

**Hidden Treasures Daycare Learning Center, Inc.**  
**A Child Centered Environment**  
**13838 100<sup>th</sup> Avenue NE**  
**Kirkland, WA 98034**

Email: [hidden.treasures425@gmail.com](mailto:hidden.treasures425@gmail.com)

Website: [hiddentreasureslearning.com](http://hiddentreasureslearning.com)  
(425) 629-3960

January 1, 2024

**Childcare Contract & Procedures**

**Welcome**

Welcome to Hidden Treasures Daycare Learning Center. We are a multi-cultural childcare center teaching children basic Spanish vocabulary as well as introducing them to the multitude of cultures represented by our children and staff. We are excited that you have chosen us for your child's early development and education; this is a responsibility that we take seriously. It is our goal to provide a nurturing environment that will help in the intellectual and emotional development of your child. From infancy onwards, we work with you to bring up happy, healthy, and good humans. By the time your child enters Kindergarten, they will be fully prepared to succeed in not only their learning and schoolwork, but also in the social interactions with their peers.

**State Licensed Facility**

Hidden Treasures Daycare Learning Center has been licensed by the State of Washington since 1990 and we are a privately owned childcare center. You may contact us by phone at (425) 629-3960 or through email at [hidden.treasures425@gmail.com](mailto:hidden.treasures425@gmail.com)

**Hours of Operation**

We are open Monday - Friday from 8:00 a.m. to 5:30 p.m. All children must be picked up BY 5:30 pm! If you are late, there will be a \$2.00/minute fee per child. After 5:40, this will increase to \$5.00/minute.

We ask each parent at time of enrollment to give us an arrival and departure schedule for their children. This allows us to staff all the classrooms adequately. If for any reason you need to change your schedule, this needs to be approved by the Director prior to the change. If proper notice has not been given or approved by the Director we will not be able to accept your child that day until his or her normal schedule. Children need to arrive by 9:00 am daily as this is when we begin educational activities. Infants must be here by 11:30!

### **Keyless Entry/Signing & Out Procedure**

Our center has a keyless entry system. When parents enroll their children at our center, you are given an entry code that lets you in the door and records your entry and departure. Per licensing requirements, we also utilize a tablet for you to sign your children in and out. Before using the device, please use the provided hand sanitizer. The door must close after each parent enters our center for security and for the keyless entry to record attendance for that day for each parent.

### **Staff**

The staff at our center is carefully screened and chosen. All employees that are hired are required to have (30) hours of Early Childhood Classes, a CDA Certificate, and/or degree in Early Childhood Education or prior childcare work experience. All employees are required to have a Criminal History Background report filed with the State of Washington, a current First Aid and Infant/Child/Adult CPR card, have attended an Aids prevention class and be tested for Tuberculosis prior to job placement. Our center policy does not allow any of our employees to “Baby Sit” any of our children that attend our childcare facility. This ensures all our staff treat all children fair and equally!

### **Reporting To Local Agencies**

**Our teachers and staff are “mandatory reporters.”**

**The center is required by law to report immediately the following:**

- (1) A death or a serious injury or illness that requires medical treatment or hospitalization of a child in care must be reported by telephone and in writing to the parent, licenser, and child's social worker, if the child has a social worker;
- (2) Any instance when you or your staff have reason to suspect the occurrence of any physical, sexual, or emotional child abuse, child neglect, child endangerment, or child exploitation as described in chapter 26.44 RCW. You may make a report by calling the statewide number at 1-800-562-5624 or 1-866-ENDHARM; and
- (3) An occurrence of food poisoning or reportable communicable disease, as required by the state board of health to the local public health department and to the licenser, by telephone.

### **Discrimination Policy**

No person shall be subject to discrimination because of race, color, national origin, sex, age, religion, creed, marital status, disability veteran or Vietnam era veteran status, disability, or sexual orientation. We accept all children whose needs can be effectively met in our childcare environment.

### Center Environment

The environment at our childcare center is clean, safe, and arranged to expose children to what we term a free choice environment. All our play areas, activities, and educational programs are child centered and age appropriate. It is our goal to provide programs based on each individual child's interests, developmental abilities, and particular age group.

### Admission Statement

Our childcare center has a non-discriminatory policy for children who are approximately four- weeks old to six years of age, meaning we accept any child whose needs can be effectively met in our childcare setting.

### Childcare Drop-Off and Pick-Up & Temporary Schedule Changes

Our center requires a two-day notice in writing if you need a temporary change to your scheduled drop-off and pick-up hours. This allows our center to staff your child's classroom properly. If notice is not received in writing, we will not be able to accept your child until his or her normal schedule.

### Attendance Policies

All parents are required to check in upon arrival at the Center and check out their children on their way out of the building to ensure compliance with Washington licensing codes. Additionally, parents must make verbal contact with a staff person upon arrival or departure to assure that the transfer of responsibility for the child has taken place.

### Admission Procedures

Before being admitted, the parents of a prospective student should visit the Center and meet the Director and teacher. This will allow the parents to learn about and discuss Hidden Treasure's philosophy, goals, and general procedures, as well as to ask any questions and fill out the enrollment application package. These forms include method of fee payment, emergency and health information, and other information as required. **Registration Fee of \$200.00 per family with a one-month deposit** must be received prior to your child's start date or to reserve a space for your children. Your one-month deposit for each child will be applied to your first month of care. **This is a non-refundable deposit which will be forfeited if your child does not start according to the signed enrollment contract start date.**

### **Termination Procedures**

Our childcare center requires parents to submit a four-week written notice of termination. Failure to provide a four-week written termination notice will result in parent(s) being charged for four-weeks of tuition for each child following the notice of their child's termination date and may result in finance charges, collection activity and fees associated with collecting the unpaid tuition or unpaid fees. Our center reserves the right to terminate childcare services without notice if parents' financial obligations are not met or unresolved issues or conflicts with parent concerning policy issues or procedures. Our childcare facility reserves the right to terminate care immediately if problems are potentially severe in the form of fiscal liability against our center or if other children could be harmed emotionally or physically in any way. Our center reserves the right to terminate childcare if parents are being disrespectful to teachers or director in front of children or other parents. If a parent has concerns or issues these need to be address in private in the director's office. If these policies are not followed regarding unresolved issues or conflicts our center reserves the right to terminated childcare without notice given to parent. The director is always available to discuss in private any of your concerns in her office.

### **Grievance Procedure**

Although the Center makes every attempt to offer the highest quality care to all children and families, there may be occasions when parents have concerns about events, situations, or staff. In this event, parents are encouraged to talk to their child's direct caregiver as a first point of contact. Parents are also encouraged to contact the Director. The Director will then schedule a meeting if necessary with appropriate parties to gather relevant information before deciding on a course of action. Parents will be informed, as appropriate within confidentiality requirements, as to the result of the Director's inquiry and action taken.

Again, our goal is quality childcare, and we encourage parents to bring their concerns to us so that we can work together to ensure that quality.

### **Our Facility Playground**

Our playground is for childcare business use only and not for children to play in after center closes or when picking up your children. Please make sure that your children are always with you when you pick up and that they are never in our playground! Please shut gate during arrival and departure.

### **Annual Policy & Procedure Understanding**

Every January, parents will be required to read and sign our policy & Procedure packet. This allows us the opportunity to update your records and update parents of any changes in our policy & procedure contract.

### **Permanent Childcare Schedule Changes**

Our center requires a four-week notice in writing for any permanent schedule changes to your current enrollment agreement. This request does not guarantee that we will be able to accommodate your request for changes in your weekly schedule. We will notify you within three business working days with a response to your request. This also means you are financially responsible for your current tuition rate for four-weeks.

### **Annual Rate Increase**

There will likely be an annual rate increase of tuition every January. This increase applies to everyone enrolled in our center. A written notice will be given to parents four weeks prior to its going into effect.

### **Payment Policy**

All tuitions rates are monthly and annual registration fees are due on your anniversary date. Childcare tuition payments are due on the first business day of each month for services rendered whether your children attend or not. There is no grace period allowed. There will be a \$10.00 per day fee charged for all late childcare payments received. If payment is delinquent for more than two days, we will not allow your child to return to childcare until your childcare account has been brought up to a status. All payments made for childcare services are non-refundable. Payments need to be made by one parent for full amount of tuition this is for co-parenting parents. Failure to pay childcare fees will result in termination of childcare services without notice and/or legal action, if deemed necessary.

### **Children Picked Up Late**

If you pick-up your child after the center closes at 5:30 p.m., you will be charged a \$2.00 per minute per child fee for the first 10 minutes. After 10 minutes, the fee will increase to \$5.00 per minute per child. Payment will be due that day for all late pick-ups! At our center we encourage our staff members to have a personal life after a very long day at work.

### **Return Check Policy**

A \$45.00 per returned check fee is due for the first offense. The second offense will require a \$55.00 per check fee and payment thereafter will be due in the form of cash or cashier's check only.

### **Parental Maternity Leave**

To guarantee your child's space at our center during your maternity leave, your child must attend and/or has tuition paid for a minimum of three days per week. This will ensure their space and that we can retain adequate staffing for their return to our center.

### **Childcare Arrival Policy**

All children should arrive by 9:00 a.m. each day. Many of our educational activities take place in the morning, including circle time and tracing. If you are running late, we need to be notified. Communication is key to maintaining teacher student ratios and minimizing interruptions to classrooms. We have found it necessary to implement this policy to follow our daily schedules and have structure and consistency for the children every day.

If you have a scheduled doctors' appointment, please contact us, or write in the parent communication log. We will work to find the best time for you bring your child after the doctor's appointment.

All children in diapers or pull-ups must arrive to childcare with a clean diaper or pull-up every morning. All infants' must be fed their first morning bottle prior to arrival at our center. Children must not have any food, candy, money, or toys with them or on their person. If arriving with special stuffed animals for naptime and special share time toys, please place them in your child's cubby. We supply all blankets and sheets for the children because we do not have storage for every child's big blanket.

### **No Smoking Policy**

We do not allow smoking or vaping of any kind in or outside our center!

### **Discipline Policy**

The primary goal of discipline at the Center is to help the child develop self-control and assume responsibility for his/her actions. It is crucial to this effort that parents, and staff maintain an on-going dialogue about all aspects of the child's development and behavior.

Positive reinforcement and redirection are two important tools to be utilized in encouraging acceptable behaviors. Negative behaviors will be handled in a developmentally appropriate manner and our Center uses a "Quiet Time" procedure to allow the child to have a cool down period. Neither corporal punishment nor verbal abuse is tolerated in the Center. Respect for children is central to our discipline philosophy. Parents will be kept aware on an on-going basis of unusual behaviors or behavior patterns (both positive and negative) that develop as warranted. Conferences can be scheduled at any time and parents are encouraged to bring any questions or concerns that they have to Director's attention.

### **Infant Care**

Parents are to supply infant formula and all of baby food. When child can eat table food, parents are to pack a lunch for their children. All bottles must be labeled with first and last names and must have plastic caps on them. Parents are to supply diapers, ointments, wipes, Tylenol for their child. Parents are welcome to leave a large supply of these items in their child's cubby and our center will inform you when we need more supplies for your child. Upon arrival in the morning, parents are asked to provide wake-up time and last feeding so that the teachers know where to pick up from that morning. This status report will be given to parents at the end of the day.

### **Infant Sleep Position**

The SIDS Foundation of Washington and the Department of Health currently recommends placing infants to sleep on their backs, and to avoid using pillows, fluffy blankets, and crib bumpers. Because this has been shown to reduce the risk of SIDS, we follow these recommendations.

### **Meals & Snacks**

Our center does not provide lunch. Each parent is required to pack lunch for their child daily. This ensures that your child's specific eating habits and needs are met. A lunch pail is required with your child's name on it. Please make sure you pack a nutritional lunch for your child every day. Our center will serve only snacks at 8:00 a.m. to 8:15 a.m. and 2:45 p.m. to 3:00 p.m. daily. You child must be here during those times to be able to be served snacks. Weekly snack menus will be posted in the front lobby. Infants are all on their own individual schedules and parents need to supply their food and formula and cereal daily or lunch daily.

### School Clothing

In addition to being comfortable and appropriate for the weather, childcare clothing should be easy for the child to manage without the assistance of a staff member. We believe that children need fresh air and exercise daily. Outdoor playtime is scheduled daily, weather permitting. During long winter months we ask each parent to supply gloves, rubber boots, and heavy coats. Parents may choose to leave these supplies in their child's cubby for convenience. All children are required to have extra clothes in case of accidents or messes. Please update these seasonally or when your child moves to a new size.

### Facility Closures

Our center provides its employees with paid holidays. A list of holiday closures for the next year is available in December. Closures will also be posted at the main entrance in the lobby area. Tuition for full-time children will remain the same. Those children attending part-time will be expected to pay tuition only if the holiday falls on what is a normal scheduled day. The center will be closed for one week during Christmas holidays and these are paid holidays, so our staff can celebrate Christmas with their families. The center will also be closed for one week in the summer. Holiday dates may vary every calendar year. If a closure is warranted due to weather conditions, interruption in power, payment for childcare services is still due. Our center follows and mimics the **Lake Washington School District** closures during weather conditions only! The following is our information phone line in case of a disaster or weather closures. Please call this number: (425) 629-3960 and listen to the recorded message and/or check the app for updates. If schools are running late, we will be open the Center at 10am. We will also send out an email to parents from [hidden.treasures425@gmail.com](mailto:hidden.treasures425@gmail.com); please be sure you have that email saved in your contacts!

### Emergency Communication and Contacts

Parents are expected to provide the Center staff with all contact numbers needed to reach you in case of emergency or illness. This includes home, work, and cell phone numbers as well as e-mail addresses. In addition, the Center should have names and numbers of co-workers who might be able to locate you if you are out of your office. **Washington State Licensing codes require parents to provide names, complete addresses, and phone numbers of at least 2 people from different households who could pick up their child in an emergency.** Please be advised that Center staff is authorized to call your emergency contacts to pick up your child if we are unable to reach you in a reasonable amount of time depending on your child's condition.

In the event of a need to evacuate the Center (weather emergency or natural disaster, for instance), our evacuation location will be announced through our phone recorded message. All parents receive a copy of our Emergency Plan upon enrollment.

---

#### TELEPHONES:

Hidden Treasures Daycare Learning Center (425) 629-3960  
Director: Ritu Bhullar (586) 879-8001

When an emergency plan is activated, the Director's cell phone will be utilized: (586) 879-8001 Please note, this phone will only be used for emergency purposes.

### Birthday Celebrations

We enjoy celebrating your child's birthday. Please arrange to bring "Store" bought muffins, cookies, or cake. We cannot have homemade items brought in. This is a Health Department & Licensing regulation. We will provide decorations. Parents are always welcome to join in the fun. We celebrate our birthday parties at 3:00 p.m.

### Childcare Objectives

Our main objective is to focus on what children enjoy and to let children be children. It has been our experience that children learn best through their environment. Our center makes age appropriate and challenging toys easily accessible to the child to enhance their skills and encourage exploration. We have created an environment and curriculum that can be adjusted based upon the individual child's interests, age, and natural abilities. Our center makes use of several rules to aid in the development of self-respect and respect for others and other children.

### Our Childcare Environment Rules

- No child may intentionally hurt themselves or any other person.
- Children are redirected to another activity.
- Children are taught to respect themselves and others.
- Children are encouraged to say please and thank-you.
- No child may disturb the activity of another child.
- No child can willfully destroy childcare property or activities.
- Children are encouraged to solve their own problems.
- Children are encouraged to use self-help skills.
- Children are encouraged to use proper language.
- Children are encouraged to use their words to express their feelings and frustrations.

### Childcare Pick-Up Procedures

**Parents picking up their children must follow all these guidelines!!!**

**The front gate and front door must always remain closed!**

- Children are the parent's responsibility when parents arrive.
- Please limit your stay to five minutes.
- Our playground is not a park for your children to play during pick-up.
- School Age children will not be left unattended in the playground.
- No children will be allowed in the playground unsupervised.
- Children are not allowed to run or go into other classrooms.
- Children should not be left unsupervised in any area in our center.
- Children are not allowed in our Kitchen, Bathrooms, Janitor's closet.

### Childcare Pick-Up and Drop Off Procedures

Children should always be supervised by their parents and not running around the childcare center. Children are not allowed behind our receptionist desk. Because of limited parking stalls we ask parents to please park in stalls and not along the gate and remember that others also need to drop off and pick up their children so please limit your time to 5 minutes.

Parents need to encourage their children to follow the same childcare guidance techniques used at our center. If we are not consistent with the behavioral guidelines at our center, children get the wrong messages and possible discipline problems are created as a result.

Transportation is the responsibility of the parents. Children will not be released to any unauthorized person. Any person other than the parent picking up the child must be on the registration form and will be asked to provide a Driver's License for proper identification.

### Exclusion of Ill Children

Per the advice of the State Licensing Health experts, our center will not allow children with any of the below listed symptoms to remain in our childcare facility. If any of these symptoms appear after we have already taken your child, they will be removed from the other children and the parents will be notified to pick them up immediately. We have found that children suffering from the below listed conditions are unable to be an active part of our daily program, expose others to illness, and are at risk for being exposed to other illness while their own resistance is compromised. These exclusions apply to all children and staff in our facility.

### Criteria for Excluding Sick Children

Your child will be temporarily excluded from the classroom and sent home as soon as possible if one or more of the following conditions exist. If parents are called to pick up sick children, arrangements must be made. **Children sent home will not be allowed back until they have been symptom free for 24 hours or have a note from a doctor.**

1. The illness prevents your child from participating comfortably in activities as determined by the childcare provider.
2. The illness results in a greater need for care than the childcare classroom staff can provide without compromising the health and safety of other children as determined by the childcare provider.
3. Your child has any of the following conditions:
  - Fever over 101 degrees
  - Symptoms and signs of possible severe illness until medical professional evaluation finds the child able to be included at the Childcare Center. Symptoms and signs of severe illness shall include.
    - Lethargy that is more than expected tiredness.
    - Uncontrolled coughing
    - Inexplicable irritability or persistent crying, earaches
    - Wheezing or difficulty breathing
    - Other signs unusual for the child
  - Diarrhea, defined by more watery stools, decrease form of stool that is not associated with change in diet and increased frequency of passing stool that is not contained by the child's ability to use the toilet. Children whose diarrhea is found to be caused by organisms such as Salmonella, or Shigella will be excluded from the Childcare Center until they meet requirements set by the Health Department. Children are excluded from the classroom until they resume eating and have not had diarrhea for 24 hrs.
  - Blood in stools not explainable by dietary change, medication, or hard stools

- Vomiting illness (two or more episode of vomiting in the previous 24 hours). Children are excluded from classrooms until they have resumed eating and have not vomited in 24 hours.
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain /associated with fever or other symptoms.
- Mouth sores with drooling until a physician determines the child is noninfectious.
- Rash with fever or behavioral changes until a physician determines that these symptoms do not indicate a communicable disease.
- Purulent conjunctivitis (pink eye) defined as pink or red conjunctiva with white or yellow eye discharge), until a full 24 hours of antibiotic treatment has been completed.
- Pediculosis (Head Lice) until child is lice free.
- Strep throat or other streptococcal infections, until 24 hours after initial treatment has been completed.
- Chickenpox until all sores are dried and crusted, usually 6 days.
- Any diagnosis of a communicable disease not previously referred to.

### **Children & Staff Members May be Readmitted to Center After the Following:**

- Medical diagnosis to rule out bacterial infection with a note from doctor or 24 Hours on antibiotic treatment (this may vary with illness)
- Medical note from doctor permitting child/staff to return to childcare.
- 24 hours without fever (without the aid of fever reducing medications), vomiting or diarrhea.
- Children or Staff with oozing sores will not be permitted until at least 24 hours after starting antibiotic treatment and sores are properly covered or healed.

### **Emergency Preparedness**

Fire drills are scheduled monthly and recorded in the childcare log. Evacuation and Emergency plans are available in the lobby area. We have quarterly disaster training for our employees that are recorded in our childcare log. Arrangements have been made with all permanent employees and substitute teachers to be available at the facility in case of an emergency.

### **Medical Emergencies**

In case of an accident at our childcare facility, the parent is called immediately after First Aid and/or CPR is administered. If you cannot be reached, the emergency numbers on your registration forms will be called. If your child requires immediate medical attention, he or she will be taken by ambulance to the nearest hospital which is Evergreen Health Medical Center.

### **Health Care/Diapering Procedures**

Staff and children will always wash their hands upon arrival, before and after eating, changing diapers, and using the restroom. Diapers will be changed on a washable changing mat will be washed rinsed and sanitized after each use.

All staff will follow the diaper changing procedures posted at each diaper changing station. Staff will dispose all soiled diapers in a covered lined pail and dumped at least twice a day. Classrooms are vacuumed daily, and all cabinets, tables, furniture, counters, and sinks are wiped down daily. Toys are routinely sanitized on Fridays. It is our policy that your child will never be unattended and that all infants will be held when fed their bottles.

### PERMISSION TO PHOTOGRAPH YOUR CHILDREN

We take pictures of your children for holidays and events and during the day and share them with parents via the app. These photos will not be shared on social media unless explicitly permitted. I have attached to this parent contract a Permission form to photograph your children for your review and signature. If you do not want us taking pictures of your children, please indicate this on permission form, however you will not receive photos throughout the day on the app.

### Personal Toys/ Food/Playground

We do not allow personal toys at our childcare facility. If you bring a sleeping buddy, please place them in their cubbies upon arrival. All food must be eaten prior to entering our childcare facility. Our playground is not a park and can only be used by a licensed childcare teacher during childcare hours. This means parents cannot use our yard when picking up your children from childcare.

### Health Policies

The Center attempts to maintain an environment as free of infectious agents as possible. Special housekeeping and staff procedures are key parts of this effort, but parents play a critical role in maintaining the health of the children at the Center. All parents should familiarize themselves with the following health policies to ensure that children receive proper immunizations and that sick children do not expose others to illness. Prior to enrollment, parents must submit information including date of last physical examination and up-to-date immunization records, except in cases where there is parental objection on religious grounds. Parents need to use our immunization forms and completely fill them out and sign them. We do not except physicians printed immunization forms unless your physician uses our forms that are mandated by the Department of Early Learning.

Exemption form must be signed by parent for our files. Upon arrival at the Center, parents are asked to wash their children's hands with liquid soap and running water. The Health Department also recommends that children's hands be washed before leaving the Center at pick-up as well. Parents are required to wait in the classroom at drop-off long enough for staff to greet the child, perform a Daily Health Check, and accept child into attendance for the day. **Parents are required to inform the Center within 24 hours if their child develops a communicable disease (see enclosed chart.)**

Infants must accept formula or breast milk from a bottle prior to enrollment, to ensure that proper feeding can be provided by our staff. Infants must be in a dry diaper when they are left in the care of our staff. If a child soils his/her diaper on the way to the Center, parents are welcome to use our diapering facilities so long as proper sanitization occurs.

### Daily Health Screening

The parent or guardian must bring the child into the Center and stay until the staff has welcomed the child. This is to permit a daily health screening to be performed and to ensure that staffs are aware of any current health issues or concerns on the part of the parents.

### Administering Medications

Both over the counter and prescription medications can be administered to recovering, non-contagious children by the Center Director or by a staff member that is trained in medication administration, with written

authorization from the parent. No consent is effective for longer than 10 working days except with written authorization from the child's physician. Any medications left at the Center more than 14 days after authorization expires will be discarded in compliance with Washington State Licensing regulations. All medications must be in the original container and labeled with the child's name, the medication name, dosage, time for administering the medication, and other such information as required to assure the safety of the child receiving the medication. Children for whom emergency medications have been prescribed shall be in the care of a childcare provider trained in administration of medication.

**A copy of our centers Health Care Plan, Crisis & Disaster Response handbook policies are in the lobby area and are always available for parent's review.**

### TRANSITIONING OF CHILDREN BETWEEN ROOMS

Children are transitioned between classrooms in the Center to ensure that individual developmental needs are met and NOT strictly according to chronological age. The classroom placement of children is determined by the administration, and based on several factors, one of which is parent input regarding their child's needs. Conferences are scheduled prior to all transitions to discuss the child's readiness for transitioning and to familiarize the parents with day-to-day routines in the child's new group. On occasion, staff may recommend that outside assessments be made to obtain a clearer description of the child's development and appropriate program content to meet the child's needs. Such assessments will only be done with parental consent. Assessment reports will be shared with parents, but otherwise will be kept confidential. If an assessment is done at parent initiative, the Center requests a copy so that we can better meet the child's needs. A signed document will be required from parent for child's file.

### Religious Activities

No religion is given preference at this childcare facility. As result we do not conduct grace or any type of religious education. Religious days such as Christmas, Hanukkah, Easter, and Thanksgiving etc. will be celebrated only as a festive holiday with music, songs, and art as deemed appropriate.

### Rest Time

Toddlers, Preschoolers, and pre-kindergarten classrooms have scheduled rest periods. If children in the preschool and Pre-kindergarten classes cannot sleep, we will place them with a teacher with some quiet time activities. The typical rest period is a minimum of 1 ½ to 2 ½ hours except for infants, they are all on their own individual napping schedules. This process will allow every child the opportunity to fall asleep without any distractions. Children can have long days and may need this time to regenerate themselves.

### Typical Classroom Schedule

**Classroom schedule will vary due to age groups.**

8:00 - 8:15	Snack Time for kids that arrive during schedule snacks
8:15 - 9:00	Free Choice Activity Time
9:00 - 9:15	Diaper/Potty Time
9:15 - 9:30	Circle time Activities/Spanish Class
9:30 - 10:15	Recess Time
10:15 - 10:30	Preschool Package Learning Time/Spanish Class
10:30 - 10:45	Arts and Craft
10:45 - 11:00	Diapers/Potty
11:00 - 11:15	Lunch Preparation

11:15 - 12:15	Lunch Time Older kids (Toddlers eat at 11:00 am) & Nap Time Preparation
12:15 – 12:30	Potty/Diaper Check
12:30 - 2:30	Nap Time Naps may vary between 1 ½ to 2 ½ hours)
2:30 - 3:00	Nap Time Cleanup/Potty/Diapers
3:00 - 3:15	Snack Time
3:15 - 4:00	Recess
4:00 - 5:30	Music & Movement Free Play/Free Choice/Activity/Potty/Diapers

### **“Nutritional Guidelines”**

#### **“Providing A Sack Lunch for Your Children”**

**Per licensing requirements, we are required to inform parents of the nutritional guidelines when preparing a sack lunch for your children.**

When packing a lunch for your children please make sure that you are not packing any candy, cookies, and gum in their lunch pail. Also, we require that all parent’s pack a vitamin “C” item in your child’s lunch daily.

As Stated in The WAC Licensing Manual

(1) When meals are not provided by the center you must:

- (a) Notify parents in writing that meals they provide for their children must meet the daily nutritional requirements.
- (b) Provide adequate refrigeration for keeping potentially hazardous foods (such as meats of any type, cooked potato, cooked legumes, cooked rice, sprouts, cut melons or cantaloupes, milk, cheese).
- (c) Refrigerate foods requiring refrigeration at 45 degrees Fahrenheit or less and keep frozen foods at 10 degrees Fahrenheit or less until they are cooked or consumed.

(2) Each lunch and dinner meal the child eats at the center must contain:

- (a) A dairy product (such as milk, cottage cheese, yogurt, cheese).
- (b) Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans).
- (c) A grain product (such as bread, cereal, bagel, or rice cake).
- (d) Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required). When juice is served in place of a fruit or vegetable it must be one hundred percent fruit or vegetable juice.

### **Hidden Treasures Daycare Learning Center**

#### **Contract & Facility Terms & Agreement**

I have been given a copy and read the Hidden Treasures Daycare Learning Center’s Policies & Procedure Parent Handbook & Contract. I am aware that we have developed a Crisis/Disaster Response Handbook and a Health Care Policy Handbook that were developed using all the recommendations and policies that the Childcare Health Department requires. We also have developed a Pesticide Policy for this center. Currently, we do not use or plan on using any kind of Pesticides at this center. This information is in the lobby area for your review.

**Financial Terms & Agreement**

I have been given a copy and read the Hidden Treasures Daycare Learning Center Policy & Procedure Parent Handbook. I understand that payment for childcare services is due whether my children attend or not. I also understand that I must give Hidden Treasures Daycare Learning Center a four-week notice in writing prior to terminating childcare services and I am financially responsible for the four- weeks of payment. I agree to comply and be held responsible for all the statements, terms, polices in this parent contract if my children attend Hidden Treasures Daycare Learning Center.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Financial Terms Agreement**

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Program: \_\_\_\_\_ Start Date: \_\_\_\_\_

Attending: Full-Time Part-Time No. Days: \_\_\_\_\_

Hours: \_\_\_\_\_

Monthly Tuition: \_\_\_\_\_

### Allergies

If your child has any type of allergies that require daily medication, we will need parent to sign our medication authorization form and all medication must be in their original container.

If your child has allergies, please list any special requirements:

---

---

---

---

---

---

---

Any family situations that we need to be aware of:

---

---

---

---

---

---

---

Any special items you want to share that will help us take care of your child better:

---

---

---

---

---

---

---

### Checklist of Childcare Supplies

	I Provide	You Provide	Item	Comments
1.		✓	Pack A Lunch with Vitamin "C" Item	
2.		✓	Whole Milk	
3.		✓	Formula/Baby Food	Non-Opened cans/jars
4.		✓	Bottles/Nipples	
5.		✓	Diapers/Wipes	
6.		✓	Pacifiers/Teething devices	
7.		✓	Ointments	
8.		✓	Two Changes of clothing	
9.		✓	Toilet Training Pull – Ups	
10.		✓	Stuffed Animal or Blanket For Nap	
11.		✓	Cold weather/Coats clothes/Boots	
12.	✓		Blankets/Sleeping Necessities	
13.		✓	Soy Milk/Rice Milk	

## A Well-Balanced Lunch Tips and Ideas

Are you wondering what to include in a healthy, perfectly balance lunch? Here are some ideas to get you started!

- Protein - these are foods like, meat, cheese, yogurt, eggs, beans, legumes, and milk. Vegetables - include several servings of raw and/or cooked vegetables.
- Fruit - include one serving of fresh, canned, or frozen fruit.
- Starch - include one to two servings of bread, pasta, rice or other starch, preferably whole grains.
- Beverage - milk, real fruit juice or water is best. Herb tea is another good choice for any age.
- Extras - condiments, sauces, dips, pickles, and treats all add some pizzaz!
- Tuna sandwich on whole grain bread
- Egg salad sandwich on whole grain bread
- Smoked or roast turkey breast on whole grain bread
- Lean roast beef on whole grain bread
- Natural peanut butter and all fruit spread on whole grain bread.
- Whole wheat pita topped with pizza sauce and mozzarella cheese (not the Lunchables)
- Starkest Tuna Kits
- Roll-ups – fill whole wheat flour tortillas with refried beans and shredded cheese; tuna fish; smoked turkey breast with shredded lettuce and cheese; or make your own combinations.
- Hot soup in a thermos
- Fresh fruit – apple slices (drizzle with orange juice to keep from turning brown), small bunch of grapes, banana, orange slices, strawberries, blueberries.
- Container of unsweetened applesauce
- Container of reduced fat yogurt – stay away from the ones with sprinkles or added toppings.
- Fruit roll-ups or fruit leather made with real fruit puree.
- Raw carrots, broccoli, or cauliflower with ranch dressing
- Mini salads – place cut up romaine or other dark, leafy greens in plastic container with lid. Place croutons in aluminum foil to be added and put salad dressing in small container with lid.
- Celery with sunflower seed butter and raisins
- Mozzarella cheese sticks
- Mix made of dried fruit (raisins, dried cranberries, dried cherries), sunflower seeds, mini pretzel rings or sticks, goldfish pretzels, popcorn, etc.
- Baked tortilla chips and salsa

## **2024 Daycare Expulsion Policy**

Unfortunately, there are sometimes reasons we must remove a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

### **When a child is having problems**

The Classroom Staff will try to redirect child from negative behavior. Staff will reassess classroom environment, appropriate of activities, supervision. Staff will always use positive methods and language while disciplining children. Staff will praise appropriate behaviors. Staff will consistently apply consequences for rules. Child will be given verbal warnings. Child will be given time to regain control. Child's disruptive behavior will be documented and maintained in confidentiality. Parent/guardian will be notified verbally. Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors. The parent will be given literature or other resources regarding methods of improving behavior. Recommendation of evaluation by professional consultation. Recommendation of evaluation by local school district child study team.

### **Immediate Causes for Expulsion**

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

### **Parental Actions for Child's Expulsion**

- Failure to pay or habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child. Verbal abuse to staff.

### **Child's Actions for Expulsion**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

## Changes to Health & Safety Policy & Procedure

To keep families, staff, and our community safe and comply with current Covid-19 recommendations, Hidden Treasures Daycare Learning Center, Inc. has chosen to adopt the following changes to its health and safety policies, including illness exclusion. These changes are in effect until Hidden Treasures Daycare Learning Center, Inc. provides you with written notice that it is withdrawn.

This document is intended to follow current Washington State childcare guidance as periodically updated by (CDC) and public health officials. It also draws from the best practices published by the Centers for Disease Control (CDC). This is an evolving situation. Hidden Treasures Daycare Learning Center, Inc. will endeavor to continue to stay apprised of best practices and update its policies and procedures in accordance with current recommendations. As circumstances changes, Hidden Treasures Daycare Learning Center, Inc. will review this document periodically and update with new information.

### Signs and Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing.
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

In the event a child, family member, staff or close contact are diagnosed with COVID-19, Hidden Treasures Daycare Learning Center, Inc. will follow current CDC guidelines on when it is safe for those affected to return. Those guidelines can be found [here](#).

### Illness Exclusion Policy Updates—COVID-19

The following policies are in addition to Hidden Treasures Daycare Learning Center, Inc. general illness exclusion policy. If terms are in conflict, this Policy controls our illness exclusion protocol. These policies apply to families, providers, and staff.

- If your child or any member of the household has been in close contact with any person diagnosed with COVID, please keep your child home for at least 5 days.
- If in doubt about symptoms, please call before coming to the facility. This will reduce the risk of transmission.
- Temperatures of children and staff will be taken and recorded at least three times per day. If any person's temperature is 100.4 or higher, they will be sent home immediately.
- If staff or the child exhibit other signs of illness, including those listed above, and any others included in the general illness exclusion policy, they will be sent home immediately.
- In the case of an ill child, the child will be isolated, and the parents contacted to pick them up immediately.
  - Upon arrival of the parent, the child will be escorted by staff to meet the parent at front door entrance. The parent should not enter the facility.
- Symptomatic staff and children should not return to the facility until 7 days after symptom onset or 72 hours after their fever is gone and the initial symptoms have improved, whichever is *longer*. *Unless diagnosed with COVID-19*.
- It is imperative that the staff or parents stay in contact with Hidden Treasures Daycare Learning Center, Inc. and keep them apprised of any diagnosis or changing symptoms so that we may continue to provide a safe environment for all families and staff. Information provided will be kept confidential but used to make decisions about control measures necessary.

### Check in and Pick-up.

- Before arriving at the program, when possible, please check the temperature of your child(ren)'s temperature *prior* to arrival at Hidden Treasures Daycare Learning Center, Inc. If their temperature exceeds 100.4 or if new or worsened cough is present, please isolate your child at home.
- Families will be greeted front door or curbside entrance of childcare center by a staff member. This is to help us maintain social distancing and limit direct contact. The staff member will be wearing gloves (depending on availability) and a mask. Staff will check your temperature and your child(ren)'s temperature. The staff member will also ask if the child or anyone at home has any of the symptoms listed above or have been around anyone with COVID-19. If the family answers yes to any of these questions or the adult or child has a temperature exceeding 100.4, Hidden Treasures Daycare Learning Center, Inc. will ask that you leave the program pending assessment by its medical provider or local public health official.

### **Sign in/out will be adapted as follows:**

Please use hand sanitizer prior to using touchscreen sign-in and out pad.

Childcare parents are not allowed in any classrooms or playground or around other children. Please wait for teachers to receive or hand you your child during drop-off or pick up times. If we are outside in play yard do not enter playground and wait at gate until a teacher hands you your child.

- Parents and Teachers entering our childcare facility or on our childcare property must wear a mask when required and use hand sanitizer available at front lobby. Both parents and children need to use hand sanitizer prior to entering their classroom.
- All Parents must exit quickly after drop-off and pick-up and use required social (physical) distancing between families as they arrive and depart. All teachers must exit quickly after their work shift is complete!
- See above for guidance on temperature checks.

### **CDC Recommendations:**

- Infants can be transported in their car seats, but car seats are not allowed in the infant room. The infant seat must either be taken with parent after drop off, or left in the front lobby out of the way.
- The same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
- Children will be required to wash their hands immediately after their temperature check and frequently throughout the day. When children are received for drop off parents of older children can apply hand sanitizer, or staff will help them wash their hands
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.
- Personal items (such as lovies and pacifiers) will not travel back and forth between the program and home to the extent possible. Please bring your child's necessary items for the week in sealed Ziploc bags. We will place them in the sealed bags inside their cubby. Any soiled clothing will be placed in a Ziploc bag and returned to parents. Please provide additional changes of clothing as the CDC recommends that children's clothing be changed any time there are bodily fluids on a clothing item.

### Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will wear a mask and gloves when toileting or changing diapers or wiping noses.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

### Healthy Environment

- Children will be kept in cohorts and avoid cohorts contacting on another.
- We will prioritize keeping family units in the same group.
- We will keep the number of children and adults in each group at 10 or less.
- All classrooms will remain separated (both indoors and outdoors) to reduce the number of children in one area and to reduce the possibility of viral transmission.
- The classrooms will be designed to allow children to play alone or in smaller groups. Larger group activities will be canceled until further notice.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, and materials that children play with at least once daily.
- Staff will remove any material that has been placed in a child's mouth or otherwise been in contact with bodily fluids. These materials will not be returned until they have been disinfected.
- Materials that cannot be disinfected will be removed.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces in accordance with local and federal recommendations for child care programs including using "EMIST" commercial sanitizing equipment twice a day in the entire childcare center and [CDC Clean and Disinfect](#) procedures.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's frequently upon arrival, departure and frequently throughout the day.
- Program tours will be given using all our Covid-19 policies and will be required to stay in hallway and not allowed in classrooms and will last no longer than ten minutes. one tour at a time.

- Hidden Treasures Daycare Learning Center Inc. requests your cooperation in minimizing contacts by observing social gathering and distancing rules in effect as well as always minimizing non-essential travel.

### **Meal Preparation & Service**

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.

### **Tuition**

- If we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- If you can work from home and choose to keep your children at home, you will be required to pay [ALL] of your normal monthly tuition to retain your spot.
- If you are laid off or are part of a reduction in staffing and choose to keep your child at home, you will be required to pay [ALL] of your normal monthly tuition if you wish to hold your child's spot. A thirty-day written notice is required terminating childcare services during no matter what the circumstances are.
- If you choose to pull your child out, there is no guarantee your child's space will be available upon a request to return.
- In the event that the program closes due to a diagnosed case of COVID-19, , [ALL] tuition will be due to retain a spot for your child.
- At this time, if the state forces a closure for an extended period, [ALL] tuition will still be due to retain a spot for your child.

### **Closure/Limitation of Hidden Treasures**

According to the Governor's directive dated May 1, 2020, childcare is considered an essential service. This program will continue to follow federal, state, and local guidance in determining whether it is in its best interest as well as that of community and families to remain open or to close. These guidelines are general and may need to be modified depending on the situation. The program may elect to close if the following events/conditions occur:

- State/Federal or local government directs or requests that the program close, reduce enrollment or limit enrollment to the children of essential workers.
- In the event a child, staff member or other person who spent time in [Program Name] who had close contact with others while ill has been diagnosed with COVID-19, the program will close for at least 14 days.
- In the event myself or members of my family have been diagnosed with COVID 19, the program will close until everyone in the household is well, but no less than 14 days.

- Due to issues with the supply chain, we are unable to obtain sufficient items for health and safety such as food, personal protective equipment, or sanitizing/disinfection solutions.

I, [REDACTED], have read and understand the Hidden Treasures Daycare Learning Center Inc. Changes to Health and Safety Policy and Procedure. I understand and accept my obligations to report illness or suspected illness as well as my other obligations under this document.

By: \_\_\_\_\_ Date: \_\_\_\_\_

I, [REDACTED], have read and understand the Hidden Treasures Daycare Learning Center Inc. Changes to Health and Safety Policy and Procedure. I understand and accept my obligations to report illness or suspected illness as well as my other obligations under this document.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Hidden Treasures Daycare Learning Center Inc  
13842 100<sup>th</sup> Ave NE  
Kirkland, WA 98034  
(425) 629-3960  
Director: Ritu Bhullar  
(586) 879-8001  
Hidden.treasures425@gmail.com