our staff, we ask you to read & initial each page of this handbook. Then sign the last page of the handbook to acknowledge that you understand and agree to abide by all of Daffodils Preschool's policies and regulations.

The following handbook should answer any of your questions pertaining to the policies and procedures that make Daffodils Preschool the best choice for families and children. We want to ensure that you understand our unique philosophies and are happy with your decision to send your child to be under our care. If you have any questions, please do not hesitate to contact the Center Director via telephone or email.

Mission Statement

Daffodils Preschool and Daycare has a premium curriculum, well-trained teachers, top-of-the-line infrastructure, and the security that every child deserves. At Daffodils, we believe that education and learning are a lifetime journey. Education is not about learning facts but about learning how to think confidently and express creatively without fear. Our centers are designed for developmentally appropriate activities for each age group. To the parent, we offer complete peace of mind that your child is happily occupied, learning well, and is cared for in a professional and secure environment.

Our mission here at Daffodils Preschool & After School Program is to provide a safe and welcoming place where everyone feels accepted and can be their best authentic self. Our program teaches acceptance of all including someone's ethnicity, gender, age, economic status or abilities in a diverse and anti-bias environment. We also provide a personable learning experience that focuses on social emotional and executive functioning skills that children will carry on with them for a lifetime.

Our Philosophy

Here at Daffodils Preschool & After School Program our center's philosophy is "Each one, Teach one". This means that each one of our teachers, teaches and treats each child as if they were their own. Our program stands out for having our focus on training in early childhood development and best practices while using a true emergent curriculum along with a reflective teaching cycle in classrooms that are specific to age groups and overall development.

Vision Statement

To provide a safe and welcoming place where everyone feels accepted and can be their best authentic self. Our program teaches acceptance of all including someone's ethnicity, gender, age, economic status or abilities in a diverse and anti-bias environment. We also provide a personable learning experience that focuses on social emotional and executive functioning skills that children will carry on with them for a lifetime.

Hours of Operation

Monday through Friday - 6:00am until 6:30pm

We are closed for all Federal Holidays and up to 4 In-Service Days per year. Tuition is calculated with these taken into account, and no additional credits are given for Holidays or In-Service closures. If a holiday falls on a week day we will be closed on that day. If it falls on a weekend day we will observe it on the business closest to it. For example if a holiday falls on Saturday we will observe it on Friday. If A holiday falls on Sunday we observe it on Monday.

These dates are announced Annually each year in September during annual registration in our registration packet along with the parent handbook. There will also be A document of these dates posted on our parent board and an online version sent out to parents via bright wheel in September each year.

Application, Admissions, and Enrollment Process

Application for enrollment is accepted without regard to race, religion, gender, or national origin. Only members whose accounts are in good standing will be considered for re-enrollment memberships. The registration packet is completed and submitted with a one-time non-refundable application fee of \$100.00 and can be paid via Check, or through BrightWheel with a credit card or ACH. For online payments A 2.9 % Credit/Debit card fee will apply. For all ACH charges a fee of \$0.90 will apply. The state will cover the cost of registration for families receiving state subsidy. All documents are required to be completed prior to starting at the center. These documents will be reviewed with the center director during family orientation meetings. Students who have not completed their paperwork (even if the tuition has been paid) will not be permitted to begin class. In regards to future visits, Daffodils Preschool will keep all forms and paperwork on file at the facility and still continue to constitute binding obligations for any future visits the child will make to Daffodils Preschool however these agreements will not obligate Daffodils Preschool to continue to provide services and Daffodils Preschool reserves the right to refuse admission to any child for any reason without liability.

No religious doctrines are taught, although we do stress accepted standards of personal integrity and ethical behavior. We honor the traditional values, customs, and celebrations pertaining to the country, and this center is located in e.g. we are located in the U.S.A, so Independence Day, Birthdays, Halloween, Christmas, and Easter would be an example of a holiday we would celebrate & explain in class. These are celebrated with arts, crafts, and music with no reference to religion whatsoever. Anyone not wishing to have their children participate in these activities must notify the Management in advance. The child may not be isolated from the rest of the class during class activities since we adhere to class ratios as per the age groups. The parent has the option to NOT send their child to class however, there is no prorated tuition for classes missed due to this reason.

At the time of enrollment, you will be asked to fill out various forms required for Washington State Licensing. These forms will be kept on file for 5 years. It is the parent's responsibility to ensure that records are updated and with changes in the health history of the child, address & other pertinent information. It is the parent responsibility to list both parents on the registration form. Daffodils must allow both parents to pick up the child unless there is a danger to one's life (in this case the proper authorities will be called) or there is a court binding document prohibiting A parent from having contact with the child or transporting them to/from care.

1. Registration form, which includes the date of the last physical
2. Emergency medical form
3. Signed fee and Payment plan
4. Immunization form
5. IEA
6. Acknowledgement of Receipt of Parent HandBook
7. Emergency contacts
8. USDA income verification form
9. Early Achievers and Child Care Aware permission Slips
10. Camera/Video release
11. Group Care Agreement Form
12. Individual care plans (for those with allergies or special needs or food/other accommodations)

For children who currently are receiving other services outside of our facility or we feel are needing further support in the classroom you will be asked to provide documentation of A diagnosis (if there is one given by a specialist or pediatrician, and asked to sign a release of information for Daffodil's to directly communicate with the other services and A consent form for your family to work directly with our Child Care Aware Mental health specialist to provide the best consistent care for each child. We also want to provide the most support possible to our staff to help support each child to the best of their abilities. By signing off on these services, this allows us to support our staff in supporting the children's needs.

Child Care Subsidy Programs

Families receiving State subsidy or financial subsidy through other programs will be asked to contact the source of funding prior to starting the program. Once registered the child spot will not be saved until we receive a payment authorization from the state or other source of funding. The children may only attend according to the days listed on the authorization. For children to continue to be enrolled they must attend on a regular basis weekly. Children who do not attend on a regular basis will be disenrolled and the state or proper sources may be contacted due to not following the commitment of needing care to be provided. If daffodils receive a notice of end of funding we will notify the parents via right will or verbally at pickup. It is the responsibility of the parent to complete the reverification process to continue to receive subsidy. If for any reason the family is no longer eligible for subsidy or the subsidy agreement is terminated it is the responsibility of the family to continue paying for care out of pocket and provide the adequate two week notice if needing to withdraw. If a family on subsidy needs to withdraw for any reason the two week notice of payment is still required. Depending on pawn circumstances the state or other funding source may pay for the two weeks notice of payment. All subsidy parents are required to pay the copay by the 1st along with any other fees that occurred outside of normal tuition. Please note that Daffodils is in no way responsible for coming up with the parent copay amount and cannot change this. The state or other funding sources may also cover the registration fee upon the time of enrollment and annually.

Signing In/Out Procedures

Parents are required to electronically sign their children in/out on a daily basis using the Bright Wheel App. Parents must sign their full signature per WAC regulations. Children are not permitted to sign themselves in and out of the center. Parents can sign their child in using Bright wheel from their phone using the 4 digit pin or scan the QR code to check them in. Parents may also use the tablet at the parent check in area to enter the 4 digit pin given. Children will only be released to adults authorized on the registration form unless written permission to release that child to another adult is received from the parent or guardian enrolled. Parents can sign their child in using Bright wheel from their phone. They can use the pin or QR code to check them in or the tablet at the parent check in area. Staff members may ask for verification of identity before releasing a child. Staff members will not release a child to anyone who appears to be under the influence of drugs or alcohol. Children will not be released to anyone without proper car seats needed. For Safety purposes only parents and those authorized will be given the code to get into the building past the parent check in area. Parents and those authorized will be given the door code that is not to be shared with anyone other than those authorized to pick up the child. Upon Enrollment, the door code will be sent via bright wheel, given on a piece of paper hand written and told verbally. We will also give 1 form listed above once again as a reminder if it is forgotten. It is the responsibility of the parent to know the code to enter, as a wait time may occur if no one is in the lobby at the

time. As all teachers may be in ratio and may need to wait before anyone is able to leave the classroom.

Age/Groups

Infant 4 weeks - 12 months (4:1 ratio)

Waddles/Toddlers 12 months - 2.5 years (7:1 ratio)

Preschool 2.5 years - 5 years- Kindergarten (10:1 ratio)

School Aged 5 years (and enrolled in Kindergarten) - 13 years (15:1 ratio)

Group Care

As children get older the state child to teacher ratios will begin to get larger. Please keep in mind that behaviors often occur in different settings or environments other than the home and most of the time come with a social context. Many behaviors may occur throughout the day as children experience social emotional skill building such as sharing ability to communicate using words and peer interactions. All children are given active supervision by the teachers in the classroom constantly and our staff will try our best to prevent injuries and accidents from occurring as much as possible. However behaviors may occur due to everyone in the classroom needing support and some children may need more support than others learning to socially interact. Daffodils will not discriminate in any way including separating children from others to prevent them from playing with one another or social behaviors that may occur. Please be aware that information regarding other children will not be discussed and are to be kept confidential.

Your Child's Day

1. Upon arrival at the center, please sign in with your child with your full signature using the Bright Wheel app on your phone or the tablet. If you are unable to sign in electronically please use the sign-in sheet located in the parent check in area next to the tablet. **PLEASE DO NOT INITIAL.**
2. Grab the popsicle stick, from the bin with your child's name on it, located on the small table in the parent area next to the check in tablet. This item should be handed directly to the teacher to ensure that the teacher knows the child is entering our care.
3. Take your child to their classroom, hand your child's teacher their popsicle stick, help your child hang up their jacket, and place any other items in their labeled cubby.
4. Spend a few minutes with your child in their class, this will help them start their day on a positive note and give you a chance to be a part of their morning activity. (Please note: that parents are not permitted to stay past 15 minutes without the proper volunteer

documentation completed)

5. When picking your child up for the day: please remember to sign them out with your full signature using the Bright Wheel app on your phone or the tablet. If you are unable to sign in electronically please use the sign-in sheet located in the parent check in area next to the tablet.
6. Grab your child's popsicle stick from their teacher. This is the best time to engage with the teacher to communicate about your child's day or other questions,
7. Grab your child from their class, gather their belongings from their cubby, check their mailbox for any injury reports, child art, or other forms.
8. Place the popsicle stick in the bin that is labeled with your child's classroom located on the small table in the parent area next to the check in tablet when exiting the building.
9. At our program, we maintain an "Open Door Policy" where parents are welcome and are encouraged to participate in their child's day and provide feedback on their experience.

Parents will be asked to provide essential items to support your child throughout their day. If items are forgotten staff will give 3 reminders via bright wheel. If the items are still not brought in after 3 reminders, the child will not be able to be dropped off without them. It is the parents responsibility to ensure that you check your child's bright wheel account daily for activities and other information.

Drop Off and Pick Up Times:

Families who drop off late or pick up late at any time will be asked to sign A form for documentation and will be given a paper copy if requested.

Drop off- Children can be dropped off anytime between 6 a.m. - 10:00 a.m.. No Drop offs will be allowed after 10:00 a.m. without director approval. Only 1 warning will be given either verbally or written via Bright Wheel messaging/note. Approval may be requested and approved at least 24 hours in advance. Parents may request this on the notice of change in the child's schedule sheet located in the parent lobby or via bright wheel. Approval may only be given by the director and children will not be allowed to drop off without it. With approval the latest drop off time is 11:30 am. Children may not be picked up and dropped off again. This is to ensure that each child is guided into their daily routine and minimize classroom disruptions. Children can only be dropped off and picked up within 30 minutes of their scheduled time without prior director approval following the protocol listed above.

Pick up- Latest pickup time is 6:30 pm. Children are not permitted to stay past 10 hours of care without the correct documentation needed. Late fees are \$1 per minute per child and

will be cash paid to the teacher at the time of pick up for anytime past 6:30 p.m. Late fees not paid at the time of pick up will result in children not being able to drop off the following date without the payment in cash. Payments will not be added to the bright wheel as they are paid directly to the teachers for staying late. There will be 1 warning given via writing either via Bright Wheel or Email from the director and verbally from the staff at pick up. If a child is picked up late after 3 times (This is including the 1 time warning), the child will be disenrolled due to not following policies. Parents will need to notify us by phone only prior to 6:30 pm if you will be picking up late. If a child is picked up late without prior notice from parents, the proper authorities will be called.

Overtime - Anytime over 10 hours will require a work note to keep on file from the parent's employment along with a DSHS authorization for overtime or \$20 per hour per child if private pay.

Door Code - At the time of enrollment parents will be given the door code via brightwheel messaging a communication test will be sent out to each parent during the time of registration to ensure that all messages are received. There will also be an annual communication test done every September to ensure that we are able to communicate with each parent via the Bright wheel app. The door code will be given verbally as a one-time reminder it will also be given the right will messaging and sent in an email to welcome the child prior to their first day. Please ensure that you have the door code as there may be times where a staff member is not in the lobby to let parents in. Without the door code you will need to wait until a staff member is available to step out of the classroom and open the door. Only those authorized to pick up emergency contacts and parents or guardians will be given the door code to enter the building.

Curriculum Development

An Emergent Curriculum helps children acquire the independence and skills needed to succeed as confident learners by allowing children to take part in their own learning and fostering their curiosity of the world. At Daffodils Preschool we believe that children learn through play and that we are here to create a consistent, enriching environment to help them do just that.

The five basic components of the Emergent Curriculum are:

- How Children Develop and Learn
- The Learning Environment
- What Children Learn
- The Teacher's Role
- The Family's Role

Birthday Celebrations

We love birthday celebrations! We ask parents to bring in whatever they desire, be it goodie bags, toys, etc. for the particular number of classmates in their child's class. That number can be provided to the parents during the month of the student's birthday. We ask that parents only bring any candy or foods that have been prepackaged and do not include nuts. Birthdays are celebrated at 2:30 pm snack, with bringing the child on stage and singing to them as a class. No candles will be lit or blown out in class due to safety purposes.

Videotaping & Recording

The Responsible parties acknowledge and agree that students attending Daffodils Preschool programs & curriculums will be videotaped, recorded or audiotaped, filmed, photographed, and/or during classroom activities, and other school events. We use these for self reflection for the teachers, through our Early Achievers program. This is also part of our Leadership Development and Drama Classes. The clips are generally edited and uploaded via YouTube, to our website, Facebook, and other social media sites. The responsible parties hereby agree, acknowledge and authorize Daffodils Preschool to use any results of the student(s) in advertising, promotional materials, or otherwise without compensation. It is understood that no compensation or promise of compensation will be paid to any parties or the student by Daffodils Preschool or other third parties with respect to the use of such images or recordings.

Daffodils Preschool does have video camera recording, for safety purposes. These recordings are during all hours of operation and are not to be shared with anyone other than management. A video screen of the camera footage is shown in the lobby. These recordings are not made available to parents other than for safety instances.

Food

All children attending during the following times are served

Breakfast from 8:30 a.m - 9:00 a.m.

Lunch 11:30 a.m. - 12:00 p.m.

Afternoon snack 2:30 p.m. - 3:00 p.m.

Late PM snack 5:30 p.m. - 6:00 p.m.

The food served is both nutritious and appealing. All meals conform to the USDA guidelines. Meals and snacks supplied by parents must meet the meal and snack pattern specified in the

minimum licensing requirements. For those enrolled in Before and After School children may be dropped off up to 30 minutes prior to school starting to attend breakfast at the school. No outside food is allowed. Please remember that we are A nut free facility. If your child has a food allergy or has a religious food preference, Daffodils Preschool requires a signed note from your healthcare provider along with the list of foods your child cannot consume. For dietary restrictions due to religion, it is the parent's responsibility to notify the appropriate staff members and provide an adequate meal replacement if Daffodil's is unable to supplement the component (fitting USDA guidelines). Weekly menus can be found posted in the lobby on the menu board. Upon request, Daffodils Preschool offers alternative milk options as well for those with allergies. Parents will be asked to complete special care plans, and fill out the required paperwork for alternative milk or food options for allergies and preferences. Please inquire about the details of this with the Center's Director. All child information will be put into Bright Wheel including allergies. All staff are trained on allergies as children enrolled and annually each year. Staff will look at the allergy lists posted in each classroom before serving meals.

Daily Nutrition

Our childcare center participates in the child and adult care food program (CACFP), a federal program that provides healthy meals and snacks to children receiving daycare. The primary goal of the CACFP is to improve the health and nutrition of children in the program, which includes promoting good eating habits and nutrition education.

All meals served in our facility conform to the USDA guidelines and are nutritious and appealing. Our 16-week rotating menu provides a variety of foods and includes on site preparation of breakfast, lunch, mid-day snack and an afternoon snack. Menus are also available in our lobby for review.

Sample Menu & Meal Schedule:

<p><u>Breakfast</u> 8:30-9:00 am</p>	<ul style="list-style-type: none"> ● Scrambled Eggs w/Cheese ● Buttered Toast ● Fresh Fruit ● Milk/Water
<p><u>Lunch</u> 11:30am</p>	<ul style="list-style-type: none"> ● Turkey & Cheese Sandwich on whole wheat bread ● Green Beans ● Milk/Water

<p>PM Snack 2:30pm</p>	<ul style="list-style-type: none"> ● Pita Bread ● Hummus Dip ● Milk/Water
<p>Late Snack 5:30pm</p>	<ul style="list-style-type: none"> ● Apple Slices ● String Cheese ● Milk/Water

Infant Program

Our infant program has a fluctuating schedule that is based on each individual infant's demands and needs. We request that you provide the following items for your infant:

- Bottles with Lids (pre-made and labeled with the child's full name and date and content Breast Milk/Formula) *Please note that we are unable to save/re-serve bottles after 1 hour of it being warmed. Please ensure that you bring enough bottles for 1 full day. If for any reason the child runs out of bottles for the day, parents will be called to bring another one or pick the child up from care.
- Cereal and jar foods (if needed)
- Two changes of clothing
- Diapers and Wipes (diaper cream and sunscreen is also highly recommended and can be brought in with the forms to complete)
- Jackets
- Shoes with backs(if needed for those learning to stand/walk)
- Pacifiers/comfort items

Your infant will be changed every 2-3 hours, so please plan to bring enough diapers and wipes either on a weekly basis. Children average 25-35 diapers per week. Only teachers are permitted to change diapers or feed children in the classroom due to Washington state hiring requirements. At the time of registration, each parent will be given an infant information sheet, which will provide the caregiver with important information such as typical feeding and nap times and any other special requirements that they may have. Additionally, each infant will have a daily activity sheet that is required to be filled out by the parent each morning at drop off. This sheet will also be filled out by the teacher to show how long they slept, diapering times, and feeding times including the amount of food consumed. There is also a space for comments noting events that happened throughout the day. This sheet will be kept on file at the center and will also be put in the Bright Wheel for parents to view. Please be sure to make a plan for children transitioning to table food items as allergic reactions may occur. Children experiencing such symptoms will be sent home to

be seen by a doctor.

Each infant has their own crib and their bedding is washed weekly or more if needed. Toys are disinfected daily and kept separated between babies to avoid cross-contamination. Children are not allowed to sleep with items other than A sheet in the cribs. Children who fall asleep will be transitioned into the cribs. It is advised Parents co sleeping at home to begin this transition for consistency of Care for the child. Our infants nurse consultant will also have monthly visits to our program as required by Washington state guidelines. They will assist in providing advice on each child's transition to the water room. This will ensure that every child is meeting their developmental milestones for their age and are preparing them for a smooth transition to a higher ratio classroom.

At around 10 months parents will begin receiving transition information for the transition from the infant room to the waddler room. This information will be given via a transition letter, a welcome letter from the infant room, and a list of milestones for infants moving up. During this transition to the water room infants will begin transitioning to eating times similar to the ones in the older classrooms. They will also begin learning to walk or stand with shoes on, moving off of bottles, and transitioning to table food.

Waddler and Toddler Program

Waddles and Toddlers have a schedule and planned play based activities throughout the day. Please note that these activities are emergent and based on the children and their interests. These activities may be subject to change. These activities are focused on positive social interaction through play, learning shapes, colors, art, dramatic play, sensory, etc. There is a daily schedule posted in each room along with the weekly Emergent Curriculum posted on Bright Wheel. The curriculum will detail the planned activities for the day and the week. Waddler and Toddler rooms are structured to focus on large and small motor activities, sensory, reading/language, and social emotional focuses. Please dress your child appropriately for Northwest weather. Weather permitting unless the weather is in extreme conditions: the classes will go outside twice each day. During the colder months, please supply gloves and a warm jacket with a hood or a hat along with A raincoat or poncho (Tuffo's found on Amazon are a great buy!) and Rubber boots or extra rain shoes. Please note that children Will go outside rain or shine according to Washington state child care guidelines. Unless The weather is extreme or hazardous to children. Requests For children to be kept inside due to illness will not be considered Due to child ratios. During the warmer months, we will request that each parent complete a sunblock authorization form for those who want their child to have sun-block protection.

During this age many children will experience teething up until the age of three. Although it is not socially acceptable some children may experience developmentally appropriate biting as a result of

teething or the inability to communicate using words at such a young age. Our teachers and program will try our very best to prevent biting by all means possible including rearranging the environment, shadowing children and coaching through tough interactions. Our hope is to prevent biting as much as possible however we do understand that behaviors including biting will occur at a more frequent rate during this age group. If biting occurs we will begin meeting with parents to discuss a safety plan and possible solutions. Children are not usually disenrolled due to biting as it is a behavior that can be prevented and supported most of the time. However if a child bites three or more times in a day they may be sent home for safety reasons and asked to return the following day.

Each classroom is organized by interest areas that include:

- **"Constructive Building Center"** contains various block sets, trucks, and animals. ·
"Living Experience Center" with dolls, dress-up clothing, play animals, baby props, a kitchen unit with play dishes, purses, hats, etc.
- **"Reading and Group Sharing Center"** with a comfortable area for the children to gather and have access to a variety of age-appropriate books
- **"Calm down Cozy Area"** for children to learn how to take space or learn to self regulate on their own time.
- **"Creative Arts Center"** with a dedicated wall for art projects to be displayed so your child can share their creativity.
- **"Fine Motor/Math and Science/Science Areas"** with a variety of materials for each domain

Waddlers and Toddlers are served "family style" with table foods and whole milk. Bottles are not permitted in the classroom as this is a higher ratio, group care setting and teachers are unable to provide the one on one support that bottle feeding requires during meal times to multiple children at once. Transitions in the waddler room from bottles to no bottles will be taken on a case by case basis with advice from the infant nurse health consultant and the director as accommodations may need to be required.

We ask that you provide your child with the following items:

- Two Changes of Clothes (Onesies are not permitted in this classroom as it can be hard to change multiple children with them at one time)
- Crib size sheet and blanket to place on their mats during rest time (to be taken home and laundered weekly on Fridays)
- Diapers and Wipes (diaper cream and sunscreen is also highly recommended and can be brought in with the forms to complete)

- Jackets
- Shoes with backs
- hat and gloves hat and gloves
- Tuffo or rain suit/ponchos
- Rain boots or extra rain shoes
- Water Bottle (To be taken home and washed daily)
- Pacifiers/comfort items

Please ensure that all of your child's items are labeled with their first name and last initial. Any items unlabeled will be placed in the lost and found if we are unsure whoIt belongs to. Teachers will also label any items unlabelled with a sharpie if needed.

Parents are responsible for taking their child's blanket and sheet home for laundering at the end of each week. Sheets that have a strong odor will be sent home in a bag to be rewashed And will not be used. Childrenthat do not have a sheet will be given an extra sheet loaned by daffodils.Children that come in without a sheet consistently will be asked to bring a sheet in order to drop off. Parents that do not provide any of the necessary items listed above will be asked to bring the items with them in order to drop off.

Your infant will be changed every 2-3 hours, so please plan to bring enough diapers and wipes either on a weekly basis. Children average 25-35 diapers per week. Please ensure your child's diaper is clean and the child is fully charged and ready for the day when dropping off. Only teachers are permitted to change diapers or feed children in the classroom due to Washington state hiring requirements. When your child is ready to start potty training, you will receive a copy of your child's potty training plan with a list of potty training milestones that your child has completed or still needs to work on to successfully achieve the potty training milestones. Please note that we will not force children to sit on the potty if they do not want to. We will also not provide any food or tangible rewards as a system for potty training. This includes sticker charts. We will assist you in any way we can before and after your child's potty training weekend. Please ensure that this form is filled out and returned to help your child's teacher successfully support your child in both environments for potty training. For health reasons bottles are not given in the Waddler and Toddlers classrooms and pacifiers are used only at naptime. Please see your child's teacher or the center director to discuss transitioning off of a pacifier.

Preschool & Pre-k Program

The Preschool program focuses on a weekly emergent curriculum and a daily schedule of activities. The curriculum is posted on the Bright Wheel parent app. The activities include music, circle time, larger motor, sensory/science projects, art, etc. These activities are play based and are a combination of both teacher led and child led activities. Please keep in mind

that these are emergent which is based on the children's interest and development and all activities are subject to change. Each Teacher and child practice good hygiene by washing hands before meals, after using the restroom, after outside play, and other projects.

Please dress your child appropriately for Northwest weather. Weather permitting unless the weather is in extreme conditions: the classes will go outside twice each day. During the colder months, please supply gloves and a warm jacket with a hood or a hat along with A raincoat or poncho (Tuffo's found on Amazon are a great buy!) and Rubber boots or extra rain shoes. Please note that children Will go outside rain or shine according to Washington state child care guidelines. Unless The weather is extreme or hazardous to children. Requests For children to be kept inside due to illness will not be considered Due to child ratios. During the warmer months, We will request that each parent complete a sun-block authorization form for those who want their child to have sun-block protection.

Please label all of your child's personal possessions in permanent black marker so that we may keep track of their belongings. Any items unlabeled will be placed in the lost and found if we are unsure whoIt belongs to. Teachers will also label any items unlabelled with a sharpie if needed.

We ask that you provide the following items for your child:

- Two Changes of Clothes
- Crib size sheet and blanket to place on their mats during rest time (to be taken home and laundered weekly on Fridays)
- Diapers and Wipes if your child still needs them (including at nap time) (diaper cream and sunscreen is also highly recommended and can be brought in with the forms to complete)
- Jackets
- Shoes with backs
- Hat and gloves hat and gloves
- Tuffo or rain suit/ponchos
- Rain boots or extra rain shoes
- Water Bottle (To be taken home and washed daily)
- Comfort items (Pacifiers are not allowed in this room for safety purposes)

Parents are responsible for taking their child's blanket and sheet home for laundering at the end of each week. Sheets that have a strong odor will be sent home in a bag to be rewashed And will not be used. Children that do not have a sheet will be given an extra sheet loaned by daffodils. Children that come in without a sheet consistently will be asked to bring a sheet in order to drop off. Parents that do not provide any of the necessary items listed above will be asked to bring the items with them in order to drop off.

School Age Program

Daffodils Preschool offers before and/or after-school care for your school-age child. We provide transportation to several local area elementary schools. Please ask the center if your child's school is included on our transportation route. Every year in September daffodils will send a list of the schools we will be transporting to that year along with information of when children will need to arrive for before school transportation and when children will return from after school transportation. This information will also include where children should stand for pick up at each school. This information will be sent out via brightwell and on paper.

Each school-age parent needs to sign their child in and out. The children are not allowed to sign themselves in/out per WAC guidelines. Before school, your child will be provided with a delicious and nutritious breakfast. Children may also be dropped off 30 minutes prior to school starting to receive free breakfast at the school. Please bring your child to the center dressed and fully ready to attend school. After school, the children receive a snack and then have homework time if applicable. Please note that no outside food is allowed and children will not be allowed to eat food from home during our care. Our school-age children are offered many age-appropriate activities based on the emergent curriculum prepared by the classroom teacher. No outside toys or materials, including electronics are allowed. Phones will need to be handed to the teacher when getting on the van and given to the director when arriving at our facility. This is for liability reasons. Laptops for school may only be used for school purposes or homework. No video games will be allowed. It is asked that parents provide some form of documentation to what homework is required of each child and what educational websites the child should be using for school or homework. Classroom meetings and making new friends help the children build the social skills that will help carry them successfully through adulthood. We understand that children are still learning and developing at this time and we will try our best to accommodate and support the needs of each child. If we feel that further behavior support is necessary for physical or verbal violence or defiance we will begin parent meetings and require that parents consent to the support services of our child care wear mental health specialist. If we are further unable to provide the support necessary for that child will be disenrolled. During the many school year breaks and summer breaks, Daffodils Preschool offers a multitude of organized well-staffed field trips. Summer camp will run from the end of June through the first week of September. Tuition for these months will increase as parents are provided a full 10-hour day worth of care with fun-filled curriculum activities and field trips. The cost for field trips will be charged additionally with the tuition. All children must be able to change their own clothing without the help of an adult.

Toys

Toys can contribute to the spread of germs among children. This can lead to potential illness in any childcare center. At Daffodils Preschool, we wash all of our toys and disinfect them EVERY night

to try to avoid the spread of germs and illness. Children are allowed to bring their favorite toys for show and tell on Wednesday of each week, but we do not allow any armament toys (i.e. toy guns or knives). Toys should not be electronics or anything offensive to other cultures. Animals will not be allowed in the building. Toys can get lost very easily so please label them. Other than show and share toys will not be allowed and are asked to be kept at home. Daffodils Preschool IS NOT RESPONSIBLE for any lost or damaged toys.

Medical Policy

Staff will conduct a daily visual health check of the children when they arrive. If your child has any injuries or important information for us to know concerning home please tell us at the time of drop off. Upon checking in using the bright little app you will also be asked to complete a daily temperature check along with other health screening questions for any communicable diseases. It is required that we have documentation of appropriate immunizations for each child and any information regarding major health problems that the child may have. This includes information and documentation regarding children's exempt forms. Without these forms children will not be permitted to start. This includes children that may be past due on immunizations and have not completed a makeup plan or have exceeded the grace period. Each child entering the center will need to have had a physical examination sometime during the year prior to enrollment and every year thereafter. At all times, the parents and family physician will be the primary caretakers of your child's health. At the time of registration, each parent will review the Daffodils Preschool Health Policy.

Medical Emergencies

If there is a life-threatening emergency 911 will be called first and then the parent. If the parent cannot be reached the emergency contact will be reached. Parents are not allowed to forward a call to voicemail or the proper authorities will be called if no one is available to reach. All illness and medical emergencies will be recorded in the child's file and a report filled out. For major emergencies, a copy of the injury/incident report will be sent to the State Licensing Office.

Every staff member is certified in CPR/First Aid and HIV/BBP training. In the unlikely event, your child is injured, through no fault of Daffodils Preschool, the parents/legal guardian's insurance will be primary. Daffodils Preschool insurance will be secondary. For all minor injuries, an accident/injury report will be filled out by a staff member, signed by the parent to acknowledge the incident, and kept in the child's file. An original copy of the injury report for the parent to be signed can be found in the child's classroom mailbox located next to the parent board. If a parent would like a copy of it they may request it after signing the original copy. This information will also be posted on the brightwill parent engagement app along with a picture of the incident. If for some reason the parent is unable to sign the incident report the

bright wheel app will serve as a form of documentation for the incident.

Hospitals Used for Emergencies:

Lynnwood

Stevens Memorial Hospital

21607 76th Ave. W.

Edmonds, WA 98026

425.640.4000

Illness

Parents will be notified in the event of a serious illness or injury. If this attempt is unsuccessful, 911 will be called or the child will be transported to the emergency room.

If your child is feeling ill they will be isolated from the rest of the children, their temperature taken and parents notified. Parents will be notified via brightwheel messaging and telephone. If the parent cannot be reached the emergency contact will be reached. Parents are not allowed to forward a call to voicemail or the proper authorities will be called if no one is available to reach. If your child exhibits any of the following symptoms you will be required to pick your child up, at this time if applicable the child's siblings will need to be picked up as well within 1.5 hours; a fever of 100.00 F or higher, vomiting, drainage from the eye, a rash, being too sick or trying to participate in daily activities, has lice or nits or has had diarrhea twice. This is to ensure the other children's safety. If this does happen, children must be picked up within 2 hours or a reasonably agreed-upon amount of time. Children cannot be returned to our facility for 24 hours after the illness is no longer apparent. The child will not be allowed to return the next day. If you cannot be reached, we will call the alternative contact person listed on the registration form. Illnesses will be documented via paper and on Bright Wheel and kept on file. Siblings or children living in the same household will be unable to attend along with the child until the necessary documentation is provided along with the child's return.

All communicable diseases will be reported to the local Health Department and the parents will be notified so that appropriate action can be taken. To ensure the safety of everyone at our center, Daffodils Preschool staff adheres to this same illness policy and prevention and next step recommendations given by the local DOH. A doctor's note is required for every child to return to care if they are sent home for any symptoms of illness along with a negative covid test result if children are showing any symptoms of covid-19. No credits or refunds are given for absences or illnesses of any kind. If Daffodils Preschool has to close for any reason due to communicable diseases of any kind, no credits, discounts or refunds will be given.

Fever 100 degrees and higher ~ this includes the night before/morning of daycare ~ No fever for 24 hours without taking fever-reducing medication. If you had to give your child medicine the night before then that still means they cannot come to daycare the next morning. Children with a fever due to teething and allergies will be sent home as well.

Rash or Allergic Reaction~ unexplained rash ~ Consult a doctor. We require a note stating your child is not contagious before returning to school.

Vomiting or/and Diarrhea ~ All symptoms must be gone and the child must have no Vomiting or Diarrhea for 48 hours before returning to school.

Strep Throat ~ Consult doctor/Need a note to return to school. A child must be on antibiotics for 48 hours and be fever free before returning to school.

Flu/Bronchitis/Pneumonia ~ Consult doctor/Need a note stating it is ok to come back to daycare. This usually takes about 2-3 days before they can come back. Must be on antibiotics and have no fever for at least 48 hours without taking fever-reducing medication.

Covid- 19 ~ If able to mask (3+) below quarantine for 5 days then return with A mask on for 5 days. If unable to mask (below the age of 3) quarantine for 10 days before returning to care. Consult doctor for test results/Need a note or a negative covid test before returning.

Ear Infection ~ Consult doctor/Need a note. The child must be on antibiotics and have no fever for 48 hours before returning.

Conjunctivitis/Pink Eye (red or pink eyes with yellow discharge) ~ Consult a doctor. Children will be required to stay home until the eyes are clear, free from discharge, and dry. This may take 3-5 days while using Antibiotics.

Head Lice ~ usually takes 24 hours to treat head and house. When all nits and eggs have been removed and the child is cleared by the center Director the child may return to school.

*If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made. Children may not be sent on medication to avoid being sent home. Children with infectious illnesses cannot attend.

Child Abuse Reporting Requirement

It is required by Washington State Law and Licensing requirements to report immediately to the Police or Child Protective Services any instance when there is reason to suspect the occurrence of physical or emotional abuse, child neglect, or exploitation. We may notify the parents when police or CPS have been called unless we are advised otherwise by CPS or the Police. We will not discuss the topic without authorities present.

Procedures for Medication

If your child requires medication administered to them while in our care, please notify the Director. All medications will be given to administrative staff with a doctor's note at the time your child is dropped off. Children may not give their medication to center staff, transfer of all medications must occur between a qualified staff member and the guardian of the child. A daily record is kept that indicates all medication administration times, dosages, and administering staff members' signatures. Medication will be stored in either the center's refrigerator or the First Aid/Medication Box in the director's office.

Please provide:

A signed note from the doctor listing medication dosage and times to be given. A bottle from the pharmacy labeled with the child's name, dosage and time to be given may be substituted for the doctor's note. If you ask your pharmacist, they will usually provide a small bottle for school dosage.

- A signed note from the parent/guardian asking school staff to give the medication, stating the time of the in-school dose, name of the medication, and duration time to be administered. For non-prescription drugs, (Tylenol, non-prescription pain reliever/fever reducers, etc.) we require a note from the physician if no written instructions for the child's age, weight, or height are indicated. This rule also applies to sunscreen for children under 6 months of age. All medications must have their original box with complete instructions.

It is Daffodils Preschool policy not to administer or supervise the self-administration of medications to students under any circumstances and we recommend that parents and physicians schedule medications so students do not have to take medications during the school hours at our center. Parents must notify the school if they or their children contract a communicable disease such as chickenpox, hepatitis, measles, head lice, etc. The center will notify the parents if the child has been exposed to a communicable disease at the center. In the event that Daffodils Preschool and the parent of a child agree to administer medication, the parent/guardian must sign the Parent Consent for Administration of Medications and Medication Chart (LIC 9221) and/or the Nebulizer Care Consent/Verification for Child Care Facilities (LIC 9166). Thereafter, a qualified staff member must adhere to the medication administration requirements and schedule set forth by the parent/guardian and physician and document each time that they administer medication to the child on the LIC 9221 form.

Name of Parent/Guardian Signature

Date

Name of Parent/Guardian Signature

Date

Fire Drills

Monthly fire drills are held to acquaint your child with the emergency procedures. The center is equipped with a fire alarm system that is tested and serviced annually.

Crisis/Disaster Response

In the event of an emergency, Daffodils Preschool and the employees have been trained on how to respond to disaster/crisis situations. Upon enrollment, you will be required to pay a \$10.00 fee for disaster supplies kept onsite. A copy of the full handbook is available on our website at "DAFFODILS PRESCHOOL WEBSITE" or in our parent check in area. Below is a brief description of the steps we take in common emergency situations. No refunds, credits or discounts will be given for closures.

Communicable Disease Closures or Closures due to Staff Shortage

Parents will be notified via Bright Wheel as soon as it is finalized. This will be as close to opening times as possible. If needed those determined to be exposed will be contacted by the local DOH.

Storms and Snow: Director will determine prior to opening hours, whether or not to open the center; families will be notified on the answering machine if the center will be open. If the childcare must close during hours of operation because of snow or storm the director will notify parents by Bright Wheel.

Power Outage: All parents will be notified by telephone and Bright Wheel if the power outage is prolonged for more than 3 hours. The Center will not open if power is lost prior to opening.

Evacuation Site: The pre-designated location in Beverly Elementary Lynnwood.

Out Of Area Contact: Raj Subbu, 408.401.8171

Behavior Management Policy

The staff at Daffodils Preschool have been trained to use a variety of indirect and direct positive guidance techniques including redirection. Teachers praise children's positive behavior and always suggest alternatives to unacceptable behavior. We focus on avoiding problems before they happen

and strongly encourage problem-solving techniques for children. However, once in a while a child has an overbearing sense of emotions. In these circumstances, we will use a verbal redirection. This will be done in a positive manner supportive of the child's emotions. In the event that a child becomes physical (hitting, kicking) the child will be gently restrained (held back). Any form of corporal punishment is not permitted on the premises (shaking, spanking, etc.,) by anyone, including the parents. In the event of an extreme behavior management problem, the appropriate steps will be taken to work specifically on these problems. If a child's behavior appears excessively overbearing, we may require the parent to pick up the child. This is only done after many attempts of redirection and guiding the child in a positive and appropriate direction are unsuccessful. Behaviors that occur at the injury of others will be documented on an incident report for the parent to sign at pick up. Other behaviors will be documented and communicated with parents at pick up verbally. Teachers are taught to use the following 5 steps to respond to challenging behaviors:

1. Validation of the child's feelings
2. Set the limit - name our center rule that this behavior does not align with
3. Offer choices- Redirect behavior or offer problem solving solutions
4. Allow time for space- Offer the child a place to calm down or take space if they would like
- we will not force children
5. Debrief- discuss the situation and offer tips to prevent or problem solve

Children that are needing further behavior support will be asked to sign a consent form to work with our child care aware mental health specialist to provide additional support to the center and the family. Upon further evaluation additional weekly or bi weekly parent meetings may need to be scheduled to create or evaluate the child's behavioral plan. Along with release of information for Daffodils to consult with services being provided to the child outside of care and documentation from A physician may be required to continue care. If at any time A child draws blood more than 3 times in one day due to behavioral challenges, the parent will be notified to pick up the child from care and A parent meeting may be needed to create A behavioral plan to continue care. If we feel that we can no longer support the child here or are not receiving parent involvement in trying to support the child here at Daffodil's we have the right to disenroll at any time without notice in writing.

Religion

Daffodils Preschool is not affiliated with any religious organizations. Some of our monthly themes may be based on certain holidays. We only include the characters that are associated with these holidays and any and all religious aspects are not involved (i.e., we may color eggs and have an egg hunt during Easter week). We have absolute respect for each individual's religious and cultural preference. For this reason Daffodils does not participate in Disney or Television cartoon characters.

Holidays/Early Closures

There are no tuition deductions for the following holidays or early closures for planning as tuition is calculated with these already taken into account. If one of the following holidays falls on a Saturday, we will be closed on Friday. If a holiday falls on a Sunday, we will be closed the following Monday. If an early closure for planning falls on a holiday it will be held on Friday before.

- New Years
- Juneteenth
- Indigenous People Day/Columbus Day
- President's Day
- Christmas Eve
- Labor Day
- Christmas Day
- Memorial Day
- Independence Day
- Thanksgiving & Day after
- MLK Day
- Veterans Day
- Quarterly Staff In-Service Days

Extra-Curricular Activities/Field Trips

Transportation for field trips will be provided by the Daffodils Preschool van, Children typically begin participation in field trip outings in the preschool classroom. Previous field trips have included visits to a local pumpkin patch, Park, Woodland Park Zoo, Wild Waves, Bailard Locks, and the Seattle Aquarium. Every safety precaution is observed during any off-site trips. There is a first-aid kit available at all times along with emergency contact information. Each child is accounted for with an attendance list Off/On the bus and throughout the activity. When off site Staff and Management can be reached via bright wheel or telephone.

All of our drivers are current with CPR, First Aid, Washington State driver's licenses, and medical and liability insurance. All children attending a field trip must have written parent permission on file. Parents are notified at least one week in advance of any upcoming field trip as well as any related additional costs. Parents may be asked to volunteer in this case, the necessary documents

will need to be completed prior to the week of the field trip. Failure to turn in the permission slip along with the cost needed may result in the child not being able to go on the field trip. In this case the child may be put in another classroom or asked to be picked up if all classrooms are at maximum capacity. Daffodils Preschool also offers a variety of on-site-extra-curricular activities that may be an additional charge to the regularly scheduled tuition fees. Classes previously offered at the center have included computer lessons, pony portraits, exercise and swimming classes, and a tumbling gym. These may be provided by staff in house or from A partnering vendor. Parents will be notified via Bright Wheel and with a flyer in our lobby about extracurricular activities offered.

Parent Engagement

At Daffodils Preschool we want to ensure that parents receive ample information on all areas of their child's development while in our care. We do this by providing parents with access to an online application called Bright Wheel. This application is available on iPhones/Androids and online. Bright Wheel is an intuitive and all-inclusive app that documents your child's day. This includes, but is not limited to meals, classroom activities, toileting, and education as well as parent communication. There will be a monthly center newsletter sent out via Bright Wheel as well as notes if your child needs anything such as extra clothes, diapers, etc. It is the parents responsibility upon enrollment to ensure that they are signed up with the Bright Wheel app downloaded on their phone and all notification settings turned on to receive the multiple push notifications.

We will conduct quarterly assessments and semi-annual screenings for each child using the ASQ-3 and ASQ-SE screening tools. The initial developmental screening will be given within the first 45 days of the child's start date. Screenings will then be given in September and again in March every year. Parents will be asked to fill out an at home screening and return it to Daffodils to ensure we have an overall view of the child's development both at home and at school.

At Daffodils Preschool we have an open-door policy and invite parents into our classrooms to not only volunteer and/or observe but to participate in our scheduled center-wide curriculum based weekly activities. Please note that drop off times may not exceed 15 minutes without the required volunteer paperwork completed. Curriculum is created by the Lead Teachers and posted in each classroom & on procare weekly.

Daffodils holds two Curriculum Nights one in October and one in April to provide parents with the opportunity to talk with our teachers about your child's progress and developmental screenings, meet our staff and other parents. At Parents Night we encourage parents to visit not only their child's current classroom and teachers, but to also look at the next classroom your child will transition into. Along with these events, Daffodils will also host a variety of parent involvement events and activities throughout the year that families are encouraged to participate in.

Parents are also welcome to schedule a meeting with our teachers and management at any time to get

a more in depth look at their child's development. Additionally, we update our website regularly and send out a Parent Newsletter with information about curriculum, events, and center monthly.

Communication regarding concerns, your child's classrooms, behaviors, billing or complaints should be emailed to the director at wa.daffodils@gmail.com or messaging the Admin via bright wheel. We encourage open and honest feedback here at Daffodils, please feel free to share this with the center director.

Screenings and Assessments

We will conduct quarterly assessments and semi-annual screenings for each child using the ASQ-3 and ASQ-SE screening tools. This will be used along with the CDC milestones checklist for each age. The initial developmental screening will be given within the first 45 days of the child's start date. Screenings will then be given in September and again in March every year. Parents will be asked to fill out an at home screening and return it to Daffodils to ensure we have an overall view of the child's development both at home and at school.

Child observations will be recorded each quarter with quarterly milestone progress reports/portfolios given to parents at the end of each quarter. Daffodils holds two Curriculum Nights one in October and one in April to provide parents with the opportunity to talk with our teachers about your child's progress and developmental screenings, meet our staff and other parents. Daffodils will also hold 2 parent conferences per year 1 via telephone and the other in person or via zoom.

Transitions

1. Entering Care

It is very common for young children to experience separation anxiety when entering a new environment. During this transition into care, bringing comforting items such as a family picture or an item that smells like the family, may be helpful to help calm the child. Families will be also asked to fill out a getting to know you sheet that provides the program with background information for your child including their culture, favorite activities, and food information. Teachers may also ask that families complete an all about me family poster for their child.

2. Classroom to Classroom

Parents will receive a transition letter in their child's classroom mailbox 1 month prior to the child transitioning to the next class. Along with the transition letter the parents will receive a welcome letter from the child's next class along with A list of milestones that should be reached by the time they move to the next classroom and what they will be learning in the following classroom. Along with these forms will be given a transition plan for children to transition over the course of a month, to get to know their new caregiver and feel comfortable in their new classroom. Parents can share concerns or comments regarding their child's transition on the transition letter to be signed

and returned to management. Parents are also welcome to speak with the director or the child's teacher regarding their transition. Children transitioning from the infant room to the waddler room will also seek advice from the nurse health consultant to ensure a smooth and successful transition. Our program may provide resources to help with this big transition into a larger group care.

3. Transition to Kindergarten

Each year before transitioning to kindergarten, Daffodils Preschool will provide a kindergarten readiness checklist for parents to complete and return in September and in June of each year. This will provide the teachers with enough information to support them and get them ready for kindergarten through an emergent curriculum over the course of a year in the Pre-K classroom. Each summer Daffodils will hold a Pre-K graduation in August to celebrate the children moving into kindergarten. Daffodils staff will help support this transition and assist in any way we can, By partnering with both parents and the school district.

4. Transitioning out of the program- Withdrawal

Families may choose to withdraw at any time, if they no longer feel the Daffodils Preschool is a good fit. We do require a two-week written notice in advance. Parents must notify this to the director via email. There is also a two-week notice of payments required. Families that choose to withdraw must pay their remaining balance or it will be charged and forwarded to collections if unpaid.

Furthermore, parents will be required to communicate with all staff respectfully without any intimidation, foul language or aggressive verbal or non verbal communication. Parents that do not adhere to our policy or are not providing respectful communications will be asked to leave the facility and the child will be disenrolled. Daffodils reserve the right to terminate care for any reason with or without prior notice or explanation.

Tuition Information

Current Tuition prices and information are included in this packet. Tuition will increase annually each year in September. Daffodils requires a yearly registration fee of \$100 per child or \$150 for two or more children along with an updated registration packet and an annual parent survey to be completed each year in September. Tuition prices are calculated with holidays and closures taken into account. There are no credits given for absences or closures of any kind. Tuition is due all on the first or half on the 1st and half on the 15th depending on what parents choose at the time of signing the tuition contract. If for any reason the payment schedule needs to change a new tuition contract will need to be filled out and completed. All parents are required to pay using brightwheel via autopay or via check. Parents are given a 2 days grace period. If payments are not received no

later than the 3rd and 17th of each month, parents will be notified via bright wheel or email and will not be allowed to drop off without A payment. Parents will be charged a \$5 late fee per day if tuition is not paid on time. Tuition can be paid either via check or credit card. Credit card and ACH transactions can be made via the brightwill app. For all ACH transactions a \$0.90 fee will apply for all credit card or debit card transactions a fee of 2.9% will be applied. No cash or money orders will be accepted. Families with a past due account balance of one month's tuition or larger will be asked to complete a payment plan contract if for any reason this contract is not followed or completed the child will be disenrolled due to non-payment and the amount will be forwarded to collections. For liability reasons, payments made via check should never be handed to a staff member and parents are asked to place it in the silver lock box labeled "Tuition Payments" located in the parent lobby. If checks are deposited and a family's check is returned due to unavailable funds or any other reason, a \$25 fee will be applied to the child's account and the child will not be able to return until the full tuition amount is paid. If a check is unable to be deposited two times or more due to insufficient funds the family will be asked to use card payments only. Families experiencing trouble using the bright world payment system should reach out to the bright wheels support team via email as soon as possible. Please note that daffodils are unable to see or edit any card information on file through Bright Wheel. A two days grace period will be given for parents experiencing difficulties making a payment however there will be no credits given for this matter. After the two day grace period tuition will be required to be paid for the child to continue care.

Absences/Vacation

Absences should be communicated via brightwheel email or telephone by 10:00 a.m. the morning of the child's absence. Parents may also notify Us in advance of their child's absence using the notice and change in child schedule located at the parent checking area next to the sign in sheet or via brightwill messaging. Children must attend on a regular basis. Children who do not attend weekly may be disenrolled for not showing consistently. No credits refunds or discounts are given for absences. After 1 year of enrollment all children are eligible for 2 weeks of paid vacation credit equal to 2 weeks of their normal schedule. This can be used anytime throughout the year and requires 2 weeks notice in advance to ensure that payment is calculated to the correct invoice. Parents may fill out a vacation form located in our parent lobby or via brightwheel.

Non-Discrimination Policy

Daffodils Preschool does not discriminate on the basis of race, color, sex, religion, nationality, creed, sexual orientation, marital status, age, or the presence of any disability in the delivery of service. We believe in all social justices that align with the CACFP food program. We will assist children and parents who have limited English ability either with the translation of written information or with an interpreter. We will also attempt to use visuals for dual language or ESL children as well. We will attempt to have documents translated including children's

Assessments (ASQ's or CDC milestones checklists).

Transportation Policy and Rules

For families utilizing early childhood education services that require students to be transported to and from the facility by bus, Daffodils is unable to provide transportation to local partnering ECE preschool facilities. For parents wanting their children to be picked up and dropped off by the bus, we will need their expected bus route numbers, the time of the pick up and drop off, along with the login information to the edmonds school district bus app for your child. Daffodils will try our best to accommodate bus times based on our staff available to watch for the buses and transition the children to and from each bus. Daffodils will not take responsibility or liability if a child misses their bus due to timing issues or miscommunications.

This form is to be signed by parents and families who may or may not utilize the transportation pick-up and drop-off services offered by Daffodils Preschool at an additional price. If you are utilizing a private driver or person(s) not employed by Daffodils Preschool, then we take NO responsibility or liability for the services that they offer you.

It is mutually agreed that the following rules and policies will be adhered to at all times without exception. These rules may be modified or changed with a 24-hour notice and by updating the parent handbook which is made available to all parents at the website and portals.

- The student will be instructed to come to a designated spot for pick up where the Daffodils Preschool Bus/Van Service will arrive. They must arrive at the designated spot within 5 minutes of the class release. Any delays in their class release will not be considered. The respective school office & parent(s) will take responsibility in such instances. Our Bus/Van service will not wait for later arrivals.
- The student will be required to report to the designated Daffodils Preschool staff member so that roll call is taken. Once the roll is taken, the student MAY NOT leave the designated area. In the event the student leaves or walks off for whatever reason, Daffodils Preschool staff will NOT look for the child. The child will be removed from roll call and the office notified. The office will then contact the parent(s) to advise them of the absence. 2 attempts to reach either/and or mother, father, and/or guardian will be made via phone. The parent is required to answer their phones. In the event no one is reachable, Daffodils Preschool will send a documented email or Bright Wheel Message to the parent. We will assume no further liability on this matter thereafter.
- If the above incident happens more than once, the student will be removed and disenrolled from the pick-up/drop-off service immediately with no refunds on the transportation fees or school tuition fees.

- The parents/guardians are to call the head office and the respective center if their child is going to be absent from class. It is important to notify us so that we can make the necessary arrangements. We also ask that parents be considerate and call us or message us via bright wheel before 8:00 AM on the days that your child is NOT attending school so that we are not expecting them. If we are not notified our staff will assume that your child is NOT at school and you will be notified of the absence. We will NOT look for any missing children that do NOT report to the designated pick-up space and policy (2) will apply. If we are not notified that the child is not attending school and will not need transportation, the parent will receive a documented email or bright wheel message. If the parent or guardian fails to notify us 2 or more times the child may be disenrolled due to not following our program's policies.
- If a student persistently refuses to cooperate with the policies of pickup and misbehaves on the bus, does not wear their seat belts, or disobeys the driver and staff, they will be disenrolled immediately with no refunds.
- If our bus/van is required to make a special trip back to pick up a child that did not follow regulations, a \$50.00 pick-up fee will apply which is to be paid to the office within 24 hours of service.
- If a parent enrolls a child in additional classes at school and requires to pick up at a later time than the usual pick up time, and we are able to accommodate based on staffing availability, additional fees of \$10.00 - \$15.00 per pickup will apply without exception.

The above stringent rules are being implemented to ensure the safety of all the students who utilize the service. Our service is a pickup and drop-off service and these are the only services being provided.

Locating missing children and chasing after children who do NOT cooperate is clearly an endangerment to our other students who as a result of these actions arrive late to class and miss their schedule(s).

I, the parent, understand that the above has been clearly explained to me, and I fully comprehend these policies and will NOT engage in discussions or request any changes to the above.

Undersigned

Name of Child: _____ School: _____ Grade: _____

Parent/Legal Guardian Signature Print Name

Date

Parent/Legal Guardian Signature Print Name Date

ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK AND POLICIES

Center Location(s)

Daffodils Preschool, 5030 168th St. SW, Lynnwood, WA 98037

The parent of: _____

Child's Name (Print)

On behalf of myself, my spouse, and the child designated, I entered into this Membership Agreement with Daffodils Preschool, regarding the provision by Daffodils Preschool, an Accelerated Learning center for my child. Subject to the agreements and terms as listed in the policies and financial agreement, as drop-in classes for my child on a flexible time basis which includes the use of the facility and participation in all the activities. I understand that the care at the center will be limited to the hours. I understand each center works independently with specific hours of business, schedules, and programs offered.

My child is in excellent health and physical condition and has no medical, psychological, physical, or mental condition which has not been disclosed to Daffodils Preschool on the enclosed paperwork. My child does not have any infections, contagious or communicable diseases.

Although Daffodils Preschool tries to provide a safe environment, it is possible my child can get injured and in such an event, I authorize Daffodils Preschool to follow its internal procedures including simple First Aid, as reasonably appropriate, however, I understand that Daffodils Preschool shall not be required to strictly follow those guidelines. In Daffodils Preschool judgment, circumstances may require otherwise.

I agree that Daffodils Preschool may take action that it considers prudent to protect the safety of my child and other children visiting the center. I further agree to indemnify, defend and hold Daffodils Preschool and its officers, directors, agents, and employees harmless from and against all actions, claims, or liability including attorney fees or court costs, directly or indirectly caused by my child or resulting from any inaccuracy or omission by me in completing the registration forms.

I have read and understood the enrolment procedures, Daffodils Preschool Parent Handbook School Year 2022, regulations & rules made available to me by Daffodils Preschool via these written forms and public information available at the website during the enrollment process. I understand that there are no exceptions made to the policies set by Daffodils Preschool.

As a condition to my use of Daffodils Preschool, I have accurately completed and signed the financial agreement forms and other paperwork. I understand that Daffodils Preschool will rely on this information for my child. I agree to pay all costs in attorney fees arising out of any action relating to this agreement, registration and financial application forms, or release of collection purposes or otherwise.

All prices, class schedules & policies are subject to change without notice. Parents enrolled in a center will receive notification via bright wheel or email. The updated versions of the policies, tuition, and procedures are always available on request and on the website. I understand that I will be required to inform the center of my updated information, keep all my records currently on file, and pay the tuition fees as per schedule.

Daffodils Preschool provides a safe, fun, and loving learning environment, however, in any child facility injuries may occur. In order for Daffodils Preschool to be able to provide drop-in childcare services to me, it is necessary that I will assume certain risks. Thus as a requirement for receipt of these services, Daffodils Preschool is requesting I sign this release as part of the registration forms.

Name of Parent/Guardian Signature

Date

Name of Parent/Guardian Signature

Date

Name of Center Director Signature

Date

This page must be turned in with your enrollment application in order to proceed to complete your child's enrollment at Daffodils Preschool. Your application will not be processed without the signed acceptance of this page. If the child does not live with both parents, then each parent must sign this acknowledgement and provide the center with the appropriate child custody papers signed by the court or other court binding documents.

RELEASE AND AGREEMENT

Parents and guardians of students: Please print your child's name and your name below. Read the following information carefully, initial provisions where indicated, and sign and date the form and enclosed in the application.

Agreement

_____ I agree it is important for Daffodils Preschool and students to maintain good relationships with teachers and staff and acknowledge that Daffodils Preschool reserves the right to decline continued enrollment/services to parents who in Daffodils Preschool's sole judgment are uncooperative or are abusive to school administrators or staff or who in Daffodils Preschool opinion will not be satisfied with Daffodils Preschool efforts, choices or services. *I agree to support the enforcement of Daffodils Preschool Parent-Student Code of Ethics. *I authorize Daffodils Preschool personnel to obtain emergency medical and/or dental care for the student named above and to transport the student to the same, both at my expense. *I grant Daffodils Preschool or its designated employees the right to administer reasonable and appropriate discipline (not involving corporal punishment) as the need for such discipline occurs. *I agree to support and protect the privacy and confidentiality of Daffodils Preschool students, clientele and employee's by not discussing or revealing confidential records or information. *I acknowledge that Daffodils Preschool resources are best directed to the education and wellbeing of its students and agree not to unnecessarily involve Daffodils Preschool in domestic matters or courts cases involving student families.

_____ I agree that if there is a legal or another claim against Daffodils Preschool or any of its officers or employees which has not been resolved through informal discussion and negotiation, I am required to submit the claim for binding arbitration in accordance with the arbitration rules of the American Arbitration Association. The arbitration proceedings shall be conducted in the offices of the Association closest to the school where my child is enrolled in. If space is not available in the office of the association, then the arbitration will be held at offices in reasonable proximity to the Association's office.

_____ I grant Daffodils Preschool and its successors or assignees the irrevocable right to use in any format or media, the name, biographical information, photograph, likeness, image, or the voice of my enrolled child for any legal purpose including without limitation educational purposes, advertisement, entertainment, programs, parent or teacher training, and general public information without any obligation to pay any sum of money at any time for such use. Having read and understood the above, I give permission for the student named above to participate in all of the Daffodils Preschool Programs.

_____ I acknowledge that Daffodils Preschool is not an insurer against injury and that the initial school offers its services at a cost that reflects the fact that the school will not and cannot be

financially responsible for personal injuries which might occur anywhere on the Daffodils Preschool premises, including classrooms, lobby, playgrounds, common areas, hallways, administrative office or parking lots. Therefore, I agree to release and hold harmless Daffodils Preschool and its teachers, employees, agents, administrators, and insurers from and against any liability for damage or injury arising out of personal injuries sustained by my own child as a result of the acts or omissions to act of the school's employees, agents, students or any other individual for whose acts the school might otherwise be liable except through gross negligence or willful misconduct or the part of Daffodils Preschool or its agents. I understand it is the intent of Daffodils Preschool to limit its exposure to lawsuits and damages to the greatest extent allowed by law, and acknowledge that by signing this Release, I am giving up any right to sue Daffodils Preschool as specifically set forth above if my child sustains an injury while at school. I accept this limitation with the knowledge that I am free to enroll my child at a different private school if I decline to accept the Release.

Undersigned

Student's First Name	Student's Last Name
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Parent/Legal Guardian Signature Print Name	Date
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Parent Connection

At Daffodils Preschool we want to ensure that parents receive ample information on all areas of their child's development while in our care. We do this by providing parents with access to an online application called Procure Connect. This application is available on iPhones/Androids and online. Procure Connect is an intuitive and all-inclusive app that documents your child's day. This includes, but is not limited to meals, classroom activities, toileting, and education as well as parent communication. There will be weekly newsletter sent out via procure as well as notes if your child needs anything such as extra clothes, diapers, etc.

We will conduct quarterly assessments and semi-annual screenings for each child using the ASQ-3 and ASQ-SE screening tools. The initial developmental screening will be given within the first 45 days of the child's start date. Screenings will then be given in September and again in March every year. Parents will be asked to fill out an at home screening and return it to Daffodils to ensure we have an overall view of the child's development both at home and at school.

At Daffodils Preschool we have an open-door policy and invite parents into our classrooms to not only volunteer and/or observe but to participate in our scheduled center-wide curriculum based weekly activities. Please note that drop off times may not exceed 15 minutes without the required volunteer paperwork completed. Curriculum is created by the Lead Teachers and posted in each classroom & on procure weekly.

Daffodils holds two Curriculum Nights one in October and one in April to provide parents with the opportunity to talk with our teachers about your child's progress and developmental screenings, meet our staff and other parents.

At Parents Night we encourage parents to visit not only their child's current classroom and teachers, but to also look at the next classroom your child will transition into.

Parents are also welcome to schedule a meeting with our teachers and/or management at any time to get a more in depth look at their child's development. Additionally, we update our website regularly and send out a Parent Newsletter with information about curriculum, events, and center weekly.

Thanks,
Daffodils Preschool Management

Parent Signature: _____ Date: _____

Daffodils Preschool Anti-Bullying Protocol

At Daffodils Preschool, we are committed to a safe and civil environment for all children, teachers, staff and parents. This means an environment free from harassment, intimidation or bullying. Daffodils defines “Harassment, intimidation or bullying” as any intentional written, verbal, or physical act that:

- Physically harms another child or person
- Intentionally damaging personal property
- Severe, persistent, or pervasive intimidation or threatening
- Substantially disrupting the orderly operation of Daffodils Preschool

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt or intentionally physically or mentally hurt other children in our school environment. We are asking everyone to take responsibility and refrain from bullying others, to discourage bullying when it occurs and to offer support to those who are the victims of bullying.

The severity and seriousness of the bullying will be assessed, and appropriate actions will be taken by management of Daffodils Preschool. Below are the courses of actions that management will take in the event of harassment, intimidation & bullying:

First Offense: Offender will be written up on a WSDEL Child Care Incident Report.

Second Offense: Offender will be written up on a WSDEL Child Care Incident Report and referred to Washington State Child Protective Services (CPS).

Third Offense: Offender will be written up on a WSDEL Child Care Incident Report, referred to Washington State Child Protective Services (CPS), and they will be *immediately released from care at Daffodils Preschool.*

To be truly effective on this anti-bullying policy, we are asking for our parents’ and staff support on this issue. Please talk it over with your child and family. The more our children can understand this serious issue, the more we can prevent it in Daffodils Preschool, and outside of our school.

Thank you,
Daffodils Preschool Staff and Management

Please sign below to acknowledge you have read this document

Parent Signature:	Date:
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Daffodils Preschool Group Care Agreement

Group Care

As children get older the state child to teacher ratios will begin to get larger. Please keep in mind that behaviors often occur in different settings or environments other than the home and most of the time come with a social context. Many behaviors may occur throughout the day as children experience social emotional skill building such as sharing ability to communicate using words and peer interactions. All children are given active supervision by the teachers in the classroom constantly and our staff will try our best to prevent injuries and accidents from occurring as much as possible. However behaviors may occur due to everyone in the classroom needing support and some children may need more support than others learning to socially interact. Daffodils will not discriminate in any way including separating children from others to prevent them from playing with one another or social behaviors that may occur. Please be aware that information regarding other children will not be discussed and are to be kept confidential.

Thank you in advance for your cooperation. We enjoy having your family here at our center, and we especially enjoy keeping your children safe.

Please sign below to acknowledge you have read & agree to this document

Parent Signature: _____

Date: _____

Daffodils Preschool Daily Processes

- Upon arrival at the center, please sign in with your child with your full signature using the Bright Wheel app on your phone or the tablet. If you are unable to sign in electronically please use the sign-in sheet located in the parent check in area next to the tablet. PLEASE DO NOT INITIAL.
- Grab the popsicle stick, from the bin with your child's name on it, located on the small table in the parent area next to the check in tablet. This item should be handed directly to the teacher to ensure that the teacher knows the child is entering our care.
- Take your child to their classroom, hand your child's teacher their popsicle stick, help your child hang up their jacket, and place any other items in their labeled cubby.
- Spend a few minutes with your child in their class, this will help them start their day on a positive note and give you a chance to be a part of their morning activity. (Please note: that parents are not permitted to stay past 15 minutes without the proper volunteer documentation completed)
- When picking your child up for the day: please remember to sign them out with your full signature using the Bright Wheel app on your phone or the tablet. If you are unable to sign in electronically please use the sign-in sheet located in the parent check in area next to the tablet.
- Grab your child's popsicle stick from their teacher. This is the best time to engage with the teacher to communicate about your child's day or other questions,
- Grab your child from their class, gather their belongings from their cubby, check their mailbox for any injury reports, child art, or other forms.
- Place the popsicle stick in the bin that is labeled with your child's classroom located on the small table in the parent area next to the check in tablet when exiting the building.
- At our program, we maintain an "Open Door Policy" where parents are welcome and are encouraged to participate in their child's day and provide feedback on their experience.

Parents will be asked to provide essential items to support your child throughout their day. If items are forgotten staff will give 3 reminders via bright wheel. If the items are still not brought in after 3 reminders, the child will not be able to be dropped off without them. It is the parents responsibility to ensure that you check your child's bright wheel account daily for activities and other information.

Thank you in advance for your cooperation. We enjoy having your family here at our center, and we especially enjoy keeping your children safe. *Please sign below to acknowledge you have read & agree to this document*

Parent Signature: _____ Date: _____

Daffodils Preschool Drop off & Pick up Protocols

Drop Off-Children can be dropped off anytime between 6 a.m. - 10:00 a.m.. No Drop offs will be allowed after 10:00 a.m. without director approval. Only 1 warning will be given either verbally or written via Bright Wheel messaging/note. Approval may be requested and approved at least 24 hours in advance. Parents may request this on the notice of change in the child's schedule sheet located in the parent lobby or via bright wheel. Approval may only be given by the director and children will not be allowed to drop off without it. With approval the latest drop off time is 11:30 am. Children may not be picked up and dropped off again. This is to ensure that each child is guided into their daily routine and minimize classroom disruptions. Children can only be dropped off and picked up within 30 minutes of their scheduled time without prior director approval following the protocol listed above.

Pick up- Latest pickup time is 6:30 pm.Children are not permitted to stay past 10 hours of care without the correct documentation needed. Late fees are \$1 per minute per child and will be cash paid to the teacher at the time of pick up for anytime past 6:30 p.m. Late fees not paid at the time of pick up will result in children not being able to drop off the following date without the payment in cash. Payments will not be added to the bright wheel as they are paid directly to the teachers for staying late. There will be 1 warning given via writing either via Bright Wheel or Email from the director and verbally from the staff at pick up. If a child is picked up late after 3 times, the child will be disenrolled due to not following policies. Parents will need to notify us by phone only prior to 6:30 pm if you will be picking up late. If a child is picked up late without prior notice from parents, the proper authorities will be called.

Overtime - Anytime over 10 hours will require a work note to keep on file from the parent's employment along with a DSHS authorization for overtime or \$20 per hour per child if private pay.

Door Code - At the time of enrollment parents will be given the door code via brightwheel messaging a communication test will be sent out to each parent during the time of registration to ensure that all messages are received. There will also be an annual communication test done every September to ensure that we are able to communicate with each parent via the Bright wheel app. The door code will be given verbally as a one-time reminder it will also be given the right will messaging and sent in an email to welcome the child prior to their first day. Please ensure that you have the door code as there may be times where a staff member is not in the lobby to let parents in. Without the door code you will need to wait until a staff member is available to step out of the classroom and open the door. Only those authorized to pick up emergency contacts and parents or guardians will be given the door code to enter the building. We will not, under any circumstances, release your child to an unauthorized pick-up. No visitors are allowed past our lobby unless they are on the registration paperwork.

Please note, Daffodils is a NO CELL PHONE ZONE. Please finish all phone calls outside before picking up or dropping off your child(ren) to ensure that all information is relayed and the transition of the child from our care to back to yours is smooth.

Thank you in advance for your cooperation. We enjoy having your family here at our center, and we especially enjoy keeping your children safe.

Please sign below to acknowledge you have read & agree to this document

Parent Signature: _____ **Date:** _____

Parental Supervision Policy

As a quick reminder, children may not be left alone in vehicles in the parking area unattended. When it comes to your child's safety this has always been our highest priority. Several unsafe situations can arise when an underage child is left alone in the car. The proper authorities will be called if a child is left alone.

In addition, we have recently seen children either left in the lobby alone (with no teachers around) or given the go ahead to go to their own class without a parent. I know that on a busy day this may seem like a good idea in the safety of our center; however, as our policies state your child must be escorted by a parent or guardian to their classroom. This will ensure they have made it safely and that each child is well accounted for.

Thank you for your consideration. If you have any questions or concerns do not hesitate to bring them to our management team in the office. We have attached the basic Washington State guidelines for when a child may be left alone. Please read and sign the bottom to ensure we have read and understand these guidelines.

Daffodils Preschool

Please sign below to acknowledge you have read this document

Child Name:	
Parent Signature:	Date:

Washington State Child Supervision Requirements

"Whenever any child is unsupervised/unattended the following should apply..."

- There must be no emotional, medical, or behavioral problems which affect judgment or decision-making skills.
- Child must be comfortable being alone.
- Youth must have a safety plan worked out with the parent/caretaker, which includes:
 1. How to access a parent or other responsible adult at all times (including knowing the parent/caretaker's whereabouts and having a telephone number where parent can be reached).
 2. What to do in case of emergency.
 3. Guidelines for acceptable behavior.
 4. Knowledge of emergency telephone numbers.

Youth must demonstrate the ability to follow the safety plan and to make decisions that reflect concern for personal safety.

Age Guidelines

7 Years & under Should not be left alone for any period of time. This may include leaving children unattended in cars, playgrounds, and backyards. The determining consideration would be the dangers in the environment and the ability of the caretaker to intervene.

8 to 10 yrs. Should not be left alone for more than 1½ hours and only during daylight and early evening hours.

11 to 12 yrs. May be left alone for up to 3 hours but not late at night or in circumstances requiring inappropriate responsibility.

I have read and understand the basic guidelines that pertain to my child. I am aware that under no circumstance will I leave my child unattended in a vehicle while at Daffodils Preschool.

Signature of Parent or Guardian _____ Date: _____

Name of child/children: _____

Policy Review Information

I _____ have verbally discussed or read and understood the following information with a member of Daffodils Preschool Management center policies and procedures, Daffodil’s philosophy, program, and facilities. I also acknowledge that I have been informed of Daffodils Preschool open-door policy regarding classroom activities (both child and parent participation) and the development of my child(ren). I understand that if I have any questions or concerns at any time regarding center policies, procedures, philosophy, program, facilities, or anything else concerning my child’s time at center I can at any time talk or set up a meeting with a member of Daffodils Preschool Management. I understand that after signing this handbook Daffodils Preschool is not liable or responsible for any policy in this handbook being misunderstood, not known of or unread.

I have read and reviewed the following Daffodils Preschool:

_____ Disaster Plan (\$10.00 cash for emergency disaster kit due upon enrollment)

_____ Healthcare Policy

_____ Parent Handbook

_____ Pesticide Policy

_____ Tuition Rates

All policies can be reviewed on site or online at Daffodils Preschool

Child’s Name _____

Parent Signature _____ Date _____

Daffodils Preschool Management Signature: _____ Date: _____