

# The Trike Stop

## Parent Information Handbook



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**Owner:** Autumn Snow  
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Monday-Thursday, 9:20 am – 3:40 pm & Friday, 9:20 am – 2:35 pm

**Director:** Shauna Roque  
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Monday-Friday, 7 am – 4 pm

**Assistant Director:** Kaitlyn Davis  
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Monday-Friday, 9 am – 6 pm

**Infant Program Supervisor:** Lindsey Bianchi-Ames  
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Monday-Friday, 8:30 am – 5:30 pm

# General Information

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

## Mission Statement

At The Trike Stop we strive to provide the best care for children and families, and we look forward to partnering with you on this journey. This handbook will provide you the important “needs to know” and “goods to know” to help you get acquainted with how we operate here at The Trike Stop. Our main focus and goal here is to make sure that all children feel loved, all parents feel acknowledged and all staff feel appreciated.

## Philosophy & Curriculum

At The Trike Stop we believe that children learn best through play. We foster this philosophy by creating activities that promote learning through play. Our lead teachers are in charge of curriculum planning and plan a wide range of activities that differ depending on age. Lesson plans are posted on each classroom door and are an outline of what your child will be engaged in throughout the day. Planned activities range from circle time, to art, sensory, music, outdoors and so much more.

*When planning activities...*

- We think about what the children are interested in, as we know they learn best when they are excited about the topic.
- We think about what they will be learning through each planned activity.
- We think about how we can expand their learning through additional questions & materials.
- We think about what skills they are successful at, and what we can help them improve on.
- We set the classroom up into different learning centers, and provide materials that they can freely explore, manipulate & play with.

## Child Supervision Requirements

Children are not allowed in the laundry room, staff bathrooms, staff break rooms, kitchen or any other unlicensed area of The Trike Stop.

**State ratios -**      Infants 1:4                      1 year-2 ½ years: 1:7                      2 ½ -5 years 1:10

## Consistent Care

Each classroom will have a consistent group of teachers who will care for the students in their classroom. The students in the classroom will stay consistent, and will remain in their room for much of the day. Through consistent caregivers & students, long-term trusting relationships are built. Having a trusting relationship promotes positive behavior, individualized care & loving connections.

## Access

Parents are allowed access to their child, and the early learning program at all hours during business hours. Parents may not drop off their children during the hours of 11:00AM-2:00PM. We kindly ask that parents do not pick up their child between the hours of 11:00AM-2:00PM in our classrooms with scheduled naptimes as to not disrupt sleeping children.

# Infants

## Infant Care

- Infant families provide materials to stay in class through their child's time in our Infant Program.  
*Please view our "What to bring in for your infant" handout for a complete list.*
- The Trike Stop provides diapers, wipes, and foods for all infants. This is included in tuition.
- Infant teachers provide cue-based care; infants eat when showing signs of hunger, and sleep as needed.
- Infant teachers document each diaper, bottle, meal, nap, ouch report, photos, academic learning, and more, via Procare as your child's daily report.

## Breastmilk & Formula

- Infant families provide breastmilk and/or formula, bottles, and instructions for infant teachers to prepare bottles on demand.
- A prepared bottle of milk will be discarded after 1 hour.
- Per parent request, breastmilk may be saved in a specific discard bottle, & sent home at the end of the day.
- Fresh breastmilk will be stored in our Infant Room fridge and will be sent home at pick up each day, or transferred to our freezer (if not previously frozen).
- Frozen breastmilk may be stored in the Infant Room freezer for no more than 30 days, any breastmilk still in the freezer will be sent home after 30 days.
- Formula must be provided in the original manufacturer's container & will be prepared according to the instructions on the canister, unless medically directed with written order by a doctor.
- Formula will be sent home 30 days after opening.
- The Trike Stop supports nursing mothers to feed in the classroom, and provides an area & materials to do so with comfortability & ease.

*Note:* Breast milk and formula will only be served in our infant classrooms, to children under 12 months of age. Once children are 12 months of age, breastmilk and formula will no longer be served, and whole milk will be provided. We will happily continue to support parents who would like to visit to nurse throughout the day.

## Solid Foods

- The Trike Stop provides all organic purees, baby snacks, & menu food items for your child.
- If preferred, parents may provide their own purees and/or well-rounded meals from home.
- Infants will practice with regular high chair meals and a sippy cup upon parent approval, and when it is developmentally appropriate to do so.

## Sleep

- All children nap on their own schedule.
- The Trike Stop will not wake a sleeping child.
- Parents may provide an approved sleep sack & binkie.

- The Trike Stop provides crib sheets and will launder all sheets & sleep sacks weekly, or more when needed.
- We must follow strict WAC rules regarding safe sleep; infants must sleep on a firm flat surface with no blankets, stuffed animals (even the ones attached to a binky), wedges or Swaddles. A doctor's note must be provided in order to allow any of these items during infant sleep.
- All infant teachers are Safe Sleep certified annually.

## Diapering

- The Trike Stop provides Huggies and Kirkland brand diapers & baby wipes.
- Infant diapers are checked upon arrival, changed every 2 hours, and more when needed.
- Diaper cream will be applied as needed throughout the day, or more per parent request.

## Infant Immunization Policy

Please keep your infant home for 24 hours after having any immunization so you can closely monitor them. While many infants do just fine after being immunized, others have side effects that can be very scary or even life threatening (fevers, seizures, nausea, fatigue). We want to make sure your infant is safely at home where he or she can have 1 on 1 monitoring during the 24 hours after an immunization.

# Enrollment & Fees

## Non-Discrimination Policy

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

## Annual Enrollment

Each September families are required to review our updated parent information handbook, complete a new registration packet, and submit an updated certificate of immunization form. There is an annual \$50 registration fee due each September. Annual registration fees are waived for families who have enrolled within the last 12 weeks.

## Enrolled Days

Each child will be enrolled specific days that will stay consistent each week. We do not allow day swapping.

For families who would like to change their enrolled days, please reach out to management to see if that is an option. We do require a two week notice for families who are looking to drop days of care.

## Deposit

We collect a \$1000 deposit to hold your child's spot for future enrollment. Deposits are only charged for new families joining our program at a future date. The deposit goes towards your child's tuition. Deposits are non-refundable.

## Immunizations

Each child must have a current, complete & medically verified certificate of immunization status (CIS) form, or a department approved certificate of exemption (COE) form. Please submit updated CIS forms regularly as new immunizations have been administered. In the event of an outbreak of a vaccine-preventable disease within our school, children with a COE form may not attend The Trike Stop during the duration of the outbreak.

## Records

Each family will be required to keep their child's records & information current. If any changes must be made throughout the year, please reach out to the Director. It is important that our information is current and up to date for the safety of your child. Registration packets & certificate of immunization forms will be kept in the office and accessed by management, parents/guardians, and licensing only. Basic information in Procare can be accessed by the teachers.

## Confidentiality Policy

We will not share your private information, or photos, unless permission is given. If required by state, or federal agencies, we must comply with their requests and provide them with all necessary information.

# Tuition Rates

The Trike Stop  
23107 100<sup>th</sup> Ave W, Suite 1  
Edmonds, WA 98020

## 2024/2025 School Year Weekly Rate Sheet

\*\*\* Effective the week of Monday, September 2<sup>nd</sup> \*\*\*

Infant  
Full days  
5- \$750  
4- \$700  
3- \$600  
2- \$475  
1- \$250

One-Year-Old  
Full Days  
5- \$690  
4- \$650  
3- \$560  
2- \$440  
1- \$230

Two-Year-Old  
Full Days  
5- \$650  
4- \$610  
3- \$530  
2- \$420  
1- \$220

Three-Year-Old  
Full Days  
5- \$620  
4- \$580  
3- \$500  
2- \$390  
1- \$200

Four- & Five-Year-Old  
Full Days  
5- \$600  
4- \$560  
3- \$480  
2- \$370  
1- \$190

Drop-in care offered to currently enrolled families only. Drop-in rate will be the difference between the number of drop-in day rate less your current rate +\$25.

A \$50 registration fee is charged upon enrollment and each September thereafter.

A 10% discount is applied to the oldest child's tuition when siblings are enrolled.

A 15% discount is given to active and/or retired military parents.

\*\*\* In cases where both discounts are applicable, we will apply the larger one \*\*\*

Payments are due each Friday through automatic withdrawal (Procare) or cash. A late payment fee of \$35 per day will be charged if payments are not made by the due date.

## Payments

All payments are made through an automatic withdrawal system Procare, tuition will come out of your account every Friday. ACH payments have no additional charge, while debit/credit payments come with a 2.75% processing fee. Tuition prices are based on school year and are subject to change annually.

If payments are not paid on Friday, there will be a daily late fee of \$35.

If your account balance becomes overdue and you choose not to pay, your account will be turned over to a collection's agency.

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

There is a late pick-up fee of \$5.00 for every minute you pick up after 6:00pm. This is based on the time you leave the building, not when you arrive.

## 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 in. For example, if your child attends 3 days a week you will be given 3 vacation/sick day credits a year. Vacation/sick day credits can only be applied if your child is gone the entire day (no half day credits). Just simply communicate to the Director what days you would like to use your credits. Credits cannot be applied retroactively, but can be applied the same day that care is missed. 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. Credits are not given to drop in families.

## Tax Information

Tax Statements are available via Procare online. Select "payment" on the left-hand side, and then "tax statement" on the right-hand side. Please reach out to the Director to request a tax statement if you need assistance. Our Federal Tax ID # is 770617719.

# Meals

## Meals

Each day we provide breakfast, lunch, an afternoon snack, and a light evening snack. We follow a 3-week rotating menu that is updated twice each year. Meal time varies for each classroom, please refer to their daily schedule to see when their meals are served. For children brought in before 8:30 am parents are welcome to bring an early morning breakfast or snack 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 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.

Children age 2 ½ and up, self-serve themselves food during mealtimes, and can pour their own milk, smoothie, or water. Through this practice we are allowing each child to practice skills such as passing, sharing and serving themselves (through the use of scooping, grasping with tongs & pouring).

If 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, something similar would be appropriate.

When bringing food from home, bring food in small sealed containers and please send one serving per day. Meals that are to be served warm, should be prepared to be easily reheated in the microwave. To be sure items make it to the appropriate classroom, please write your child's name & classroom on all containers

- \* Alternative milk options are available upon request.
- \* Our current menu is available on our website or can be requested.

## Anaphylactic Allergy Policy

In an effort to keep our anaphylactic allergy students safe, children with anaphylactic allergies will not consume food from The Trike Stop. Our number one priority is keeping our students safe, and this is the best option to do so.

Children with anaphylactic allergies must have an EpiPen on site, completed Food Allergy/Intolerance Care Plan & a completed Allergy and Anaphylaxis Emergency Plan. Children may not attend until we receive all 3 items.

All children with anaphylactic allergies will be required to bring their own food from home. This includes breakfast (if here before 8:30), lunch, snack & a late evening snack (if here until 5:30).

Food from home must be brought in a lunchbox that will be kept in the classroom, in their labeled grey basket. Foods must be ready to serve, and will not be heated.

Children with anaphylactic allergies will eat their food on a red placemat with their photo & listed allergies. Alternative milk choices will be served in a yellow cup.

Children with anaphylactic allergies will receive a weekly \$20 credit.



In the event that an allergen is consumed we will follow the child's Allergy and Anaphylaxis Emergency Plan. Parents will be notified, and will be responsible for picking their child up from The Trike Stop, or the hospital.

- Children prescribed an EpiPen BUT not yet seen by an allergist to confirm anaphylaxis must still follow our anaphylactic allergy policy until testing proves otherwise.

**Minor Allergies/Sensitivities/Food preferences:**

Children with minor allergies, sensitivities or food preferences will have a Food Allergy/Intolerance Care Plan completed.

Children with minor allergies/sensitivities/food preferences will have a specific menu indicating what items the child can/cannot contain. Menus will be followed carefully. The Trike Stop will provide replacement items for breakfasts & snacks that the child cannot consume. Parents will be responsible for providing alternative lunch for any lunch their child cannot consume. Lunch will be brought to the kitchen each morning labeled with the child's first & last name, classroom and date. Lunch must come fully prepared, and easily reheated in a microwave.

Children with minor allergies/sensitivities/food preferences will eat their food from a red plate/bowl, and on a red placemat.

Children with milk preferences will drink alternative milk from a yellow paper cup, or a labeled sippy cup.

# Procare

## General Information

Procare is an app that we use to document each child's day. Documentation changes with each age group, but may consist of bottles, diapers, meals, naps, photos etc.

## Signing in / out

It is required that you sign your child in and out daily through our Procare app. It is necessary that you put the correct time and sign your full name. In the event of an emergency, the Procare sign-in sheet will serve as roll call, which is why it is crucial that children are signed in/out, so that we have an accurate number of children to account for.

We will only release children to adults who are authorized on the registration forms, and Procare pick up list, 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.

## Newsletters & Messages

Procare messages & newsletters are how we communicate bulk information to families. All newsletters will go to your E-mail, so we kindly ask that you check these regularly. Procare messages will go to the Procare app, as well as to your E-mail. All newsletters & messages will relay important communication specific towards your child.

Procare messenger may be used to communicate with your child's teachers. Please keep in mind that all messages sent can be seen by multiple teachers, and management.

Management specific communication should not take place through Procare. Please reach out to management directly via E-mail, phone call, or in person.

# Closures

## Holidays

**The Trike Stop will be closed for the following holidays:**

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth
- Summer Break (the week of Independence Day. Exact dates can be found in the yearly Holiday Closure handout)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Winter Break (the week between Christmas – New Year's. Exact dates can be found in the yearly Holiday Closure handout)

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. Please reference our yearly holiday closures handout for specific closure dates.

## Emergency Closures

The Trike Stop does not follow the Edmonds School District for closures. If in the event that The Trike Stop is unable to open due to inclement weather, power outages, pandemic, State/Federal mandated closure or safety concerns we will send out a Procure message. Tuition is paid per normal and will not be refunded or reduced.

# Illness & Medication

## Illness

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.

It is very important that if you are called to pick up your sick child that you, or someone else, is here within 20 minutes.

- Fever: Temperature of 100.4 or 99.4 under the arm.
- Diarrhea: 2 or more watery stools within a 24-hour period, 2 or more stools containing mucous within a 24-hour period or 1 stool containing blood.
- Vomiting: 2 or more times within a 24-hour period or 1 time within a 24-hour period if the child appears unwell/complains of a stomach ache.
- Rash/Spots: Body rash, especially with a fever or itching (this does not apply to diaper rash). In cases of Hand Foot and Mouth we exclude children with open sores.
- Sore Throat: A sore throat that interferes with their ability to eat, drink or participate in class activities.
- Cough: Lasting for more than one week, if they are coughing excessively or a deep hoarse cough.
- Greenish Nasal Discharge: Lasting for more than 1 week.
- Lice or Scabies: Children must remain out of care until they are free of all lice and nits (eggs).
- Pink Eye or Conjunctivitis: Symptoms must be improving before returning.
- 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 above symptoms, they must be out of care until they are symptom free for 24 hours.

A doctor's note may be accepted for earlier return, on a case-by-case basis. Please reach out to management to see if this is an option for your child. Doctor's notes will not be accepted for earlier return, for fevers or vomiting.

## 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. Sun screen

A physician's written authorization is required for non-prescriptions 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

\*We will not administer: Nose sprays, rectal thermometers or Q-Tip's, trim nails or take out splinters.

### Tylenol Policy

Parents may not give their child Tylenol before bringing them to care as it often masks contagious symptoms until it wears off, thus infecting the other children and staff. Children will not be allowed in care until after the medication has worn off (4-6 hours after consumption). In the event that Tylenol/fever reducers are necessary, please reach out to management for more information.

### Antibiotic Policy

Children must be on antibiotics for 24 hours before returning to The Trike Stop.

If your child is on antibiotics and experiencing diarrhea as a result, we will need a doctor's note explaining that the diarrhea is a result of the antibiotics and is not contagious. Without a doctor's note, a child experiencing 2 or more diarrhea in a 24-hour period (even as a result of the antibiotics) will be sent home per our illness policy.

### Sunscreen

On days that the UV index is 5 or above, The Trike Stop will apply sunscreen on the children before they go outdoors in the afternoon. Parents are responsible for applying sunscreen in the mornings. Sunscreen must be provided by the parents. Parents will need to fill out a medication authorization form before The Trike Stop will apply sunscreen. Aerosol spray sunscreens are not allowed.

### Teething Policy

For children who are teething, we will provide frozen teethingers that are cleaned & disinfected between use. We do not administer teething tablets or gel of any kind. 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. Children with fevers are excluded for 24 hours, regardless of a doctor's note.

# Behavior

## Parent Supervision

For the safety of our students, we kindly ask that you hold your child's hand or keep them nearby you, when you are on our property. Running through the hallways, on our sidewalks, or through our parking lot is not allowed. We ask that you do not share the door code with your child for additional safety precautions.

## Guidance Techniques

Our guidance techniques are positive, fair, consistent and relate to the child's behavior and individual needs. Adult supervision and guidance are 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. Restraint will only be used when a child is at risk of seriously hurting themselves or another individual, with the least restraint possible, and for minimal time. If restraint is used this will be documented and shared with parents and licensing. If it happens more than once a restraint plan will need to be created and followed. 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, and a behavior plan will be created.

## Biting Policy

At The Trike Stop we strive to provide a safe learning environment for all children. We understand that toddlers are trying to do more by themselves and when they can't, they get frustrated. When children who are young get frustrated and are still unable to vocally express themselves, they may hit, push or bite in order to communicate. Biting is the most dangerous of these actions and can cause infection or serious damage.

- If a child bites, they will receive an incident report.
- If a child bites someone on the face that child will be sent home immediately.
- If a bite cuts the skin, that child will be sent home immediately.

\*If behavior does not improve after discussion with parents and teachers, we may need to end care for that child in order to protect the other children in the classroom.

\*Due to the dangers of biting and depending on where the child is biting, how hard and if it's the same child repeatedly we may reserve the right to bypass above policies at any time and terminate care for that child immediately.

# Policies

## Diapering

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

As a convenience, we provide diapers & wipes for all children (this is included in tuition).

## 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.

## Rest Time

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, we do however expect that every child is quiet to allow their classmates to nap. Quiet activities will be provided for children who do not fall asleep within a reasonable timeframe.

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 does not have a scheduled nap time.

## Outdoor Play

Each classroom goes outside twice a day, rain, or shine, for a total of 60-120 minutes (depending on age). Please send your child with weather appropriate clothing (rain suits/boots on rainy days, gloves/hats/thick jackets on extra cold days, sunscreen/sun hats on sunny days, etc.). During outdoor playtime, the children have access to natural materials that promote large motor skills. They also have room to run, jump, twirl and practice a variety of large motor motions. Our teachers also plan daily outdoor activities that continue their curriculum in an outdoor environment.

## Parent/Family Communication

Communication between families & teachers will take place through Procure messenger, or in person during pick up and drop off time, if the teacher is available to talk. Management will help arrange meetings between families & teachers if needed.

Communication between families & management will take place through E-mails, phone calls, or in person. Our office door is always open, and we always welcome parents to stop by with any questions, comments, or concerns.

## Personal Belongings

All children are provided a personal cubby for their belongings. Parents are expected to provide three extra changes



of clothes, appropriate outdoor apparel, and a blanket for nap time. Please make sure to label items from home with your child's name. Please keep toys from home at home unless it is for nap (stuffed toy/lovey) or show and tell day.

## Transitions

When children are moving up to the next class, we will provide a 1-2 week transition period to allow the child time to adjust to their new classroom. This transition will begin with the child visiting the new classroom for a few hours the first day, and we will add more time to their transition each day. The Director will communicate with teachers and families via E-mail, at least two weeks in advance with details outlining the new classroom, and the transition process.

When a new child enters our program as an infant, they will meet with our Infant Program Supervisor for an 'infant intake.' Infant intakes will outline all important information that the families should know, as well as all important information that the teachers should know (such as bottle types, bottle amounts, bottle frequency, what a normal schedule at home looks like, etc.) Teachers and parents will communicate in person and via Procure about how the transition to school is going, and how we can support the child in a successful transition to school.

For new children to our program ages one and up, a 'first day information' form will be completed and shared with the teacher. We will also support in person visits prior to the child's first day, so that they can meet the children & teachers, and to help them become comfortable in their new classroom. Teachers and parents will communicate in person and via Procure about how the transition to school is going, and how we can support the child in a successful transition.

## Pacifier Policy

The Trike Stop will happily support the use of pacifiers for infants, per parent's requests. When the children enter the one-year-old classrooms, we will limit the use of pacifiers to nap time, and for the use of self-soothing throughout the day. One-year-olds will be limited to only using their pacifier as needed, and not given their pacifier the entire day. When children enter our twos programs, we will limit the use of pacifiers to nap time only. Once children enter our preschool programs, pacifiers will no longer be utilized. Language & speech development is so important, and The Trike Stop expects that all families work with us in ensuring a gradual removal of pacifiers as the children age.

## Field Trips

The Trike Stop may take students on planned trips by walking. 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, and will be required to sign a permission slip.

The Trike Stop Lead Teachers may plan additional after-hours field trips that parents are invited to attend with their child (such as meeting at the beach when learning about the beach).

## Donations

Donations will be accepted on a case-by-case basis. Please reach out to management to see if your donated item is of interest to The Trike Stop. All donated items will be looked over & cleaned by management, before being brought to the classrooms.

## 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.

## Birthdays

We will happily support in classroom birthday celebrations. We do require that all birthday “treats” are healthy store-bought options. See below for a list of birthday celebration ideas accepted by The Trike Stop.

### Healthy Treat Ideas:

- Prepackaged & pre sliced apples and caramel dip
- Pudding (you can add fruit, granola, or crushed graham crackers for toppings)
- Whole grain muffins
- Popcorn
- Fresh fruit with whipped topping
- Breakfast or granola bars
- Yogurt smoothies
- Chocolate-dipped strawberries or bananas
- Party bags of dried fruit or trail mix (no peanuts, please)
- Frozen yogurt
- 100% fruit juice popsicles
- 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

## Babysitting

Employees may babysit for families outside of The Trike Stop at their own discretion. The Trike Stop is not responsible or liable for anything that may occur while employees are babysitting off site.

## Emergency/Disaster

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.

## 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 an “ouch report” form, and sent home with the parents, or documented on Procare.

### Photos/Videos & Surveillance

The Trike Stop employees may take photos or videos to be shared with parents through the Procare app or for classroom use.

The Trike Stop has surveillance cameras that are used for the safety of the children and teachers at our school. Surveillance is accessed by management only, and will not be shared with anyone, without signed consent from all parties involved.

### Additional Policies

Parents may access the following policies in the office: health care policy, pesticide policy, disaster plan, liability insurance and (if applicable) inspection reports and notices of enforcement actions and staff policies.

Parents may access our menus on our website.

# State Guidelines

## Mandated Reporting

If an employee suspects parent impairment from the use of alcohol or drugs, we will offer to call an emergency contact. If impairment is suspected and parents leave with their child, The Trike Stop may report to law enforcement or other agencies. Employees of The Trike Stop are required by Washington state law and child care 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.

## Prohibited Substances

The Trike Stop is a smoke free/vape free environment. Smoking or vaping on our property is prohibited at all hours of the day by all individuals. Tobacco or vapor products (or the packaging of tobacco or vapor products) must be inaccessible to children. Children must not have access to cigarette or cigar butts or ashes.

The Trike Stop prohibits any person from consuming or being under the influence of alcohol on licensed space during business hours.

The Trike Stop prohibits any person from being under the influence of illegal drugs or prescription drugs to the extent that it interferes with the care for children.

Cannabis or associated paraphernalia is prohibited on The Trike Stop property. Individuals are prohibited from using, consuming, or being under the influence of cannabis in any form on licensed space.

## Weapons

Weapons are not kept on our premises. Individuals who have weapons on them, must follow safety guidelines and must keep their weapons secured and out of reach from children.

# Leaving The Trike Stop

## Dis-enrolling a child

There is a two-week written notice needed if you choose to dis-enroll your child from our program. Written notice can be in the form of an E-mail. You will be responsible for payment of the two weeks regardless if your child attends or not.

## Expulsion Policy

We will follow WAC 110-300-0486 in regards to expulsion. Expulsion will be a last resort, after all other measures are taken. Behavior that could lead to expulsion consist of: overtly aggressive hitting, biting, kicking or other behaviors deemed not age or developmentally appropriate. Steps that will be taken before expulsion consist of documenting incidents, meetings with teachers and parents, creating a plan of action, and contacting our Early Achievers Behavioral Health Specialist. This will be communicated to parents via Procure incident reports, paper & pen incident reports, E-mails from admin, and in person discussions. If parents need extra support, we will direct them to our Early Achievers Behavioral Health Specialist. If behavior does not improve, then expulsion may be necessary, and we will contact DCYF.

## Termination of Services

The Trike Stop reserves the right to terminate services based on the actions of the child's parents, guardians, or emergency contacts. Reasons for termination include not following our policies, late payment, disrespecting members of The Trike Stop community and disrespecting our property. We maintain the right to ask you to leave at our discretion, no notice required.

## Kindergarten Transition Plan

Our Kindergarten Readiness class is used as a transitional class to get children ready for kindergarten. In this classroom we eliminate nap times (unless needed), and work to prepare children for kindergarten through the use of tools that will be necessary (how to be a good friend, how to stand in a line, how to sit during circle, etc.)

Quarterly evaluations are completed, which can be a great reference for parents & new teachers when enrolling in school. The Trike Stop will happily support transitions out of The Trike Stop by sending home previous evaluations, completing evaluations provided by the new school, or phone calls and E-mails with new schools.