

Parent Handbook

**Mission Statement**

The mission of Early Bloomers Childcare is to partner and support parents along their parenting journey while providing a safe, caring, nurturing, and enriching environment in which children can grow and thrive in their own unique way.

**Early Bloomer's Core Values:**

A safe place for everyone.

Everyone is treated with respect.

We celebrate diversity.

We lead with kindness.

Children are provided with choices.

**Program Philosophy**

Our philosophy is that we believe children learn best in a play-based environment. Children are competent, amazing learners that, given the opportunity and support from parents and/or caregivers will develop and grow in their own unique way. Children deserve a childhood full of memories that are created by exploring, creating, and spontaneous discoveries.

**Play-Based Curriculum**

Based on the above- mentioned philosophy we believe curriculum is not something that is purchased but curriculum is what happens in the classroom every day. Children naturally learn through play. Play-based learning is an educational approach where children learn through play activities, they are interested in. We can provide these experiences through a nurturing, well planned environment that encourages play, exploration, curiosity, and problem solving. Teachers act as

facilitators to help children build upon their interests and knowledge by careful observation, meaningful interactions, and documentation. Children can work individually or collaboratively and may choose to participate or not participate in activities. There will be structured and un-structured periods throughout the day enabling children to play, learn, and grow at their own rate. Play-based learning not only nurtures a child’s natural curiosity but also builds a strong foundation for future academic success, making learning enjoyable and meaningful. Our goal is to promote a “love of learning”! Learning should be fun not a chore!

 **Enrollment**

Your child is not fully enrolled until we have received a fully completed registration packet, and non-refundable $75.00 registration fee per child. The registration fee will be charged upon enrollment and again every year in September. Those that have enrolled between June-August will not be charged again until the following year. If your child requires a Special Care Plan for developmental, health, or allergies this plan must be complete before beginning care.

**ProCare Connect**

ProCare connect is an app that we use to keep connected with our enrolled families!  To have access to this app, you must be a "payer" on your enrolled child's account.  Receive real time updates of your child's daily activities, pictures, and announcements right to your phone.  Messaging is also available through ProCare connect, our teachers will use this to communicate when items are needed, or quick reminders.  We encourage families to message quick communications through the app as well, but we do ask that immediate questions or concerns be brought to the attention of our admin team through email, in person, or by calling.

Myprocare.com

All account information related to billing and invoices can be found on [www.myprocareconnect.com](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.myprocareconnect.com%2F&data=05%7C02%7C%7C14a3bcefe39743e6f07608dc22d0e7f1%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638423527838563650%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=DldxkECsmPYLS5tOhypVHn1E%2Be1hO7tRYKc1PmHiEfY%3D&reserved=0).  This is a separate account from your ProCare connect account.  Year-end statements, invoices, and proof of payment can be accessed here.

**Payments**

Automatic Tuition through ProCare is required. Any exceptions to this must be approved through our Director of Operations who oversees billing for all Early Bloomers Sites.

Tuition is due two weeks in advance.

Tuition payments are processed on the 1st of the month for half of tuition and again on the 15th of the month for second half of tuition.

If you begin care after the 1st of the month then a pro-rated amount will be billed on the first day of care and again on the 15th of the month. If you begin care after the 15th of the month a pro-rated amount will be billed on the first day of care for the rest of the month.

A 3% charge is added for any credit card payments. There is no charge for bank accounts.

**Absences/Vacation Time**

Your monthly tuition reserves your child’s spot at Early Bloomers. There are no credits given for absences including holiday closures, in-service days, sickness, closures for weather.

After one year of enrollment, you will have vacation credit to use equal to one week of care. For example, if you come 2 days a week then the credit will be for 2 days.

**Weather Related Closures**

We will make every effort to be open when it is safe to do so in inclement weather. We will make the decision to close completely or start late the evening before if possible and no later than 5:00am. We will look at local school closures in our decision making. Notification will go out in the ProCare App and on our Facebook page.

**Holidays and In-Service Day Closures**

Early Bloomers Centers closed for the following holidays: New Years Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day.

Early Bloomers has four In-Service Days per calendar year. These will be posted at the beginning of each year in each Center.

**Hours of Operation/Schedules**

Early Bloomers Operating Hours are 6:00am-6:00pm

Early Bloomers Infant Room Operating Hours are 7:00am-5:30pm

A $1.00 per minute fee will be assessed for each minute late picking up past the above hours of operation. This will be added and billed to your next statement.

We staff based on children’s schedules you have given us. If you are more than 30 minutes outside of this schedule either dropping off or picking up, please communicate at least 24 hours in advance to ensure we have appropriate staffing.

**Drop Off times are from 6:00am-10am. It is important for your child to arrive with enough time to play and transition into lunch and rest. Exceptions may be made with Director approval only.**

 If your child has an appointment, please call or message in the ProCare App at least 24 hours in advance. We discourage drop-off between 12:00pm-2:00pm due to disrupting rest time. If you are running late and will be a little bit past 10:00am please call or message the center. This must be on an occasional basis not a regular basis.

There is a maximum of 10 hours per day of care per licensing regulations. This may be waived with a letter from your employer, however there are additional costs for more than 10 hours per day. Additional fees for over 10 hours of care are $30 per day.

If you need to modify your child's scheduled attendance days, it is required to provide a minimum of two weeks' written notice for decreases. Any corresponding changes in tuition will be implemented after the notice period. If there's a need to increase scheduled days, we will accommodate as space allows, and approval will be communicated along with any applicable adjustments to fees. Please note that changes are subject to availability and capacity.

**Arrival/Signing In/Out Daily**

It is a licensing requirement that parents/guardians sign in with a full signature and time when dropping off child and sign out with full signature and time when picking up. We use the ProCare App to do this. If you are unable to sign in or out on the App on occasions, please use the sign in/out paper form available. This is to be used on an occasional basis not on a regular basis.

Children should be walked to classrooms when dropping off and communicated with staff your intent to leave. During pick up please make sure you are communicating with the staff your intent to take your child for the day. In addition, pick up or drop off should not last more than 15 minutes. If it is any more time than that on a regular basis then we would need a volunteer packet to be filled out by the parents to ensure we are following all licensing guidelines

**Typical Activity Schedule**

Example of a classroom schedule:

6:00-7:30 Combined Ages/Classroom Exploration/Snack if needed.

7:30-8:00 Split Ages/Classroom Exploration

8:00-8:45 Classroom Exploration

8:45-9:00 Clean-up/Wash Hands

9:00-9:30 Breakfast

9:30-10:30 Outside/Large Motor Play

10:30-11:00 Gathering Time

11:00-12:00 Classroom Exploration/Art/Sensory

12:00-12:30 Lunch

12:30-1:00 Bathroom Breaks/Stories/Prepare for Rest Time

1:00-2:30 Quiet Activities/Rest Time

2:30-3:00 Wake-Up/Bathroom Breaks/Wash Hands

3:00-3:30 Snack

3:30-4:30 Outside/Large Motor Play

4:30-5:30 Classroom Exploration

5:30-6:00 Combine Ages/Late Snack/Center Closes

Classroom schedules are posted in each classroom.

Schedules will be different in each classroom at each center and may change throughout the year based on the classroom and children’s needs.

**Meals and Snacks Served**

Early Bloomers Childcare is committed to providing nutritious meals and snacks. We are enrolled in the USDA Child Nutrition Program and must follow all their guidelines. Not all sites serve all meals. If you are at a site that requires you to bring lunch, the meal must meet USDA and Licensing requirements. Those guidelines are protein, grains, fruit, and vegetables. We provide milk for this meal and are required to supplement if a component is missing.

All meals and snacks are prepared at the center by a qualified staff member that will follow the safe preparation, cooking, and serving guidelines in the most current edition of the food worker’s manual prepared by the state department of health.

By preparing all meals and snacks at our center we are ensuring that we know the ingredients in every meal and snack served to ensure anyone with allergies is not exposed to something they may be allergic to. **Therefore, we do not allow food to be brought from home**. For sites that bring their own lunch the site will notify parents of any allergies and request you ensure you do not include this in yourchild’s lunch.

To learn more about the USDA Child Nutrition Program please visit [Child and Adult Care Food Program | Food and Nutrition Service (usda.gov)](https://www.fns.usda.gov/cacfp).

**Severe Allergies or Other Health Care Needs**

We will make reasonable accommodation and substitutes for children with food allergies on a case-by-case basis. Children with food allergies will be required to have a Special Health Care Plan signed by an authorized Physician. The request for special accommodation must include the food to be omitted, how this food impacts the child, and food to be substituted.

**Very few exceptions will be made for food brought from home and only if we are not able to appropriately substitute and meet the child’s needs.**

Children with food and milk preferences may be required to have a Physicians note if their preference does not meet the USDA Food guidelines we follow.

All other Special Health Care Needs must also have a Special Health Care Plan signed by a Physician and when needed a Medication Authorization form.

**Early Bloomers Non-Discrimination Statement**

“This institution is an equal opportunity provider.”

Early Bloomers does not discriminate because of race, color, national origin, sex (including gender identity and orientation), disability, age, or retaliation for prior civil rights activities.

  **Parking**
Each site has a parking lot, and some have reserved spaces. The reserved spaces are for pick up and drop off only and may not be used for shopping purposes. Please be respectful of time while parked in these spaces.

**What to wear**

Come dressed to play! Your child will be painting, playing with sensory items, playing outside and very likely getting messy! We do purchase washable paints and supplies, however sometimes these do leave stains.

We do go outside rain or shine so bring appropriate clothing for all kinds of weather.

**Items to leave at home:**

 \* Toys – to be sure nothing is lost or broken and to cut down on disruptions and arguing.
\* Food (except at sites you are required to) – to make sure we are keeping an allergy free environment.

**Items to bring:**

\*Appropriate coat and shoes *labeled with child’s name*

\*(2) Changes of clothing *labeled with child’s name*

\*Diapers and wipes if needed

\*Blanket for rest time that must be taken home and washed when needed or each Friday (no blankets allowed in infants)

\*Bottles (infants only)

\*Sleep sack (infants only)

\*Sunscreen (in the Spring)

**What we provide:**

\*Sheets for cribs, cots, and mats

\*Sippy Cups and all other utensils needed for meals

\*Wipes for cleaning hands and faces only

\*Soap and paper towels for handwashing and cleaning

\*All toys and learning materials including art supplies

\*All Meals & Snacks (except site that brings own lunch)

**Drug and Alcohol-Free Zone**

Our priority is always the safety of children so please refrain from partaking in drugs or alcohol when dropping off or picking up from the center. We recognize that some drugs can be used for medicinal purposes however we reserve the right to remain drug and alcohol free for the safety of all.

**Potty Training**

Early Bloomers partner with parents during this exciting and sometimes frustrating milestone. Parents will initiate potty training at home first when they think their child is showing signs of readiness and will then communicate with staff regarding this so we can do the same at the center. Often, we find children will be more successful at home at first and then become more successful at the center as time goes on. We can never force a child to sit on a toilet if they are refusing. Potty training is different for each child, sometimes only lasting days and other times lasting months.

**ASQ Screenings**

Early Bloomers uses Ages & Stages Questionnaires which are designed to identify children that may need further evaluation and children that appear to be developing typically.

Based on the knowledge that each child grows and develops differently we will conduct an initial screening after 3 months enrollment along with providing you with the same screening to conduct your own screening. We will share this information with you and a conference can be requested to share and go over these findings. Ongoing screenings will be conducted every 6 months for children under 30 months and every year after that until the child enters school or more often if necessary. These findings will be made available to parents.

**Special Needs**

Once a child is deemed as having special needs and special accommodations, we will have parents fill out a Special Health Care Plan that is signed by a Physician. We will then look at this plan to form a Special Care Plan to try and meet the child’s needs. We will make every effort to accommodate and meet children’s special needs. Sometimes we find group care may not be the best fit for everyone and it would not be in the best interests of the child to continue in this environment.

**Parent Participation**

We have an open-door policy where parents are welcome at any time. Parent volunteers are always welcome for special events, with proper pre-requirements completed.

**Family Events**

Early Bloomers will host Family Events every other month. These events provide parent engagement opportunities doing some fun crafts, activities and training. We are all about family time!

**Religious or Cultural Activities**

We do not teach or practice any religious activities but recognize and are sensitive to others’ religious beliefs. We may celebrate cultural events and/or non-religious holidays. Please feel free to share your culture with us!

**Transportation and Field Trips**

A written permission form will need to be filled out for any field trips or to be transported by Early Bloomers.

**Mandated Reporting of Child Abuse and Neglect**

As mandated reporters, we will immediately report any suspected instances of physical, sexual, or emotional abuse, child neglect, or child exploitation. This will be reported to the children’s administration central intake. In addition, if there is immediate danger to a child we will also make a report to local law enforcement.

**Behavior Management and Guidance**

We will guide children based on their individual needs and development.

* We will promote children’s developmentally appropriate social behavior, self-control, and respect for the rights of others.
* We will guide children based on what is fair, reasonable, consistent, and related to the child’s behavior.
* We will not use any form of corporal punishment including biting, jerking, shaking, spanking, slapping, hitting, striking, kicking, pinching, flicking or any other means of inflicting physical pain or causing bodily harm to the child.
* We will not use any form of verbal abuse such as yelling, shouting, name calling, shaming, making derogatory remarks about a child or the child’s family, or use language that threatens, humiliates or frightens a child.
* We will not withhold food or liquids as punishment.
* We will not use physical restrain methods.
* A staff may use limited physical restraint only in an emergency when they believe the child will injure another person or themselves. They must complete an incident report that is kept in the child’s file and given to the parent.

Our behavior management and guidance are a positive approach based on making learning opportunities, having natural consequences, and beginning each day fresh.

**Dismissal From Center**

Every effort will be made to work with children and families on an individual basis. Children may be dismissed from the center with no notice if the child continuously harms other children or staff, will not safely stay in a classroom, and any other safety concerns. Every effort will be made with the child and family to correct the situation which may include observations (with permission) from outside resources and developing a behavior or special care plan.

In addition, we have zero tolerance for being treated disrespectfully by families, which will result in immediate termination of care.

**Request for Documents**

Most needed documents can be found in ProCare Connect, however if you need a document printed, please allow 72 hours to complete this.

**Medication Management**

We will not administer medications unless it is for special needs purposes. A special needs plan and a medication authorization form will be required. Please see Health Care Plan for an in-depth overview of our Medication Management Policy.

This does not include diaper creams, ointment, or powder to reduce risk of diaper rash. A diaper cream permission form is required to use any form of diaper cream. In the Spring and Summer months we will ask for you to provide Sunscreen with a permission form.

**Use of Baby Wipes**

We may use Kirkland Signature brand baby wipes or Huggies Sensitive brand to clean your child’s hands or face. Please let us know if there are any allergies or sensitivities regarding the use of these.

**Health Concerns/Illnesses**

Our center follows the Snohomish County Health Department guidelines regarding health issues, and we have a Health Care Policy in place you are welcome to review. **If your child has any of the following, please keep your child(ren) home:**

* A fever of 100 degrees or higher within the past 24 hours
* Vomiting on two or more occasions within the past 24 hours
* Diarrhea-two or more water bowel movements in a 24-hour period
* Draining rash
* Eye discharge or pink eye (EB policy)
* Fatigue that prevents participation in daily activities
* Other communicable diseases or illnesses
* Lice until nit free

**Children must be symptom free for 24 hours before returning. A child with any of the above symptoms will be required to be picked up immediately and may not return until they are 24-hour symptom free.**

**Medical Emergencies**

In the event of a medical emergency, staff will follow their First Aid/CPR training, call 911, and make every reasonable effort to contact the parent and/or guardian. In the event a child needs to be transported by ambulance, a staff person will ride with them in the ambulance and stay with them until a parent or guardian arrives. An incident/injury report will be filled out and given to parents and licensor contacted.

**Minor Injuries**

Minor bumps and bruises will be communicated to the parent by an Ouch or Injury Report and logged on to the ProCare App. A copy will be kept in the child’s file.

**Disaster Preparedness**

Fire Drills: will be held monthly
Disaster Drills: will be held quarterly

In the event of an emergency evacuation, we will locate to the following safe sites:

Marysville: to Value Village and/or E & E Lumber on State St.

Arlington: to the Pointe Restaurant

Stanwood: to Xtapa Restaurant

Fire/Police/Ambulance: 911
Poison Control: 1-800-222-1222
Animal Control: 425-388-3440
C.P.S: 1-866-363-4267 or 425-339-1830
C.P.S After Hours: 1-800-562-5624
DEL Licensor Arlington & Marysville: Wendy Lin 425-339-1835

DEL Licensor Stanwood: Veronica Espinoza 360-296-6407

Out Of Area Contact: Gin: 360-770-1765

Copies of the complete disaster plan are kept in the office and each classroom.

 **Infant Care (Not all sites have infant care)**

We accept infants into care at 4 weeks of age. The infant room is ages 4 weeks to 12 months of age. At 12 months of age, they will transition to the next room. If your infant is not developmentally ready to transition to the next room, we will request a doctor’s note and special care plan signed by a doctor to keep them in the infant room.

Feeding:

Early Bloomers participate in the USDA Child and Nutrition Program and must follow all guidelines and rules regarding infant feedings.

Please refer to the supplemental forms provided to you at enrollment.

Parents can choose to provide pre-made bottles that are labeled with first, last name, and date with either breastmilk or a formula of their choice or you can choose to have Early Bloomers provide Similac Advance formula. You will still need to provide enough bottles for the day if you choose us to provide formula and those bottles will go home each night to be washed. Similac Advance is the only formula we provide. Breastfeeding may be done in the infant room if there is space, and it does not interfere with the daily operations of the room. A secluded space outside of the infant room can be made available to use for breastfeeding if needed.

We will not introduce new food to infants. We ask that you communicate with us what foods you have introduced so we know we can also serve those foods as well. We will follow the guidelines from the USDA and our observations of when and which foods should be introduced along with communication with the parent. If your child for developmental reasons needs to have special accommodations around feedings, we will request a doctors note.

Sleeping:

Children 29 months of age and under will be allowed to follow their own sleep schedule. Sleeping schedules are discouraged. However, parents may request that their infant be woken up if they have been sleeping for more than 3 hours. This may be necessary to assist with the infant’s 24-hour sleep/wake cycle. A crib or pack n’ play playpen will be furnished for napping for infants. Infants will be placed on their backs when going to sleep to reduce the risk of SIDS, unless there is a written note on file from both the parents and child’s health care provider requesting another position. Infants can be swaddled until they are rolling over and then can sleep in an appropriate sleep sack. Once infants can roll to their stomach, they may do so without being rotated back to their backs. Cribs will not contain bumper pads, pillows, soft toys, fleece, cushions, or any blankets. Since infant seats and car seats or swings make it harder for them to breathe fully, they will not be used for sleeping purposes. Only cribs or playpens will be used for sleeping infants, if they fall asleep in one of the above stated areas they will immediately be gently transferred to their crib. Light levels will be kept at a high enough level that children may be easily observed while sleeping.

Diapering:

Diapers will be changed/checked every 2 hours, or as needed. Safety and health guidelines are followed for diaper changing. See our healthcare plan for further procedures about diaper changing.

What you will need to bring:

At minimum a one-week supply of diapers and wipes, enough pre-made bottles to last them for 1 day of feedings or enough bottles for us to provide 1 day of feedings, extra clothing (2), pacifiers if used.

**Toddler Care**

The toddler classrooms serve children 12 months to 2 ½ years old. At 2 ½ years old they will transition to the next classroom. If your toddler is not developmentally ready to transition to the next room, we will request a doctor note and special care plan signed by a doctor to keep them in the toddler room.

Feeding:

Toddlers 12 months of age should be eating solid foods from our menu and drinking whole milk, breastmilk, or an approved substitute from a sippy cup according to the guidelines we are given by the USDA Child and Nutrition Program we participate in. If special accommodation is needed during this transitional time, we will request a doctor’s note and possibly a special care plan signed by a doctor.

Sleeping:
Children 29 months of age and under will be allowed to follow their own sleep schedule. Alternative quiet activities will be provided for the child who is not napping. Sleeping schedules are discouraged and we are not allowed to wake up a sleeping toddler unless we have a written note from the parent. A nap cot or mat will be provided for toddlers. Toddlers may sleep with a blanket if it is covering only up to their neckline. Light levels will be kept at a high enough level that children may be easily observed while sleeping.

Diapering:

Diapers will be changed/checked every 2 hours, or as needed. Safety and health guidelines are followed for diaper changing. See our healthcare plan for further procedures about diaper changing.

What you will need to bring:

Toddlers: At minimum a one-week supply of diapers and wipes, 2 changes of clothing, blanket for napping. Blanket must be taken home to wash on “Friday” or as needed.

Transitions

* Transitioning between classrooms:

Each of our classrooms is set up to meet the developmental needs of the age group in that classroom. When the time comes for your child to transition from one classroom to the next classroom, we will communicate a plan with you. Licensing does have age requirements for each classroom that we must follow. If there is a concern with your child not being developmentally ready for the next classroom, we can further discuss their needs when it is time to transition. A new tuition agreement will be made available to fill out when transitioning to a different age group with a different tuition.

* Transitioning into our program
	+ We encourage the parent(s) and child(ren) to visit and become comfortable with our program, the classroom, and teachers. In addition, please read over all policies and procedures to ensure you are aware of how our program operates. **We will have a 30-day transitional period where both parties are able to see if we are a good fit for each other. During this transitional period, care can be terminated with no notice by either party.**
* Transitioning out of our program
	+ If it becomes necessary to leave our program, please give at least 2 weeks written notice. Children in the classroom may need time to say goodbye and we may need time to gather necessary materials your child could be working on, or we have collected. There is also 2 weeks’ written notice required for payment of services.
* Transitioning to Kindergarten
	+ Early Bloomers Childcare will provide families with children entering kindergarten with materials and information regarding the school district Early Bloomers resides in. In addition, we will share with you the assessments we have gathered during your child’s stay here regarding kindergarten readiness. This may include a checklist, bodies of work, pictures, and assessment documentation.
	+ One of our Family Events in the Spring or Fall will be a PreK graduation.

Welcome

Welcome to Early Bloomer’s Childcare! We are excited for you to be a part of our family. We hope to provide your family with a personable care experience that enhances your child’s early learning experience!
We thank you for choosing Early Bloomer’s Childcare!

Site Contact Information:

Stanwood Phone: (360) 572-4838

 Email: Stanwood.earlybloomers@outlook.com

Arlington Phone: (360) 386-8819

Email: Arlington.earlybloomers@outlook.com

Marysville Phone: (360) 540-7678

 Email: earlybloomerslearning@outlook.com

Director of Operations: tscott.earlybloomers@outlook.com

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