



Dear Parents,

Welcome to Lil' People's World Early Learning Child Care Center. Lil' People's World is devoted to nurturing your child and providing a variety of learning opportunities that contribute to their overall development. We provide a healthy balance of traditional structure and progressive teaching methods in a fun and creative learning environment. Lil' People's World is a "home away from home". We offer a warm, safe, and inviting environment filled with dedicated and experienced staff who are excited about being an active part of your child's early years of development. Our staff is friendly, energetic, and prepared to support your child's individual needs.

At Lil' People's World, the world is at your fingertips!

13305 1st Ave NE
Seattle, WA 98125
OFFICE 206.363.5437
FAX 206.367.2895

12629 NE 144th St.
Kirkland, WA 98034
OFFICE 425.820.1320
FAX 425.820.4590

14201 SE 8th Street
Bellevue, WA 98007
OFFICE 425.747.9050
FAX 425.747.7000

Mission Statement

The mission of Lil' People's World Early Learning Center is to provide the community's children and families with the highest quality child care possible.

Our goal is to:

- Provide a safe, clean, and healthy environment that supports diversity among our children, families, and staff.
- Introduce our children to a surrounding rich with learning opportunities that will enhance their physical, intellectual, social, and emotional development.
- Offer a structured yet nurturing and evolving environment with the most progressive teaching styles that promote creativity and individuality in each child's day.
- Create a work organization that encourages professionalism and personal growth.
- Build a meaningful partnership with each parent that empowers the children to be strong, confident, and successful lifelong learners.

We aim to accomplish this for the purpose of making a positive and significant difference in the lives of our children, families, and community in which we live and work.

Hours of Operation

Monday through Friday - 6:30am until 6:30pm

Early closure for planning - 4:30pm (last Friday of every month)

Enrollment

At the time of enrollment you will be required to fill out:

- 1) Registration form, which includes the date of the last physical exam (required within 1 year of enrollment)
- 2) Emergency medical form
- 3) Signed fee & payment plan
- 4) Immunization form

Signing In/Out Procedures

Parents are required to sign their children in/out on a daily basis. Parents must sign their full signature. Children are not permitted to sign themselves in and out of the center. Children will only be released to adults authorized on the registration form, unless written permission to release that child to another adult is received from the parent or guardian enrolled. Staff members may ask for verification of identity before releasing a child. Staff members will not release a child to anyone who appears to be under the influence of drugs or alcohol.

Age/Groups *Lil' People's World will take into account your child's developmental level

Infant	4 weeks - 11 months
Pre -Toddlers/Toddlers	11 months - 2 years
2/3's	2.5 years - 3 years
3's	3 years - 4 years
Preschool	4 years - 5 years
School Agers	5 years - 10 years

Your Child's Day

1. Upon arrival at the center, please sign in your child with your full signature in the sign in book located near the front entry or lobby. PLEASE DO NOT INITIAL.
2. Take your child to their classroom, help your child hang up their jacket, and place any other items in their labeled cubby.
3. Spend a few minutes with your child in their class, this will help them start their day off on a positive note and give you a chance to be a part of their morning activity.
4. When picking your child up for the day, please remember to sign them out.
5. At Lil' People's World we maintain an "open door" policy. Parents are welcome and encouraged to participate in their child's day.

Food

All children are served breakfast, mid-morning snack, lunch and an afternoon snack. The food served is both nutritious and appealing. All meals conform to the USDA guidelines. Meals and snacks supplied by parents must meet the meal and snack pattern specified in the minimum licensing requirements. If your child has a food allergy, Lil' People's World requires a signed note from your healthcare provider along with a list of foods your child cannot consume. For dietary restrictions due to religion, it is the parent's responsibility to notify the appropriate staff members and provide an adequate meal replacement (fitting USDA guidelines). Weekly menus can be found posted in the lobby on the menu board.

Extra-Curricular Activities/Field Trips

Transportation for field trips will be provided by the Lil' People's World school van. Children typically begin participation in field trip outings in the preschool classroom. Previous field trips have included visits to a local pumpkin patch, petting farm, park, Woodland Park Zoo, Wild Waves, Ballard Locks, and the Seattle Aquarium. Every safety precaution is observed during any off-site trips. There is a first-aid kit available at all times along with emergency contact information. Each child is accounted for with an attendance list off/on the bus and throughout the activity.

All of our drivers are current with CPR, First Aid, Washington State driver's licenses, medical and liability insurance. All children attending a field trip must have written parent permission on file. Parents are notified at least one week in advance of any upcoming field trip as well as any related additional costs. Lil' People's World also offers a variety of on-site extra-curricular activities that may be an additional charge to the regularly scheduled tuition fees. Classes previously offered at the center have included computer lessons, pony portraits, exercise and swimming classes, and a tumble gym.

Infant Program

Our infant program has a fluctuating schedule that is based on each individual infant's demand and need.

We request that you provide the following items for your infant:

- Bottles (pre-made)
- Cereal and jar foods (if needed)
- Two changes of clothing
- Crib size sheet and blanket
- Diapers and wipes

Your infant will be changed every 1½ - 2 ½ hours, so please plan to bring enough diapers and wipes either on a weekly or daily basis. At the time of registration each parent will be given an infant information sheet which will provide the caregiver with important information such as typical feeding and nap times and any other special requirements that they may have. Additionally, each infant will have a daily activity sheet that shows how long they slept, diapering times, and feeding times including the amount of food consumed. There is also a space for comments noting events that happened throughout the day. Each infant has their own crib and parents are responsible for taking their child's bedding home at the end of each week to launder. Toys are disinfected daily and kept separated between babies to avoid cross contamination.

Pre-Toddler and Toddler Program

Pre-Toddlers and Toddlers have a schedule and planned activities throughout the day. These activities are focused around positive social interaction through play, learning shapes, colors, art, dramatic play, sensory, etc. There is a daily schedule posted in each room along with the weekly curriculum theme. The curriculum will detail the planned activities for the day and the week. Pre-Toddler and Toddler rooms are structured to focus on large and small motor activities, sensory, reading/language, and dramatic play.

Each classroom is organized by interest areas that include:

- "Building center" containing various block sets, trucks and animals
- "Dramatic play center" with dolls, dress-up clothing, play animals, baby props, a kitchen unit with play dishes, purses, hats, etc.
- "Library" with a comfortable area for the children to gather and have access to a variety of age appropriate books
- "Art center" with a dedicated wall for weekly art projects to be displayed so your child can share their creativity

Pre-Toddlers and Toddlers are served "family style" with table foods and whole milk.

We ask that you provide your child with the following items:

- Two changes of clothes
- Crib size sheet and blanket to place on their mats during rest time
- Diapers and wipes

Your child will have a diaper change every 1 ½ - 2 ½ hours, so please plan to bring enough diapers either on a weekly or daily basis. When your child is ready to start potty training, we will assist you in anyway we can. The teachers keep a potty chart in our

child-sized restroom that keeps track of the usage of the toilet.

Preschool Program

The Preschool program focuses on a weekly theme and a daily schedule of activities. The curriculum is posted in the classroom which includes details of each activity. The activities include music, circle time, large motor, sensory/science projects, art, etc. Each teacher and child practices hygiene by washing hands before meals, after using the restroom, after outside play, and other projects.

Please dress your child appropriately for the weather. Weather permitting, the classes try to go outside each day. During the colder months please supply gloves and a warm jacket with a hood or a hat. Rubber boots are also usually a very good idea. During the warmer months we will request that each parent complete a sun-block authorization form for those who want their child to have sun-block protection.

Please label all of your child's personal possessions in permanent black marker so that we may keep track of their belongings.

We ask that you provide the following items for your child:

- 1 Extra change of clothing
- Crib size sheet and blanket to place on their mat during rest time

Parents are responsible for taking their child's blanket and sheet home for laundering at the end of each week. For health and safety reasons we request that preschoolers not bring pacifiers and bottles to the center.

School Age Program

Lil' People's World offers before and/or after school care for your school age child. We provide transportation to several local area elementary schools. Please ask the center if your child's school is included on our transportation route.

Each school age parent needs to sign their child in and out. The children are not allowed to sign themselves in/out per WAC guidelines. Before school, your child will be provided with a delicious and nutritious breakfast. Please bring your child to the center dressed and fully ready to attend school. After school, the children receive a snack and then have homework time if applicable. Our school age children are offered many age-appropriate activities. Meeting and making new friends help the children build the social skills that will help carry them successfully through adulthood. During the many school year breaks and summer break, Lil' People's World offers a multitude of organized well-staffed field trips.

Field trips in the past have included roller-skating, Wild Waves, Seattle Center, Vertical World, and Woodland Park Zoo. Our school age program is fun and educational!

Toys

Toys can contribute to the spread of germs among children. This can lead to potential illness in any childcare center. At Lil' People's World, we wash all of our toys and disinfect them EVERY night to try and avoid the spread of germs and illness. Children are allowed to bring their favorite toys for show and tell, but we do not allow any armament toys (i.e. toy guns or knives). Toys can get lost very easily so please label them. Lil' People's World is not responsible for any lost or damaged toys.

Medical Policy

Staff will conduct a daily health check of the children when they arrive. It is required that we have documentation of appropriate immunizations for each child and any information regarding major health problems that the child may have. Each child entering the center will need to have had a physical examination sometime during the year prior to enrollment and every year thereafter. At all times, the parents and family physician will be the primary caretakers of your child's health. At the time of registration, each parent will review the Lil' People's World Health Policy.

Medical Emergencies

If there is a life threatening emergency 911 will be called first and then the parent. If the parent cannot be reached the emergency contact will be reached. All illness and medical emergencies will be recorded in the child's file and a report filled out. For major emergencies a copy of the injury/incident report will be sent to the State Licensing Office.

Every staff member is certified in CPR/First Aid and HIV/BBP training. In the unlikely event your child is injured, though no fault of Lil' People's World, the parents/legal guardian's insurance will be primary. Lil' People's World insurance will be secondary.

For all minor injuries an accident/injury report will be filled out by a staff member, signed by the parent to acknowledge the incident, and kept in the child's file.

Hospitals used for emergencies:

BELLEVUE

Overlake Hospital
1035 116th Ave NE
Bellevue, WA 98004
425.688.5000

KIRKLAND

Evergreen Hospital
12040 NE 128th
Kirkland, WA 98034
425.899.2700

SEATTLE

Northwest Hospital
1550 N.115th Street
Seattle, WA 98133
206.364.0500

Illness

Parents will be notified in the event of a serious illness or injury. If parents are unavailable, we will notify your personal physician. If these attempts are unsuccessful, 911 will be called or the child will be transported to the emergency room.

If your child is feeling ill they will be isolated from the rest of the children, their temperature taken, and parents notified. If your child exhibits any of the following symptoms you will be required to pick your child up; a fever of 100.4 F or higher, vomiting, drainage from the eye, a rash, is too sick or tired to participate in daily activities, has lice or nits, or has had diarrhea twice. This is to ensure the other children’s safety. If this does happen, children must be picked up within 2 hours or a reasonably agreed upon amount of time. Children cannot be returned to our facility for 24 hours after the illness is no longer apparent. If you cannot be reached, we will call the alternative contact person listed on the registration form. Illnesses will be documented and kept on file.

All communicable disease will be reported to the local Health Department and the parents will be notified so that appropriate action can be taken. To ensure the safety of everyone at our center, Lil’ Peoples World staff adheres to this same illness policy.

Child Abuse Reporting Requirement

It is required by Washington State Law and Licensing requirements to report immediately to the Police or Child Protective Services any instance when there is reason to suspect the occurrence of physical or emotional abuse, child neglect or exploitation. We may notify the parent/s when the police or CPS have been called, unless we are advised otherwise by CPS or the police.

Procedures for Medication

If your child requires medication administered to them while in our care, please notify the Director. All medications will be given to administrative staff at the time your child is dropped off with a doctor’s note. Children may not give their medication to center staff, transfer of all medications must occur between a qualified staff member and guardian of the child. A daily record is kept that indicates all medication administration

times, dosages, and administering staff member's signature. Medication will be stored in either the center's refrigerator, or the First Aid/Medication Box.

Please provide:

- A signed note from the doctor listing medication dosage and times to be given. A bottle from the pharmacy labeled with the child's name, dosage and time to be given may be substituted for the doctor's note. If you ask your pharmacist, they will usually provide a small bottle for school dosage.
- A signed note from the parent/guardian asking school staff to give the medication, stating the time of the in-school dose, name of medication and duration time to be administered.
- For non-prescription drugs, (Tylenol, non prescription pain reliever/fever reducers, etc.) we require a note from the physician if no written instructions for the child's age, weight, or height are indicated. This rule also applies to sunscreen for children under 6 months of age. All medications must have its original box with complete instructions.

Fire Drills

Monthly fire drills are held to acquaint your child with the emergency procedures. The center is equipped with a fire alarm system that is tested and serviced annually.

Crisis/Disaster Response

In the event of an emergency, Lil' People's World and its employees have been trained on how to respond to disaster/crisis situations. Upon enrollment, you will be required to pay a \$10.00 fee for disaster supplies, which are kept onsite. A copy of the full handbook is available on our website at www.lilpeoplesworld.com. Below is a brief description of the steps we take in common emergency situations.

Storms and Snow: Director will determine prior to opening hours, whether or not to open the center; families will be notified on the answering machine if the center will be open. If the childcare must close during hours of operation because of snow or storm the director will notify parents by telephone.

Power Outage: All parents will be notified by telephone if power outage is prolonged more than 3 hours. Center will not open if power is lost prior to opening.

Evacuation Site: The pre-designated location is: Lake Hills Elementary School (Bellevue), Haller Lake Church (Seattle), Kingsgate Ice Arena (Kirkland).

Out of Area Contact: Cassidy Merkatz, 1-210-528-0038

Behavior Management Policy

The staff at Lil' People's World have been trained to use a variety of indirect and direct positive guidance techniques. Teachers praise children's positive behavior and always

suggest alternatives to unacceptable behavior. We focus on avoiding problems before they happen and strongly encourage problem-solving techniques for children. However, once in a while a child has an over bearing sense of emotions. In these circumstances we will use a verbal re-direction. This will be done in a positive manner supportive to the child's emotions. In the event that a child becomes physical (hitting, kicking) the child will be gently restrained (held back). Any form of corporal punishment is not permitted on the premises (shaking, spanking, etc.) by anyone, including the parents. In the event of an extreme behavior management problem the appropriate steps will be taken to work specifically on these problems. If a child's behavior appears excessively over-bearing, we may require the parent to pick up the child. This is only done after many attempts of re-direction and guiding the child in a positive and appropriate direction are unsuccessful.

Religion

Lil' People's World is not affiliated with any religious organizations. Some of our monthly themes may be based around certain holidays. We only include the characters that are associated with these holidays and any and all religious aspects are not involved (i.e., we may color eggs and have an egg hunt during Easter week). We have absolute respect for each individual's religious preference.

Holidays/Early Closures

There are no tuition deductions for the following holidays or early closures for planning. Also, if one of the following holidays falls on a Saturday/Sunday we will be closed the following Monday. If an early closure for planning falls on a holiday it will be held on the Friday before.

Labor Day

Christmas Day

Memorial Day

Independence Day

Thanksgiving & Day After

New Year's Day

Early Closure at 4:30 pm (last Friday of every month)

Non-Discrimination Policy

Lil' People's World does not discriminate on the basis of race, color, sex, religion, nationality, creed, sexual orientation, marital status, age, or the presence of any disability in the delivery of services. We will assist children and parents who have limited English ability either with translation of written information or with an interpreter.