

The Trike Stop

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Owner: Autumn Snow
Director: Ariel James

State Licensed Child Care Center
Open 6am to 6pm Monday- Friday
Children ages 6 weeks – 12 years

Meals

Each day we provide an 8:30am breakfast, 11:30 lunch, a 3pm afternoon snack and a light 5:30pm evening snack. For children brought in before 8:30 am parents are welcome to bring a breakfast for their child. The food must be healthy, peanut free and **fully** prepared by the parent.

We strive to provide healthy well rounded meals every day. When shopping for food we pick the organic options when available. We firmly believe what children put into their bodies directly affects how they learn and behave. It is because of this belief we strive to set all children up for success starting with their nutrition.

If for some reason your child cannot have the food that we provide, please provide healthy alternatives for what they are not able to eat. Only bring healthy food items, ***we will not serve children donuts, chips, cookies, soda etc., even if brought from home.*** Our lunches include a fresh fruit, vegetable, protein, grain and dairy every day, something similar would be appropriate.

When bringing food from home, bring food in small sealed containers and please send one serving per day. To be sure items return to the right family **write your child's name on all containers.**

On a case by case basis The Trike Stop may provide alternate meal options to accommodate children with special dietary needs. Alternate milk options are available upon request.

*There is a sample 3 week menu at the end of this handbook. Our current menu is available upon request.

Rest Time

The children (ages 1-4) lay down for a rest time after lunch each day. We provide a nap mat and sheet for each child. Parents are responsible for bringing a blanket and

any other sleep aids if needed. All sheets and blankets are washed weekly and more often if needed.

We do not expect every child to nap, however, every child is expected to quietly rest at this time. Please make sure to drop your child off before 11am or after 2pm in order to not disrupt nap time.

Infants sleep on their own schedule and we will not wake a sleeping infant.

Our 5 year old kindergarten readiness class, half day preschool program and before & after school program do not take naps.

Activities

There is a weekly lesson plan in each child's classroom that is prepared by the lead teacher. The lesson plan is an outline of what your child will be doing throughout the day. Parents have free access to any of the areas that your child uses. All parents are welcome to visit and participate in activities with the children at all times.

Outdoor Play

Safe outdoor play and large motor skills development are available year round. Regardless of the weather the children will play outside at least twice a day.

Please provide appropriate clothing for the weather. When rainy provide rain boots, rain coat and/or a rain suit. When it is very cold provide gloves, hats and warm coat.

Non-Discrimination Policy

It is the policy of our childcare center that no person shall be subjected to discrimination because of race, color, age, national origin, sex, sexual orientation, religion, creed, marital status, disability, Vietnam era veteran status or the presence of any physical, mental or sensory handicap. This policy applies to every aspect of our childcare program, practices and activities including client services and employment practices.

Vacation/Sick Day Policy

Each family is allotted 1 week of vacation/sick day credits. The credits are given only to the schedule you currently have your child enrolled. For example, if your child attends 3 days a week you will be given 3 vacation/sick day credits a year. Just simply communicate to the Director what days you would like to use your credits. All Vacation/Sick day credits must be used by December 31 of that year and they do not carry over, all credits will expire/renew every January. Credits do not hold any cash value and can only be applied if a child is absent from school.

Signing in / out

It is critical that you sign your child in and out daily on the appropriate sign-in sheet. It is necessary that you put the correct time and sign your full name. Not only is it state law, but it is also important for safety reasons. In the event of an emergency, the sign-in sheet will serve as roll call, providing us with information about how many children we are responsible for.

We will only release children to adults who are authorized on the registration forms, unless we are given written permission to release the child to another adult by the parent or guardian who enrolled the child. The Trike Stop will ask any person whom we do not yet recognize to show picture ID when picking up a child, so please bring photo ID.

State Guidelines

We will not release children to parents or any other person who appears to be under the influence of drugs or alcohol. An alternative person on the "emergency contact list" would be called and asked to pick up the child. Employees of The Trike Stop are required by Washington state law and childcare licensing to report to the police and/or CPS immediately when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, neglect or exploitation. Depending on the recommendation of CPS, we may not be able to notify parents about possible suspected child abuse, neglect or exploitation.

Field Trips

The Trike Stop may take students on planned trips by walking or use of a child buggy. These trips are short and very close to The Trike Stop (local store, park or just a walk). All parents will be notified of such trips in advance.

For our preschool aged children and older we may plan field trips requiring vehicle transportation operated by a Trike Stop employee. All parents will be given notice of such trips and permission slips will be sent home. A permission slip will must be signed and returned to The Trike Stop in order for children to participate.

If there is an emergency and due to safety reasons we need to evacuate the premises we will take the children off site to the PCC Food Market parking lot. To read more on our emergency procedures please feel free to request a copy of our Disaster Plan.

Ill Children

If a child becomes ill at the center, we will:

1. Notify the parent to come and pick up the child.
2. Ill children will be cared for in the office or other quiet area, when needed.

3. All communicable diseases will be reported to the Health Department and all the parents will be notified so they can take appropriate action to protect the children.

***When your child is ill, please make the appropriate arrangements to pick up your child within 20 minutes.**

In order to keep The Trike Stop as healthy as possible, we need our parents help. If your child has any of the following symptoms while at home or at our center, we must ask that your child be at home.

* **Fever:** temperature of 100.5 or higher: We will not administer Tylenol, Motrin or any other medication for fevers unless the fever is a result of a non-contagious ailment. **(A doctor's note must be provided)**

* **Diarrhea:** 3 or more watery stools within a 24 hour period.

* **Vomiting:** 1 or more times within a 24 hour period.

* **Rash:** Body rash, especially with a fever or itching. (Not diaper rash)

* **Soar Throat:** Especially with a fever or swollen glands.

* **Cough:** Lasting for more than one week, if they are coughing excessively or a deep horse cough.

* **Lice or Scabies:** Children must remain out of care until they are free of all lice and nits (eggs) Before coming back all children must be checked by director to ensure the child is lice/nit free.

* **Pink Eye:** or Conjunctivitis, teary, red eyelid lining, swollen eyes and yellowish, greenish discharge. ***We exclude children from care regardless of a doctor's note.*** If your child has the bacterial version they must be excluded for 24hrs after starting medication. If your child has the viral version the child must be excluded until all symptoms are gone.

* **Greenish Nasal Discharge:** Lasting for more than 1 week.

* **Appearance:** Unusually tired, pale, lack of appetite, confusion, irritability, or inability to participate in all activities.

****If your child is sent home for any of the listed symptoms they must be out of care until they are symptom free for 24 hours. A doctor's note may be provided to return to care earlier if it states the child is not contagious.**

Medication

Medication will be stored in the refrigerator in a labeled lock box. Medications may only be administered with written permission by the child's parent and or doctor.

The medication **must be in its original container** and properly labeled with the child's full name, date the prescription was filled, its expiration date and legible instructions. Any medication not requiring refrigeration will be stored in a cabinet in the office.

For non-prescription medication, the following classification of medications can be given with written parental consent; only with the dosage, duration and amount to be administered specified on the manufacturer's label for the age and weight of the child:

1. Anti-itch ointments
2. Diaper ointments or lotions used specifically for the diaper area
3. Sunscreen

A physician's written authorization is required for non-prescription medication that is not included in the list above. For example, some labels indicate that for a child under the age of two you are required to consult a physician. In this case, we would require a physician's permission.

We will need a doctor's note in order to administer:

1. Antihistamine
2. Fever reducer
3. Cough Suppressant
4. Decongestant

Teething Policy

If a child is displaying any symptoms listed on our illness policy (regardless of why) they will be sent home. If you believe your child is teething and is not sick we will need a signed doctor's note stating that he or she is ill due to teething and nothing else.

We do not administer teething tablets or gel of any kind.

Medical Emergencies

In the case of a medical emergency, the staff person will call 911. We will then try to contact the parent. If the parent cannot be reached, those listed in the "in case of emergency" section of the registration packet will be contacted.

In the event of a minor injury, the parents will be notified that an injury has occurred. All injuries are recorded on the illness and accident forms as well as an "Ouch Report" being placed in your child's cubby.

Diapering

Parents are responsible for providing disposable diapers for their children. All parents will be notified when their child needs more diapers.

All children in diapers or pull ups are changed every 2 hours or more often if

needed.

As a convenience we provide wipes for all children (this is included in tuition) and we offer diapers for a weekly additional charge of \$10. If this is something you would like to enroll in you may do so on the registration form. Please note, we offer Huggies brand or Kirkland Signature brand diapers, no pull ups offered.

Potty Training

We follow the child's indication of readiness for potty training. We are more than willing to assist ready children in the self-help skills necessary for toilet training. We have a more detailed potty training policy that we can provide upon request.

Holidays

The Trike Stop will be closed for the following holidays:

New Year's Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving Day

Close @ 3:00 Christmas Eve

Christmas Day

Holidays are to be paid at the regular tuition rate; there will be no credits to any account for these days. If the holiday falls on a Saturday, we will be closed on Friday. If the holiday falls on a Sunday, we will be closed on Monday. We reserve the right to close the day after or before a holiday and advanced notice will be given.

Snow Closures

The Trike Stop **DOES NOT** follow the Edmonds School District for snow closures. If there is snow on the ground we will stay open ***unless*** our employees are unable to get to The Trike Stop safely. In the event we are unable to open due to safety concerns we will send out an email, change our voicemail to announce we are closed and post on our Facebook page.

Religious Activities

The Trike Stop does celebrate holidays throughout the year including

Halloween, Christmas and Easter as well as many others. We do not teach religion or have any organized prayer in our curriculum.

Guidance Techniques

Our guidance techniques are positive, fair, and consistent and relate to the child's behavior and individual needs. Adult supervision and guidance is available at all times. We seek to avoid behavior problems through reinforcement of appropriate behavior, redirecting children through offering positive alternatives and through the continual teaching tools, which provide for self-discipline. We will also help children problem solve to promote independence and positive communications skills. **Corporal punishment is never used.**

Steps taken if a problem should arise:

1. Tell the child what they could do rather than the choice they just made. ("Bobby, you can build with the blocks but you may not throw them.")
2. If the behavior continues, we will give them an "If...then" statement. (If you throw the blocks then you will have to leave the block area.")
3. If they choose to continue, we always follow through; making sure that the consequence is related to the child's behavior. (Okay, you threw the block, now you must leave the block area. Would you like to play legos or read a book?")
4. If this is still not successful or if the child is hurting other children or themselves, we will have the child sit out of the activity until they are ready to return to the group.
5. If the behavior consists an Incident Report may be written and placed in your child's file. Please read, sign and return to the office.

All children are expected to listen to their teachers and respect their peers. If this is something that a child is having difficulty with a meeting between management and the parents will be arranged.

Dis-enrolling a child

There is a two week written notice needed if you choose to dis-enroll your child from our program. You will be responsible for payment of the 2 weeks regardless if you child attends or not. We also maintain the right to ask you to leave at our discretion, no notice required.

Payments

All payments are made through an automatic withdrawal system, tuition will come

out of your account every Monday. Tuition prices are based on a calendar year and are subject to change annually.

There is a late pick up fee of \$1.00 for every minute you pick up after 6:00pm. This is based on the time you leave the building, not when you arrive.

If for some reason your payment is declined or sent back there will be a \$35 NSF fee. Your account will be charged \$20 for each week until full payment is made. If your account balance becomes overdue and you choose not to pay your account will be turned over to a collections agency.

Each family is responsible for their tuition costs each week regardless of sick days, stay at home days & holidays.

Personal Belongings

All children are provided a personal cubby for their belongings. Parents are expected to provide diapers, extra change of clothes, appropriate outdoor apparel and a blanket for nap time. Please make sure to label **ALL** items from home with your child's name. Please keep toys from home at home unless it is for nap or show and tell day.

Birthday Treats

We know how much kids (and adults!) love a cupcake or cake on their special day, but we are asking that you keep in mind that at The Trike Stop, we have a lot of special days to celebrate and all those sugary treats add up. For this reason, we are asking you to save the cupcake and cake celebrations for home, and provide a healthier snack or celebration activity for school. We also hope that in doing so, we will be teaching our children that, in addition to sweets, there are other fun ways to celebrate or mark a special occasion or achievement. A great lesson that can last a lifetime.

Alternative Treat Ideas:

Apples and caramel dip

Low-fat pudding (you can add fruit, granola, or crushed graham crackers for toppings!)

Whole grain muffins

Popcorn or caramel corn

Angel food cake with fresh fruit

Fresh fruit (try making fruit kabobs) with whipped topping

Low-fat breakfast or granola bars

Yogurt smoothies

Gingersnaps

Yogurt banana splits

Oatmeal with chocolate chips or mini-marshmallows

Chocolate-dipped strawberries or bananas

Party bags of dried fruit or trail mix (**no nuts please**)

Frozen yogurt

100% fruit juice popsicles
Frozen grapes (**cut in half to prevent choking**)
Fig Newtons
Animal crackers
Graham crackers and strawberry cream cheese

Non-Food Celebration Ideas:

Bright pencils
Silly straws
Erasers
Stickers
Coloring books
Bouncy balls (super balls)
Playdough (small containers)
Send a book in honor of your child to be read at story time

Infants

The Trike Stop will provide all diapers, food and wipes for your infant.
All food/bottle intake, diaper changes and naps are recorded on a daily report
All children will nap on their own schedule, The Trike Stop will not wake a sleeping child.
Breast milk may be stored in the Infant room freezer for no more than 2 weeks, any breast milk still in the freezer will be discarded.
Fresh milk must be sent home at the end of each day, any breast milk left overnight will be discarded.
All children will be fed throughout the day as needed.