

Welcome to Tumble Town Daycare! We are so glad you are giving us the opportunity to serve your family and trusting us with the care and well-being of your little one. We work hard to ensure you are at ease knowing your child is in safe hands, cared for, learning, all while having fun!

**Nondiscrimination statement:**

We do not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, or sexual orientation in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, children, and families we serve, and volunteers. Dual language families are welcomed! However, due to limited language capabilities, we will try our best to meet multilingual families as best as we can.

**Enrolment Requirements:**

 Before your child can be officially enrolled, you must complete and provide the following documents:

* Signed Parent Contract and Rate Agreement
* Brighthweel profile
* Completed Child Profile & Copy of Immunization Record (or Signed Waiver)
* Signed Consent Forms (those that are applicable)
* Hard copies of all documents

\*We do require that the parent/guardian and their child(ren) visit our center prior to enrolment. This process allows your child(ren) to become more familiar with our daycare and staff. \*

**Termination of services policy:**

A **MINIMUM 2 WEEK WRITTEN NOTICE** is required for termination of childcare services. Even if your child does not attend during that two-week period, payment is still required. Any fees not paid on time with regards to termination of childcare services will also be subject to daily late fees, until full payment is received. If fees are not paid, the unpaid bill will be placed into collections. In addition, and pursuant to WAC 110-300-0458, we may terminate care in addition to unpaid bills, continual late arrivals, or parent, guardian or family member’s inappropriate or unsafe behaviors.

**Tuition and Fees:**

 Tuition is due on the first of each month and a late fee of $25 will be charged each day tuition is late. Additionally, if tuition is not paid within a week of the due date, your child may not be eligible to continue care with us. Families are required to have a credit card on file that will be charged in the occurrence in for which tuition was not paid. This includes being charged for late fees.

**\*A late fee of a dollar per minute after 5p.m will be charged to the account via invoice no exceptions\***

**Hours of Operation:**

During business hours only authorized persons are allowed on property. We will be open

Monday-Friday from 7 a.m. to 5 p.m. Families are required to schedule consistent drop off as well as pick up times at the time of enrollment. All children will need to be dropped off no later than 9a.m. If that window is missed your child may not have a spot for the day as we schedule around our kid count.

**Expulsion policy:**

If a child is showing unsafe behavior parents will be contacted through Brightwheel and talked to during pick up to work with staff to make a personalized plan for your child.

According to WAC [**110-300-0486**](http://app.leg.wa.gov/WAC/default.aspx?cite=110-300-0486).

An early learning provider may expel a child only if:

* The child exhibits behavior that presents a serious safety concern for that child or others
* The program is not able to reduce or eliminate the safety concern through reasonable modifications.

If a child is expelled, an early learning provider must:

* Review the program's expulsion policy with the parent or guardian of the child.
* Provide a record to the parent or guardian about the expulsion and the steps that were taken to avoid expulsion. The record must include the date, time, early learning program staff involved, and details of each incident that led to expulsion

**Philosophy:**

We believe every child learns in different ways. The physical environment where a child

spends their day can positively impact learning, behavior, and development. At Tumble

Town Daycare we encourage soft colors, organized spaces with minimal clutter, real

materials like utensils cups child sized cleaning supplies to encourage independence. We

also allow children to make decisions, when possible, to support decision making.

**Children Records:**

All records will be kept on children’s Brightwheel profile and a hard copy in

A locked filing cabinet allowing only parents and director for confidentiality and safety.

It is important to keep records updated and will be done yearly.

**Water Activities:** We will only be doing water activities such as a splash pad and sprinkler in warm weather. All parents will be sent a permission slip along with water play requirements such as swimsuits and towels at the beginning of the summer months. All children will be carefully supervised while staying in child-staff ratios at all times.

**Correcting Actions:**

We understand children make mistakes which is a perfect opportunity for learning. We do

not condone any physical or mental harm to a child this includes restricting,

embarrassment etc. If a child makes a mistake, we will have a talk with them discussing

Why it was wrong and what a better option would be. Parents will also be notified

through Brightewheel and during pick up.

**Photography policy:**

We use Brightwheel and Facebook to show families fun pictures and activities during the day. If you are not comfortable will your child being posted, please notify staff. All families will be required to fill out a permission slip prior to enrollment allowing or not allowing their children to be posted.
\*\*\*Tumble Town Daycare will have 24-hour surveillance inside and outside the daycare for staff and family’s safety.

**Care for children with specific or special needs:**

We understand and do not discriminate against children with special needs or specific needs. If your child has specific needs a plan to be discussed with parents and all staff to support your child and their growth.

**Absences/Exclusion from Daycare**

 If a child is too sick to attend daycare, please keep him/her home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home until they are gone, or are well enough to participate in normal everyday activities:

* Fever greater than or equal to 100.4 degrees F.
* Excessive drainage (clear or discolored) from the mouth, nose, eyes, or ears.
* Red discoloration to the whites of the eye(s).
* Skin rashes
* Severe abdominal pain, vomiting or diarrhea.
* A deep, hacking cough
* Difficulty breathing or untreated wheezing
* Yellow discharge from the eyes
* An unusual yellow coloring of the skin or eyes
* Cuts or openings on the skin that are pus-filled or oozing
* Lice or nits

If your child(ren) are sent to daycare with any of the above listed symptoms or develop during the day, they will be sent home. Children should NEVER be medicated and then sent to daycare (i.e., given Tylenol to break fever). You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend daycare. There are still costs associated with each childcare spot each day that unfortunately cannot be avoided if your child is not in attendance.

If your child will not be attending daycare due to illness or any other reason, please let someone at the center know as soon as possible, as well as the reason they will not be attending. This will prevent activities from being delayed.

**Closed Days and Vacations:**

We support families in all aspects of life and will always encourage family time and

vacations. Planned absences will not put your child’s spot at risk. We also would never

want a child to attend daycare when they are feeling ill. However, we do not offer

refunds or tuition adjustment for days missed.

Tumble Town Daycare scheduled closed days:

● New Year’s Day

● Memorial Day

● July 4th

● Labor Day

● Thanksgiving and Day After

● Week of Christmas (specific days on calendar)

**\*We reserve the right to close for all unforeseen circumstances and will do our best to give a righteous amount of time in advance\***

**Provider/Child ratio: All staff is required to follow ratios according to the WAC**

|  |  |
| --- | --- |
| **Age Range** | **Ratios for Center-based Care in Washington State** |
|  | **Staff/Child Ratio** |
| 1 to 11 months (Infant) | (1:4) Group size 8 |
| 12 to 29 months (Toddler) | (1:7) Group size 14 |
| 30 months to 5 years (Preschool) | (1:10) Group size 20 |
| Mixed age group: | ratio for youngest child in group |

**Release of Children:**

\*We do not permit overnight care for your child(s)

Child safety is very crucial, and we take this matter very seriously. Children will need to

be signed in and out of the center each day, both on the app as well as the paper

attendance sheet. If there is a need for an additional person to pick up your child, we

may add them to your child’s file. If there is a need for someone to pick up your child in

which we have not met before, please call us to let us know. We will write down there

name and number and check their ID before sending your child out the door with them.

**Transportation:**

We will not be providing any transportation or any off-site activities such as field trips.

**Allergies and Celebrations:**

We will always welcome celebration treats such as birthday cupcakes or cookies for

your child’s birthday or other celebration! We ask that all treats be store bought and in

the original package. Allergies will be posted, and parents will be notified in the case we cannot allow any food at the daycare. If an allergy becomes aware in the daycare, we ask that parents be

mindful when bringing in a celebration treat to share.

**Challenging Behaviors:**

If similar challenging behavioral patterns arise within a child, we will work with families to

create a behavior plan. All behaviors will be documented and discussed with families. If

behaviors fail to change; we will then create a plan with the family which will be

expected to be followed both at the daycare and away. If the behavior plan fails as well,

We may have to reconsider if we are a good fit for your child and your family.

**Child restraint policy:**

When a staff member notices a child being unsafe, they must walk with the child to a quiet less stimulating room separated from other children. They will then have a talk with a child to try to get them to calm down and explain why they are being separated. Staff must remain calm and use a calm voice when directing or removing the child. Staff may not restrain a child unless the child is being unsafe to themselves or others.

**Consistent care policy:**

It is important for children to build a trusting relationship with staff to help with their social and emotional development. Each staff member will be with a consistent group of children to get to know them.

**Daily Schedule:**

It is very crucial to a child’s growth that they follow a consistent schedule. We will work every day to follow the schedule as follows:

* 7- Drop off/ Free play. Children may choose activities that they want, and staff will interact with children creating a fun time as children are being dropped off for the day
* 8:30- Circle time. Staff leads children in a group setting as we go over songs, weather, shapes, colors, as well as our topic of discussion for the day.
* 9- Circle time activity. Children will have the opportunity to participate in the assigned craft or project for the day, which will pertain to our topic of discussion.
* 9:30- Free play.
* 10- Outside play. If the weather is severe, we will resort to an indoor activity.
* 10:45- Wash up for lunch.
* 11- Lunch time.
* 11:30-2- Nap/rest time. If a child does not rest, we will provide a quiet activity for this time.
* 2- Snack time.
* 2:30 Afternoon group time. Staff will go over what we learned during the day and end with closing songs.
* 3- Outside play.
* 4-5 Indoor free choice/ Pick up.

**Meals/Feeding:**

Children and families are required to provide their own lunches. Lunch will be served at

11 am, and children will need a separate snack for the afternoon which is after nap. We

strive to promote healthy eating habits and encourage parents to provide healthy,

ready-to-eat items in a lunchbox which will keep food cold, lunches will be placed in a refrigerator so please make sure your child’s lunch box is labeled. We will not be able to provide a microwave or hot water to prepare children’s lunches. Water bottles will also be required for each day and be sent home with your child to be washed for the following day. The water bottles will need to be non-leaking and easy for

your child to open.

**Safe Sleep:**

All staff will be required to complete a sleep safe course yearly to insure your child is safe. Not all children are required to sleep but all children will get the opportunity to rest if they’d like. If there are not sleeping children may choose to do a quiet table activity such as coloring or playing with puzzles.

 Sleep safe requirements:

* Enough lighting to see each child’s face to monitor breathing
* visibly checking every fifteen minutes
* Blankets will not be covering face

**Diapers and Potty Training:**

If your child is still in diapers, you will need to provide diapers, wipes, and cream if

needed, for us to store at the daycare. We change diapers every two hours, and change

them in between if needed. If your child is potty training, we will happily support that

process and work with families to ensure that we stay on a consistent schedule.

**Items Needed from Home:**

Children are expected to come to care with the appropriate items needed for a successful day. Items that should arrive with your child:

* Diapers or Pull ups and wipes, if needed
* Lunch which includes a snack we can save for your child’s afternoon snack
* Water bottle
* Sunscreen (a consent form will need to be signed)
* A change of clothing
* Blanket for rest time

**Emergency Preparedness:**

Your child’s safety is important to us. We will be practicing monthly drills such as fire, earthquake, and lockdown. All children will be required to have an emergency kit gallon size bag including:

* Nonperishable food (Jerky, fruit snacks, tuna, dried fruit, raisins, crackers)
* Water bottle
* Nontoxic light stick

A “Grab and Go” bag will also be up by the front door including:

* Backpack, labeled for easy identification
* Emergency forms for students and staff
* “Rescue” medications with authorization forms (if applicable)
* First Aid Kit
* Flashlight
* Whistle
* Bottle of water
* Age-appropriate snacks/infant formula
* Paper cups
* Tarp
* Tissues or toilet paper &/or wipes & diapers, as needed

**Engagement plan:**

Tumble Town Daycare will be using Brightwheel to keep parents updated and involved in their child’s daily activities. Conferences will be held every Winter, Spring and Fall. A reminder will be sent out 2 weeks prior. Although they are not required, they are strongly encouraged for parental involvement and to help staff better understand your child. If you ever feel the need to talk to a staff member or director, please contact us and we will happily schedule a meeting.

**Reporting incidents:**

All Tumble Town Daycare staff are mandated reports. By law we are required to report any signs of abuse, sexual abuse, maltreatment, or neglect to CPS/DCYF. If staff suspects abuse, please let the director know to provide support in your call to DCYF.

**Weapons:**

No weapons will be permitted at Tumble Town Daycare. If a child brings a weapon the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons. We do not own any weapons. If this were to change all parents would be notified immediately along with a written agreement stating the understanding of where and how the weapon is secured and kept away from children.

**\*All use of alcohol, tobacco, cannabis, weapons, and illegal drugs are prohibited on property\***

**Our other Policies:**

All policies including staff policy, health policy and disaster handbook can be found on our website [www.TumbleTownDaycare.com](http://www.TumbleTownDaycare.com) available to download or hard copies will be always kept in binders at the daycare.

Liability insurance, inspections, reports notices of enforcement actions (if applicable) business license and business number will always be posted in the classroom for parents.

**Parent/Family Handbook and Fee Agreement** - Daycare Copy

 (Please detach and return completed)

Child(ren)’s Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pick up time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I consent to my child being posted on Tumble Town Daycare social media (Facebook and Website)

No

Yes

I/We have read the parent handbook for Tumble Town Daycare Facility and understand all the information, policies and procedures outlined in the handbook (A copy is given upon request)

By signing this agreement, we consent to all the handbook policies care for your children and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement, we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                  Parent/Guardian Signature                                                                          Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                 Parent/Guardian Signature                                                                             Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                 Owner/Operator’s Signature                                                                               Date