



Lil' People's World

Dear Families,

Welcome to Lil' People's World Early Learning Child Care Center in Bellevue. 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 teachers who are excited about being an active part of your child's early years of development. Our teachers are educated, energetic, and prepared to support your child's individual needs.

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



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 childcare possible.

Our goal is to:

- Provide a safe, clean, and healthy environment that supports diversity among our children, families, and teachers.
- Introduce our children to a surrounding that is rich with learning opportunities to 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 family 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, 7:30 AM until 5:30 PM.

Holidays/In-Service Closures

There are no tuition deductions for the following holidays or early closures for program planning. If one of the following holidays falls on a Saturday, we will be closed on Friday. If the holiday falls on a 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.

Holiday Closures: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving & Day After, Christmas Eve, and Christmas.

We have six (6) In-Service Days (professional development). For dates, please see the Main Office.

Enrollment

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

1. Registration/Policy Review Packet
2. Emergency Medical Information
3. Enrollment/Tuition Agreements
4. Policies Agreement
5. Immunization Form
6. IEA for USDA Program/Infant USDA Paperwork at Participating Locations

Age/Groups

Children will be transitioned to classrooms based on developmental level and availability.

Infant.....4 weeks to 12 months
Waddler/Toddler 12 months to 2.5 years
Preschool2.5 years to 5 years
School Age5 years to 10 years

Signing In/Out Procedures

You are required to sign your child/children in and out on a daily basis. You must sign with your full signature, along with the exact time you drop off your child and pick up your child. 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 guardian enrolled. Teachers will ask for verification of identity before releasing a child. Teachers will not release a child to anyone who appears to be under the influence of drugs or alcohol.

Your Child's Day

1. Upon arrival to the center, please sign your child in with your full signature and/or electronic signature (where applicable), and time of arrival; the sign in/out binder is located near the front entry or lobby. **PLEASE DO NOT INITIAL.**
2. Take your child to their classroom, wash their hands immediately upon entering, 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 with your full signature and time of pick up. **PLEASE DO NOT INITIAL.**
5. At Lil' People's World, we maintain an "open door" policy. You are welcome and encouraged to participate in your child's day.

Philosophy & Curriculum Development

Lil' People's World believes that a child's development begins the moment that the child enters the door and doesn't end until they leave for the day. Every age group, infant through pre-kindergarten has a daily activity schedule posted in their room. Weekly curriculum offers sensory activities, small and large motor skill development, science, art, circle time, group activities, music, math, and more.

At Lil' People's World, children are grouped according to their chronological age and their emotional and cognitive development. Early childhood is when creativity and learning are at their peak. Play is a child's job and is how a child learns where they fit into their environment. Taking this into consideration, activities and materials are chosen very carefully in order to enhance the children's social, emotional, physical, and cognitive needs through all stages of development.

We use a teaching strategy called "Creative Curriculum" along-side "Emergent Curriculum." These strategies believe that children learn best when they are actively involved with materials

and with others organically. Creative Curriculum is nationally known for its forward-thinking, comprehensive, and rigorously researched model. Our curriculum is a content rich, developmentally appropriate program, that supports active learning and promotes children's progress in all developmental areas. Emergent curriculum is a way of planning curriculum based on the students interests and passions, as well as the teachers. To plan an emergent curriculum requires observation, documentation, creative brainstorming, flexibility, and patience. Our lead and assistant teachers are trained on our curriculum before entering the classroom, and throughout their first weeks of training.

We have developed a detailed set of "Child Assessments" to track your child's overall growth at each stage. At Lil' People's World, we strive to make an on-going effort to value children as individuals and embrace their unique contributions to set their success in school and in life.

In an ongoing effort to prove our commitment to high-quality care, Lil' People's World participates in the Early Achievers voluntary program. Early Achievers empowers early learning professionals through coaching and resources to provide high quality care, that supports each child's learning and development. This will ultimately prepare children for school.

Our teachers participate in annual STARS Training. STARS are a training development system designed to improve teaching through basic and ongoing courses. These trainings help teachers support teacher/child interactions. Lil' People's World also provides opportunities quarterly for job embedded professional development for all teachers. These training courses fluctuate based on each program and are used to help improve curriculum and teacher-child interactions. Lil' People's World closes 6 times per year to work on professional development with our teachers and management to support these areas of training.

A teacher's role is enhanced through ongoing training and education, to help plan activities based on children's needs and development. Teachers set the tone for the children and environment, they build a warm and nurturing environment, mentor students, are role models, and are able to listen and look for signs of concern.

Infant Program

Our infant program has a fluctuating schedule that is based on each individual infant's demands and needs. We request that you provide the following items for your infant:

- Bottles with lids: pre-made and labeled with child's first/last, days date and contents
- Cereal and jar foods (if needed): labeled with child's first/last, days date and contents
- Two changes of clothing
- Diapers and wipes

Your infant will be checked and changed every 1.5–2 hours, please plan to bring enough diapers and wipes either on a weekly or daily basis. At the time of registration, each you will be given an “Infant Information” sheet, this will provide the teachers with important information such as typical feeding and nap times, and any other special requirements they may have. Additionally, each infant will have a daily activity sheet that includes how long they slept, diapering times, feeding times that will include the amount of food consumed, and activities for the day. Each infant has their own crib, and their bedding is washed weekly or more often if needed. Toys are disinfected daily, and more often if needed.

The USDA Infant Food program is implemented at participating locations. If your infants center participates, your management team will inform you and provide the appropriate paperwork.

Waddler and Toddler Program

Waddlers and Toddlers have a schedule of planned activities throughout the day. These activities are focused on positive social interaction through play. There is a daily schedule posted in each room along with the weekly curriculum. The curriculum details the planned activities for the week. Waddler and Toddler rooms are structured to focus on large and small motor activities, sensory, reading/language, and dramatic play. Waddlers and Toddlers are served “family style” with table food, milk, or other alternative options.

We ask that you provide your child with the following:

- Two changes of clothing
- Crib-sized sheets and blanket to place on their mats during rest time
- Water bottle labeled with child’s first/last, date and contents
- Diapers and wipes

Your child will have a diaper change every 1.5–2 hours, 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 any way we can by implementing a potty-training plan. For health and safety reasons, bottles are not given in the Waddler and Toddler classrooms and pacifiers are used at naptime.

Pre-School and Pre-Kindergarten Program

The Pre-K and Pre-School program focus on a weekly curriculum theme and a daily schedule of activities. The curriculum for the week is posted in the classroom. The activities may include music, circle time, large motor, sensory/science projects, art, math, etc. Each teacher and child practices good hygiene by washing their hands before meals, after using the restroom, after outside play, and other projects as needed.

We ask that you provide your child with the following:

- Water bottle labeled with child's first/last, date and contents
- Two changes of clothing

Kindergarten Readiness

Lil' People's World strives to help educate children, so they can transition easily from preschool to kindergarten. We provide information on upcoming school registration and orientation dates for the local elementary schools that we service. We work closely with local elementary schools near Lil' People's World. Our teachers will work with families and children to create a smooth transition into kindergarten.

School-Age Program

Lil' People's World offers before and/or after school care for your school age child. We are walking distance to some local Elementary Schools, and we transport to some schools. Please ask the center's Director or Program Supervisor if your child's school is listed. 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 have both homework time and outside play.

Our school age children are offered many age-appropriate activities. At Lil' People's World, we also encourage meeting and making new friends, to help the children build the social skills that will help carry them successfully into adulthood. During the many school year breaks and summer breaks, Lil' People's World offers a multitude of organized well-staffed field trips and lots of fun-filled activities.

We ask that you provide your child with the following:

- Water bottle labeled with child's first/last, date and contents
- Two changes of clothing

Transportation for Field Trips

Transportation for field trips will be provided by the Lil' Peoples World school van or Metro Public Transportation. Children typically begin participating in field trips and outings in the preschool classroom. Previous field trips have included visits to a local pumpkin patch, Pacific Science Center, local parks, and local libraries. Every safety precaution is observed during any off-site trips. Each child is accounted for with an attendance list on/off the bus and throughout the activity. All our drivers are current with CPR, First-Aid, Washington State driver's license, medical and liability insurance. All children attending a field trip must have written permission on file.

Notices go out at least one week in advance for any upcoming field trips as well as any additional costs. Lil' People's World also offers additional on-site extracurricular activities that maybe an additional charge to regular tuition fees. Please inquire with the office regarding these options.

For Before and After school children, Lil' People's World provides an AM drop-off and PM pick-up service to your child's school. We are on a schedule to make sure all the children get dropped off in time for class to begin. Please check with your center for the van departure time to ensure your child has transportation to school for the day. If the departure time is missed, it will be your responsibility to transport your child to school. We require that you call the center if your child doesn't need to be picked up from school.

We always take the following items with us in the vans:

- A list of children in attendance to be transported
- A list of schools, phone numbers for the schools, and childcare and emergency numbers
- An emergency card and registration information on each child
- A driving schedule that contains a list of drop-off and pick-up times
- Cell phone
- Emergency First Aid Kit
- Fire extinguishers
- Permission forms for field trips
- Emergency prescriptions (e.g., epi pen)
- Bottled Water

We follow Washington State safety WACs, and our staff has been instructed as to how to properly fasten seat belts. The van is checked regularly for maintenance and safety. If a student persistently refuses to cooperate with the policies of pick-up and does not follow the safety rules of the van, they may be disenrolled immediately.

Parent Partnerships and Developmental Assessments

At Lil' People's World, we want to ensure that you receive ample information in all areas of your child's development. We provide you with daily sheets documenting your child's day, as well as a verbal account of daily classroom activities. We have an open-door policy and invite you into our classrooms to not only volunteer and/or observe, but to participate in our scheduled center wide curriculum-based activities. We encourage collaboration with our families to support and strengthen our center and community. Lil' People's World utilizes the Strengthening Families self-assessment tool annually and puts goals in place for the center based on reflection and the yearly assessment.

To track your child's development, we utilize a combination of formal assessment and informal observation and documentation. CDC Milestones are used to screen your child by/before day 45 in our care, and then annually after. LPW Child Assessments, which align with [WaKIDS](#), are completed annually. After your child has been in our care for 90 days, we start to compile information using this assessment around your child's development. The lead teacher in your child's classroom who is formally trained in the LPW Child Assessment tool and CDC Milestone, will be the one facilitating the assessment and tracking your child's progress.

Assessments and informal observation and documentation are kept in your child's portfolio. We utilize a portfolio system to track progress throughout the year. Portfolios include CDC Milestones, LPW Child Assessments, Art & Prewriting, Observations, and Supporting documents. Four times a year, we use both formal assessment and informal observation as well as documentation developed by Lil' People's World, and we share these in your child's portfolio and through working samples. Upon request from a guardian, a copy of the assessment can be sent home with you, you will also be given your child's portfolio when they exit our program.

Once your child's assessment and milestone are completed for the year, they are placed in your child's portfolio for you to view, and for future teachers to utilize to see where your child was the year prior with regards to development. At Lil' People's World, we do our best to screen each child in their home language. If you would like your child's assessment translated, we would be happy to seek accommodations.

Based on our formal assessment and/or informal observation and documentation, we will then develop personalized goals specific to your child's needs. We will partner with you to develop these individual goals for your child. This will be done through conferences.

Information based on assessments, observations, documentation, and from conferences are used for curriculum and activity planning and to monitor your child's progress throughout the year. You also have the opportunity to schedule a meeting with teachers and/or management at any time to get a more in-depth look at the developmental progress of your child.

We review child portfolios with our families 3 times a year, to provide you with the opportunity to talk with our teachers about your child's development, look over your child's portfolio, and go over their progress or any developmental concerns. We also host "Family Night" which gives you a chance to interact and meet other families, teachers, and management throughout our program. At Family Night, we encourage you to visit not only your child's current classroom and teachers, but to also take a look at the classroom your child will be transitioning to next.

In addition, we update our website and send out Lil' People's World Family Newsletters monthly with information about curriculum and center events.

If there are any developmental concerns, families will be provided with information about how to find developmental services. Lil' People's World works closely with Kinderling, more information can be found on: <https://kinderling.org/>.

Transition Policy

Lil' People's World acknowledges that transitions are a very difficult time for some children, that is why we strive to make these times as easy and stress free as possible.

During the transition into our program, we do a formal meet and greet as an introduction to our center and ask questions to get to know your child and family. We encourage you to be a part of your child's drop off routine, enter the classroom with your child and help to get your child settled in. During the first few days, we support you taking more time and care during drop off and pick up to ensure your child feels secure in their new environment.

When transitioning to a new class, we give notice approximately two-to-three weeks in advance, giving you time to prepare for the transition as well. The transition letter shares information about the new class, teachers' names, along with a supply list. We are available to show you and your child the new classroom upon request. This time allows you and your child the ability to meet the new teacher in advance and view the new room. You are also able to sit in the class and observe alongside your child as an additional way to acclimate to the new environment.

When the time comes for families to transition out of our program or when your child is ready to leave for kindergarten, we require a two-week written notice. We are here for support and positive encouragement during this transition. We can also provide feedback to the new school if needed.

Meal Time

All children are served breakfast, lunch, snack, and PM snack, which is prepared on-site by our chef. The food served is nutritious and has variety. All meals conform to the USDA guidelines. Any meals and snacks that you choose to supply as substitutes to the menu, must meet the meal and snack pattern specified in USDA and licensing requirements.

If your child has a food allergy, Lil' People's World requires a signed note from a healthcare provider, along with a list of foods your child cannot consume, and for you to complete our Supplemental Menu. For dietary restrictions due to religion, it is your responsibility to notify the management team, provide an adequate meal replacement (fitting USDA guidelines), and complete our Supplemental Menu.

Weekly menus can be found posted in the lobby on the Information Board.

Outdoor Play

Please dress your child appropriately for northwest weather. Weather permitting, the classes have outside time twice a day. During the colder months, please supply gloves and a warm jacket with a hood or a hat. Rubber boots are recommended.

During the warmer months, we require that you complete a Sunscreen authorization form for your child to have sunscreen protection; or a sunscreen waiver form must be completed.

Please label all of your child's personal possessions with a permanent marker or label so we can work together to keep track of belongings.

Medical Policies

Teachers 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, you and the family physician are the primary caretakers of your child's health. At the time of registration, you are required to agree to the Lil' People's World Health Policy.

Medical Emergencies

If there is a life-threatening emergency, 911 will be called first, then you, followed by any emergency contacts listed, if you are unable to be reached. All illnesses and medical emergencies will be recorded in the child's file and a report will be filled out. For major emergencies, a copy of the injury/incident report will be sent to the State Licensing Office.

Every teacher is certified in CPR/First Aid and HIV/BBP training. In the unlikely event your child is injured, through no fault of Lil' People's World, the legal guardian's insurance will be primary. Lil' People's World insurance will be secondary. You are responsible for ensuring your child has adequate health insurance coverage.

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

Hospital Used for Emergencies

Overlake Hospital
1035 116th Ave. NE
Bellevue, WA 98004
(425) 688-5000

Illness

You will be notified in the event of a serious illness or injury. If necessary, 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 you will be notified. If your child exhibits any of the following symptoms, you will be required to pick your child up immediately: a fever of 100 F or higher, vomiting, drainage from the eye, a rash, is too sick or fatigued to participate in daily activities, has lice or nits, or has had diarrhea two times. This is to ensure everyone's safety.

If this does happen, children must be picked up within 1 hour. Children will not return to care till 24 hours after the illness is no longer apparent or they are symptom free, for a full 24 hours. Lil' People's World does not accept doctor's notes to override our policies.

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 diseases will be reported to the local Health Department, and you will be notified so that appropriate action can be taken. To ensure the safety of everyone at our center, Lil' Peoples World teachers adhere to this same illness policy.

Procedures for Medication

If your child requires medication administered while in our care, please notify the Director. All medications will be given to an administrator, with a doctor's note, at the time your child is dropped off. Children may not give their medication to teachers. Transfer of all medications must occur between a qualified administrator and guardian of the child. A daily record is kept that indicates all medication administration times, dosages, and administering employee'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. Upon request typically your pharmacy will provide a small bottle for school dosage.
- A signed note from the guardian asking Lil' People's World to give the medication, stating the time of the in-school dose, name of medication, duration of use, and time to be administered. For non-prescription drugs, (Tylenol, non-prescription pain reliever, etc.) we require a note from the physician if no written instructions for the child's age, weight, or height is indicated. This rule also applies to sunscreen for children under 6 months of age. All medications must be in their original box with complete instructions, and unopened.

Please note that Baby Powder and Orajel are not allowed in the Center.

Fire Drills & Quarterly Disaster Drills

Monthly fire drills and quarterly disaster 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.

Emergency Response

In the event of an emergency, Lil' People's World and its employees have been trained in how to respond to disaster/crisis situations. A copy of the full handbook is available on our website at lilpeoplesworld.com. Below is a brief description of the steps we take in common emergency situations.

Snow and Inclement Weather Conditions

- **For snow and other severe weather**, the Director will determine prior to opening hours whether the Center will open with a delayed start or fully close.
- There will be a voicemail left at the Center's main telephone line prior to opening hours: (425) 747-9050.
- If the School Districts located around the Center are closed, then business hours will change; however, if determined that conditions are too dangerous, Lil' People's World will not be open. (This information will be on the voicemail).
- If conditions occur during operating hours, the Director will contact you by telephone, and we will have early closing hours.

Power Outage

You will be notified via telephone if a power outage occurs and is prolonged over a 3-hour period. We will then request that children be picked up immediately. Lil' People's World will not open if power is lost prior to opening.

Evacuation Site

The pre-designated location is Lake Hills Elementary School.

14310 SE 12th St., Bellevue, WA 98007

(425) 456-5300

Out-of-Area Contact in Emergencies Only: Amanda Merkatz, (425) 442-2111

Behavior Management Policy

At Lil' People's World, it is our priority to prevent, deescalate, and redirect aggressive and challenging behavior. Our teachers must supervise to protect children from harmful acts of other children. Teachers immediately intervene when they become aware that a child or children are

teasing, fighting, bullying, intimidating, or becoming physically aggressive. The employees at Lil' People's World have been trained to use a variety of positive guidance and redirection techniques.

Teachers acknowledge 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, periodically a child has an overbearing sense of emotions. In these circumstances, we will use positive re-direction. This will be done in a manner supportive of the child's emotions.

If a child becomes physical (hitting, kicking, biting, etc.), or the child is harming themselves/others, support will be provided, along with management team support. You will be called for immediate pick-up and support. If you are unable to be reached, your emergency contacts will be contacted for immediate pick-up and support. Any form of corporal punishment is not permitted on the premises (shaking, spanking, etc.) by anyone.

In the event of an extreme behavior management problem, the appropriate steps will be taken to work specifically on these problems. A conference will be held, and a behavior plan will be implemented.

Expulsion Policy

It is our goal to support the children and families in our program. Our program strives to meet the needs of all students. We do this through family partnership, teacher training and consultation. Our teachers have annual training to help support positive social and emotional development, to help reduce challenging behaviors and trauma informed care. We also work closely with [Kindering](#) services for behavioral and developmental concerns.

In some circumstances a student may be asked to leave the program, but will be provided the following supports:

1. **Documentation:** When a child has incidents of behavior issues, the behavior challenges will be documented by the child's teacher/management and provided to you on an incident report form. Based on this, a behavior plan will be implemented to support the child. Different strategies will be implemented to help the child manage their behavior. As we work through the behaviors we work alongside the family for guidance and support.
2. **Conferences:** We will meet to discuss challenges and come up with solutions. We will implement strategies and solutions based on the conference to support the child's behavior and help them with their behavior management.

3. **Expert evaluations/referrals for more support:** You will be referred to experts or referral programs for additional support when the behavior issue cannot be resolved by possible strategies. We also will utilize [Kinderling](#) as needed.
4. **Lil' People's World does reserve the right to terminate care at any given time without notice.** Lil' People's World has partnered successfully with hundreds of families for more than 20 years. Rarely, we have encountered families who refuse to partner with us, who refuse to follow center policies, or who engage in bullying tactics with employees or management. Just as you have a right to select a different childcare provider, Lil' People's World reserves the absolute, sole determination to end any care service. Lil' People's World will terminate care relationships with families who threaten legal action, behave aggressively towards care center employees or management, publicly criticize the company, and or who do not appear to be a good match for our care environment.

Child Abuse Reporting Requirement

It is required by Washington State Law and Licensing requirements that we immediately report 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 you when the police or CPS has been called, at our sole discretion, unless we are advised otherwise by CPS or the police.

Digital Monitoring/Recording/Photography

Lil People's World is digitally monitored with audio and recording. Entrances, classrooms, playgrounds, parking lots, offices, and hallways are equipped with cameras and are digitally and audio recorded and viewed. In the event it is necessary, recordings will be made available to State and local authorities; recordings will not be made available to families or employees. Any photographs taken are with permission.

Non-Discrimination Policy

Lil' People's World, in accordance with the federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. We will assist children and families who have limited English ability either with translation of written information or with an interpreter.

Religion

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

Family Resources

Our program believes in supporting families. We provide resources for you that include an educational DVD (*1-2-3 Magic DVD*), which is available for check out in the office. We also have a family resource binder available in the lobby that offers support in several areas.

Amendments/Changes

From time to time, Lil' Peoples World may update or change these policies as needed. You understand that your child's continued enrollment in our programs is expressly conditioned upon your acceptance of these policies and any changes. By continuing to keep your child in our programs after we have notified you of updated policies, you acknowledge your acceptance of any changes to any policies.