



# **PARENT HANDBOOK**

**2023-2024**

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## **1. PROGRAM INFORMATION AND PHILOSOPHY:**

Our purpose is to provide an outstanding early childhood education program that nurtures the whole child in a home-like environment, supporting each child's unique needs during the crucial early developmental stages; giving them the foundation to have a successful transition to school and ultimately thrive in their adult lives.

We offer full-time and part-time childcare as well as drop-in childcare to best accommodate each individual family's scheduling needs. We plan family field trips on weekend days as well as other community-building events throughout the school year.

Naturally wholesome meals and snacks are also important to a growing child, as is a wholesome and nurturing learning environment. We provide individualized care for all children by offering ultra-low ratios. We also offer organic, wholesome meals and snacks and are sensitive to children with any allergies; valuing inclusion as well as safety.

We spend time reading the Bible, exploring the life of Jesus and the love He has for each child. Children learn about the world around them and how they relate to it each day.

We view each moment of a child's day as an opportunity for growth and exploration. Our program offers research-based, integrated curriculum with monthly themes through daily teacher-led as well as child-led, child-focused activities that support each child's social, emotional, physical, language, and cognitive development.

We continually strive for excellence in best practice and quality early childhood education. Our staff is committed to ongoing professional development.

The Sprouts Educational Program is offered Monday through Friday and is designed for children aged 8 weeks through six years old. We offer infant, toddler, and preschool learning programs. We are also excited to be able to offer a safe, nurturing, and consistent in-person learning environment including children of kindergarten age when it is a need in our community. Our goal is to give each child the most individualized care possible, by orchestrating our classroom by age and maintaining our ultra-low ratios in every classroom.

Our ratios are as follows: max 5 infants with 2 teachers, max 13 toddlers with 3 teachers, max 20 preschoolers with 3-4 teachers.

Our Infant Classroom includes children 8 weeks through 12 months of age. Our Toddler Classrooms include children 12-36 months of age. We use one of our two toddler classrooms for 1 year olds and the other for 2 year olds; giving them their own age-focused classroom through most of the day. We are able to mix the 1 and 2 year olds together in the 2 year old classroom, mostly at the beginning and end of the day, when numbers are lowest.

The Preschool building includes children 3-6 years old. We have two classrooms within our preschool building to divide children by age, total capacity 20.

Special trainings for all Sprouts teachers include: Child/Infant/Adult CPR and First Aid, HIV/AIDS and Bloodborne Pathogens Training, Safe Sleep Training, Food Handler's Permit, and S.T.A.R.S Child Care Basics Training as well as yearly ongoing STARS training.

Sprouts Preschool and Childcare is licensed by the Washington State Department of Child, Youth, and Families and operates at or above all of the appropriate requirements. We do maintain liability insurance.

## **2. ENROLLMENT AND DISENROLLMENT PROCESS:**

Before childcare begins, the following must take place:

**New Families will receive a Parent Packet and pay a deposit to hold their child's spot. All enrollment forms must be submitted at least two weeks in advance of the first day of childcare.**

**Returning families must submit all Re-enrollment Forms for each child by August 1, 2023 for the 2023-2024 Academic Year.**

### **Parent Visits:**

At least three "Get Acquainted Visits" must occur with each family before the first day of childcare. At least one parent must be present at the first visit which is a **Facility Tour or a Virtual Informational Session**. Both a parent and participating child(ren) must be present at the second visit, a **"Parent and Child Visit"**. The purpose of these visits is to learn more about how the family and for our teachers to be able to maintain consistency while the children are in childcare. The third visit is scheduled as a **"Child Visit"** so the family can practice the drop off and pick up routine as well as a shorter stretch of time for the child to experience a school day. This visit may be scheduled directly after the Parent and Child Visit. These visits help the children, parents, and teachers make a smooth transition for everyone.

Parents must sign a Contract and Enrollment Agreement upon enrollment and re-enrollment each Fall.

### **Trial Period:**

There will be a two-week trial period for each family starting childcare. This is to allow time for the child(ren), parents, and Sprouts to determine if it is the best fit for everyone. If, at the end of the two-week trial period, all parties are in agreement, childcare will continue. If, after discussion, anyone feels the arrangement will not work well, then all parties are free to pursue other options.

### **Termination of Services:**

If you choose for your family to leave Sprouts Preschool and Childcare, you are asked to provide four weeks (30 calendar days) notice in writing of your intent to terminate the Childcare Agreement. If you should terminate your child's care without notice, you will not receive any refund for paid childcare and you will be charged for any unpaid childcare for the remainder of the four-week notice period.

-If it is necessary for us to terminate care, you will be given a written notice, if possible.

-The following are conditions that will cause us to terminate your child's care immediately:

1. continual late payments
2. child behavioral challenges that cannot be accommodated due to safety of other children and/or staff
3. parents and/or children not respecting the childcare setting and policies
4. continual late pick-ups or early drop-offs without providing notice

### **3. SIGN IN AND SIGN OUT PROCEDURES:**

Parents must sign their child in and out each day with the parent and child's full names. Your child will not be released to anyone other than a parent unless a parent gives advance notice. Your child will be released only after identification of this person has been verified and that person is listed on the Enrollment Form as someone who has the parent's permission for pick up.

### **4. CONFIDENTIALITY POLICY:**

We will observe confidentiality with regard to child and family records and family information. Confidential conversations regarding children and families will be kept private. Parent permission will be requested for the use of any photo or video of their child. Security cameras are installed and recorded for administrator access. Security cameras are not for public viewing.

### **5. FEES AND PAYMENT PLAN:**

## **Sprouts Weekly Tuition Rates and Billing Information September 2023- August 2024**

\*Rates effective as of September 4, 2023.  
\*Tuition rates increase each year in September.

#### **Infants (2 -11 months):**

##### **Full Days:**

5- \$694  
4- \$637  
3- \$543  
2- \$415  
1- \$253

##### **Half Days:**

5- \$495  
4- \$433  
3- \$353  
2- \$274  
1- \$162

\*drop in rate is \$22/hr, 2 hr minimum

#### **Toddlers (1 yr - 2 yrs):**

##### **Full Days:**

5- \$597  
4- \$541  
3- \$463  
2- \$353  
1- \$216

##### **Half Days:**

5- \$422  
4- \$364  
3- \$303  
2- \$230  
1- \$136

\*drop in rate is \$20/hr, 2 hour minimum

Preschool and Pre K (3 yrs - 6 yrs):

**Full Days:**

5- \$547  
4- \$486  
3- \$434  
2- \$333  
1- \$202

**Half Days:**

5- \$385  
4- \$331  
3- \$283  
2- \$216  
1- \$131

\*drop in rate is \$18/hr, 2 hour minimum

\***Wait List Fee:** \$35 per family.

\***Drop-In Childcare or Swapped Days for Part-Time Childcare:** Must be booked within 2 weeks of the date that care is requested.

\***Tuition Rates Include:** Meals, snacks, beverages, linens, diapers, wipes, utensils, supplies, curriculum, & activities.

\***Enrollment Fee:** Due at the time of enrollment and every September thereafter for re-enrollment: \$110 per family.

\***Sibling discount:** 10% off weekly tuition for oldest sibling scheduled during the same times as sibling for weekly care.

\***Weekly tuition payments are due each Monday via AutoPay.**

*A \$20 late fee will be applied to the next invoice for any late payments. Any NSF fees will be applied to your account.*

**\*To hold a spot that has been offered to your family: a non-refundable deposit (which is \$110 enrollment fee + the first week of tuition) is required.**

If parents will be late to pick up their child or needs to drop their child off earlier than the scheduled time; please call or text 206.226.2595 ASAP before the scheduled time **TO BE SURE THAT YOUR CHILD CAN BE ACCOMODATED.**

If we are *not* able to accommodate your child beyond their originally scheduled time for that day, please contact one of your alternate pick up people who is already listed in your child's ProCare profile to care for your child for the added time that is needed. This person must be at least 16 years of age. Be sure to let us know who will be picking your child up that day if anyone other than a parent.

**Parents will be charged the normal weekly tuition rate** for added time for the day when within operating hours and notice is provided and confirmation is given.

**Parents will be charged the normal drop in hourly rate** for added time for the day when within operating hours and notice is provided and confirmation is given for part day schedules.

**Parents will be charged a \$20 fee + double the hourly drop in rate** for the added time when pick up or drop off outside your usual paid times without notice provided or approval given.

**Business Practices:**

We will keep all children's files current including medical and enrollment information. Parents are allowed access to their own child's file at any time upon request.

Anyone who appears to be under the influence of drugs or alcohol arriving at the childcare to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, we will call 911.

Nighttime Care and Staffing: We currently do not offer nighttime care. However, if we should do so in the future, we will maintain the same staff/child ratios as we do in the daytime.

**Receipts and Taxes:**

- We will provide parents a payment receipt for childcare upon request. We use an online payment system for weekly tuition so parents are able to print out/look up any payment amounts they have made.
- Each January, you will receive a report from Sprouts with your annual childcare expenses for the previous calendar year.

**6. SAMPLE DAILY SCHEDULES:**

} | Sample Toddlers Class Daily Routine | }

- 8:00 am **Breakfast Time**
- 8:30 am Center Time (pretend play, fine motor, block play, sensory play)
- 9:00 am Morning Circle Time  
(calendar, weather, songs, story)
- 9:30 am Snack Time
- 10:00 am Outside Time (large motor) those who no longer are taking an am nap
- 11:00 am Free Play
- 11:30 am **Lunch Time**
- 12:00 pm Nap Routine
- 12:30 pm Quiet Time
- 2:30 pm **PM Snack Time**
- 3:00 pm Outside Time or Indoor Large Motor Playtime
- 4:00 pm Center Time
- 4:30 pm **Afternoon Circle Time** (songs, story, review what we learned today)

\*All Infants and Toddlers will nap and be fed according to their own needs and routines.

} | Sample Preschool Daily Routine | }

- 7:30 am Quiet Free Play
- 8:00 am **Breakfast Time**
- 8:30 am Centers (pretend play, fine motor, block play, sensory)
- 9:00 am Morning Circle Time  
(calendar, weather, songs, story)
- 9:30 am Outside Time
- 10:00 am **AM Snack Time**
- 10:30 am Creative Time

11:00 am	<u>Music Time</u>
11:30 am	Large Motor Playtime
11:45 am	Clean up/Wash up
12:00 pm	<b>Lunch Time</b>
12:30 pm	Nap Routine
1:00 pm	Quiet Time (at least 1 hour of quiet rest offered to all children)
3:00 pm	<b>PM Snack Time</b>
3:30 pm	<u>Afternoon Circle Time</u> (songs, story, review lessons for the day)
4:30 pm	Center Time/Outside Time or Indoor Large Motor Playtime

\*The timing of the Sprouts Daily Schedule may vary slightly depending on the needs of the children currently enrolled. Children will be guided through a daily routine but flexibility for each child's individual needs is important.

## **7. HOURS OF OPERATION INCLUDING CLOSURES AND SPECIAL EVENTS:**

### **HOURS OF OPERATION:**

Childcare hours are 7:30 am – 5:00 pm Monday through Friday. We hope to get back to 7:30am-5:30pm as soon as possible and will update families accordingly. State licensing requirements state that children are in childcare no longer than 10 hours per day. \*Please note: our hours of operation may be adjusted as needed. We will notify families in writing if this is necessary.

### **CLOSURES AND ABSENCES:**

You will be provided with a Sprouts Calendar each month, as well as the dates given in this handbook for the entire school year including the dates that Sprouts will be closed as well as Special Events.

\*We will notify parents if we need to close for reasons such as weather via the Sprouts Preschool and Childcare Facebook page as well as parent emails and/or texts. We must close if we happen to lose power for over 1 hour. Please be sure to follow our FB page for information and updates throughout the school year.

### *Special Events and Closure Dates 2023/ 2024*

*\*\*All of our special events are subject to change and/ or cancellation based on current guidelines and recommendations*

#### September:

*Monday September 4<sup>th</sup> -CLOSED for Labor Day*

*Tuesday September 5<sup>th</sup> -Official Start of the 2023/ 2024 School Year at Sprouts*

#### October:

*Saturday October 14<sup>th</sup> -Family Pumpkin Patch Meet Up*

#### November:

*Wednesday November 22nd Early Closure 12pm*

*Thursday November 23rd-Friday November 24<sup>th</sup>-CLOSED for Thanksgiving*

#### December

*Saturday December 9<sup>th</sup> - Family Christmas Party and Toy/Food Drive*



Monday December 25<sup>th</sup> - Friday December 29<sup>th</sup> -CLOSED for Christmas

January:

Monday January 1<sup>st</sup> - CLOSED for New Years Day

Monday January 15<sup>th</sup> -CLOSED for Martin Luther King Jr. Day

February:

TBD – Valentine's Special Parents' Night Out

Monday February 19<sup>th</sup> - CLOSED for Presidents Day

March:

TBD – Parent Enrichment Event

April:

Monday April 1<sup>st</sup>-Friday April 5<sup>th</sup> -CLOSED for Spring Break (to match ESD)

May:

Monday May 27<sup>th</sup>-CLOSED for Memorial Day

June:

Saturday June 8<sup>th</sup>-Family Park Playdate and Picnic and Graduation Celebration

Wednesday, June 19<sup>th</sup> -CLOSED for Juneteenth

July:

Thursday, July 4<sup>th</sup>- Friday, July 5<sup>th</sup> CLOSED for Independence Day

August:

Monday August 5<sup>th</sup> - Re-enrollment Packets Due for the 2024/2025 School Year

September:

Friday August 30<sup>th</sup>-CLOSED for Teacher Development Day and Fall Prep

**WHEN CHILD CARE IS CLOSED:**

Tuition is to be paid at the regular tuition rate for any day your child has regularly scheduled childcare. **Each family is responsible for their tuition costs each week regardless of sick days, stay at home days, holidays, emergency closures, and closures due to illness/pandemic. If you choose to continue to keep your child home after a pandemic closure or other emergency closures, please coordinate with the director. You will be charged 50% of the weekly tuition to hold your child's spot until your child returns.** Each school year, you will receive one free day off for every scheduled day per week your child is in care. (For example, if your child regularly comes to Sprouts 3 days per week, you will receive 3 free days off per school year. You may notify us in advance to use your "free days" anytime your child will be out for the day.) In addition, full time families will receive a 2<sup>nd</sup> free week per school year and part time families can swap for any missed days, as long as the swaps are within 2 weeks of the date missed.

**It is the parents' responsibility to have your own back-up childcare arranged for when your child is sick or for any closures.** It is possible for our staff who are over 18 with all certifications up to date to babysit for Sprouts families but only during Sprouts' non-

**business hours.** Please note that, as a condition of their employment, Sprouts' staff members have agreed to not to seek out childcare, nannyng, or babysitting opportunities during operating hours to current or former Sprouts families during their employment and for a year after the end of their employment. Staff members are required to provide parents a copy of their signed Non-solicitation Agreement if they agree to babysit for Sprouts families during our non-business hours. Parents must sign a Contract and Enrollment Agreement upon enrollment and re-enrollment. Please let the director know if you need contact info for babysitters or have any questions regarding our policies.

#### **8. INFORMATION ON CHILD'S RECORD KEEPING:**

Your child's records are kept confidential. These records are kept current and reviewed every August. Parents are welcome to view their child's records upon request.

#### **Certificate of Immunization Status Records Policy:**

Each Summer, parents will be required to turn in an updated Certificate of Immunization Status Record. This Childcare is required to keep these records on file by law. These forms must be kept updated at all times. We do have access to the online registry of immunization records for your child so if needed, we can send you a link to that record. The CIS form must be signed by a parent. We do not accept children who have been exempt from immunizations by their parent or guardian, unless that exemption is due to an illness protected by the ADA as a medical exemption. Please submit a new CIS form at any time if your child has updated vaccinations.

#### **9. INFORMATION ON LICENSEE'S RECORDS:**

All training records are kept current and are available for parents to view at any time upon request. Parents are also able to review our Health Policy, Staff Handbook, Menus, Liability Insurance, Inspection Reports and Notices of Enforcement Actions, and any other relevant program policies upon request.

#### **10. NUTRITION AND FOOD SERVICE PRACTICES:**

Sprouts follows the CACFP guidelines for children. All meals will be wholesome and healthy for your child. Organic foods are used as much as possible. Our staff is well-trained for children with food allergies and we take extensive care to accommodate the dietary needs of all children. Breakfast, lunch, an am snack, and a pm snack will be provided in a typical day, as well as water and milk. Parents can view our weekly menu just inside each classroom on the bulletin boards.

Sprouts provides Earth's Best Organic Sensitive or Gentle Formula in our Infants Class. If parents prefer a different formula or are breastfeeding, parents can provide the alternative formula or breast milk for Infants or Toddlers. If you bring your child's formula, you must label the container with your child's name and date for your child's personal consumption. Parents will also need to fill out and submit the Alternative Formula Form as well. Remaining milk from a partially consumed bottle will be discarded if not finished within one hour. Please provide a list of your preferences for your child, as it is helpful in meal preparation.

- A sample menu is as follows:

*Breakfast: Oatmeal Bake w/ Blueberries and Milk*

*Am Snack: Rice Crackers w/ Mango Smoothies and Water*

*Lunch: Sweet Potato Quinoa Turkey Chili, Cornbread, and Milk*

*Pm Snack: Veggies and Hummus*

- Children will not be fed any foods or drinks they have not successfully already had at home, using the 4 day wait rule, to avoid any unknown allergic reactions. Honey will not be fed to babies under the age of 1. Sprouts is currently a nut free zone with the exception of coconut and we do not make food with eggs here at Sprouts but some of our menu items are prepared with egg baked into them. We can work to accommodate any other food allergies your child may have, as well.

#### **11. PARENT or GUARDIAN ACCESS:**

Parents have access to areas of the early learning program pertaining to their child's care during business hours and permission to pick up their child any time during business hours.

#### **12. CHILD ABUSE, NEGLECT and REPORTING REQUIREMENTS:**

A Childcare provider is required to report any suspected child abuse and/or neglect to Child Protective Services or a local law enforcement agency immediately. We will also inform our childcare licensor.

#### **13. CHILD GUIDANCE AND DISCIPLINE POLICY INCLUDING RESTRAINT POLICIES:**

We teach children how to consider their choices and make healthy decisions. We use mindfulness and emotion coaching in all classes each day. Teachers are sure to give clear expectations and make sure the children understand the classroom rules. Children will be led in a variety of activities and problem-solving techniques.

If a child is not following class rules, they will be given a warning and redirected to a new activity or guided to a better choice. If the behavior is dangerous to the child or others, the teacher will give the child a time out from positive reinforcement (children over 3 years old) in a quiet environment away from other children, to help them talk through and reflect on their feelings and choices.

A time out will not last longer than one minute per year of the age of the child. Our goal is to use this time to teach and encourage children to use positive solutions. Corporal punishment is forbidden. Spanking or yelling by staff or parents on the property will not be tolerated.

Explanations are provided to children to give them an understanding of how their choices effect themselves and others.

Using positive reinforcement, children are verbally praised when making good choices through their day.

Child restraint is reserved for instances where it is absolutely necessary to keep a child from harming themselves or others. All staff is trained on safe options for child restraint and will be used as minimally as possible. If a teacher must physically restrain a child, administration, parents, and our licenser will be notified.

Permanent expulsion is reserved for emergency situations when teachers, administrators, parents, and licensers have spoken and the child is in need of professional medical / mental health treatment (not just childcare) that we are unable to provide at our school.

#### **14. NO SMOKING/VAPING/ALCOHOL/CANNABIS/ILLEGAL DRUG POLICY:**

There will be no smoking/vaping/alcohol/cannabis/illegal drugs allowed inside or outside the building or anywhere on the property. Sprouts employs only non-smoking/vaping and cannabis/illegal drug-free staff.

#### **15. INFANT AND TODDLER CARE:**

##### **INFANT SLEEPING REQUIREMENTS:**

All precautions possible will be taken to reduce the risk of SIDS. Infants will be offered naps in a safe environment according to the American Pediatric Association's recommendations to reduce the risk of SIDS. All staff members maintain annual Safe Sleep training certification.

Please let us know if your child has any "nap routine" preferences. Infants will always be put to sleep on their backs. No pillows, stuffed animals, or blankets will be used with infants. SIDS Foundation-Approved Sleep Sacks are used when appropriate. Young infants who are not yet rolling over may be swaddled with a doctor's note. Sleeping children will be visible and audible to the staff and given frequent breathing and temperature checks.

All pacifiers used for sleep times must be untethered. Lovey/pacifier combination items are best left at home (ie: "wub a nub") since we are not able to use them in a crib for infants in our facility.

##### **DIAPERING:**

Diapers will be changed as needed on a clean changing pad. Sprouts staff will use gloves and wash hands after each change and diapers will be disposed of properly. Infants will get hands wiped with a wipe at this time to keep clean and to teach proper hygiene as the child gets older until they can stand at the sink with assistance. All other children will wash hands after each diaper change.

##### **POTTY TRAINING:**

Children learning to potty train at home will be encouraged and supported in that training at Sprouts as well. Please reach out to our admin team for more information on potty training readiness and potty training in a childcare setting. This will be a very important

time for children to feel confident about their abilities and communication to and from parents will be essential. Children will be encouraged to sit on the potty often and will be rewarded with a “non-food” item for their successes! Children will always wash hands after using the potty. We like to sing the ABC song during “washing with bubbles time” to make sure they are scrubbing at least 30 seconds.

### **FEEDING:**

Young children fed from a bottle will not drink laying flat. There will be no propped bottles as this poses a choking risk. Bottles (or any plastic containers) will not be warmed in the microwave. Contents of a formula bottle will be disposed of if not finished within one hour. Contents of a breast milk bottle will be discarded if not finished within one hour. Children will be fed as directed by the parents in accordance with age- appropriate routines.

Infants will only be fed foods that they have already had at home, using the 4 day wait rule, to avoid any unknown allergic reactions. As your child tries new foods at home, please add them to your child’s food list for our reference when selecting foods they can eat while at Sprouts. We will keep previous lists as a record in your child’s file.

Infants will be seated in a high chair while eating solid foods and closely supervised during meals. Toddlers and Preschoolers must remain seated during all meals and snacks as well. You can be a tremendous help to your child by making sure they stay seated during meals and snacks at home. Not only does this promote engaging meal times, but also meal time safety, and it sets them up for success in following our guidelines; keeping children seated while eating here. Sprouts provides meals, snacks, beverages, bibs, transition cups, bowls, cups, utensils, etc. so parents do not need to bring anything other than breastmilk, if used. We also ask parents of children under 1 year using bottles, to bring 3 bottles for your child to keep at Sprouts.

Mothers are encouraged to come in to nurse or bottle feed their child, as their schedule allows. We are happy to have you!

### **16. NAPPING/SLEEPING REQUIREMENTS:**

All children will be offered a quiet rest time each day. Infants will rest in a crib and toddlers/preschoolers will be offered rest time on a nap mat/cot with bedding. Pillows are offered for children over 2 years old.

### **17. RELIGIOUS ACTIVITIES:**

We spend time reading the bible, exploring the life of Jesus and the love He has for each child. Children learn about the world around them and how they relate to it through bible stories, songs about God, prayer before meals, and devotions time so children can learn how to apply what we learn from the Bible to their daily lives.

### **18. HOW HOLIDAYS ARE RECOGNIZED:**

We will celebrate holidays at Sprouts with activities such as special lessons, reading books, learning new songs, crafts, and learning the history of each holiday.

**19. OFF SITE FIELD TRIPS:**

See the monthly Sprouts calendar for field trips. All field trips will be a family day—so children will be driven by their own parents and not during regular hours of operation.

**20. TRANSPORTATION REQUIREMENTS:**

We do not transport children in a vehicle or public transportation. We will take children on neighborhood walks in a stroller with parent permission.

**21. HEALTH CARE AND EMERGENCY PREPAREDNESS PLAN:**

**MEDICAL EMERGENCIES:**

All staff have first aid, infant/child/adult CPR and Blood borne Pathogens Training.

Minor cuts, bruises and scrapes will be treated. Parents will be notified upon arrival. With any head injury and in the case of some minor injuries, parents will be notified right away.

In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will then notify you as soon as possible and tell you where your child is being transported. In the case of an ambulance transport, one of our staff members would accompany your child until you are able to arrive.

If injury results in any medical treatment or hospitalization, we are required to call and submit an “Injury/Incident Report” to the Department of Early Learning Licensor and the child’s social worker, if any, by the end of the day. The parent will also be given a copy of this report.

Please know that we take every precaution to avoid any injuries while your child is in childcare. We avoid injury/accidents at all costs but have this plan in place as a state requirement.

**MEDICINE MANAGEMENT:**

All medications (prescription and non-prescription) shall be administered only with the written approval of a parent or guardian.

A Medication Permission Form must be completed and updated every 12 months for ongoing medications.

Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.

Medications must be stored in the original container. **The container must have the patient’s name, instructions, and date of expiration.** All medications will be kept in a locked box, where it is not accessible to the children. Rescue medications will be kept in the classroom’s “Go-Bag” by the exterior door to the classroom and will be out of children’s reach but not locked. (ie: Epi-Pens and Inhalers).

Doctor's permission is not required (but parent permission is) for non-prescription drugs such as:

- a. anti-histamines
- b. non-aspirin pain relievers and fever reducers
- c. cough medicine
- d. decongestants
- e. anti-itching creams
- f. diaper ointments and powders
- g. sunscreen
- h. chapsticks

Non-prescription medication not included in the categories listed above, taken differently than indicated on the manufacturer's label, or lacking labeled instructions shall only be given if authorized in writing by a physician.

A detailed record will be kept of all medications given in childcare.

### **Sprouts Child Health Policy as of 1/31/24**

*\*\*When initialing at the end of this document, you agree to this and all future health policy updates that are provided to you.*

1. Childcare **cannot** be provided for any child with a contagious illness on the **Exclusion List**. Each child will be observed daily for signs of illness.
2. If your child becomes ill at childcare, you will have **up to 30 minutes\*** to pick up your child.

*\*Be sure to have alternate pick-up options on days you may be farther than 30 minutes from our school. Your child may need to be isolated from the other children while they wait for you to pick them up. This is to keep other children and staff from being exposed to any illnesses unnecessarily and your child will need to be attended to if they are not feeling well. This is best done at home, since the sick child will need to be away from other children and the childcare staff cannot leave other children unsupervised.*

3. Please email or call us if your child will not be coming on a scheduled day due to illness. If you are unsure if your child should come or not, **PLEASE CALL OR EMAIL FIRST to discuss symptoms with an administrator** for the health of the other children, staff, and parents. If you bring your child and they are clearly sick, we will not be able to allow them to stay at drop off. Do **not** bring a sick child to the door for assessment by their teacher.
4. The parent is responsible for finding substitute childcare in case of the child's illness if they are unable to stay home with their child.
5. All parents of children in our care, as well as the Health Department, will be notified by phone of communicable diseases or food poisoning.
6. If a **child is in "health check" status** for today, teachers must have **ADMIN CLEARANCE** for the child to attend. If admin has not given teachers the clearance yet, teachers should notify admin before parent leaves drop off session.

7. If there are **sick household members** of the child or the child has had **known covid exposure**: **CALL ADMIN** so we can implement the current COVID testing and isolation protocol for those circumstances.

8. Children are no longer required to stay home for 24 hours after immunizations UNLESS THEY HAVE HAD A REACTION TO A VACCINE IN THE PAST.

**\*WE DO NOT ALLOW CHILDREN TO ATTEND WHO HAVE HAD FEVER-REDUCING OR ANY OTHER COVID SYMPTOM-REDUCING MEDICATION IN THEIR SYSTEM.**

**\*If a child is continually brought to childcare with symptoms on our Exclusion List, repeatedly exposing other children and staff to illness, the childcare contract WILL be terminated.**

## Sprouts Exclusion List:

If your child has any of these symptoms, not associated with a pre-existing condition with documentation already in your child's file, they are excluded from care and will need the **listed wait time to return** as well as a **negative COVID test** emailed to [Marie@SproutsPreschoolandChildcare.com](mailto:Marie@SproutsPreschoolandChildcare.com) on the first day of symptoms. *Note: **rash or lice** are the only symptoms that do not need a negative COVID test.*

**COLD/FLU** – Unusually tired, pale, lack of appetite, difficult to wake, confused, excessively irritable, or if the illness or condition prevents the child from participating in all daily activities.  
Children must be symptom-free to return to childcare for any of the Cold/Flu symptoms listed above.

### **SORE THROAT-**

Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

### **SHORTNESS OF BREATH-**

Child must be fully recovered from any shortness of breath to return to Sprouts. (If the child has diagnosed asthma, see admin for returning to school after any breathing trouble.)

### **BODY ACHES-**

Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

### **COUGH-**

Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

### **LOSS OF TASTE OR SMELL-**

See admin about return to Sprouts.

**CONGESTION OR RUNNY NOSE**–If a child in the INFANT classroom has a clear runny nose and NO other symptoms, it is permitted as a teething symptom. If any child in any other classroom has congestion or a runny nose of any color or consistency, it is considered a covid symptom and is exclusionary.



Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

### **HEADACHE-**

Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

### **FATIGUE-**

Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

**EYES** – eye discharge or conjunctivitis (pinkeye) – Thick drainage from the eye, eye redness, teary eyes, swollen eyes.

If your child has a **bacterial** eye infection, they may return to care 24 hours after starting medication.

If your child has a **viral** eye infection, they may return to care when they are 24 hours clear of eye infection symptoms.

If it is **unknown**, they may return to care when they are 24 hours clear of eye infection symptoms.

**FEVER (100 OR HIGHER)-** Temperature of 100 degrees F. or higher using temporal thermometer.

Children must be symptom-free for 48 hours before returning to childcare for fever over 100. If only fever with no other symptoms, they may return once they are 24 hours fever-free, without the use of fever-reducing medicine.

**DIARRHEA**– ANY watery stools or stool containing more than a drop of blood or mucous.

Children must be symptom-free for 48 hours before returning to childcare for diarrhea. If only 1 instances of diarrhea with no other symptoms, they may return once they are 24 hours diarrhea-free.

### **NAUSEA – ANY NAUSEA**

Child must have at least 24 hours symptom free to return to Sprouts for this symptom.

### **VOMITING – ANY VOMITING**

Children must be symptom-free for 48 hours before returning to childcare for vomiting. If only one instance of vomiting, and NO other symptoms, child may return to care after 24 hours vomit-free.

**RASH (does not require covid test if this is the only symptom)** – Body rash not associated with diapering, heat, or allergic reactions. Open or oozing sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling are exclusionary. See admin regarding if doctor's note needed to return.

Children must be symptom-free for 24 hours before returning to childcare for rash symptoms listed above.

**LICE (does not require covid test if this is the only symptom)** –

Children who have lice may not return to childcare until they are louse and nit (egg) free.

**BLOOD-BORNE PATHOGENS PLAN:** We may be exposed to blood-borne pathogens. Bodily fluid spills including blood, feces, nasal, and eye discharge, saliva, urine, and vomit will be cleaned up using protective gloves. The soiled items will be either cleaned with hot soapy water and/or bleach solution, sent home in a plastic bag to be cleaned, or disposed of in a plastic bag in the garbage.

**HAND WASHING PRACTICES:** We (children and adults) will be washing our hands upon arrival, before and after preparing food, before eating, after playing outdoors, after diapering or using the toilet, and whenever in contact with bodily fluids.

**DENTAL HYGIENE:** Teaching the children about dental hygiene is part of our daily curriculum. Enclosed in your re-enrollment packet or as a permission on the lead you are submitting online for enrollment, there is an option to opt in to actual teeth brushing and providing disposable brushes each day, or opt for your child to learn through activities and books, and leave the teeth brushing for at home to be done as a family.

**SANITIZING AND CLEANING:** We will clean and maintain our facility in a manner that exceeds DCYF requirements. A disinfecting solution will be used daily or more often if needed on all toys, table, surfaces, toilet area, and equipment. All toys and bedding will be washed at least weekly or more often, as needed. Infant toys will be washed daily or after each use when appropriate. We use non-toxic and environmentally friendly products as much as possible.

**INJURY PREVENTION:** We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families. All medications, cleaning products and chemicals will be inaccessible to the children.

**FOOD HANDLING PRACTICES:** All Sprouts Staff maintain a current Food Handler's Permit. Foods will be kept at the proper temperatures. After meals and snacks are prepared, food will be disposed of or refrigerated within one hour. When preparing foods, preparation surfaces and hands will be washed. Food preparation surfaces will be washed and sanitized after each use. Our chef is happy to provide a great variety of whole, organic, healthy meals and snacks.

**DISASTER RESPONSE PLAN:**

**\*We do have a landline to use for outgoing emergency calls in addition to our business phone, which is a cell phone.**

In the event of a disaster of any kind, we have prepared the Center for evacuating the children and have emergency supplies for up to 72 hours.

Emergency supplies include:

- Drinking water
- Non-perishable food
- First aid supplies
- Battery-operated radio
- Flashlights and extra batteries
- Fire extinguisher
- Diapers and formula for infants

- Emergency documents and phone numbers
- Garbage bags
- Blankets

The children will practice emergency procedures and evacuation on a monthly basis. We have practiced turning off water and power. Shelving, furniture, and heavy objects on high shelves have been secured to protect against falling. We continually check our facility for potential hazards.

Please refer to our Snohomish Health District Policies Manual for Disaster Plan, Pesticide Plan, Bloodborne Pathogen Plan, and our extensive Health Policy.

We have first aid kits available in all classrooms and all outdoor play areas. All staff have had first aid and CPR training.

We have established an OUT-OF-STATE contact in the event of a large-scale disaster. This person will be notified of the condition and location of your child as soon as possible. You can then call this person for information if you are unable to reach us via the Sprouts phone number.

Out-of-State contact:           Melissa Lunde  
                                   Phone Number:                   (541) 570-0339

We have established an OUT-OF-AREA contact in the event that we have to evacuate the Childcare. This person will be notified of the condition and location of your child as soon as possible. You can then call this person for information.

Out-of-Area contact:           Christine Rothschiller  
                                   Phone Number:                   (206) 714-1646  
 Address:                           23109 94<sup>th</sup> Ave. W. Edmonds, WA 98020

## **22. ITEMS PROVIDED BY PARENTS/GUARDIAN:**

We provide as much as possible for your child. We ask that you provide only personal items that would be needed.

### **We ask that parents provide:**

- your child's own bottles (3 per infant...we will wash and sanitize them and keep them here at Sprouts for use by only your child)
- diaper creams (if used)
- pacifier (if used)
- breast milk for breastfeeding children. (Earth's Best Organic formula is provided.)
- 2-3 sets of seasonally-appropriate extra clothes including 1 pair of shoes.
- mittens, hats and jackets in cold weather months. Sunhats, sunglasses in summer months. You can keep these items at Sprouts in your child's storage cubby for full time students.
- Potty-training children need additional extra clothing as well as extra underwear and shoes brought from home. Please keep your child's toys at home except for Show and Tell Days. We do not allow knives, guns or any other potentially violent toys or games. Sprouts is not responsible for lost or broken toys from home.

There will be toys/games/books/activities/blankets/stuffed animals/loveys for your child to play with at SPROUTS. If you choose to bring a comfort item from home such as a blanket or lovey, we will keep it here at Sprouts to keep it free from allergens from home by washing it and storing it away from food. This will help us work toward keeping other children safe who may have food allergies. Please do not bring any food or drink from home on the premises. We are happy to make sure your child has everything they need here and can accommodate meals/snacks at any time during the day.

**23. WRITTEN PLAN FOR CHILD'S SPECIFIC NEEDS-IF APPLICABLE:**

We will talk together to make a specific plan for every child, as needed. All Sprouts Staff will be trained on any special care plans and the written plan will be signed by the director and a parent and kept in the child's file.

**24. PET POLICY:**

There are no pets at SPROUTS. Pets from home will not be allowed on the property.

**25. NON-DISCRIMINATION STATEMENT :**

We do not discriminate in our enrollment and hiring practices or in the care of children because of race, color, creed, ethnicity, national origin, gender, marital status, veteran status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, or communication and learning styles.

**26. DRUG AND ALCOHOL POLICY:**

There will be no alcohol, cigarettes, vaping, marijuana, or illegal drugs used on the premises. All student medications will be locked up and out of the reach of children. Rescue medications such as inhalers and epi pens will be kept in the classroom go-bag, near the door, and out of children's reach.

**27. FAMILY ENGAGEMENT AND PARTNERSHIP COMMUNICATION PLAN:**

We find that open communication is essential in the care of children. We will use electronic daily reports so parents can look forward to reading all about their child's day. Also, please feel free to contact us via phone call, text, or email at any time!

The Parent Handbook will be updated each summer. However, we reserve the right to update Parent Handbook, as necessary, at any time. Parents will receive an updated copy if any changes are made.

**28. A TYPICAL DAY FOR YOU:**

*At drop off time:*

You will park in the designated parking area for your child's classroom. Toddler Class drop off is in the front parking area of the Main Building. Infant and Preschool drop-off parking is in the back parking lot.

- Come in, sign child in with full name, help your child(ren) put their belongings in their cubby and wash their hands with you.

- Leave any special instructions/concerns for the day via email, text 206.226.2595, or briefly discuss with your child’s teacher. In the first weeks of childcare, make a special effort to let your child see your communication with their teacher. This an important time for your child to see you are talking with the childcare provider and comfortable leaving your child with that person. Their comfort level is greatly based on what you show them.
- Be sure to give your child a hug and say “goodbye” to your child and let them know you will be back later to pick them up. A swift, consistent “goodbye routine” is essential for successful drop offs and a strong sense of security in your child, knowing you’ll be back and not sneak away unexpectedly.
- Off you go! Enjoy your day!

*At pick up time:*

- Pick up child promptly (important not only for childcare scheduling but for your child who is expecting you!) Please call or text us at Sprouts before you are late so we can make sure we have staff available to stay if you are running behind.
- Help your child get their belongings that need to go home with them from their cubby.
- Sign your child out with the time you leave and your full name.
- Enjoy your evening! Please be sure to read about your child’s day in your child’s daily report. This will help drop off and pick up times to remain brief-maximizing your family time at home as well as the teacher’s focus to remain engaged with the classroom and parking availability for the next family.
- Thank you for your trust in us to help you take care of your child. We are truly blessed to be a part of your child’s life and thankful to be a part of your family’s story. You and your precious child are prayed for. See you soon!

\*Please see following page.

**Please print and initial next to each topic to acknowledge that you have read and understand the following policies and turn in completed signature page before start of care. We do have the signature page available on site, if needed. Thank you!**

- \_\_\_\_PROGRAM INFORMATION AND PHILOSOPHY
- \_\_\_\_ENROLLMENT AND DISENROLLMENT PROCESS
- \_\_\_\_SIGN IN AND SIGN OUT PROCEDURES
- \_\_\_\_CONFIDENTIALITY POLICY
- \_\_\_\_FEES AND PAYMENT PLAN
- \_\_\_\_SAMPLE DAILY SCHEDULES
- \_\_\_\_HOURS OF OPERATION INCLUDING CLOSURES AND SPECIAL EVENTS
- \_\_\_\_INFORMATION ON CHILD’S RECORD KEEPING

- \_\_\_\_INFORAMTION ON LICENSEES' RECORDS
- \_\_\_\_NUTRITION AND FOOD SERVICE PRACTICES
- \_\_\_\_PARENT OR GUARDIAN ACCESS
- \_\_\_\_CHILD ABUSE, NEGLECT, AND REPORTING REQUIREMENTS
- \_\_\_\_CHILD GUIDANCE AND DISCIPLINE POLICY INCLUDING RESTRAINT POLICIES
- \_\_\_\_NO SMOKING/VAPING/ALCOHOL/CANNABIS/ILLEGAL DRUG POLICY
- \_\_\_\_INFANT AND TODDLER CARE
- \_\_\_\_NAPPING/SLEEPING REQUIREMENTS
- \_\_\_\_RELIGIOUS ACTIVITIES
- \_\_\_\_HOW HOLIDAYS ARE RECOGNIZED
- \_\_\_\_OFF SITE FIELD TRIPS
- \_\_\_\_TRANSPORTATION REQUIREMENTS
- \_\_\_\_HEALTH CARE AND EMERGENCY PREPAREDNESS PLAN
- \_\_\_\_ITEMS PROVIDED BY PARENT/GUARDIAN
- \_\_\_\_WRITTEN PLAN FOR CHILD'S SPECIFIC NEEDS – IF APPLICABLE
- \_\_\_\_PET POLICY
- \_\_\_\_NON-DISCRIMINATION STATEMENT
- \_\_\_\_DRUG AND ALCOHOL POLICY
- \_\_\_\_FAMILY ENGAGEMENT AND PARTNERSHIP COMMUNICATION PLAN
- \_\_\_\_A TYPICAL DAY FOR YOU

I, \_\_\_\_\_(parent's name) agree to the policies and expectations presented to me in the Sprouts Parent Handbook for the 2023-2024 School Year.

\_\_\_\_\_ (date).