



Lisa's Little Angels Daycare and Preschool

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Parent Handbook Policies and Procedures

WELCOME

Welcome to Lisa's Little Angels Daycare and Preschool! We are delighted to have you join our childcare family. To foster a strong partnership and ensure clear communication, we've created this handbook. It outlines our childcare philosophy, business policies, and mutual expectations.

Our goal is to build a positive and collaborative relationship. To achieve this, the following pages provide the important guidelines and requirements designed to prevent misunderstandings and create a supportive environment for all. Please take time to review this handbook thoroughly. If you have any questions or concerns, feel free to discuss them with me at any time.

MISSION STATEMENT

At Lisa's Little Angels Daycare , our mission is to create a safe, nurturing, and engaging environment where children can learn, grow, and thrive. We are committed to fostering a love of learning, encouraging creativity, and preparing children for a bright and successful future.

INCLUSION STATEMENT

We are proud to embrace diversity and inclusion at Lisa's Little Angels Daycare . In compliance with state and federal regulations, all applicants are welcomed without regard to race, color, national origin, creed, religion, gender, disability, or handicap.

Our program is dedicated to conducting all practices including enrollment, discipline, and other terms and benefits of childcare services in a manner that respects and values every child, parent, and family. Discrimination has no place in our childcare program.

We are also committed to providing a barrier-free environment that enhances the educational experience for every child, ensuring accessibility and equality for all.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

At Lisa's Little Angels Daycare, we uphold the principles of the Americans with Disabilities Act (ADA) by fostering an inclusive and accessible environment for children, families, and staff.

We do our best to provide reasonable accommodations to ensure that children with disabilities can fully participate in our programs but if applicable, I may share other daycare programs that may suit your child's needs. Discrimination based on disability is strictly prohibited. We are dedicated to ensuring every child has the opportunity to thrive unless a situation poses a direct threat to the health or safety of others or requires a fundamental alteration of our program.

Through our commitment to equity and accessibility, we aim to provide a supportive environment for all children to learn, grow, and succeed.

CONFIDENTIALITY

At Lisa's Little Angels Daycare, we are committed to maintaining the highest standards of confidentiality. We understand that, in caring for your child, you may share sensitive or private information with us. Rest assured that we respect the privacy of all children and families in our care.

All personal information is handled with the utmost discretion and shared only with authorized personnel on a strict need-to-know basis. Your trust is important to me, and I take this responsibility seriously.

COMMUNICATION

Open communication is the foundation of a successful partnership between families and here at daycare. When we welcome a new family, we strive to ensure clear and honest communication about any concerns, questions, or feedback that may arise.

Response Time: We aim to respond to all inquiries within 24 hours during business days.

Emergency Notifications: In case of emergencies, parents will be notified promptly through this method: group chat

We believe that alignment in childcare philosophy is key to your child's development. We encourage you to share any changes, challenges, or events at home that may impact your child's behavior or emotions and your input and is always available for discussions aimed at creating the best outcomes for your child. Together, we can nurture a positive and supportive environment for their growth.

INFORMATION FOR PARENTS

To keep you informed, any important updates or announcements will be communicated in one of the following ways:

- Posted on the parent board.
- Shared verbally or in text (group chat) during pickup.

In the event of any policy or fee changes, we will provide at least two weeks' written notice to ensure ample time for adjustments.

Your understanding and cooperation are greatly appreciated as we work together to provide the best care for your child.

OPEN DOOR POLICY

At Lisa's Little Angels Daycare, we proudly maintain an open-door policy, allowing parents to visit while their child is in our care. However, we kindly ask you to keep the following considerations in mind to ensure a smooth experience for all children:

Scheduling Visits: While we welcome visits, we recommend scheduling ahead of time. Unplanned visits can sometimes disrupt the group or cause confusion for your child, who may think it's time to go home. Scheduling allows us to prepare your child and minimize any potential upset.

Rest Time Visits: To maintain a calm and restful environment, we ask that you avoid visiting during rest or nap time whenever possible. If you need to pick up your child during this time, please send a text message in advance so we can prepare them for departure with minimal disruption.

Health and Safety Considerations: During pandemics or emergency situations, Lisa's Little Angels Daycare may temporarily limit in-person visitations to prioritize the health and safety of our staff and children. In such cases, drop-offs and pickups will be conducted at the door.

HOURS OF OPERATION

Our normal hours of operation are Monday – Friday 7:30 am – 5:30 pm

Please note that fees are based on securing your child's spot, not the number of hours your child attends or the hours of operation. As such, weekly childcare fees are due regardless of attendance. This policy ensures that your child's spot is reserved and that our program can continue to provide quality care.

DIVORCE RECORDS/ CUSTODY AGREEMENTS

For the safety and security of your child, divorced or separated parents must provide a copy of any custody agreements or court-issued custody orders. These documents will be kept confidentially in your child's file.

Without these custody documents,) I cannot legally prevent a non-custodial parent from picking up the child. However, if custody papers are provided, we will follow the legal guidelines outlined in the documents and may contact law enforcement if a non-custodial parent attempts to remove the child without authorization.

Your cooperation in providing the necessary documentation helps us prioritize the safety and well-being of your child.

LIABILITY

Parents agree to be responsible for any damages caused by their child to Lisa's Little Angels Daycare property or the property of another child while in our care. This includes:

- RealProperty: Immovable property such as land, fences, etc.
- Personal Property: Movable items such as furniture, toys, or equipment.

Parents agree to promptly repair or replace any damaged property as needed.

It is essential to inform us in advance about any behaviors your child may exhibit that could lead to such situations. Open communication allows us to work together proactively to create a positive and safe environment for all children.

CLEANLINESS & HYGIENE

At daycare , we are committed to maintaining high standards of cleanliness and hygiene to ensure a safe and healthy environment for all children.

Daily Arrival Expectations: Children should arrive clean, dressed appropriately for the weather, and ready for the day. This includes wearing shoes and if applicable, a clean and dry diaper , underwear or pull-up.

Weather-Appropriate Clothing: We encourage parents to dress children in comfortable, weather-appropriate clothing to support their safety and enjoyment during outdoor activities.

ENROLLMENT INFORMATION

To ensure the highest quality of care, each child must have a completed pre-enrollment information packet on file before their first day. The following forms and requirements are essential for enrollment:

- Permission to Photograph
- Food Program Form
- \$100. Non refundable registration fee
- Enrollment forms – child care agreement , Permission slip ,immunization form
- Sunscreen/Diaper Cream Permission Form
- Permission for tooth brushing

Other requirements:

- A payment for week of care is due
- There is a one-time \$100. Registration Fee charged at admission. This is nonrefundable and does not apply towards care. This fee will cover start-up costs.
- A signed contract that you have read and understand my policies
- Technology Requirements (Include any apps or digital tools parents need to set up.)
- All required supplies must be brought in on the first day the child attends childcare.

You are required to keep me informed of any change in address, telephone numbers, and other pertinent information listed on any/all the above forms.

CHILD NEGLECT AND ABUSE

As childcare providers, we are mandated reporters under state law. This means we are legally required to identify and report any signs of child abuse, neglect, or abandonment. Our primary responsibility is to safeguard the well-being of every child in our care.

Washington state law mandates that any individual who suspects child abuse must report it immediately.

Please understand that this obligation is strictly for the benefit of the child, and our actions are guided by a commitment to their safety and welfare.

DAILY SCHEDULE

A consistent schedule provides structure, helps children anticipate activities, and supports their emotional and developmental growth. While we strive to maintain a regular routine, occasional adjustments may be necessary to accommodate special circumstances or the unique needs of the children.

For All Children: Our daily routine is designed to provide tender loving care, understanding, patience, and guidance. It includes a balance of activities that promote learning, play, and rest to create a positive and enriching experience for every child.

THIS SCHEDULE IS FLEXIBLE. WE WILL RESPOND TO THE NEEDS OF THE CHILDREN.

7:30 a.m.- 9:45 a.m.	Arrival/Breakfast/ Free play
10 a.m.-10:15 a.m.	Restroom/Diaper Change/Wash Hands/ Snack
10:30 a.m.-11 a.m.	Circle Time/Songs/Music and Dance/ Preschool
11 a.m.- 11:45 a.m.	Clean Up/ Outside time
11:45 am.-12 pm	/Restroom/Diaper Change/Wash Hands
12 pm .-12:30 p.m.	Lunch / free play
12:30 pm – 12:45 pm	Restroom/Diaper Check/Change/Wash Hands / get ready for nap (Little Bear show)
1pm – 3:30 pm	Nap time
3:45 pm – 4 pm	Wake up / potty / diapers/ getting ready for snack
4pm – 4:15 pm	Snack time
4:30 pm – 5:30 pm	Free play / outside time / going home

Please refrain from picking up or visiting during nap time. If you MUST come to pick up your child at nap time, please send us a text in order to have him/her prepared. Pick-up will be at the door.

TRIAL PERIOD

The first two weeks of your child's enrollment are considered a trial period. During this time, either the parent or Lisa's Little Angels Daycare may terminate the agreement without notice.

Throughout the trial period, we will provide daily updates on your child's adjustment to our care. If, at any point, it becomes clear that the arrangement is not a good fit for either party, I (Lisa's Little Angels Daycare) reserves the right to void the contract without notice. Please note that tuition fees are non-refundable during this trial period.

ABSENT DAY POLICY

If your child will be absent for the day, please notify us as soon as possible.

Tuition fees remain due in full regardless of absences, closures, or suspensions. Additionally, refunds will not be provided for:

- Late arrivals.
- Early departures.
- Children sent home due to illness.

GUIDELINES FOR ARRIVALS

Transition times, such as drop-off and pick-up, can be challenging for children as they adjust to changes in authority and routine. It is normal for children to cry during drop-off, particularly in the first few weeks. Most children stop crying within seconds after the parent leaves.

To ensure smooth transitions:

*Parents are expected to maintain control of their child during drop-off and pick-up. *No child is to go out the door or gate without a parent . This is for the safety of everyone.

If inappropriate behavior occurs, please correct your child promptly. Our staff will support this by reinforcing positive behaviors and reminding children of appropriate actions if needed.

Disrespectful or disruptive behavior during transitions will be addressed with reminders and guidance. However, consistent failure to adhere to these guidelines or any disrespectful treatment may result in immediate termination of care.

ACTIVITIES

At Lisa's Little Angels Daycare, we provide a variety of engaging, developmentally appropriate learning opportunities tailored to the ages, interests, and abilities of each child in our care.

Our curriculum is designed to:

Nurture, natural, curiosity and creativity.

Support cognitive, emotional, social, and physical development.

Encourage exploration through play, games, and hands-on experiences.

Build a strong foundation for lifelong learning and success.

Activities may include art, music, science, literacy, outdoor play, and sensory experiences. Our goal is to create an enriching environment that fosters growth and confidence in every child.

PARENT/PROVIDER CONFERENCES

We understand the importance of open communication to support your child's development. If a situation arises that requires discussion, we are happy to meet with you either in person or over the phone.

To ensure a productive conversation, we kindly ask that you schedule an appointment at a mutually convenient time. This allows us to dedicate our full attention to addressing any questions, concerns, or updates about your child.

Together, we can work as a team to provide the best possible care and support for your child.

GUIDELINES FOR RELEASING CHILDREN

At Lisa's Little Angels Daycare, the safety of your child is our highest priority. Children will only be released to individuals listed on the child's pick-up authorization form.

Authorized individuals include:

- Parents or legal guardians with legal and/or physical custody.

Additional Guidelines:

Verification of Identity:

Anyone picking up a child who is not recognized will be required to provide a valid driver's license or government-issued ID. This person must also be listed on the alternate pick-up list.

Notification for Alternate Pick-Ups:

Telephone permission will not suffice. Parents must notify us in advance with written instructions if their child is to be released to someone not previously authorized.

On-Site Responsibility:

We assume responsibility for your child only while they are on our property. Please do not allow your child to open doors or gates. I teach them that Only adults open gates. This is for the safety of all children in my care.

Impairment During Pick-Up:

If the person picking up a child appears to be under the influence of alcohol or drugs, another authorized individual will be contacted to pick up both the child and the impaired adult.

SUPPLIES

At **daycare**, parents are required to provide essential items to ensure we can care for your little ones comfortably and effectively. Please review the list below and ensure that all items are properly labeled with your child's name.

Important Notes:

- **Clothing:** If your child comes in nice clothes, please note that we cannot guarantee they will remain clean during play and activities. A complete change of clothes should be kept in your child's cubby at all times.
- **Provided by Us:** We will supply cots, playpens, wipes, and food.

Required Items:

- Diapers or pull-ups.
- Diaper rash ointment.
- Sunscreen.

- Tylenol (or other approved over-the-counter medication).
- Special toy or small blanket (if needed for nap time).
- All prescriptions (properly labeled with the child's name, dosage, and storage instructions).
- A complete change of clothes (shirt, pants, underwear, and socks).
- Proper outerwear for outdoor play, appropriate for the season (e.g., coats, hats, gloves, boots, or sun hats).

Labeling:

Please label all items with your child's full name to avoid any mix-ups.

TOYS

We ask that you avoid sending toys from home unless they are necessary for your child's comfort at naptime (e.g., a special toy or blanket). Nap items will be kept with your child's belongings and only used during rest time.

Responsibility:

Lisa's Little Angels Daycare is not responsible for any toys brought from home that are lost, stolen, or broken.

Damaged Property:

If a child deliberately damages our toys or property through misuse or willful behavior, parents will be required to replace the item.

OUTSIDE PLAY

At daycare, we value outdoor play as an essential part of your child's development. Children will be outside as much as possible, regardless of the season.

Winter Months: Please provide appropriate clothing for cold weather, including pants, hats, mittens, boots, and other warm outerwear.

Sunscreen and Diaper Cream: Upon enrollment, parents will sign a permission form allowing the application of sunscreen and/or diaper cream. This form will be kept on file.

Extreme Weather: If outdoor play is not possible due to extreme weather conditions, we will engage in fun and stimulating indoor activities.

CHILDCARE RATES

Your weekly childcare rates are outlined in your service agreement. Notice of any change in rates or other terms will be provided in writing in advance.

RATE INCREASE

Lisa's Little Angels Daycare reserves the right to adjust rates as needed. Parents will receive no less than 60 days' written notice of any rate increase before the new rate takes effect.

PAYMENT PROCEDURES

Your specific rates are outlined in your Service and Contract Fee Agreement. Weekly daycare fees are due every Monday before care begins.

Accepted Payment Methods:

- Venmo
- PayPal
- Cash
- Check

Late Payments:

- Payments not received by 12pm Monday will incur a late payment fee of \$5.00 per day, including weekends.
- If payment is not received within 48 hours, your child(ren)'s care will be suspended. Care will not resume until all tuition and late fees are paid in full.

Non-Payment:

- After one (1) week of non-payment, your contract may be terminated, your child's position will be filled, and the collection process will begin.
- Consistent failure to make payments or recurring late payments may also result in termination of care.

Important Notes:

- Tuition fees are due in full regardless of absences, or suspensions.
- Refunds are not provided for:
- Late arrivals.
- Early departures.
- Children sent home due to illness.

WEEKLY RATES

Your weekly childcare rates are outlined in your service agreement. Notice of any change in rates or other terms will be provided in writing in advance.

Days in Care	Prices Per Week	Price Per Day
5 Full Days	\$225.00/week	\$45 per day for am/pm care
4 full days	\$180.00/week	
3 Full Days	\$135.00/week	
2 Full Days	\$90.00/week	

OVERTIME FEES

Overtime fees apply any time you are late picking up your child. These fees are in place to respect the schedule and responsibilities of our staff.

Initial Charge: A \$5.00 fee will be charged after the first 5 minutes you are late.

Additional Charges: An additional \$1.00 per minute per child will be charged after the first 5 minutes.

Important Notes:

We understand that unforeseen circumstances such as job delays, traffic, or weather can affect your arrival. If you know you will be late, please arrange for another authorized adult (listed on your emergency contact form) to pick up your child.

If we do not hear from you within 30 minutes, we will attempt to contact your emergency contacts.

If no contact is made within 1 hour, the Police Department will be notified to conduct a safety check.

BACK UP CARE

Back-up care is required to ensure your child is cared for during any unexpected closures or illnesses.

Guidelines:

Parents are responsible for arranging their own back-up care for holidays, child illnesses, or any other situations that may prevent us from providing care.

Tuition will not be charged if daycare must close for personal reasons or vacation. However, no credits or refunds will be issued.

PARENTS VACATIONS

Parents must notify of planned vacations at least 2 weeks in advance.

PERSONAL CLOSING

At daycare, we understand the importance of reliable childcare. While we strive to remain open every business day, there may be occasions when we must close due to vacation, illness, or unforeseen emergencies.

Guidelines:

Allotted Personal Closures:

We allocate a limited number of personal closure days each year to account for vacations, personal matters, or unforeseen circumstances.

Advance Notice and Unforeseen Closures:

We will provide as much advance notice as possible for any planned closures to help parents make necessary arrangements. In the rare event of an unplanned emergency closure, we will notify parents as soon as possible and work to resume care quickly.

Parents are required to have back-up care in case of holidays, child illnesses, or any other circumstances in which back up care is necessary. No credits will be given.

CLOSED HOLIDAYS

Parents, Please respect our holiday schedule and plan accordingly. Parents are responsible for arranging back-up care during these times, as no credits or refunds will be issued for holidays.

Holiday Schedule: **** No pay ****

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day,

- List of days off for personal / vacation days will be given

Mark your calendar with these dates to avoid confusion.

IMMUNIZATIONS

To ensure the health and safety of all children, immunizations must be up-to-date before entering childcare. Parents are responsible for:

- Keeping their child's immunizations current.
- Providing updated immunization records to me as needed.

This policy helps us maintain a safe and healthy environment for everyone in our care.

BIRTHDAYS

We love celebrating each child's birthday as their "Special Day"!

Parent Participation: Parents are welcome to provide snacks or treats for the celebration.

Allergy Awareness: Please check with us in advance regarding allergies.

Notice: Let us know at least one week in advance if you plan to bring something.

RESPONSIBILITIES OF THE PARENT

To maintain a positive and safe environment for your child, we ask parents to:

1. Pay tuition on time.
2. Pay any late fees incurred.
3. Ensure your child does not run to your car unattended during pick-up.
4. Supervise your child once they are in your care during pick-up.
5. Sign your child in and out upon arrival and departure.
6. Check and replenish your child's diaper supply as needed.
7. Provide appropriate clothing for the season.
8. Keep medical and immunization records up to date.
9. Pick up your child within **1 hour** if they are sick or injured.
10. Update your child's file with current phone numbers, addresses, and emergency contacts.
11. Cover all legal fees and court costs if legal action is required for unpaid fees.
12. Follow the policies and procedures outlined in this handbook.
13. Notify us when your child will be absent.
14. Keep your child home if they are sick.
15. Plan for back-up care during closures or emergencies.

PETS

At Lisa's Little Angels Daycare we have 3 cats and 2 dogs . These animals are kid-friendly, lovable, and have been certified healthy by a veterinarian. They are currently all required . The little dog is a nervous dog around adults and will need time to be approachable . Please respect her space .

PHOTOS/VIDEOS OF CHILDREN

At daycare we may take photos or videos of children during group activities or special events.

Sharing: These photos/videos will not be posted publicly but may be shared privately with current daycare families when taken in a group setting.

Opt-Out Option: If you do not wish for your child to participate, please provide a written notice.

Assumed Consent: Without written notification, we will assume that parents/guardians consent to their child being photographed, audio-recorded, or videotaped.

SCREEN TIME POLICY

We believe in limiting screen time and focusing on hands-on learning experiences.
For Children Over 2: Screen time is restricted to educational content only .

Parent Approval: Any special occasions requiring additional screen time (e.g., watching an educational movie) will be communicated in advance.

EMERGENCY DECLARATIONS, PUBLIC HEALTH, AND NATURAL DISASTERS

At Lisa's Little Angels Daycare, we prioritize the safety and well-being of all children and families. Should a pandemic, natural disaster, or emergency declaration occur, the following policies will apply:

Operational Status:

We will remain open to serve both essential and non-essential families unless directed otherwise by local authorities.

If instructed to close, tuition payments will still be required in full, as tuition secures your child's spot, not attendance.

Parent Decisions:

If you choose not to bring your child during this time, tuition payments are still required as outlined in your contract.

Guidance and Communication:

We will follow all guidance from the Federal Centers for Disease Control and Prevention (CDC), local health department, and government agencies.

Any changes to operations or policies will be communicated by the owner via (insert communication methods, e.g., text messages and Brightwheel App).

Sanitation During Closures:

While closed, we will continue thorough cleaning and sanitization of the childcare facility to ensure a safe environment upon reopening.

POTTY TRAINING

We are happy to assist with potty training your child when we agree on a consistent plan between parents and provider.

Guidelines:

Readiness: Potty training should begin when your child shows emotional and physical readiness.

Teamwork: Consistency at home and in childcare is essential to your child's success.

Naps: During potty training, children will nap in diapers or pull-ups until they are fully trained.

Clothing: Please send your child in easy on/easy off clothing to help them practice independence until they can undress and dress themselves.

Supplies: Parents must provide at least two full sets of clothes and pull-ups daily.

REST PERIOD/QUIET TIME

At daycare , we prioritize rest and relaxation as an important part of your child's daily routine.

- **For Children Under 4:** All children under the age of 4 are required to have a rest period. While no child is forced to sleep, they are expected to remain quiet during this time.

Rest Area Details:

- Children aged 18 months and older will sleep on cots.
- Written parental permission is required for children aged 12-18 months to transition to sleeping on cots.
- Children under 18 months will sleep in cribs or playpens.
- Rest periods are scheduled from 1 p.m. to 3:00 p.m.

Additional Guidelines:

- No child will be allowed to sleep on the floor without a nap mat or cot.
- Rest areas will be adequately lit to allow for supervision.
- Evacuation routes will remain clear, with easy access .

Sanitization:

Mats and playpens will be thoroughly cleaned with soap and water and sanitized after each use. Sheets will be changed before use by another child.

Manufacturer Guidelines:

Mats and playpens will be used according to the manufacturer's instructions. Mattress supports will be set in their lowest position.

Storage:

When a child no longer requires a crib or playpen, the equipment will be stored appropriately within the residence.

ENVIRONMENTAL SAFETY

Your child's safety is our top priority, and we take measures to maintain a clean and safe environment:

- **Air Quality:** We ensure proper ventilation and monitor air quality in the childcare space.
- **Cleaning Products:** We use non-toxic, eco-friendly cleaning products to reduce exposure to harmful chemicals.
- **Allergen Awareness:** We work to minimize allergens in the childcare area and encourage parents to inform us of any specific allergies their child may have.

WEAPONS AND FIREARMS

Weapons and firearms of any kind are strictly prohibited at daycare .

This includes, but is not limited to:

Guns (loaded or unloaded), knives, pocket knives, swords.

Stun-guns, pepper spray, mace.

Martial arts accessories such as nunchucks.

Handcuffs, lassos, smoke bombs, or any other items that may pose a danger.

Toy Weapons: Toy guns, plastic swords, or any item resembling a weapon are also not allowed.

Violation of Policy:

If your child is found in possession of a weapon or dangerous substance, you will be contacted immediately and required to pick up your child. Re-admittance will only be allowed after you provide written assurance that your child will not bring weapons or similar items to childcare again.

Failure to provide this assurance will result in immediate termination of care without a refund, and the terms of this contract will be voided.

This policy ensures the safety and security of everyone.

MEALS

At daycare , we provide nutritious meals for children aged one year and older at no additional cost.

Meal Schedule:

Breakfast: (8 am)

Lunch: (12 pm)

Snacks: Two snacks served daily at 10 am and 4 pm.

Guidelines:

- Special Diets: If your child requires a special diet, parents must provide the necessary food items.
- Food Allergies: All food allergies must be listed on your child's medical report and communicated to the provider in advance.
- Outside Food: Please do not send food with your child unless prior approval is obtained from the provider.
- Menu Posting: A weekly menu will be posted on the parent board entryway area .

SAFETY OF HOT LIQUIDS AND FOODS

To ensure the safety of all children, any liquids or foods hotter than **110 degrees Fahrenheit** will be always kept out of children's reach.

SUPPLEMENTAL FOODS

At daycare, we are committed to ensuring that no child goes more than 4 hours without a snack or meal, except during sleeping hours. Supplemental food will always be available onsite to meet this standard.

Food Requirements:

Medical Foods or Dietary Restrictions:

If a child requires a specific medical food or needs an entire food group eliminated from their diet, parents must provide:

A **physician's written statement** detailing the dietary requirements or restrictions.

Any special food items if they cannot be provided by daycare .

Allergies: Parents must notify us of any food allergies, and these will be documented in your child's medical report.

- I am on a USDA food program and will get visits every 3 months or so .

TERMINATING SERVICES

To terminate childcare services at Lisa's Little Angels Daycare, the following policies apply:

Parent Termination:

Two Weeks' Notice Required: Parents must provide a written two-week notice when deciding to terminate care.

Final Payments: If no notice is given, parents will be held liable for any additional costs incurred to collect the payment.

Provider Termination:

Immediate Termination: Lisa's Little Angels Daycare reserves the right to terminate care immediately in extreme circumstances that jeopardize the well-being of staff, other children, or the childcare environment.

No Refunds: Deposits or payments will not be refunded under any circumstances.

Reasons for Immediate Termination Without Notice:

1. Expulsion or Suspension Ineffectiveness: Repeated behavioral issues that expulsion or suspension fails to resolve.
2. Overdue Fees: Failure to pay fees on time.
3. Breach of Contract: Violations of the terms outlined in this agreement.
4. Risk to Safety: Parent behavior that endangers the provider or other children in care.
5. Substance Influence: Parents arrive at the childcare facility under the influence of drugs or alcohol.
6. Provider's Discretion: The provider determines, in their judgment, that immediate termination is necessary.
7. Repeated Absences: Ongoing absences or late drop-offs without prior notice.
8. Lack of Cooperation: Failure to cooperate with policies, procedures, or reasonable requests.
9. Late Pick-Ups: Consistently failing to pick up children at the agreed-upon time.
10. False Information: Providing inaccurate or false information either verbally or in writing.
11. Important Note: Until written notice is received, parents will be charged the daily rate as outlined in their contract, regardless of attendance.

DISCIPLINE AND GUIDANCE POLICY

At Lisa's Little Angels Daycare , we are committed to guiding children with love, consistency, and positive reinforcement. We believe in fostering a supportive environment that encourages self-control and cooperation while using developmentally appropriate guidance techniques.

Prohibited Actions:

- Corporal punishment or any form of physical discipline is strictly prohibited.

Methods of Discipline and Guidance

- We use the following strategies to promote positive behavior:
- Redirection: Guiding children to a more appropriate activity.
- Positive Alternatives: Demonstrating constructive choices in challenging situations.
- Modeling Desired Behavior: Showing children the expected behavior through our actions.
- Reinforcing Positive Behavior: Praising and encouraging good behavior to build confidence.
- Problem-Solving Encouragement: Teaching children to control their behavior, cooperate with others, and resolve conflicts through communication.
- **Timeouts (When Applicable):**
- Timeouts may be used as a last resort and will adhere to the following guidelines:
- Limited to one minute per year of the child's age.
- Not used for children under 18 months old.
- After a timeout, the child will be encouraged to rejoin the group, and the situation will be discussed to ensure understanding of the expected behavior.

CHILDREN'S INJURY

At daycare, we prioritize the safety and well-being of every child. In the event of an injury, the following procedures will be followed:

Minor Injuries:

If your child sustains a minor injury (e.g., a scraped knee or small cut):

The wound will be gently cleaned with liquid soap and cool running water, followed by rinsing.

A dry bandage may be applied as needed.

You will receive an Incident Report at pick-up, outlining the incident and the actions taken.

A signed copy of the Incident Report will be retained in your child's records for at least six months.

Serious Injuries:

If an injury results in swelling, involves the face or head, or requires medical attention, you will be contacted immediately.

Medical emergencies will be handled in accordance with the procedures outlined in your child's medical emergency consent form.

Repetitive Issues:

Repetitive behavioral concerns, such as biting or other actions that pose a risk to the safety of your child or others, may result in a request for removal from childcare. This measure ensures the safety and well-being of all children in the program.

MENTAL HEALTH SUPPORT

We strive to create a nurturing and emotionally supportive environment for every child:

- Safe Spaces: Children are encouraged to express their feelings and are supported in building emotional regulation skills.
- Mindful Practices: Activities such as quiet time, breathing exercises, and positive affirmations are incorporated to promote mental well-being.
- Open Communication: We welcome discussions with parents about their child's emotional needs and can provide referrals to local mental health resources if needed.

ILLNESS POLICY

At Lisa's Little Angels Daycare, maintaining a healthy environment for all children and staff is a top priority.

Health Records:

Shot Records:

- A copy of your child's up-to-date immunization record must be on file before care begins.
- If the record is not up-to-date as required by state regulations, parents will have two weeks to provide updated records. After this period, the child will not be permitted to attend until compliance is met.

Health Changes and Allergies:

- Parents must report any seasonal or food-related allergies or changes in the child's health.
- Any updates to emergency contact information (phone numbers, addresses, etc.) must be communicated immediately.
- Failure to provide updated contact information may result in dismissal if we are unable to contact you during an emergency.

Sick Children Policy:

- **No Attendance When Sick:**
 - Under **no circumstances** should a sick child attend Lisa's Little Angels Daycare . Children should be allowed to recover fully in the comfort of their own home.
 - If you are unable to stay home with your child, it is your responsibility to arrange for alternate care.
- **Reducing Illness Spread:**
 - While it is not possible to prevent the spread of all illnesses, we take every precaution to minimize exposure through good hygienic practices and consistent cleaning routines.

To ensure the health and safety of all children, the following policies will be strictly enforced:

Illness List: Please refer to the separate Illness List for specific exclusions.

Symptoms of Illness: Children showing any symptoms of infectious illness within the past 24 hours must remain at home.

On-Site Illness: If a child becomes ill during the day, parents will be notified immediately and must arrange for pick-up promptly. The child will be isolated from others until picked up.

Extended Illness Absence:

For absences longer than 5 days due to illness, parents may request a tuition waiver for up to 10 days per year.

Requests must be submitted in writing and include absence dates and the planned return date.

No doctor's note will be accepted if the child still shows signs of illness upon return.

MEDICATION POLICY

To accommodate medical needs, medications will only be administered with written parental consent.

Requirements for Administration:

Prescription medications must:

Be in the original container with the child's name, prescription details, and administering directions.

Over-the-counter medications will only be given with written authorization from a parent.

All medications will be logged on a Medication Administration Record for accuracy and transparency.

MEDICAL EMERGENCIES

In the event of an injury or medical emergency:

Non-Life-Threatening Injuries:

First aid will be provided, and parents will be notified immediately if further medical attention is needed (e.g., for stitches or a broken arm).

Serious Emergencies:

If immediate intervention is required, we will call 911 and transport your child to (Legacy Hospital) if necessary.

Parents and emergency contacts will be notified promptly.

Costs:

Parents or their insurance are responsible for all medical costs incurred due to accidents or illnesses while in childcare.

CPR/First Aid Certification:

Staff are certified in infant, child, and adult CPR and First Aid to provide the appropriate response during emergencies. A written report of any incident will be provided to parents.

SUPERVISION AND SAFETY POLICY

At Lisa Little Angels Daycare , your child's safety is our highest priority. We adhere to strict safety guidelines to ensure a secure environment for all children in our care. Below are the measures we implement to maintain safety in our childcare program:

Fire Safety:

- Two fire extinguishers are located in the childcare home.
- In the event of a fire that cannot be quickly extinguished, children will be evacuated immediately, and 911 will be called.
- Smoke detectors are installed throughout the home.
- Monthly fire drills are conducted to prepare for emergencies.

Emergency Preparedness:

A list of emergency contact numbers is posted near the telephone for quick reference.

The provider is responsible for the children's safety at all times while in care.

Supervision Standards:

Indoor Supervision: Children are always within the provider's sight or hearing.

Outdoor Supervision: Children are always within both the provider's sight and hearing.

No child is ever left unsupervised under any circumstances.

Power Outages:

By law, Lisa's Little Angels Daycare must close during power outages if water supply to the home is unavailable.

Tuition remains due for these closures as they are beyond our control.

MODIFICATION/AMENDMENT

The provider reserves the right to modify or amend this agreement with four weeks' written notice of any changes to basic rates or services provided.

- Parent consent is not required for changes to rates or services.
- All changes will be communicated in writing and included as an addendum to this parent handbook.

ENTIRE AGREEMENT

This agreement, along with any documents specifically referenced herein, constitutes the entire agreement and understanding between the parties regarding the subject matter addressed.

INVALID PROVISIONS

If any provision of this agreement is found to be invalid or unenforceable, it shall not affect the validity or enforceability of the remaining provisions. The agreement will continue to be interpreted as if the invalid or unenforceable provisions were omitted.

WAIVER

No rights under this agreement shall be waived merely by delaying or failing to exercise them. Consent to one act shall not constitute consent to any other or subsequent acts.

Any waiver of a default under this agreement must:

Be in writing.

Not serve as a waiver of any other defaults, whether concerning the same or other provisions of this agreement.

GOVERNING LAW

This agreement shall be governed by and interpreted in accordance with the laws of the State of Washington .

Thank you for taking the time to read through the Parent Handbook. We value your partnership and look forward to building a great relationship with you and your family!

REVISIONS TO HANDBOOK AND CONTRACT

(Your Childcare Name) reserves the right to make changes to rates and policies as deemed necessary.

Parents will be notified of any changes in writing.

Whenever possible, at least two weeks' notice will be provided before any changes take effect.

SIGNATURE OF PARENTS/GUARDIAN

DATE

SIGNATURE OF OWNER

At Lisa's Little Angels Daycare , we are dedicated to providing quality service to the families we serve. If an issue arises, we are committed to assisting you in the best way possible.

Contact Us:

Email: purplebutterfly.lc@gmail.com

Phone: 360 606 1128

Feel free to reach out to schedule a time to discuss your concerns. Together, we will work to find a resolution that meets the needs of all parties.

Reporting Concerns:

If you suspect that Lisa's Little Angels Daycare is not operating in accordance with the childcare requirements set by the State of Washington, you may contact the local (Licensing Agency) to file a complaint.

SERVICE AND CONTRACT FEE AGREEMENT

CHILD'S NAME: _____ D.O.B _____ FIRST DAY OF CARE: _____

Write in your drop off and pick up time for each day of service that you use:

Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off:	Drop Off:	Drop Off:	Drop Off:	Drop Off:
Pick Up:	Pick Up:	Pick Up:	Pick Up:	Pick Up:

PAYMENT PROCEDURES

The weekly daycare fee is due every _____ before care starts. Daycare will accept payments through (payments agreed upon). If the weekly fee is not paid by _____, a late payment fee of \$5.00 per day is due including the weekend. If your payment is not received within 48 hours , you are subject for suspension and your child(ren) will not be permitted back into care until tuition and all late fees are paid. After one (1) week of non-payment, you are subject to termination, the position filled, and the collection process will begin. Failure to make payments and recurring late payments are subject to grounds for termination.

All tuition fees are due in full regardless of absences, closed holidays, or suspensions. No refunds are given for late arrivals, early departures and that also includes children that go home for any illness.
_____ initial here

OVERTIME FEES

Overtime fees are paid anytime you are late picking up your child. You will be charging an \$5.00 charge after the first 5 minutes you are late. An additional \$1.00 charge will be assessed every minute thereafter per child. If you are unable to pick your child up on time, please arrange to have another authorized adult (listed on the emergency card) pick your child(ren) up for you.

After 30 minutes of not hearing from you, we will attempt to reach your emergency contacts on file, and after 1 hour of no contact, we will contact the (Washington) Police Department for a safety check.

_____ Initial here

PARENT'S RESPONSIBILITIES

Parents/Guardians agree to the parent's responsibilities that are listed in the parent handbook.

_____ Initial here

Parents understand Emergency Declaration Policy _____ initial here

Parents understand the Trial Period Policy _____ initial here

Parents understand the Termination Policy _____ initial here

Tuition Fee \$ _____ Deposit Fee \$ _____ Registration Fee \$ _____

By signing this childcare and fee agreement, you are agreeing that you have read, understand, and agree to adhere to these policies and procedures. Additionally, you acknowledge and understand that the policies and procedures at Lisa's Little Angels Daycare are legally binding and subject to change

without advance notice and that any changes made will supersede any current policies, procedures, or contractual agreements, including but not limited to payment and attendance policies, illness policies, and other operational policies and procedures.

Signature #1 _____ Print Name: _____

Signature #2 _____ Print Name: _____

Illness List

****Exclude children with these symptoms:****

- Temperature of 101°F (100.00 under the arm) or higher without medication even if there has not been a change in behavior.
- Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs.
- Diarrhea: two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end.
- Blood in stools not due to change in diet, medication, or hard stools.
- Vomiting: one or more times in the past 24 hours is 48 hours before coming back , or one time if accompanied by a fever until fever free is 48 hours after the symptoms end or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration.
- Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom.
- Mouth sores with drooling.
- Rash with fever or behavior change.
- Pink eye (with white or yellow eye discharge), until 24 hours after starting antibiotic treatment.
- Scabies, until 24 hours after starting treatment.
- Head lice, until 24 hours after starting treatment.
- Tuberculosis
- Impetigo, until 24 hours after starting antibiotic treatment and sores are dry.
- Strep throat, until 24 hours after starting antibiotic treatment.
- Chickenpox, until all sores have crusted and are dry (usually six days).

- Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry.
- Pertussis, until completing five days of antibiotic treatment.
- Mumps, until five days after onset of glandular swelling.
- Hepatitis A virus, until one week after onset of jaundice, or as directed by a physician.
- Measles, until four days after arrival of rash.
- Rubella, until seven days after the arrival of the rash.
- Cold sores if the child is too young to have control of saliva.
- Unspecified illness if the child is unable to participate in activities or the facility cannot provide care for this child and the other children.
- Hand, Foot, and Mouth, no open sores or blisters.

*runny noses - green , thick discharge

* coughing - productive , persistent

* I know this list is kind of a Grey area when it comes with allergies / colds .

This list is not all inclusive and is likely to change as we continue to learn of new symptoms that are developed over time. It is at the discretion of daycare , whether a child is allowed to attend care. If you have any questions concerning any of the illnesses listed above, feel free to discuss with us.