



Our Philosophy

Kids R Number 1 LLC is honored to be apart of each child that walks thru our doors. We strive to offer nothing but quality level care to all children. Our mission is to provide a developmentally appropriate and educational filled environment. We want our parents to feel confident when leaving their children in our care. We want the children to feel confident in themselves and know that they are amazing little people.

Provider # 334626

976 S. Juniper Dr. Moses Lake, WA. 98837

509-766-0106

Childcare subsidy: 1-844-626-8687

Admission forms to be filled out and turned in before a child can enter into childcare

- Completed registration form for each child entering care
- Completed certificate of immunization for each child
- Completed permission form for each child
- Completed contract for each child signed by parents & provider
- Completed USDA food program enrollment form
- Signed permission form for toothbrushing

Upon enrollment of the childcare center, I require one visit with you and your child that will be attending childcare. This is so that we could get all the necessary paperwork filled out and turned in. It also gives us both a chance to ask and answer any questions and gives you and your child a tour of the center. The 1st two weeks will be a trial period but we can go longer if the child is taking longer to adjust. Either the parent or childcare center may end the childcare by giving 5 days written or verbal notice.

Tuition requirements:

All tuition is due by the due date that is specified in your signed contract. For your convenience we are able to bill weekly, bi-weekly or monthly. If your payment is late a late fee of 30.00 per day will be added to your bill. If late becomes a pattern you will be asked to clear your account or we will not be able to provide you childcare until your account has been paid in full. We do review fees annually and in the event that there is going to be a rate increase you will be given a 30-day notice. All families are required to contract their children for at least 4 days per week. We do not offer childcare for any days less than that. All state subsidy co pays are due the 5th of each month or a 30.00 late fee will apply.

Childcare fees:

We make every effort to keep childcare costs to a minimum for our families. In return we ask that families provide their work schedules and a phone call or text for any missed days their child will have. In order to maintain staff ratios and costs. Payment is still expected whether the child attends or not. We bill based off what your child is contracted for and not attendance.

Fees:

Annual registration 100.00 per child

<u>Age</u>	<u>Daily rate</u>
12 mo.-29 mo. (Toddler)	57.00
30 mo.-4 yrs. (Little pre)	57.00
4yrs- 6 yrs. (Big pre)	57.00

Overtime: care that exceeds 10 hrs will be billed as overtime and the cost is 1.00 per min.

Late fees: The center closes at 5:30pm and any child still here after that will be an extra charge of 5.00 per min.

Late payment: Failure to make your payment on time and not communicating with the director beforehand to make other arrangements will result in a 25.00 late fee. The child will not be permitted back into childcare until arrangements or payments have been agreed upon and made.

Late pick up times:

If you have not called or arrived to pick up your child 30 min after your contracted time, I will begin calling emergency contacts you have listed. If I am still unable to reach you or an emergency contact, I will then notify the local authorities.

Consistently being late will be cause for termination. If I am notified that you will be late, we will make no further calls but late fee will apply. Arrival time is also important. If you are going to be early or later than normal, please let the director or your child's teacher know. Late fees are strictly enforced.

Parent contract:

During the pre-admission interview parents will be given a copy of our parent contract to review. If the parent chooses to place their child in our care this form must be completed and signed by the parent/guardian as well as the director.

Termination of your childcare:

If you decide to remove your child from our care, we do require a 2-week notice. If we are unable to continue care for your child you will also be provided with a 2-week notice. Reasons to terminate care could be but are not limited to:

- Failure to pay tuition
- Failure to complete and sign forms
- Lack of parental cooperation
- Child is unable to adjust
- Our inability to meet your child's needs
- Gross misconduct on the child's or parent's part

Please note that we will make any every effort to work with you & your child, however we expect the same amount of care and support on your end as a parent. As care providers we can only do so much so if there are continued behavioral issues, we will try to work them out but please understand that when the environment becomes a health and safety issue for other children and staff, we may have to have you come pick up your child. We understand that this can be inconvenient but we have to maintain a safe and healthy environment for others as well.

Childcare closed holidays:

Please remember these days the center will be closed. The days that have a * next to them are paid holidays and will be included in your bill.

- New Year's Day *
- Memorial Day *
- Independence Day *
- Labor Day *

- Thanksgiving Day*
- Friday after Thanksgiving*
- Christmas Eve*
- Christmas Day*

Days & hours of operation:

Monday-Friday 5:30am-5:30pm

Sign in & out procedures

Each child needs to be signed in and out. We are currently using a program called Bright wheel. Once your child is registered you will be asked to download the app and you will be able to scan a qr code that will be posted in your child's classroom. This is how you sign your child in and out. If someone different will be picking them up and they do not have the app staff can easily sign your child in and out. Unless prior arrangements have been made no late drop offs after 10am will be accepted.

A typical schedule for Kids R Number 1 (Please keep in mind that each class room may have a more specific daily schedule they go by. At the time of enrollment, you will receive a copy of your child's classrooms daily schedule)

5:30am-7:30am	Center opens, free time, breakfast
7:45am-8:00am	Clean up and getting ready to go to classes
8:00am-9:30	Center play, wash up for AM snack
9:30am-10:00am	Am Snack is served
10:00am-11:00am	Circle time, preschool lessons (each class has their own specific schedules)
11:30am-12:00pm	Lunch
12:00-12:30pm	Clean up from lunch, wash hands, get ready for quiet time
12:30pm-2:45pm	Naps/quiet time or quiet activities in observance of quiet time
3:00pm-3:30pm	Clean up, put cots away, wash up for afternoon snack, snack is served
3:30-4:00	Snack is served, clean up from snack
4:00pm-5:00pm	Outside (weather permitting), homework, organized activity
5:00pm-6:00 pm	Free time, clean up, center closes

Age grouping, ratios & group sizes

Each classroom is designed and licensed for a variety of children in various age groups. To enhance the quality of care we provide we will have limited number of children in each group. That staff to child ratios are as follows:

12 mo.-29 mo. 1:7 (toddlers)

30 mo.-5 yrs. 1:10 (preschool)

5yrs. -12 yrs. 1:15 (school age)

Children with special needs:

We will always make sure to work with our families to assure the children's needs are being met. If your child requires any kind of special needs, we will work together to come up with an individual care plan to be able to accommodate your child.

Non-smoking facility

This is a non-smoking facility during and after business hours. All visitors will be asked not to smoke or vape within 25 ft of the entrance or in the view of children.

Pets

This center currently does not have pets, in the event that there are changes we will send a notice out to each parent or guardian letting you know about the pet.

Pesticide's policy

Kids R Number 1 will not use any pesticides. If for some reason we do decide to use any we would let parents know at least 48 hours in advance. Any applications of pesticides would be scheduled on a Friday afternoon while no one is on the premises.

Special foods

Formula is to be provided by the parents. Any food allergies will need to be documented by a physician and brought to me. The center is required by the food program to serve the food unless a physician's note is on file. Meals & snacks are served at these times:

Breakfast: 7:00am-8:00am

Am Snack: 9:30am-10:00am

Lunch: 11:30am-12:00pm

Pm Snack: 3:30pm-4:00pm

Evening Snack: 5:00pm-5:30pm

If your child will not be in care around these times listed it is your responsibility to feed your child before bringing them. Please keep these times in mind because we never like to tell a child no if they are hungry.

Visits, communication & access to children

Parents are welcome to visit the center anytime during business hours. No appointment is necessary. You may also call the center at 509-766-0106. The only people who are allowed access or unsupervised access to the children are their parent/guardians, caregivers, family members listed on their registration form or who have been given permission by parents or guardians, qualified volunteers, government representatives or an individual with written permission by the parent or guardian. We may use substitute teachers to help cover staff shifts and or lunches. In the even that we are using a substitute parents would be noticed. We do our best to use same subs to help keep the children familiar with their teachers.

Rest time:

Children can have different needs than others. Consideration will be made when providing the children with different choices. We will observe quiet time for those children that do take naps, however for the ones that do not take naps we will provide quiet activities. For children that are 29 months and younger they will be allowed individual sleep schedules.

Meals & Snacks:

Meals & snack will be nutritious and meet dietary standards. Please be sure to inform us of any food allergies that your child might have. We do use egg and nut products in our kitchen. If you choose to bring a special treat please bring enough for your child's class and treats are to be store bought.

Items to be provided by the parents:

Diapers and 2 changes of clothes. There is a 1.00 charge for every diaper that we have to provide to your child while in care.

Discipline policy

Our policy is that if your child is having behavioral problems that need to be addressed, we will use redirection at least 5-6 times. The 2nd time they will be placed into "think time" the time duration for "think time is 1 min per age. If those attempts are unsuccessful a phone call is made to the parent or guardian to try and talk with their child. If that does not help, the child will need to be picked up.

Child abuse:

Please understand that corporal punishment by myself or you the parent are prohibited while in the daycare center and that by law the staff and myself are required to report evidence or knowledge of suspected child neglect or abuse to the proper authorities.

Discrimination:

Kids R Number 1 LLC childcare center will not discriminate any person that may work here or bring their child here for any reason at all times.

Religious activities:

We respect all religions and beliefs. Sometimes as the holidays approach we may create crafts that will be related to certain holidays such as Easter, Christmas, Valentines etc. We also love to celebrate the children and staff's birthdays. If you prefer your child not participate in these events or activities, please let the

director and your child's teacher know so that we are able to fulfill your requests and respect your wishes.

Transportation:

Parents/guardians must provide transportation to and from the childcare center. If we take a field trip to any other location, we would notify you ahead of time and will be asked to sign another permission slip for that specific location. If there is no consent signed your child will be unable to attend so the child would have to remain at the center in another classroom until his or her class returned.

Offsite activities/field trips:

Supervision plan: While on an offsite fieldtrip if there are more than 6 children on the day of the planned offsite field trip there will always be a qualified helper with the lead staff and the children. We will all be transported in the daycare van. In case of emergency there is a fully stocked 1st aid kit in the van as well as copies of each child's file along with medication logs if applicable. There are usually no field trip fees involved. If a child regularly takes medication of some sort, they will be asked to take it that day at home if possible.

Medical treatment:

All injuries or illnesses will be documented by whomever witnessed the illness or injury, the information will be forwarded to the director right away and a copy of the incident report will go home with the child. Minimal 1st aid will be given along with lots of love and care to help make the child feel better. In the event of a serious injury or illness we would call the parent/guardian right away, document and notify director.

Life threatening emergencies:

A medical power of attorney will be provided to Kids R Number 1 LLC to cover any emergency situations. It is understood that a conscientiousness effort will be made to notify parents. If you are unable to be located your child will be transported by ambulance to the most appropriate medical facility. The expense of this service will be the responsibility of the parent or guardian. At the time of registration parents or guardians must supply the names of three people to be

contracted in case of an emergency. An injury report form will also be documented and will need your signature.

Sick children:

To avoid hazards and injuries all equipment and supplies will routinely be maintained to prevent injury. Parent/guardians are required to keep all immunization records and checkups updated. If your child is exempt from immunizations will also need that documented. In the event of an infectious outbreak the exempt child will not be allowed to attend childcare until the outbreak has passed. We will have on hand consent forms for emergent medical treatment. In case of emergency, we will get your child to the hospital once they are stable and as soon as possible you would be notified immediately. All staff will be first aid and CPR certified as well as having annual blood borne pathogens training. If your child appears to be ill, if your child is unable to participate in normal routines the parent or guardian would be notified and asked to pick their child up. Children will not be permitted into the childcare center with the following symptoms:

- **Unknow rash**
- **Fever of 100 degrees or higher (child will need to be fever free for at least 24 hrs.)**
- **Heavy nasal discharge, colored or needs to wiped consistently (if you think it is allergies, give them allergy medicine to dry up the discharge)**
- **Constant cough or sore throat**
- **Diarrhea**
- **Discharge from the eyes or ears**
- **Vomiting**
- **Communicable disease such as chicken pox, rosella, conjunctivitis, mumps, measles, influenza, hand foot & mouth disease etc.**
- **Including the incubation period for a communicable disease**
- **Child is inconsolable for over an hour but displays no other symptoms**
- **Head lice or nits**

Any serious outbreak of a communicable disease will be reported to our local health department

Immunizations:

Please understand that it is very important to keep your child's immunizations up to date. Upon enrollment we will print out a current immunization record if it shows your child is behind you will be asked to get your child's vaccines updated before they can start childcare. If they are already enrolled and your child falls behind you will be asked to make an appointment to get their immunizations updated asap. If this is not done in a timely manner your child will need to stay home until they are updated.

Helping prevent the spread of illness and disease hands will be washed when:

- Arriving to the center
- After a child is diapered
- Before & after participating in food prep activities
- After touching bodily fluids
- Before handling food
- After toileting
- Before & after meals
- Coming in from outside

**The diaper changing station is cleaned and disinfected after each diaper change.
Toys are cleaned daily with bleach/water solution. Bedding is washed weekly
and stored separately from other bedding.**

Medication management:

No medication will be given. Medication will not be provided by the childcare center. Parents must administer all medication. If the child has a condition where

the American with Disabilities Act (ADA) applies or a chronic medical condition such as asthma, epi-pen, diabetes etc. then reasonable accommodations will be made and the child will be given the medication. Medication will only be administered by a delegated staff member and a health care plan will be signed by the parent, child's physician and childcare director. The care plan will be in the child's file. A medication log will also be kept.

Blood borne pathogens policy:

Any and all incidents will be properly cleaned and sanitized

Potty training policy:

When it is time to potty train your child, we require that pull ups are provided by the parents. We also ask that the child be using the potty for at least 2 weeks before introducing potty training to the child here at daycare. Parents and teachers need to both be working together on a consistent basis while potty training.

Evacuation plan:

An evacuation plan is posted throughout the facility as well as fire extinguishers, all staff and children will participate in monthly evacuation fire drills.

Evacuation plan: In the event that we had to evacuate the building each classroom has a fire exit door. At each exit door is a brown envelope that contains the front and back of each child's registration form. This has the child's info, parent contact info as well as emergency pick up contacts and phone numbers. The staff would first gather all children to line up, next the staff are trained to quickly grab their phones, the brown envelope, their classroom tablet and escort their class out of the building. The meeting places the classes would go to is directly across the street from the center. There is a patch of grass with a tree in the center and the children are escorted safely across the street and would wait there with staff as they are all accounted for. Authorities would then be notified and phone calls would be made to parents to make pick up arrangements. We serve children ages 12 months-6 yrs not yet enrolled in kindergarten. Most children at this age are able to walk however if they are not, they would be carried out.

Lockdown plan: In the event that we have to go into a lockdown this is how staff will handle the situation.

Staff will quickly check the halls closest to their classrooms. All doors will be locked and windows coverings pulled down and lights will be turned off. Children will be kept away from all windows and doors. Children will be positioned in a safe place against the walls or on the floor, staff will turn a classroom table on its side to use as a buffer. Staff will maintain as best they can a calm atmosphere in the room, keeping alert to emotional needs of the children. Staff will try to do a quiet activity such as reading a book to try and keep kids quiet. Children and staff will remain in this position till the alert has been cleared. Director or designee in charge will then immediately call 911 and stay on the phone until help arrives. Staff will await further instruction from an emergency response personnel. Staff will wait to be informed on when it is safe to move about and release children from your classrooms. Children will not be able to be released to parents until and “all clear” has been called.

Upon arrival, the police along with the director will assume controlling responsibility and may evacuate the building per police standard operating procedures.

When “ALL CLEAR” is heard the director will apprise the staff of the situation and counsel the children. When the threat has been eliminated normal activities should be resumed as soon as possible as instructed by the director. Director will apprise parents of all “Lockdowns” whether practice or real. Director will report the incident to the Licensor. Director will complete a written incident report and place it in the centers file.

Stuff from home:

Unless your child requires something from home, please do not allow them to come with toys or personal items. This really just causes issues here at the center and it is really hard if items get lost, stolen or broken.

Transitioning to new classrooms:

Each year in the fall we transition our kids who are old enough and developmentally ready for the next class. The way we get here and determine who moves on is that each spring I meet with my staff and we go thru each child.

We look at their age as well their development. We plan together who we feel is going to benefit whether it is moving up or staying a little longer in their current class. We never want to rush a child into a new classroom until parents and us care providers feel they are ready. Before moving your child, we would always discuss our plan and thoughts with you first to make sure you are comfortable and that we are all on the same page.

Bright wheel:

We are currently using a communication tool called Bright wheel. Once your child is enrolled you will be sent an invite to download the app. Once you are signed in this is how you will sign your child in and out. You can also see your child's daily progress such as what they've eaten, how much, any diaper changes. You are also able to message your child's teacher directly. We also send important notices this way and paying your childcare bill is also an option with this app.

Thank you for choosing us to provide care to your precious child! Our hope is to make this a comfortable and loving experience to you and your family!

Agreement:

I have read and fully understand the policies and procedures contract, pesticide plan, disaster plan and also the financial agreement, understanding that the contents may be changed at any time with a 14-day notice. I have received a copy of this contract for my personal records.

I _____ agree to contract my child/children for _____ days per week at Kids R Number 1 LLC Childcare Center. I also understand that I will be billed based off what my child is contracted for and will not be given any credit for any days missed. My anticipated work schedule is as follows:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
From:	From:	From:	From:	From:
AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
To:	To:	To:	To:	To:
AM/PM	AM/PM	AM/PM	AM/PM	AM/PM

I UNDERSTAND THAT IF I NEED MORE CHILDCARE DAYS THAN I AM WILLING TO CONTRACT FOR THE OPTIONAL DAYS ARE ON A "SPACE AVAILABLE" BASIS ONLY. PLACEMENT IS NOT GUARANTEED AND DAILY RATES WILL APPLY.

I _____ UNDERSTAND THAT I WILL BE RESPONSIBLE FOR ANY FEES THAT THE DSHS/FOSTER SYSTEM DOES NOT COVER. BY SIGNING THIS I AM FULLY AWARE THAT I WILL BE RESPONSIBLE FOR ALL CHARGES.

SIGNED BY PARENT/GUARDIAN: _____

DATE: _____

DIRECTOR OF KIDS R NUMBER 1 LLC: _____

DATE: _____

