



## Lil' People's World

Dear Families,

Welcome to Lil' People's World Early Learning Child Care Center in Seattle. 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 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 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 6:00PM

## 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 Years, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Day after and Christmas Eve & Christmas.

4 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) Policy's Agreement
- 5) Immunization form
- 6) IEA for U.S.D.A. program

## Age/Groups

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

Infant	4 weeks – 12 months
Waddler/Toddler	12 months – 2.5 years
Preschool	2.5 years – 5 years
School Ager	5 years – 10 years

## 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 will 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.

## Your Child's Day

1. Upon arrival at the center, please sign in your child with your full signature and/or electronic signature (where applicable), 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.

## 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 have a daily activity schedule posted in their room and weekly curriculum that covers sensory, small and large motor, science, art, circle time, group activity, music 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 these things into consideration, activities and materials are chosen very carefully in order to enhance the children's social, emotional, physical and cognitive needs developmentally.

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 which assists in our 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 student's interest and passions as well as the teachers. To plan an emergent curriculum requires observation, documentation, creative brainstorming, flexibility and patience. We have developed a detailed set of "Child Developmental Assessments" to track the overall growth at each stage. We at Lil' People's World strive to make an on-going effort to value children as individuals and embrace their unique contributions to set the success in school and in life.

In an ongoing effort to prove the commitment of the highest quality, Lil' People's World participates in the Early Achievers voluntary program. Early Achiever's empowers early learning professionals through coaching and resources to provide high quality care that supports each child's learning and development so that they can experience success in their growth. This will ultimately prepare children for school readiness.

Also, each employee participates in the STARS Merit program. STARS are a career development system designed to improve child-care through basic and ongoing training. These trainings help teachers to support teacher/child interactions. Their role as educators is enhanced through yearly trainings and education, to help plan creative activities based on children's needs and development. Teachers set the tone for the children and classroom environment, they build a warm caring and nurturing environment, mentor their students, are role models for their children and are able to listen and look for signs of concerns in any situation.

## 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 the child's full name and date)
- Cereal and jar foods (if needed)
- Two changes of clothing
- Diapers and wipes

Your infant will be checked and changed every 1 ½ - 2 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 caregivers 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. Also, each infant has their own crib and their bedding is washed weekly or more if needed. Toys are disinfected daily and kept separate between babies to avoid cross contamination.

## Waddler and Toddler Program

Waddlers and Toddlers have a schedule of planned activities throughout the day. These activities are focused around positive social interaction through play. There is a daily schedule posted in each in room along with the weekly curriculum theme. The curriculum will detail the planned activities for the day and 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 size sheets and blanket to place on their mats during rest time
- Diapers, wipes and water bottle

Your child will have a diaper change every 1 1/2 - 2 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 any way we can. For health and safety reasons bottles are not given in the Waddler and Toddler classrooms and pacifiers are used only at naptime.

## Pre-School and Pre-Kindergarten Program

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

## Kindergarten Readiness

Lil' People's World strives to help educate children, so they are able to transition easily from preschool to Kindergarten. We provide information on upcoming school registration and orientations dates for the local Elementary Schools that we service. We work closely with local Elementary Schools near LPW. Lil' People's World Staff 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 area Elementary Schools and we transport to some schools. Please ask the center's Director or staff member if your child's school is listed upon enrollment. 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, (please no pajamas). After school, the children receive a snack and then have homework time if needed.

Our school age children are offered many age-appropriate activities. At LPW 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.

## 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 participation in field trips 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 off/on 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 parent permission on file.

Parents are notified at least one week in advance of any upcoming field trips as well as any related additional costs. Lil' People's World also offers additional on-site extra-curricular activities that maybe an additional charge to regular tuition fees. Please inquire with the office regarding these options.

For our Before and After school children, Lil' People's World provides an AM drop -off and PM pickup service to your child's to 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 the responsibility of the parent to transport their child to school. Please 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 Daycare 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 fieldtrips.
- Emergency prescriptions (i.e. epi pen)

We follow Washington State safety WAC's, 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 LPW we want to ensure that parents receive ample information in all areas of their child's development while in our care. We provide parents with daily sheets documenting their child's day as well as a verbal account of daily classroom activities. We have an open-door policy and invite parents into our classrooms to not only volunteer and/or observe but to participate in our scheduled center wide curriculum based weekly activities.

We hold an annual Parent Night to provide parents with the opportunity to talk with our teachers for a closer look at their child's development and provide a chance for parents to meet each other. At Parents Night we encourage parents to visit not only their child current classroom and teachers but to also take a look at the next classroom your child will be transitioning to. We use formal and informal LPW child development assessments with the children and provide parents with daily records documenting their child day. These assessments include: observations, portfolios and pictures of children working throughout the day. Assessments are conducted quarterly. The results from the assessments shared with the parents during the months the assessments conducted. Upon request from a parent/guardian a copy of the assessment is sent home with each family. Conferences are available during the month of the assessments as well.

Information based on the assessments and the parent teacher conference, is used for curriculum and activity planning, to monitor the child's progress throughout the year. Parent's also have the opportunity to schedule a meeting with our teachers and/or management at any time to get a more in depth look at the developmental progress. In addition, we update our website and send out LPW Parent Newsletters quarterly with information about curriculum, events and information about our Centers.

Since 2013, LPW has been utilizing the Early Achievers developmental screenings. Teachers will conduct a developmental screening within 90-days of enrollment. This tool will give teacher more information about your child and how they are developing. The results are

shared with the parent at the parent teaching conferences (*Parent Night*). If there are any concerns families will be provided information about how to find developmental services. LPW works closely with Kindering, more information can be found on <http://kindering.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 a transition to a new class, we give parents notice approximately two-to-three weeks in advance, so parents can prepare for the transition also. The transition letter we give to parent's sharing information about their child's new class, teacher names along with a supplies list. We are available to show parents and their child to the new classroom whenever they have time. This way they can meet the new teacher in advance and get introduced to the child's new room. Parents are also able to sit in the class and observe with their child as an additional way to acclimate to the new environment. This method works well for incoming families as well as for the children who have been in our program. When the time comes for families to transition out of our Program we request two-weeks written notice letting us know that you will no longer be a part of our program. When a family may be leaving the program, we do everything possible to help the family prepare for the upcoming transition.

## Meal time

All children are served breakfast, lunch and snack which is made onsite. The food served is both nutritious and appealing. All meals conform to the USDA guidelines. Meals and snacks supplied by parents as substitutes to the menu must meet the meal and snack pattern specified in the U.S.D.A and 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 director and provide an adequate meal replacement (fitting USDA guidelines). Weekly menus can be found posted in the lobby on the Parent or Menu 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 also usually a very good idea.

During the warmer months, we require that each parent complete a Sun-block authorization form for their child to have sun-block protection.

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

## 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 is 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 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, through no fault of Lil' People's World, the parents/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 staff member, signed by the parent to acknowledge the incident, and kept in the child's file.

## Illness

Parents will be notified in the event of a serious illness or injury. If this attempt is 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 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 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 or they are symptom free. LPW does not accept doctor's notes to override our policy if the child has not been symptom free for a minimum of 24-hours. 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.

## 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 with a doctor's note at the time your child is dropped off. 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. Upon request typically 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 is indicated. This rule also applies to sunscreen for children under 6 months of age. All medications must have its original box with complete instructions.

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 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 on how to respond to disaster/crisis situations. A copy of the full handbook is available on our website at [www.lilpeoplesworld.com](http://www.lilpeoplesworld.com). Below is a brief description of the steps we take in common emergency situations.

## **Snow and Inclement Weather Conditions policy:**

Snow and other sever weather: The Director will determine prior to opening hours whether or not 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.
- \* If the School Districts located around the Center are closed, then business hours will change from 9:00am - 4:30pm however if determined that conditions are too dangerous, LPW will not be open (this will be on the voicemail).
- \* If conditions occur during operating hours then the Director will contact each parent by telephone and we will have early closing hours of 4:30pm.

## Power Outage:

All parents 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. LPW 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) and Kingsgate Ice Arena (Kirkland).

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

## **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,

periodically 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 if needed 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.

## Expulsion Policy

It is our goal to always work and support the families in our program. Our program strives to meet the needs of all the students. In some circumstances this is not possible, and the student may be asked to leave the program, but will be provided the following supports:

1. Documentation of challenges/behavior plans: when a child has incidents of behavior issues, the behavior challenges will be documented and provided to the parents. 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.
2. Parent meetings to discuss challenges and come up with solutions. If behavior issues continue, parent-teacher meetings will be arranged to discuss and come up with strategies to work with the child. We will implement strategies and solutions based on the conference to support the child's behavior and help them with their behavior management (redirection, additional classroom support, proactive steps during activities).
3. Expert evaluations/referrals for more support: parent's will be referred to expert evaluations of referral programs for additional support when the behavior issue cannot be resolved by possible strategies.
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

parents who refuse to partner with us, who refuse to follow center policies, or who engage in bullying tactics with staff or management. Just as parents 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 staff or management, publicly criticize the company, and or who do not appear to be a good match for our care environment based on the behavior of the parent or parents.

## 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 the parent/s when police or CPS has been called at our sole discretion, unless we are advised otherwise by CPS or the police.

## 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.

## 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 (e.g., we may color eggs and have an egg hunt during Easter week). We have absolute respect for each individual's religious preference.

## Parent Resources

Our program believes in supporting parents and their parenting skills to work effectively with your child. We provide resources for parents that include an educational DVD (1-2-3 Magic DVD), which is available for check out in the office. We also have a parent resource binder available that offers support in several areas of Early Childhood Education.

## 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.