BRIGHT BEGINNING KIDS

EARLY LEARNING REIMAGINED

Parent Policy & Procedure Handbook

2022-2023

Bright Beginning Kids As
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Please read this handbook thoroughly.

We look forward to our very important relationship as parent, child and care provider.

BBK's Mission Statement

Our Mission is to empower our future generation with the necessary life skills to be successful leaders. Our Aim is to develop the whole-child: Socially, Emotionally, Physically and Academically by providing a caring, respectful, and nurturing environment for social, academic growth, and to build on the strengths and interests of each child to help them become life learners.

Philosophy and Program Description

We believe in providing a home away from home for the kids and peace of mind for parents.

Based on the latest research, we follow a balanced approach for our childcare philosophy consisting of the best of Montessori and Reggio Emilia, with an emphasis on Social and Emotional Learning (SEL). Ours is a safe, and playful environment, with small teacher to kids ratio and lots of fun! By following our mission, we create a loving, nurturing, stimulating multicultural learning environment for all children.

We provide our students with the tools they need for future lifelong happiness and success. Our unique programs incorporate a variety of educational theories, while always keeping the child's best interests in mind and allowing for hands-on, experiential learning. Get in touch to learn more!

"Our Aim is to develop the whole child: Socially, Emotionally, Physically and Academically"

Bright Beginning Kids would like to welcome you and your child. We understand that choosing the right care for your child is very important to you. The purpose of this childcare shall be to provide a positive and safe environment for ages 12 months – 6 years.

At Bright Beginning Kids we believe that children learn best when they are loved, respected, and appreciated. Our emphasis focuses on each child's **social emotional learning**, each child confidently being able to have **emotive** responses to certain situations, encouraging the **curiosity** of a child that leads to learning and critical thinking, and helping each child feel **thankful** as we believe gratitude is important.

SEL: Social Emotional-Learning..

We offer values and materials that encourage stimulation and exploration through creativity, production, challenges, and outdoor physical movement. Our creative environment is to build social and emotional values, self-esteem, self-control and a sense of self-worth. Our goal is for your child to be **Kinder ready** and prepared to self regulate their emotions. We offer information

and opportunities that are beneficial to the children, their total family, and the community that surrounds them.

We work in close partnership with families, appreciating and supporting the close ties between children and families. We also recognize that families/guardians are the experts regarding their children.

Our Background Experience/Yearly Training/Qualifications

The State of Washington requires that our staff take the annual training on topics related to caring for young children. We have the following:

- First Aid, Infant/Child/Adult CPR, HIV/Aids/Blood Borne Pathogens Prevention training, and Food Handler's Card.
- Washington State Business License
- City of Kirkland Business License
- Employee, Management and Child Care training classes (a few examples below):
    - STARS 30-Hour Basic Training for Child Care
    - STARS 50-Hour on-going training for Child Care
    - Master's degree in Economics
    - Bachelor's of Science with a minor in Education
    - All are teachers are ECE/CDA trained.

Feel free to ask us about our training. We would love to share any interesting things we learn with our families.

Admission Requirements and Enrollment Procedures

Current BBK or returning families are given priority enrollment. After returning families, all other applications are processed in the order they are received.

Introductory Visit

Each new family needs to visit the academy at least once prior to enrollment. Please call in advance to schedule a visit 425-307-6683.

Deposits and Registration Fees

Deposit:

Your child's position is reserved upon receipt of the registration fee and 50 percent tuition deposit of the first month and all this is non refundable, and the rest 50 percent is due on the first day when the child starts the care.

Registration Fee:

We require a non-refundable registration fee of $150 for new enrollment and $150 for re-enrollment to cover administrative costs.

Admission Forms:

There are several forms you are required to complete prior to your child's attendance:

1. Child Care Registration
2. Child Care Agreement
3. Certificate of Immunization Status (CIS) or similar form supplied by health professional
4. Parent Handbook Policy
5. Permission to be photographed and videographed to be used on our academy's website, facebook page, instagram page.
6. Field trip form
7. Let's Get to Know Your Child! (questionnaire)

Termination of Services

1. You are required to give us **one month's notice** of your intent to terminate care. You will be responsible for all the balance due. If you should terminate your child's care without notice, we will take the last date the child came in as the one month notice start date and you are responsible for paying the last month fee.
2. The following conditions that will cause child care to be terminated are listed on **page 20** under the **expulsion policy.**

Toddler to Preschool Transfer

When your child turns 36 months (3 years old) and is independently using the toilet, and his/her teacher has evaluated whether they are ready to transition, then he/she is eligible to transfer to the preschool class, space permitting. If you are interested in moving your child to the preschool class mid-year, we recommend placing your child on the waitlist at the time of registration. Transfers are not guaranteed. If your child changes programs, any pre-paid fees will be applied to the new program.

Preschool to Kindergarten Transfer

If your child turns 5 years old after August 31st, he or she can start our kindergarten curriculum. In order to transition your child to a public school district, your child must be 5 years old on or before August 31st. Our teachers will follow the © National Association for the Education of Young Children for students that are transitioning from preschool to kindergarten and we will guide you along the way with resources. If you decide to transfer your child to a public school district, we suggest you have a plan to smoothly transition. We recommend you fill out the registration in advance at your given zip code school. Your child must participate in the kindergarten readiness activities with early learning providers and parents.

Hours of Operation, Daily Sample, Closures and Vacations

Hours and Days of Operation

Day	Hours
Monday	8:30 am to 6:00pm
Tuesday	8:30 am to 6:00pm
Wednesday	8:30 am to 6:00pm
Thursday	8:30 am to 6:00pm
Friday	8:30 am to 6:00pm

Toddlers/Preschool Basic Daily Schedule

Although young toddlers are on their own individual schedules, the times below show the activities that occur throughout the day, and are approximations. This is tentative and we will update you on the final schedule.
Diapers are changed every 2 hours or as needed, and children are fed every 2 hours or as needed

8:30- 8:45 welcome children/health inspections and handwashing

8:45-9:30 morning circle time/SEL

9:30-10:00 teacher directed group activity (SEL/letters/numbers/shapes/ fingerplay)

10:00-10:30 handwashing and morning snack time

10:30-10:50 prepare to go outside (diapering, coats, cleanup and handwashing)

10:50-11:30 outdoor exploration time

11:30-12:00 handwashing/transition from outside to table activity

12:00-12:30 lunch

12:30-12:50 handwashing/diaper changing/transition to rest time

12:50-2:45 rest time/diapering as children wake up/post nap stretch

2:45-3:00 handwashing/afternoon snack/prepare to go outside

3:00-3:30 outdoor exploration time

3:30-4:00 handwashing/transition from outside to child selected activity

4:00-4:50 child selected activity

5:00-5:20 handwashing and late afternoon snack

5:20-5:30 diapering/potty

5:30-6:00 closing circle time SEL/book reading and child selected activity

We will have Music and Movement, Yoga, Spanish, Hindi all once a week as an extracurricular activity.

Holidays

Academy is closed full day or partial day for the following holidays:

Holiday	Date, Comments
Martin Luther King Jr. Day	17th Jan 2023
President's Day	20th February 2023
Memorial Day	29th May 2023
Juneteenth	19th June 2023
July 4th	4th July 2023
Labor Day	6th September 2022
Halloween	We encourage the kids to come in their costumes for the Halloween party. On Halloween Day, Academy will close at 4:00 pm 31st October 2022
Thanksgiving Day	Academy will be closed on 25th and 26th November 2022
Christmas Eve and Winter Break	We will have a Christmas Party on 23th of December. Academy will close

Vacation/Emergency Closure Policy

Regular payment rates apply for your vacation, as well as weeks with holidays.

For **Emergency Closure** the academy will be forced to close due to bad weather (snow storm), a power outage, or covid-19 emergency closures, academy charges will still apply.

Weather Policy: We will follow the Lake Washington Public Schools in regards to school closure/delays due to snow or other weather related closures. You can check updates on our website www.brightbeginningkids.com. While your child is at the academy, please be aware of the weather. If conditions cause Lake Washington Public Schools to close early, our academy will also close early. When Lake Washington Public Schools are 1 or 2 hours delayed, our academy will also be delayed. There is no reduction of tuition due to weather or power outage conditions.

Children's immunization records

A Certificate of Immunization Status (CIS) form must be used, and be current and updated yearly (more frequently for infants). A CIS form needs to be submitted on or before the child's first day of child care. Updated forms will have a one week due date starting from the date the child receives immunizations. If CIS form/updated form not received within the one week time frame, the child will not be able to attend child care until form is turned in and current.

All children must be current on their immunizations prior to enrollment. A child not current on immunizations may be accepted on a conditional basis if immunizations are:

1. Initiated before or on enrollment; and
2. Completed as soon as medically possible

A child with an immunization exemption may be accepted if the parent or guardian provides:

1. A DOH medical exemption form signed by a healthcare professional; or
2. A DOH form or similar statement signed by the child's parent or guardian expressing a religious, philosophical or personal objection to immunizations.

If there is a signed exemption to immunizations, the child may need to be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

Communication plan with parents/guardians

Parent/Provider Communication

Daily, weekly, and monthly formal and informal communication takes place through morning and afternoon greetings, bulletin boards, and daily status reports. Twice yearly, conferences will be held to discuss preschool age child's progress.

Parent/Provider Conferences

Conferences will be held if requested by us or the family. Date/time will be scheduled in advance.

Parent Involvement

Family involvement, family satisfaction, and shared decision-making about your child's experience, as well as support of family life are essential to us. The following are some ways you can be involved:

- Our open-door policy welcomes and encourages you to call at any time during our business hours 8:30 A.M to 6:00 P.M. Due to covid-19 precautions, please call and schedule a visit. We will schedule a visit when children are not present.

- You are invited to come and share a special activity or project while taking all covid precautions.

Please contact us, by phone or email anytime you have a question or concern about your child, or our child care program during the business hours.

Tuition/Fees, Charges, and Payment Plan

Tuition is due **on or before the 5th of each month** and may be paid with checks, cash, bill pay through your bank, or Zelle. We also accept payment via our Procare App (procare charges a fee of 2.7% plus .30 cents on credit and debit card) and accept post-dated checks from those who prefer to simplify their payment system. Tuition is not prorated or discounted for vacations, time away, illness, holidays, or any school closures (i.e., weather, power outage, or pandemic).

- BBK sends a monthly statement via email by the last day of each month.
- If the 5th of the month falls on a weekend or holiday, tuition must be submitted before the 5th.

- Please place tuition checks in the tuition box located in the front office. Be sure to place it in an envelope marked “office”.
- All cash payments should be handed directly to office staff. Be sure to get a receipt for cash payments.

Penalties, and Extra Charges

Holiday Pay: Fees are not reduced during months/weeks that have holidays.

Vacations and Absences

1. Please call and inform us when your child will not attend due to illness or some other event.
2. Please advise us upon enrollment if you plan to remove your child from our academy for any length of time (i.e., for the summer time, or when you are on maternity leave with another child, etc.).

Family Discount: When more than one child from the same family is enrolled, a 10% reduction is given for the oldest child enrolled. Siblings must be enrolled at the same time.

Payment Penalties:

1. The fee for late payment is $10 per day. If fees remain unpaid after a period of 5 days, your child will not be admitted until *ALL* fees are paid in full.
2. The penalty for returned checks is $25 plus any bank costs incurred by us. Cash payment is required for returned checks. You may be put on a cash basis after the second check.
3. Late pick-up fees are $5 for every one minute after your child’s departure time.

Receipts

1. We will give you a payment receipt on a monthly basis.

Business Practices

*Sign-in and Sign-out Procedures**

1. Arrival and pick-up instructions:
   When arriving; the parent, guardian or authorized person must sign the child in, and sign-out at pick up time. The sign-in/sign out form is **located in the lobby**. You are required to sign in/out using full name, date and time.
2. Please identify on the Child Care Registration form who is authorized to pick up your child. We will not release your child to any person without your written permission. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child.
3. Anyone who appears to be under the influence of drugs or alcohol arriving at child care 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.

Back-up Child Care

We recommend that you have access to an alternate child care arrangement. You may need care if there is a possible exposure to Covid-19 in the building and we will close and reopen when test results come back negative. If there is a possible exposure to Covid-19, you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup child care. For a child care referral, please call:

Child Care Resources
(206) 329-5544

Items Brought From Home

Sharing can be an important aspect of your child's experience. In an effort to make it a positive experience, and part of the educational process, below are ways your child can participate in sharing:

- We will let you know ahead of time when it's your child's turn to bring a book to place in the reading area where it will be available to all children. Please label the book with your child's name to ensure safe return. Keep in mind that this book can be used by classmates.
- We will let you know ahead of time when it's your child's turn to bring an object from nature (rock, shells, leaves, flowers etc.) to place in the nature area. Keep in mind that this object can be used by classmates.
- Once a month: There will be a "sharing circle". This is a verbal exercise, where each child is given the option to share. This is a valuable opportunity for the child to practice speaking in front of others in a safe and natural atmosphere. While most children choose to share, it is always a choice and never forced. Due to items being lost, broken, or difficult to share, please keep personal/favorite toys at home that can lead your child to feel distressed if another child uses their object.

Insurance Coverage

- Professional liability insurance: Mackee
- Accidental/medical insurance: Mackee
- Supplemental auto insurance: Not Applicable

Television, Video and Computer Use

Television/video and computer use will be limited to educational purposes only.

Special Activities

Child's birthday: You are invited to send small fruit snacks as a birthday snack to share. Please email your child's teacher in advance to plan accordingly. Please bring any item that does not contain nuts, peanut butter, or peanut oil, or a disclaimer that states the product produced in a plant that makes these items. Please only bring store-bought individually packed items only, unfortunately, this excludes cakes, ice cream/frozen treats, donuts, or cupcakes.

On occasion, your address, phone number, and email address may be shared with a classmate for the purpose of scheduling playdates and parties. If you do not wish to allow us to share your contact information with a classmate, please specify in writing not to include your child and your child's name will be omitted from our contact list to be shared.

Religious Activities

Religious activities include:

- Holiday Music
- Art projects

Religious holidays observed by decorations in our academy include:

- Christmas
- Kwanzaa
- Easter
- Diwali
- Valentine's Day

If a parent or child does not wish to participate in a religious activity, the following alternatives will be provided:

- The child will be able to participate in another planned activity

Childcare will incorporate children's beliefs into the program by giving the child the opportunity to share their beliefs during circle time.

Each child will be allowed to exercise his/her religious beliefs or rituals to the extent it does not infringe on another's rights.

Confidentiality policy including when information may be shared

Information about children in the program will remain confidential. You have the right to access your child's records. Anything of a sensitive nature will be shared outside of the presence of the children.

Behavior Management and Discipline

We will use consistent, fair, positive methods of managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level and culture. We will use the Meta-Moment, where children are able to analyze their behavior based on their emotions/feelings to help them transition from one state of feeling to another. For example, shifting from angry to calm to avoid anyone from getting physically or emotionally hurt.

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking, pinching or any other means of inflicting physical pain.

All staff will be trained on the following policy and practices:

1. Mood Meter: The child will be guided by the teacher to transition from one unpleasant mood to a pleasant mood to avoid unacceptable behavior.
2. Meta Moment:The child is guided by the teacher to stop when something is happening, sense it, see their best self, and strategize to be successful.
3. Calming Corner: (aka Zen Zone) The child is guided to the calming corner and given an opportunity to try again at another time.
4. Last Resort: We will start our behavior management practices listed below.

Behavior Management Practices:

Unacceptable behavior- biting, slapping, spanking, hitting, kicking, pinching or any other means of inflicting physical pain on any other child or staff member.

If your child exhibits excessive unacceptable behavior and is unable to gain self control despite the redirection and guidance on finding strategies to self regulate and shift from red, yellow, blue to green and requires more individual attention that can be given within child to-staff ratios, the following procedures are followed:

- After the first occurrence, we will contact the parent by phone and follow up with an email.
- When a child is excessively exhibiting unacceptable behavior a second time, we immediately schedule a conference to again review the behavior, and expect and require the parent to pick up your child within one hour.
- The third time your child is requiring one-to-one attention due to unacceptable behavior, we will call you (the parents or guardians) to notify that your child may have to leave the program temporarily for safety reasons until you (or guardian) is able to seek professional evaluation and guidance for an individualized plan through local resources. SLA will ask you (the parents or guardians) to provide the academy with a letter from the counselor verifying that the counseling process has begun. Once the counseling starts, you must immediately submit a behavior plan to the office.

********** For the safety of all staff and students, if any child instigates dangerous behavior, we will go directly to step 3. **********

Dangerous behavior includes but is not limited to: maliciously physically attacking other students or staff members. The child exhibits behaviors that present a serious safety concern for that child or others; we are not able to reduce or eliminate the safety concern through reasonable modifications.

Expulsion Policy

We will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from BBK. We will provide beneficial community-based resources if your child is expelled.

Child Action for Child's Termination/Expulsion

- Failure to follow through with our Behavior Management and Discipline
    - Communication will happen via our app that sends you instant messages to your cell phone as behavior is happening as well with the steps we are taking.

Parental Action for Child's termination/expulsion

- Failure to comply with the Parent/School Contract.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child(ren).
- Physical, intimidating or threatening action including verbal abuse to staff.
- Habitual aggressive or dangerous actions/behavior during drop off or pick up.
- Student's behavior presents a serious threat to that child or others.
- Teachers will share with parents written records of unsafe behavior, and parents administrators, and teachers will meet before determining whether expulsion is necessary.
- Bright Beginning Kids will supply families with resources on behalf of benefits of expulsions.

Child Restraint Policy

At Bright Beginning Kids the safety of all children is our primary importance. We will use verbal redirection, offer appropriate choices, and/or remove other students from a potentially unsafe situation before restraining a child who is presenting a threat. Physical restraint is only used when and if a child's safety is threatened. A trained adult will restrain the child by holding as gently as possible and for the minimum amount of time necessary to control the situation. Any physical restraint will be reported to the child's parent/caregiver that day.

Early Learning Policy

Teachers at BBK will ensure that all students receive an enriched learning experience according to our social emotional learning, emotive, curiosity, thankful philosophy. This includes developmentally appropriate instruction, both individually and in a group based on the child's readiness, and willingness. Some of what might seem as disadvantages of mixed-age classrooms tend to be the concerns of parents thinking that their young child might be pushed too hard academically. Some parents of their older children might think that they are learning less. These are not true.

Our teachers will not pressure a student to perform beyond his/her ability or their capacity regardless of their age or parental requirement. There has been a lot of research that supports the idea of mixed-aged classrooms. Not only do some students out-perform peers of the same age academically, studies also show that they thrive socially. Here's why:

Children develop a sense of family with their peers. Mixed-age classrooms generate a family of learners who support and care for one another. Older children have the opportunity to serve as mentors and take leadership roles. What they learn, they can teach, and when they teach, that material tends to stick with them longer and the more they teach, the more that information becomes natural. They model more sophisticated approaches to problem-solving, helping younger children to accomplish tasks they would not be able to do independently. This dynamic increases the oldest child's level of independence, competence, self-esteem, while increasing the younger child's spirit of belonging and feeling loved and cared for in a community of learners. According to *The Advantages and Disadvantages of Multiage Classrooms in the Era of NCLB Accountability* "The enhanced social natural settings in multiage classrooms can help raise the students' **social and emotional skills**." Having children in a mixed-age

classroom helps them build empathy towards each other, for example, when a younger child is having a difficult time during a learning center and an older child comes to help, that's an organic setting with an empathy lesson.

First Steps 12 months to 24 months
Maximum group size of eleven with a ratio of 1:7

Toddlers 25 months to 36 months
Maximum group size of twelve with a ratio of 1:6

Preschool 3 years to 6 years old (thirty months through six years of age who are not attending kindergarten or elementary school - must be potty trained)
Maximum group size of fourteen with a ratio of 1:7

School age group (only in summer from June mid to August end) 1:10

Mixed Age Group Policy

During the day, everything is done to keep the classes and age groups separated to their designated areas. There may be intervals of times throughout the day where groups of preschool and elementary school kids (only in summer) spend time together, following Washington State and DCYF regulations and Best Practices. This is most likely to occur during:

- Snack, lunch and late afternoon snack time.
- Daily outdoor time for summer camp kids will be separate from the other which will be safe for all age groups.
- Other times may include when children come together for activities or events for a short period of time in the preschool classroom.

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Care of Young Children

Diapering Procedure

All children will have their own containers for diapers, labeled wipes if parents decide to send, and any labeled creams that you provide. Supplies will be placed over the diaper changing station inside a wall cabinet. Children will be checked for wetness upon arrival and will be checked every two hours. Diapers will be changed immediately in the case of a bowel movement. Children in diapers will be changed on a sanitized changing station. Dirty diapers will be disposed of in the creative baby tidy diaper pail and will be emptied by the end of the day to the outside garbage can with lid.

Toilet Learning

Toilet training will be discussed with the child's parent when the child is ready for training. Children that are being potty trained will be sent to the toilet each hour at first, then every two hours. They will be trained directly on the child seat on the toilet, as our bathroom is set up for this. The child toilet seat will be disinfected after every use.

2.5-3 Year Old Potty Training Students: Will be done in the bathrooms. Stand-up diaper changes(pulls Ups) are to be done in the bathroom or the changing mat may be set down in the bathroom to complete diaper changes. The changing pad will be disinfected after every use.

Toddler Diapering
Parents are providing diapers. The lead teacher of the toddler program is responsible for determining if the child is toilet trained and no longer needs diapering service. **Pull ups are not allowed in the preschool classroom.**

Feeding

Parents will provide breast milk. Their bottles will be maintained in a fresh sanitary condition, labeled with the child's first and last name. No bottles or pacifiers should be attached to your child, as other children have a tendency to handle them, and they can get caught up on things. All bottles and nipples provided by parents (caregivers) must be in good repair (with no cracks). Bottles can be glass, stainless steel, or plastic bottles. Plastic bottles must not contain the chemical bisphenol-A or phthalates. We will not prop bottles for toddlers and they will not be given a bottle or cup when lying down. We will not add food, medication, or sweeteners to the contents of a bottle unless a health care provider gives written consent. One hundred percent juice or any sweetened beverages (for example, juice drinks, sports drinks or tea) are not allowed unless a health care provider gives written consent. To help prevent tooth decay, we will only offer milk and water. We will offer age-appropriate solid foods.

When thawed breast milk is provided for a child, we use it the same day as received, we immediately label the milk with the child's first and last name, date it, and refrigerate the breast milk. Breast milk bottles will be disposed of once the child sets them aside. When frozen breast milk is provided, we store it at zero degrees Fahrenheit or less and label it with the child's first and last name in a closed container to prevent contamination. We keep the frozen breast milk for no more than thirty days upon receipt and return any unused frozen breast milk to the parent (caregiver) after thirty days. We keep frozen breast milk in the refrigerator at a temperature of 39 degrees Fahrenheit for up to twenty-four hours after thawing. Thawed breast milk that has not been served within twenty-four hours must be labeled "do not use" and returned to the parent or guardian. We will return any unused refrigerated, not previously frozen, bottles or containers of breast milk to the parent at the end of the child's day, or label "do not use." We will thaw frozen breast milk in the refrigerator, under warm running water, in a container with warm water, or in a bottle warmer. We will not thaw or heat breast milk in a microwave oven or on the stove. We will obtain parental consent prior to feeding your child formula if being breastfed.

Naps and Rest Periods

The toddlers sleep on their designated sleeping mats that are labeled with their names and pictures.

Naptime for children 12 months to 29 months and older is during the time between 12:00 pm and 2:00 pm each day. **No child will ever be forced to sleep, however, they are encouraged to remain quiet and on their sleeping mats during this time.** For the older, toddler-age children, sleeping on their sleeping mats, please send a blanket that can be kept at the academy for your child.

Water Activities

We will not have any water activities that are twenty-four inches or deeper.

Child Abuse Reporting

As a child care provider, we will protect children from all forms of child abuse or neglect. We are required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or our local law enforcement agency immediately (without prior notification to the parents involved). We will also inform our licensor. All staff or volunteers in this program, are trained on the prevention and reporting of child abuse and neglect.

Meals and Snacks

We participate in the USDA Food Program. All meals and snacks are prepared and served in accordance with the U.S. Department of Agriculture guidelines.

It is your responsibility to notify us of any allergies or adverse reactions your child may have with certain foods or beverages. If you choose to provide food for your child, we will need a written and signed plan.

Home-canned foods are not allowed to be served.
Safe drinking water will be served.
Organic whole milk will be served to children 12months to 6 years.
The microwave will be used to warm the milk and the temperature will be checked before serving.

Meals Served/Sample Menu and Description of How Foods Are Served

We believe healthy meals and snacks are important for a growing body and mind. Our meals and snacks include a variety of fruits, vegetables, and whole grains. We use glass cups, steel plates, and spoons that are BPA-free. Food is served to each child individually. We stir and test for a safe temperature before serving the food. We sit down with children and closely supervise them when eating. Below are the samples of some snacks and lunches that will be served to the children.

Morning Snacks: Following are sample menu options:

All organic seasonal fruits are served on a daily basis. Organic cinnamon buttermilk and raisin bread, fruit smoothies, cucumber, carrots, yogurt, and organic milk.

Lunch menu options examples are:

Vegetable pasta, rice with lentils, idli (rice pancake), spinach, and paneer parathas (Indian pancakes). Autumn squash soup, macaroni and cheese, chicken strips, and tomato and spinach soup.Vegetables and fruits like peas, broccoli, sweet potatoes, carrots, green beans, and colored sweet pepper, strawberries, blueberries, blackberries, kiwi, bananas, on an everyday basis.

Afternoon Snacks: Following are sample menu options:

Organic milk, cheese, organic multigrain cracker, oatmeal cookies, carrot sweet potato fries and zucchini bread

Sample Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING SNACK Organic Milk Served	Plain Greek Yogurt with Blueberries	WW Bread with sun butter & Bananas	Hard-Boiled Egg Avocado Strawberries	WW Graham Crackers Bananas	WW Avocado Toast Mangos
LUNCH Organic Milk Served	Lentil Soup with Rice Fresh Fruit	Mac and Cheese Broccoli	Chicken Soup with Vegetables Fresh Fruit (Tofu Soup)	Autumn Squash Soup WW Bread Blueberries	Refried Pinto Beans & Mexican Rice
PM SNACK Water Served Unless Milk is Specified	Hummus with Baby Carrots	Fresh Fruit Organic Milk	Apple Slices with Sunbutter Organic Milk	Plain Greek Yogurt with Strawberries	Hummus with Celery
LATE PM SNACK Water Served Unless Milk is Specified	Pretzels String Cheese	WW Crackers Sliced Cheddar Cheese	Fresh Fruit	WW Cheese Sandwich	Fresh Fruit Organic Milk

All meals are prepared on-site.
Organic foods are used when available.
Fruit may be substituted due to seasonal availability.
Fresh Fruit choices- blueberries, strawberries, bananas, oranges, melons, pears, pineapples, apples
Whole Milk is served to children ages 1-2 years old.
Fat-Free Milk is served to children ages 2 years and older.
(In parenthesis is a vegetarian option)

Food Handling Practices

Anyone preparing food for the children is required to have a valid Food Handlers Permit. We follow the safe food storage, preparation, cooking, holding proper temperature, and serving guidelines. We wash our hands as

required and do not prepare food when sick with vomiting and diarrhea, continual runny nose and sneezing, and or diagnosed with any infections.

The following are some basic procedures that help keep food safe:

- All refrigerated foods are put away quickly to prevent time and temperature abuse.
- All canned and dry storage foods are stored in designated areas.
- Cooking of foods will heat all parts of the food to the required temperatures.
- Fruits and vegetables will be thoroughly cleaned before eating.
- Thawing of foods will be done so that the risk of cross-contamination is reduced.
- Proper reheating will eliminate a major portion of pathogens.
- To help prevent cross-contamination, raw meats, fish, and poultry will be kept away from cooked and ready-to-eat foods. Equipment, utensils and food contact surfaces will be washed, rinsed, and sanitized.
- Hands will be washed before and after handling raw products, eating and after touching any item that will contaminate hands.
- Wash surfaces often with soap and water and sanitize with a bleach solution.

Dishwashing Practices

Dishes are washed thoroughly after each and every use.

Safety of Food Containers and Preparation Area

All meals are prepared in nonstick cookware and are served in safe bowls. We clean and sanitize food preparation and eating surfaces before and after use.

Policies for Food Brought From Home

The only time we allow food brought from home is for your child's birthday. Your child's birthday is his/her own special day to share with friends. Parents are invited to send small fruit snacks as a birthday snack to share. Please do not bring any item that contains nuts, chocolate, peanut butter or peanut oil, or a disclaimer that states product produced in a plant that makes these items. Please do not bring cakes, ice cream/frozen treats, donuts or cupcakes. Anything brought from home must be store-bought and individually packaged.

Transportation and Field Trips

Parents are responsible for transportation to and from our academy. We do not plan to take the children out on field trips. In order to have our kiddos use the indoor gym for indoor recess when weather does not allow us to go outside, we need a field trip permission slip filled out in advance.

Staffing Plan

We will maintain the State required staff to child ratios at all times. If we need to be absent for any amount of time, you will be notified. Any Staff who covers for us in our absence will meet all State requirements to care for the children, and be fully trained according to State requirements and on the policies and procedures of our program. You may ask for access to our staff training and professional development records.

If we have any staffing changes, or need to be absent for an extended period of time, you will be notified in writing.

Staffing When Provider is absent

There will always be at least one director at the school. All staff will be trained in the annual training on how to look after the children while one or both directors are absent. During the absence of both directors (will only happen in rare unforeseen emergencies) a supervisor will be assigned, and following is what the staff responsibilities will be:

- Assist with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Maintain daily open communication with parents
- Arrange a classroom environment in accordance to program goals and philosophy
- Keep accident reports
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Attend in service and staff meetings

- Keep all appropriate records such as records, attendance
- Meet all applicable licensing regulations

Caring for child with special needs

We do accept children with special needs (i.e. autism, ADD, Down's syndrome) as long as we feel that we can reasonably meet their needs as well as the needs of all the other children. Any time a child (with or without special needs) has a specific need that is not part of our regular program, we require a conversation with the parents to identify the need and an appropriate accommodation for that child, and together, we create a written plan around that.

Emergency preparedness and evacuation plan

In the case of a disaster of any kind, we are prepared for evacuating the children and have emergency supplies for up to seventy-two hours. In case of an emergency, our first responsibility is to move the children to a safe place outside under the sign of Wells Fargo 6615 132nd Ave, Kirkland WA 98033 and account for all children in attendance. After evacuating children, 911 will be notified. We will then contact all parents/guardians to arrange pick-up of children if needed.

Health Care Practices

For the health and safety of your child and all of the children in our academy, **please do not bring your child to academy sick**. If you are not sure if your child should be brought to the academy, then please call and check with us. If a child becomes ill during academy hours the parents will be contacted to pick up their child. Parents need to pick up their children within **one hour** of being notified. If parents are not available, the emergency contact person will be notified. Please see the covid policy for more details.

Note: if we become aware that any household member, staff person or child in care has been diagnosed with any contagious disease, we will notify within 24 hours to the local health jurisdiction or department of health, **they may not return to academy until symptoms requiring removal are no**

longer present. The child, staff, and household member must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and is otherwise feeling well enough to participate in our daily schedule.

Injury or medical emergency response and reporting (WAC 170-296A-3575, 3600 and 2275)

1. All of our staff are trained in First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified. With some minor injuries parents will be called to help decide whether the child should go home.
3. 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 parents or guardians as soon as possible and tell you where your child is being treated.
4. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to the Department of Social and Health Services Licenser and child's social worker, if any. You will be given a copy.

Medicine Management (WAC 170-296A-3325)

1. All medications (prescription and non-prescription) shall be administered only on the written approval of a parent or guardian. A Medication Treatment Authorization form (authorization to administer medication) must be completed. This form must be initiated and dated every 30 days for ongoing permission for over the counter medications.
2. Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
3. Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.
4. Doctor's permission is not required for non-prescriptions drugs such as:
    a. Anti-histamines
    b. Non-aspirin pain relievers and fever reducers
    c. Cough medicine

d. Decongestants

e. Anti-itching creams

f. Sunscreen

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.

5. Any medicine taken by mouth for children under two will need written permission from your doctor.
6. A detailed record will be kept of all medicines given at child care.

Reporting and notifying conditions to public health

If we become aware that any staff person or child is diagnosed with a notifiable condition, we will report to the local health jurisdiction or the state department of health and to our licensor. The person/child is immediately excluded from the academy and may not return until approved by the local health officer.

We must report to a child's parent or guardian and the department:

a. Immediately:
    i. Any incident reported under WAC 170-296A-2200, after calling 911;
    ii. Any incident reported under WAC 170-296A-2225, after calling 911 and Washington poison center;
    iii. A child's demonstrated acts, gestures or behaviors that may cause serious intentional harm to self, others or property; or
    iv. Use of physical restraint with a child.
b. Within twenty-four hours:
    i. Child's injury or other health concern that does not require professional medical treatment (report to parent only);
    ii. Change in academy staff, including serious illness or incapacity of the licensee that may impact child care staffing;
    iii. Additions to the household of persons sixteen years old or older;
    iv. Change in the our phone number or email; or

v. Child's exposure to a communicable disease from the list in WAC 170-296A-3210

Certificate of Immunization Status

A CIS form or similar form supplied by health professional must be used, and be current and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed exemption to immunizations, the child may need to be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

Hand Washing Practices and Hand Sanitizers

We (children and adults) will be washing our hands upon arrival, before and after preparing food, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. Hand sanitizer will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom we have a signed parent permission on file.

Cleaning, Sanitizing and disinfecting

We will ensure all areas will be kept in a clean, sanitary, and safe condition.

- Kitchen counters, tabletop, floors, doorknobs and cabinet handles will be cleaned and sanitized daily or more often as required.
- Food preparation surface will be cleaned and sanitized before and after preparing meals.
- Carpeted areas are vacuumed daily areas and undergo deep clean at least once a year.
- Toys that go in mouth or are contaminated with body fluids will be immediately removed and will be cleaned and sanitized.
- Cribs and sleeping mats will be sanitized weekly or before it is used by a different child. For Sanitizing we use ¼ tsp bleach to 1 quart water.
- Bedding and blanket will be sent home with the child every Friday for washing/or more often if soiled and needs to be returned back to academy on Monday.
- Bathrooms, diapering areas, toilet seats are disinfected immediately after being used and cleaned daily by the cleaning crew that comes during our closing hours.

- Blood or bodily fluids will be taken care immediately while using approved gloves and cleaned and disinfected with 1 tsp. bleach to 1 quart water.
- Hands and forearms will again be washed after the removal of gloves.
- Children will use separate paper towels to dry hands.
- Disposal of blood or materials that have possible contamination of unknown bodily fluids or illness will be placed in a plastic barrier and taken to the outdoor garbage can.
- If any presence of pests are found in the licensed space immediate action will be taken to remove. A non-chemical method will be used to control but if chemical method is required, it will be done when children are not present and a notice will be visible for parents in advance before the application.

Blood Borne Pathogen Plan

All staff caring for our Bright Beginning Kids children have completed the Blood Borne Pathogen training. When Staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated and then properly dispose of all waste. All persons exposed will wash hands before returning to care.

Injury Prevention

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products and chemicals will be inaccessible to the children.

Pets

We do not have pets on our academy premises.

Smoking

Smoking, and the use and visual possession of tobacco and unapproved nicotine delivery products are prohibited on our property during business hours, including, but not limited to:

- Indoor and outdoor grounds
- Adjacent sidewalks
- Parking lots
- Buildings
- Private vehicles

This policy applies to all persons on the premises, regardless of their purpose for being there. Federal law prohibits smoking within 25 feet of the premises.

Scientific evidence has linked respiratory health risks to secondhand smoke.

Drugs and Alcohol

No illegal drugs are allowed on the premises. Alcohol may not be consumed during business hours. No one under the influence of drugs or alcohol may be in the presence of the children at any time. Any alcohol in the home will be stored inaccessible to the children.

Guns or Weapons

We do not have any guns, weapons of ammunition on our academy premises.

Nighttime Care and Staffing

We do not offer nighttime care at our facility.

Non-discrimination Statement Policy

We do not discriminate in enrollment, hiring practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veterans status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member, communication and learning styles. We will assist children and parents who have limited English language ability. Respect for diversity in all forms is what we value. Bright Beginning Kids' approach to diversity education is baked on the “needs of people.” This developmentally appropriate practice relates conversations of diversity to the basic fundamental needs all people have in common, such as the need for food, shelter, community, work and self-expression. We will use books, activities, globes, maps to demonstrate to the child that we live in a world of rich diversity. We teach good manners of different cultures, through books, puzzles, stories, and additional hands-on curriculum. We do not teach the child directly on differences between religion, or issues relating race or ethnicity. We believe we can respect this diversity by letting parents teach them these topics at home. We do honor the child during our school hours if they wish to share any religious celebration in a sharing circle, we listen and acknowledge the child’s statement without comparison or editing in any way.

Holidays will be discussed or celebrated in the classroom in a seasonal way. Holidays that have religious significance, such as Christmas, Hanuka, or Diwali, will be discussed or celebrated by letting the child share their home experience. We listen and acknowledge the child's statement without comparison or editing in any way.

Violence, bigotry and hate have no place in our peaceful community. We immediately address discriminaiton or harassment within the context of respect. For example, if a child is made fun of because of a cultural difference, the teacher may say, "Treat others the way you want to be treated"

The Importance of Keeping Information Up To Date

It is important for you (the parent/caregiver) to keep all of your information up to date. This includes all the information that is initially asked for upon enrollment, for example, immunization records, allergies, emergency contacts, who may or may not pick up your child, etc. It is important that you keep us informed of any changes in who may legally access your child's information and who may not. All of our student's files will be kept confidential with limited access to the staff.

Parent Acknowledgment of Policies and Procedures

I have read and understand the Bright Beginning Kids Parent Policy and Procedure Handbook as listed in this document and signed the five admission requirements.

_____ _____
Parent Print First & Last name Date

_____ _____
Parent Print First & Last name Date