Lil' People's World

Dear Families,

Welcome to Lil' People's World Early Learning Child Care Center in Kirkland. Lil' People's World is devoted to nurturing your child and providing various learning opportunities that contribute to their development. We balance 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 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 highest quality childcare possible for the community's children and families.

Our goal is to:

- Provide a safe, clean, healthy environment supporting diversity among our children, families, and teachers.
- Introduce our children to surroundings 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 family, empowering the children to be strong, confident, and successful lifelong learners.

We aim to accomplish this by making a positive and significant difference in the lives of our children, families, and the 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 in-service program planning days. 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.

Holiday Closures: New Year's, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and the day after, and Christmas Eve and Christmas.

6 In-Service Days (professional development): please see the main office for dates.

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 medically certified
6. U.S.D.A Forms for Nutrition Program Participation

Age/Groups

Children will be transitioned to classrooms based on development and availability:

Infant	4 weeks – 12 months
Waddler/Toddler	12 months – 2.5 years
Preschool	2.5 years – 5 years
School Age	5 years – 10.0 years

Signing In/OutProcedures

You are required to sign your child/children in and out daily. You must sign with your full signature and the exact time you drop off your child and pick up your child. Children are not permitted to punch into the keypad or 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 enrolled guardian. Staff will ask for verification of identity before releasing a child. Staff 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 your child in at the iPad kiosk by electronic signature located in the front lobby.

2. Bring your child to their classroom, wash their hands upon entering the room and before engaging in any activities.

3. Help your child hang up their jacket and place any other items in their labeled cubby. All items must be labeled with the child's full name.

4. Please have your child stay with you until they are dropped off to their teacher or assistant teacher. We suggest spending a few minutes with your child in their class. This will help them start their day positively and allow you to participate in their morning activity.

5. When picking your child up for the day, please remember to sign them out with your full signature and time of pick up. Please take items out of your child's mailbox daily.

6. At Lil' People's World, we maintain an "open door" policy. You are welcome and encouraged to participate in your child's day. Please see the Director for details.

7. During the Summer months, please apply sunscreen to your child before drop-off.

8. Please drop off your child by 9:30 a.m. so classrooms can begin their day. If you anticipate being late, notify the Director in advance for staffing and planning purposes. Children cannot be accepted after 11:00 a.m.

Developmental Screening

The screening tool we utilize is *CDC's Developmental Milestones*, a reliable and research-based tool. *CDC's Developmental Milestones* provides screening results in numerous languages, allowing us to best deliver screening results to our families in their home language. All children are screened within 45 calendar days after they first attend our program. These reports are recorded teacher observations of your child's development over the first 45 days in our care. When completed, reports are uploaded to the child's ProCare profile and securely delivered to parents. Re-screening occurs annually.

Philosophy & Curriculum Development

At Lil' People's World, we believe a child's growth begins the moment they walk through our doors and continues long after they leave for the day. Early childhood is a time of incredible creativity and learning, and play is a child's work—it's how they explore and understand their world. With this in mind, we thoughtfully design activities and choose materials that nurture social, emotional, physical, and cognitive development at every stage.

Children are grouped by age and developmental readiness, and each classroom—from infants through pre-kindergarten—follows a posted daily schedule. Families can access weekly curriculum plans through ProCare, our interactive parent app. These plans include sensory experiences, motor skill activities, science and math exploration, art, music, movement, circle time, and group play.

Our teaching approach combines research-based strategies to create meaningful learning experiences. Emergent Curriculum is built around children's interests and passions, requiring observation, documentation, and flexibility. Teachers plan activities that respond to what excites and engages children. Creative Curriculum is a nationally recognized, research-based model that promotes active learning and development in all areas. We also incorporate Learning Beyond Paper (LBP), a curriculum developed by experienced early childhood educators and aligned with National Head Start and NAEYC guidelines for the highest quality care. This approach creates an environment where children develop curiosity, build confidence, and foster a lifelong love of learning.

Our teachers receive thorough training before entering the classroom and during their first weeks. Each teacher is trained on how to observe and record *Lil' People's World's Childhood Assessments*. They participate in annual and ongoing STARS training; a professional development system focused on improving teacher-child interactions and creating high-quality learning experiences. Lil' People's World also provides quarterly job-embedded professional development and closes six times per year for dedicated training with teachers and management.

We are committed to quality. Regular child assessments help us track growth and development. These assessments are first completed within 30 days of your child's first day at Lil' People's World and then yearly after. Throughout the year, these are updated through formal updates and observations. Lil' People's World participates in Early Achievers, a voluntary program that empowers early learning professionals through coaching and resources. We also partner with community leaders such as the University of Washington Haring Center, BrightSpark.org, and Wonderland to support families and children.

Our teachers play a vital role in creating warm, nurturing environments. They serve as mentors and role models, remain attentive to each child's needs, and plan activities that meet developmental goals while fostering confidence, creativity, and a love of learning.

Infant Program

Our infant program has a fluctuating schedule based on each infant's needs.

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

- Bottles with lids are pre-made and labeled with the child's full name (first and last), day of the week, date, order in which to serve, and specific contents, e.g., breast milk, formula, etc.
- Cereal and jar foods (if needed): labeled with child's first/last, day date and contents
- Two to three changes of clothing
- Diapers and wipes

Your infant will be checked and changed as needed, but not less than every 2 hours. Please plan to bring enough diapers and wipes either weekly or daily. At the time of registration, each of 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 daily activities tracked through the ProCare app. There will be notifications throughout the day that includes how long they slept, diapering times, and feeding times, consisting of the amount of food consumed and activities for the day. Each infant has a 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 infant center participates, your management team will inform you and provide the appropriate paperwork. Our infant programs also include simple and developmentally appropriate curriculum. The infant curriculum is designed to be a foundational scaffold for learning to come.

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. A daily schedule is posted in each room, along with the weekly curriculum, which details the planned activities for the week. ProCare is used to track planned activities as well as daily needs and actions such as diapering/toileting, naps, meals, and play. Waddler and Toddler rooms are structured to focus on large and small motor activities, sensory activities, reading/language, and dramatic play.

We ask that you provide your child with the following:

- Two to three changes of clothing
- Appropriate footwear for weather and outside time
- Crib size sheet and blanket to place on their mat during rest time
- Water bottle labeled with child's first/last name and date
    - Water bottles must only contain water and should freshly replaced daily
- Diapers and wipes

Your child will have a diaper change as needed, but no less than every 2 hours. Please bring enough diapers weekly or daily. 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 only at naptime.

Pre-School and Pre-Kindergarten Program

The Pre-K and Pre-School programs 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. These activities are noted through ProCare and you will see notifications related to your child's day through this app. Notifications may include meals, observations and naps. Each teacher and child practices good hygiene by washing their hands before meals, after using the restroom, after outside play, and doing other projects as needed. We ask that you encourage your child's health by continuing to wash hands with them upon entry to the classroom.

We ask that you provide your child with the following:

- Water bottle labeled with child's first/last and date.
    - Water bottles must only contain water and should be freshly changed daily.
- Crib size sheet and blanket to place on their mat during rest time.
- Two changes of clothing.
- Appropriate footwear for weather and outside time.

Kindergarten Readiness

Lil' People's World is committed to helping children make a smooth and confident transition from preschool to kindergarten. We provide families with information on school registration and orientation dates for local elementary schools and work closely with those schools to ensure continuity and readiness. Our teachers partner with families and children to create a personalized transition plan, focusing on building the skills and confidence needed for success in kindergarten and beyond.

School Age Program

Program Overview

Lil' People's World offers school-age care before and after school, including drop-off and pick-up services at John Muir and Robert Frost Elementary Schools during the school year. We also provide a full-time program during school breaks.

Daily Schedule

Morning: Children are dropped off at school on time according to our set schedule. If your child misses the departure time, it is your responsibility to transport them to school. Afternoon: After school, children receive a snack, have homework time, and enjoy outdoor play. Parents must call the center if their child does not need to be picked up. Please bring your child to the center dressed and ready for school.

Activities

Our school-age program offers a variety of age-appropriate activities designed to encourage social skills, friendships, and personal growth. During the school year and summer breaks, we provide organized, fun-filled activities and on-site enrichment programs. During Break periods you can see your child's schedule of activities available in your ProCare app.

What to Bring

Please provide your child with:

- Water bottle labeled with first and last name and date (washed and refilled daily)
- Two to three changes of clothing
- Appropriate footwear for weather and outdoor play

Transportation & Safety

Transportation is provided by Lil' People's World vans. We follow the Washington State Administrative Code (WAC) for safety. Teachers are trained to fasten seat belts properly. Vans are regularly inspected for maintenance and safety. Persistent refusal to follow van safety rules may result in disenrollment.

Items Always Carried in the Van:

- Attendance list of children being transported
- School phone numbers and each child's emergency information
- Driving schedule with drop-off and pick-up times
- Cell phone
- First Aid kit
- Fire extinguisher
- Emergency prescriptions
- Bottled water

Family Partnerships, Transitions and Developmental Assessments

At Lil' People's World, we value strong family partnerships and work closely with you to support your child's development at every stage. To keep you informed of your child's progress, we provide annual *Lil' People's World Childhood Assessments*, a *WaKids* aligned formal assessment tool. We provide quarterly informal observations and assessments throughout the school year. All observations and assessments are uploaded to your child's ProCare portfolio under "Documents". Formal assessments, ongoing informal observations,

and related documentation is conducted for all children who have attended the program for at least 90 days.

Your child's portfolio includes photos, assessments, observations, and examples of their work. These records help us plan curriculum and monitor progress. Individual development goals for all children are personalized and developed directly from formal assessments and ongoing informal observations. We strive to screen each child in their home language and can provide translated assessments upon request. Families may schedule a meeting or conference at any time to review developmental progress. We collect signed portfolio reviews from each parent quarterly. Printed copies of assessments can be sent home upon request, and portfolios are delivered when your child exits the program.

We review portfolios with families three times a year. During family events, we encourage you to visit your child's current classroom and meet the teachers in the next classroom they will transition to. Outside of these events, LPW maintains an open-door policy, welcoming family members to volunteer, observe, and participate in center-wide activities. Each year, LPW uses the Strengthening Families self-assessment tool to set goals for the center and shares updates through our website and family newsletters.

If developmental concerns arise, we provide resources for outside services and partner with the Kindering Center, which specializes in developmental support for children. More information is available at https://kindering.org.

Classroom Transitions

We understand that transitions can be challenging for children and families. To make these times as smooth as possible, we begin with a formal meet-and-greet to introduce your child and family to our center. We encourage you to participate in your child's drop-off routine and help them settle in. During the first few days, we allow extra time and care at drop-off and pick-up to ensure your child feels secure.

When transitioning to a new classroom, we provide two to three weeks' notice. Families receive a transition letter with details about the new class, teacher names, and a supply list. You may request a classroom visit before the transition, and parents are welcome to sit in the class to help their child acclimate.

When leaving our program or moving on to kindergarten, we require a two-week written notice. We are here to support your family during this transition and can provide feedback to the new school if needed.

Mealtime

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

If your child has a food allergy, Lil' People's World requires a signed note from a healthcare provider and a list of foods your child cannot consume, and you must complete our Supplemental Menu. For

dietary restrictions due to religion, you must notify the management team, provide an adequate meal replacement (fitting USDA guidelines), and complete our Supplemental Menu. Weekly menus are posted in the lobby, in your child's classroom and also available on our website at LilPeoplesWorld.com.

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; a sunscreen waiver form must be completed.

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

Medical Policy

Teachers conduct a daily health check when children arrive. We require documentation of current immunizations for each child, along with any information about significant health concerns. Every child must have had a physical exam within the year prior to enrollment and annually thereafter. Families and their physicians remain the primary caretakers of each child's health, and parents must agree to the Lil' People's World Health Policy at registration.

For safety reasons, we do not allow Tylenol or other fever reducers, oral gels, teething tablets, amber necklaces or bracelets, or baby powder.

Medical Emergencies

In the event of a life-threatening emergency, we will call 911 first, then contact you, followed by your listed emergency contacts if you cannot be reached. All illnesses and medical emergencies are documented in your child's online profile, and if needed a physical report is also completed. For significant emergencies, a copy of the incident report is sent to the State Licensing Office.

Every teacher at Lil' People's World 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, and Lil' People's World insurance will be secondary. Please ensure your child has adequate health coverage.

For all minor injuries, a teacher will complete an accident report, which you will sign to acknowledge the incident. This report is then kept in your child's file.

Hospital Used for Emergencies

Evergreen Hospital
12040 NE 128th St.
Kirkland, WA. 98034
(425) 899-1000

Illness

You will be notified in the event of a serious illness or injury. 911 will be called if necessary, or the child will be transported to the emergency room.

If your child feels 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 100.4 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. If we cannot reach the parent or guardian on file, we will call the alternative contact person listed on the registration form. Children may not return to care the next day. They must remain home until they are ***symptom free for a full 24 hour period.*** LPW does not accept doctor's notes to override our policies.

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. Lil' Peoples World teachers adhere to this same illness policy to ensure everyone's safety at our center.

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, when 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 indicates all medication administration times, dosages, and administering employee's signature. Please drop off any medication, ointments, or sunscreen to the front office only. Medication will be stored in the center's refrigerator or the office's 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 LPW 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 are indicated. This rule also applies to sunscreen for children under six months of age. All medications must be in their original box with complete instructions and unopened.

- We do not permit Tylenol or fever reducers, oral gel, teething tablets, amber necklaces/bracelets, or baby powder.

Fire Drills & Quarterly Disaster Drills

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

Emergency Response

Lil' People's World staff are fully trained to respond to emergencies and disasters. A complete emergency handbook is available on our website at www.lilpeoplesworld.com. Below is a summary of the steps we take in common situations:

Snow and Severe Weather

- The Director will decide whether the center will open late or close for the day.
- Updates will be posted on the center's voicemail and sent through the ProCare app. Please check for notifications.
- Business hours may change if local school districts close.
- If conditions are too dangerous, LPW will remain closed (this will be noted on voicemail).
- If severe weather occurs during operating hours, the Director will call families and close early if needed.

Power Outage

- If a power outage lasts more than three hours, you will be notified via ProCare or phone.
- Children must be picked up immediately.
- LPW will only open if power is restored before scheduled opening time.

Evacuation Site

- Our designated evacuation location is Lake Hills Elementary School (Bellevue).

Out-of-Area Emergency Contact

- Cassidy Merkatz: (210) 538-0038

Behavior Management Policy

At LPW, we prioritize preventing, de-escalating, and redirecting 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. Lil' People's World employees have been trained to use various 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 emotion. In these circumstances, we will use positive redirection, which will be done to support the child's emotions.

If a child becomes physical (hitting, kicking, biting, etc.) or harms themselves or others, support will be provided, along with management team support. You will be called for immediate pick-up and support. Your emergency contacts will be contacted for immediate pickup and support if you cannot be reached. Any form of corporal punishment (shaking, spanking, etc.) is prohibited on the premises 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, reduce challenging behaviors, and provide 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 support:

1. Documentation: when a child has behavior issues, the behavior challenges will be documented by the child's teacher/management and provided to you on an incident report. 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 will be held to discuss challenges and devise solutions. Based on the conference, we will implement strategies and solutions to support and help children manage their behavior.
3. Expert evaluations/referrals for more support: When strategies do not resolve the behavior issue, you will be referred to experts or referral programs for additional support. We will also utilize Kindering as needed.
4. Lil' People's World reserves the right to terminate care at any given time without notice: Lil' People's World has partnered successfully with hundreds of families for over 32 years. Rarely have we encountered families who refuse to partner with us, follow center policies, or 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 toward care center employees or management, publicly criticize the company, and or 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/Audio/Recording/Photography

Lil' People's World is equipped with digital monitoring for safety and security. Cameras with audio recording are installed in entrances, classrooms, playgrounds, parking lots, offices, and hallways. Recordings are reviewed as needed and may be shared with state or local authorities when required, but they are not available to families or staff.

For privacy reasons, families are not permitted to take photographs while in the center. Photos may only be taken with prior approval.

Non-Discrimination Policy

Lil' People's World, per the federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on 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 with limited English ability by translating written information or with an interpreter.

Religion

Lil' People's World is not affiliated with any religious organizations. While some monthly themes may include holiday-related activities, we focus only on the cultural aspects—never the religious ones. For example, during Easter week, children might color eggs and participate in an egg hunt. We respect and honor each family's individual religious preferences.

Family Resources

Our program is committed to supporting families beyond the classroom. We provide a variety of resources to help you navigate your child's developmental journey and strengthen family partnerships. These resources are available in our office and on our website at LilPeoplesWorld.com.

We believe that strong family partnerships create the foundation for lifelong learning and success. If you need additional support or have questions, please reach out to our management team. We're here to help you navigate these resources.

Amendments/Changes

Lil' People's World may update or revise these policies as needed. Your child's continued enrollment in our programs is contingent upon your acceptance of the current policies and any future changes.