

# Children's Elite Preschool



Parent Handbook

Children's Elite Preschool  
14535 NE 184th PL  
Woodinville, WA 98072  
Phone number  
Childrenselitepreschool@gmail.com

Welcome to Children's Elite Preschool. We are an in-home preschool situated a minute away from downtown Woodinville. We believe that a child's preschool years are among the most important years for development and literacy. Children's Elite Preschool combines a warm, home-like environment with superior academics, resulting in the perfect recipe that will ensure your child's overall success. We have designed our curriculum to comprise a wide area of activities that focus on improving vocabulary, gross motor skills, fine motor skills, letters and numbers recognition, exploration of art and science, learning a second language and outdoor play. Besides this high academic achievement, we also encourage emotional and social growth, ensuring that our children become confident learners, with significant higher self-esteem.

Sincerely,

Andreea Radulescu  
Preschool Director  
childrenselitepreschool@gmail.com  
Cell: 425-232-8115

## **Enrollment and Admission**

We serve children ages 18 months to 5 years. We offer full or part time care, as well as drop in care assuming that space is available. Please notify us 24 hours in advance if you would like to use the drop in care service.

### **Admission Forms**

There are several forms you are required to complete prior to your child's attendance:

1. Child Care Registration
2. Child Care Agreement
3. Certificate of Immunization Status (CIS) or similar form supplied by health professional or signed Certificate of Exemption
4. Permission Authorization

### **Tuition**

Tuition payments are due at the beginning of each month on the 1st. A 3% late fee will be applied to any tuition amount if the payment is received after the 5th of each month, unless other arrangements have been made with the director.

Tuition prices may increase annually between 3% and 7%.

*18 to 36 months:*

4-5 Day Program: \$1575

3 Day Program: \$1275

2 Day Program: \$975

Drop in Care: \$95

*36 months and Up:*

4-5 Day Program: \$1475

3 Day Program: \$1175

2 Day Program: \$875

Drop in Care: \$90

### **Deposits and Registration:**

There is no registration fee. Your child's position is reserved upon receipt of \$250 deposit. This deposit will be applied to the last month of care. If you should terminate your child's care without a 4-week notice, the deposit will not be refunded.

### **4-week Notice**

A 4-week written notice is required if you will be withdrawing your child from our program.

### **Hours of Operation**

Our preschool is open Monday through Friday between the hours of 8am to 5:30pm.

### **Drop-Off Instructions**

Keep in mind that if drop off occurs after 9:20am, your child will have missed breakfast. Please plan on sending a snack or a meal to hold him/her over until lunch time.

### **Sign In and Out**

Parents or guardians are required to fill the sign in/out paper form provided in your child's folder by the door. Parents or guardians must sign in using their full name. Please ensure that you make contact with the teacher, both at drop off and pick up for safety reasons. We will not release any of the children to an adult that is not pre-authorized on the registration form or an adult that the teacher was not previously informed about by the child's family. The teacher will also check picture ID to verify that the adult picking up is indeed the person recommended by the parent.

### **Late Pick up Fee**

Our preschool closes at 5:30pm. A late fee of \$15 will be charged at the start of every 15 minutes' period. Late fees are due within one week of the charge. Please notify us if you know you are going to be late picking up your child. We will be calling emergency contacts if we have not heard from you by 6:30.

### **Closures:**

We are closed on the following:

Martin Luther King Day

President's Day

Spring break-5 days (we follow North shore School District)

Friday before Memorial Day

Memorial Day

June 19th

4th of July

Summer break (will notify in advance of specific dates)

Labor Day

Thanksgiving and the Friday after

Christmas through New Year's (Dec.24rd- Jan. 1st)

If the listed holiday falls on a weekend, we will be closed the closest day to it. A notice will be emailed to all our parents if we will have any closures due to extreme weather and/or power outages.

## **Vacations**

Families will be able to pro-rate one week of vacation per year (5 consecutive days). This can be for a week of your choosing or you can pro-rate for one of the two weeks of vacation during which our program is closed. Parents will need to fill out a vacation request (an email will do) so that we can have a record of which vacations were taken in a specific year. You are required to give 2 weeks advance notice for vacation. At minimum, a 4 weeks notice will be given to all families prior to my vacation.

Please inform me upon enrollment if you plan to remove your child from child care for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).

## **Daily Schedule**

8:00am -preschool opens, free play  
8:00am -9:00am - drop off  
9:15am-9:45am- breakfast  
9:45am-10:15am- Morning circle/ activities  
10:30am- Outside Play  
11:45am- Lunch  
12:30pm - Rest Period  
2:30pm- Quiet Play as Children Wake up  
2:45pm- Snack  
3:00pm- Outside Play/ Activities  
5:30pm- Preschool closes

## **Open Door Policy**

We have an open door policy at our preschool so parents are welcomed to come visit us throughout the day. We do ask that visitations be made outside of rest period, which is between 12:30pm to 2:30pm.

## **Meals and Snacks**

We serve breakfast, lunch and one snack every day. Breakfast is offered between 9:15-9:45am, lunch is offered between 11:45am to 12:30pm and the last snack is offered at 2:45pm. Our menu will be emailed to all parents at the beginning of each week. Modified diets require written instructions from your healthcare provider.

## **What to Bring**

Due to many activities throughout the day, we ask that the parents bring two sets of clothes (weather appropriate) for each child. We also ask that you bring a spill-free sippy cup, as well as any diapers and wipes if your child is not potty trained. Rain boots and a wet suit are highly recommended since we will be going outside everyday, except for extreme weather. For nap time, we require that you bring a sheet and a blanket for your child's mat. These sheets will be brought in every Monday, and returned home with you every Friday in order to be washed.

For infants, we require 3 milk bottles, formula, diapers and wipes, as well as diaper cream, a sleeping sack, 4 change of clothes, cold weather clothes, fitted sheet for crib, and sippy cup if applicable.

## **Naps and rest periods**

Infant and toddlers will follow their own individual sleep patterns and never be forced to sleep.

Infants and toddlers will use napping equipment approved by the U.S. Consumer Products Safety Commission. Napping equipment will be

clean and firm, with a snug-fitting mattress that does not have tears or holes. Children will be removed from car seats, swings, rockers, or other similar equipment if they have fallen asleep. Children who are able to climb out of a crib will be transition to a mat or other approved sleeping equipment. Mats/cots are cleaned after each use.

### **Infant Care-Procedures to reduce the risk of SIDS**

To reduce the risk of Sudden Infant Death Syndrome (SIDS) I will:

- a) Place an Infant to sleep on his or her back. If the infant has turned over while sleeping, the infant does not need to be returned to his/her back;
- b) Place an infant on sleeping equipment that has a clean, firm, and snug-fitting mattress and a tight-fitting sheet;
- c) Not allow soft, fluffy bedding, stuffed toys, pillows, crib bumpers and similar items in the infant sleeping equipment, or allow a blanket to cover or drape over the sleep equipment;
- d) Not cover an infant's head and face during sleep;
- e) Take steps so infants do not get too warm during sleep time.
- f) Not place the infant in another sleeping position other than on their backs, or use a sleep positioning device unless required by a written directive or medical order from the infant's health care provider.

### **Infant Feeding**

Infants are fed on demand or based on a parent/guardians recommended feeding schedule. Infants will stop being fed when the child shows signs of fullness, bottles will be put away when the child is done feeding.

Infants are held at all times when bottle feeding. I do not prop bottles up or let children feed themselves while lying down. Bottles will be checked to ensure temperature is safe before feeding. Medications,



cereal supplements, or sweetness will not be added to the contents of bottles unless prescribed by a health care professional and the medication management procedure has been followed.

Infants and toddlers will not be served from polystyrene (styrofoam) cups, bowls and/or plates.

### **Non-Discrimination Statement**

We will provide childcare to any child, regardless of race, sex or national origin. In an effort to respect all cultures and backgrounds, we will not celebrate holidays relating to religious beliefs.

### **Confidentiality**

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Title preschool takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. Children's Elite Preschool recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the CEP community. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss. Information may be shared when

### **Communication Plan With Parents/ Guardians**

Please contact me in person, by phone, or email anytime you have a question or concern about your child or our child care program. Drop off and pick-up times are opportunities for us to communicate on a daily basis anything important about your child so that we can support each oth-

er in providing the best care to help your child thrive. Be sure to share with me anything you think I should know and I will do the same.

Twice yearly, I will schedule a regular time to meet with you to discuss your child in a more formal way through a family/ provider conference.

In these conferences, we will communicate with each other about goals, strengths and challenges for your child, and how I can support you in your parenting as you support me in my care-giving.

### **Safety and Emergencies**

In case of an emergency, such as your child getting ill or hurt at school, we will be contacting you immediately via phone so please provide the best number to be reached at. If after 15 minutes we do not hear from you, we will start calling the emergency contacts provided. 911 will be called if necessary.

### **Health Policy**

**Children, staff or household members with any of the following symptoms are not permitted to remain in the licensed care:**

1. **Fever** of at least 100.4 degrees F or higher, especially when accompanied by one or more of the following:
  - diarrhea or vomiting
  - earache
  - headache
  - signs of irritability or confusion
  - sore throat
  - rash
  - fatigue

**No rectal or ear temperatures are taken. Digital thermometers are used.**

2. **Vomiting:** two or more occasions within the past 24 hours.
3. **Diarrhea:** three or more watery stools within the past 24 hours or any blood stool
4. **Rash, not associated with heat, diapering or an allergic reaction.**
5. **Eye discharge or conjunctivitis (pinkeye)** until clear 24 hours of antibiotic treatment.
6. **Sick appearance, not feeling well, and/or not able to keep up with the program activities.**
7. **Open or oozing sores,** unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.
8. **Head lice:** until no nits are present.
9. **Scabies:** until after treatment is begun.

Following illness, children staff or household members may be readmitted to the licensed child care when all the above symptoms are gone and/or exclusion guidelines for child care are met. Children, staff or household members with any of the above symptoms/ conditions must be separated from the group. In cases of diarrhea or vomiting, the best practice is to exclude at least 24 hours after the last episode.

### **Exclusions/ Removal Policy of Ill Persons**

- Each child will be observed daily for signs of illness.
- Children who are contagious must stay at home. All parents of children in my care, as well as the Health Department, will be notified by phone within 24 hours of communicable diseases or food poisoning.
- Please call me if your child will not attend due to illness. If you are unsure if your child should come or not, please call.
- If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, your child will be isolated from the other children until you arrive.
- The parent is responsible for finding substitute care in case of the child's illness.

## **Reporting and Notifying Conditions to Public Health**

I am required to notify the Department of Health, my licensor, and all families of children in my care with 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition.

## **Children's Records**

Children's files (including immunization records) will be updated by parents as personal and/or contact information changes or they will be updated 4 times per year.

## **Permission for Free Access**

During business hours, you have the right to access any areas of my home licensed for child care. You are welcome to visit or drop-in unannounced to observe your child. You have the right to access your child's file, provider training log(s), DEL inspection checklist(s), and Facility Licensing Compliance Agreements. Please schedule time in advance if

you would like to have a meeting with me or my staff, so we can arrange to speak away from the children.

### **Confidentiality Policy Including When Information May Be Shared**

Information about children in the program will remain confidential. You have the right to access your child's records. Anything of a sensitive nature will be shared outside of the presence of the children.

### **Provider Vacation/Emergency Closure Policy**

I will give you at least 4 week(s) advance notice of my vacation schedule. I will take 2 weeks of vacations per year.

### **Back-up Child Care**

I recommend that you have access to an alternate child care arrangement. You may need care if I am suddenly ill or have an emergency to attend to. If I am ill, you will be notified as soon as possible so that you can make other arrangements.

### **Behavior Management Philosophy**

Here at Children's Elite Preschool, we want to encourage positive behavior in all of our children. Our teachers will model at all times the behavior that they are hoping for from the children.

- No harsh or humiliating punishment will be used. We will never use spanking, shaking, jerking or any punishments that may cause physical pain of any kind.
- All behavior corrections will be done in a positive manner to improve self-esteem.
- We give warnings to help with transitions: "You can play for two more minutes and then we will put our toy away."

- We give choices: “You may play kitchen or you may read quietly in the library.”
- We use repetition as a tool. We use the same warm tone every time, but we repeat to the child what the expectations are until those expectations are met.
- We are consistent. We have a routine that is the same every day so the children know what to expect and learn to trust and feel safe in their environment.
- We use the affirmative: “We use walking feet indoors”, rather than: “don’t run”.
- We get a child’s attention by getting down to their level, making eye contact, speaking quietly and directly to the individual child.
- We encourage children to work through their problems together.
- If a child is having self-control issues they are encouraged to find a quiet place to regain control.

### **Off Site Field Trips**

We do not provide any Off Site Field Trips.

### **Transportation**

We do not provide any transportation to the children.

### **Staffing Plan**

We will maintain the State required staff to child ratios at all times. If I need to be absent for any amount of time, you will be notified. Any staff who covers for me in my absence will meet all State requirements to care for the children, and be fully trained according to State requirements and on the policies and procedures of our program.

### **Nighttime Care and Staffing**

We do not provide any nighttime care.

### **Toilet Learning**

Before a child is ready to start toilet learning I will discuss parent/guardian views on toilet training. For toilet training, I use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with parents/ guardians.

### **Diapering Procedure**

Children will be attended at all times during diapering procedure. Diapers will be changed when necessary and/or checked at least every two hours. Appropriate diapers include disposable or cloth diapers supplied by a commercial diaper service or the child's family. Anyone administering the diapering procedure will wash their hands immediately before and after diapering. The child's hands will also be washed immediately after diapering.

### **Medicine Administration**

We do not administer any medications. If medication is prescribed, then parent/guardian can give a morning dose at home and second dose at pick up. That also includes medicines that are over-the-counter. If a dose of medication is truly needed while at school, then a parent/guardian can swing by and administer the urgent dose themselves.

### **Insurance Coverage**

I do carry liability insurance. Please see notice posted on our bulletin board.

## **Religious Activities**

We will aim to be respectful of all religions and for that reason, we will not have any activities that can be construed as religious. At Easter, we will only focus on fun things like bunnies, eggs, baby chicks, etc. At Christmas time, our activities will include a Christmas tree but nothing more than that. If you have any further restrictions, please discuss this with the director of the program.

## **Pet Policies**

I do not have any pets.

## **Pictures**

All pictures taken for the children will be used **ONLY** for advertisement purposes. We will post some on our website and possibly, on our Facebook page created specifically for the preschool. If you do not wish to have your child's picture posted anywhere, please discuss that with the director.

## **Earthquake Plan**

*When Indoors:*

1. Move away from windows, tall furniture, and heavy appliances
2. Everyone in the program will be instructed to:
  - **DROP** to the floor
  - **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
  - **HOLD ON** to furniture if under it until shaking stops
3. A head count of the children will be taken to ensure all children are present



### *When Outside:*

1. Move to clear area, as far as possible from glass, brick and power lines
2. DROP & COVER
3. Adults will talk to children in a calm and reassuring tone
4. A head count of the children will be taken to ensure all are present

### **Evacuation Plan**

1. All children will be gathered and escorted to the designated meeting spot located to the left of the building, in the cul-de-sac.
2. A head count of the children will be taken to ensure all children are present.
3. If safe to do so, the whole home will be checked, to ensure that all children have left the building safely.

### **Fire Evacuation Plan:**

1. Activate fire alarm by the use of green bell located by \_\_\_\_\_
5. We will evacuate the building quickly and calmly:  
If anyone's clothes catch on fire they will be instructed to STOP, DROP & ROLL until the fire is out
3. A designated staff member will check areas where children may be located before they leave the building
4. Once everyone has evacuated the building safely, a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm, reassuring tone
5. We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.

### **Injury or Medical Emergency Response and Reporting**

- a) My staff and I have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
- b) Minor cuts, bruises and scrapes will be treated. Parents will be notified. With some minor injuries, parents will be called to help decide
- c) whether the child should go home.
- d) In the event of a serious injury or emergency, I will call 911 and administer first aid or CPR if needed. I will then notify you as soon as possible and tell you where your child is being treated.
- e) If injury results in medical treatment or hospitalization, I am required to immediately call and submit an “Injury/Incident Report” to my Department of Early Learning Licensor and child’s social worker, if any. You will be given a copy.

### **Abuse and Neglect-Protection and Training (WAC 170-296A-6275)**

As a child care provider, I will protect children from all forms of child abuse or neglect. I am required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or my local law enforcement agency immediately (without prior notification to the parents involved). I will also inform my licensor. All staff or volunteers in this program, as well as my family members, are trained on prevention and reporting of child abuse and neglect.

### **Food Handling Practices**

Anyone preparing food for the children is required to maintain a current and valid Food Handler’s Permit. Proper hand washing procedures will be followed during food handling.

Safe food storage, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with the USDA guidelines.

### **Cleaning, Sanitizing and Disinfecting Procedures**

We use two different solutions for cleaning- a sanitizing solution and a disinfecting solution. We use sanitizing practices daily for all toys and eating utensils that are mouthed by children. Tables and all food prep surfaces are also sanitized before and after each meal, snack or other messy play activity. Diaper changing stations, potty chairs, toilets and bathrooms are disinfected daily or more often, as needed. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets and other used items during rest time are cleaned weekly or more often if soiled. When using a bleach solution to sanitize, I follow the proper ratio of: 3/4 teaspoon of chlorine bleach to one quart of cool water. For a disinfecting solution, we mix 3 TBSP of bleach to a quart of water.

### **Hand Washing Practices and Hand Sanitizers**

We (children and adults) will be washing our hands upon arrival, before and after preparing food, when handling pets, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. Hand sanitizer will be used in accordance to WAC 170-296A-3650 and will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom I have a signed parent permission on file.

### **No Smoking Policy**

There will be no smoking during the business hours of 8am to 5:30pm on the premises.

### **Drug and alcohol consumption**

The house is a drug free home. There will absolutely be no drug or alcohol consumption during business hours.

### **Guns and Weapons**

The home is guns and weapons free.

**Retaining facility and program records**

We keep all records for a minimum of five years. I will keep records from the previous 12 months in the licensed space and they will be immediately available for the Department or other state agency's review.

I, \_\_\_\_\_ (print name), have received and read the parent Handbook and by signing I agree to adhere to all the policies stated within.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Name