

The Trike Stop

Parent Information Handbook

23105 100th Ave W Suite 1
Edmonds, WA 98020
425-774-9022

Owner: Autumn Snow

Director: Shauna Roque

Assistant Director: Kaitlyn Davis

Infant Program Supervisor: Lindsey Bianchi-Ames

State Licensed Child Care Center

Open 6am to 6pm Monday- Friday
Children ages 6weeks-5 years

Curriculum/Philosophy

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, to sensory, music, outdoors and 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.

Infants

- The Trike Stop will provide all diapers, food and wipes for your infant.
- All food/bottle intake, diaper changes and naps are recorded through

ProCare

- All children will nap on their own schedule; The Trike Stop will not wake a sleeping child.
- Breast milk may be stored in the Infant room freezer for no more than 30 days, any breast milk still in the freezer will be discarded.
- Fresh milk must be sent home at the end of each day, or transferred to our freezer.
- Any prepared breast milk or formula must be discarded after 1 hour
- All children will be fed throughout the day as 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.

*If you are enrolled in our Infant Room #2 class your child will receive Infant Care Only and will be placed on our waiting list to continue care into our one-year-old classrooms. There is no guarantee you will have care after your child turns 1.

Child Supervision Requirements

State ratios are as follows

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

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

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 care givers & students, long-term trusting relationships are built. Having a trusting relationship promotes positive behavior, individualized care & loving connections.

Meals

Each day we provide a breakfast, lunch, an afternoon snack and a light evening snack. We follow a 3-week rotating menu that is updated seasonally. 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

* Alternate milk options are available upon request.

* Our current menu is available on our website or can be requested.

Allergen Policy

If a child has a food allergy, a food allergy plan will be created and are to be followed by the families and The Trike Stop employees.

Each child with a food allergy will have their own copy of the menu. This menu will highlight all items that they cannot consume due to their allergen. The Trike Stop will provide alternative breakfasts and snacks for meals that the children cannot eat, and parents will be required to provide alternative lunch. Lunches from home should be brought to the kitchen each morning, labeled with the child's first & last name, date and classroom, and be easily reheated in the microwave.

Children with food allergies will eat all meals out of a red bowl, and eat on a red placemat. Children with milk allergies or milk preferences, will drink milk out of a yellow cup.

Children with food allergies need to have a plan of action in the event that an allergen is consumed (Benadryl, EpiPen, etc.). If a child consumes their allergen, they

will need to be picked up, or sent to the hospital immediately.

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.

Diapering

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

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

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

Potty Training

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

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/sunhats 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.

Non-Discrimination Policy

It is the policy of our childcare center that no person shall be subjected to discrimination because of race, color, age, national origin, 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 childcare program, practices and activities including client services and employment practices.

Vacation/Sick Day Policy

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

Signing in / out

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

We will only release children to adults who are authorized on the registration forms, 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.

Ill Children

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

ask that your child be at home.

* Fever: Temperature of 100.5 or 99.5 under the arm.

* Diarrhea: 2 or more watery stools within a 24-hour period, or stools containing mucous or 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 regardless of a doctor's note.

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

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

* Lice or Scabies: Children must remain out of care until they are free of all lice and nits (eggs).

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

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

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

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

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.

[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.

ProCare

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.

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.

Parent/Family Communication

Communication between families & teachers will take place through ProCare messenger, or in person during pick up and drop off time, as long as 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.

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.

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

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

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

Personal Belongings

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

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. Children transition from one class to the next anywhere from a few weeks, to a few months, before their birthday. 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 ProCare 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 ProCare about how the transition to school is going, and how we can support the child in a successful transition to 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.

Kindergarten Transition Plan

Our Kindergarten Readiness class is used as a transitional class to get children ready for kindergarten. In this classroom we eliminate naptimes (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.) Seasonal evaluations are completed, which can be a great reference for parents & new

teachers when enrolling in school. The Trike Stop will happily complete any information requested by the families or elementary school including evaluations used for enrollment.

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 manufactures label for the age and weight of the child:

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

A physician's written authorization is required for non-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-tips, trim nails or take out splinters.

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.

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.

Holidays

The Trike Stop will be closed for the following holidays:

New Year's Day

Martin Luther King Day

Presidents Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving Day

Week between Christmas – New Year's. Exact dates can be found in the annual 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.

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 ProCare message. Tuition is paid per normal and will not be refunded or reduced.

Religious Activities

The Trike Stop does celebrate holidays throughout the year including Halloween, Christmas and Easter as well as many others. We do not teach religion or have any organized prayer in our curriculum.

Guidance Techniques

Our guidance techniques are positive, fair, consistent and relate to the child's behavior and individual needs. Adult supervision and guidance is available at all times. We seek to avoid behavior problems through reinforcement of appropriate behavior, redirecting children through offering positive alternatives and through the continual teaching tools, which provide for self-discipline. We will also help children problem solve to promote independence and positive communications skills. 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.

Dis-enrolling a child

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

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 ProCare 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 Health Specialist. If behavior does not improve, then expulsion may be necessary, and we will contact DCYF.

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.

Records

Registration packets & certificate of immunizations will be completed each September. 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.

Birthday Treats

We know how much kids (and adults!) love a cupcake or cake on their special day, but we are asking that you keep in mind that at The Trike Stop, we have a lot of special days to celebrate and all those sugary treats add up. For this reason, we are asking you to save the cupcake and cake celebrations for home, and provide a

healthier snack or celebration activity for school. We also hope that in doing so, we will be teaching our children that, in addition to sweets, there are other fun ways to celebrate or mark a special occasion or achievement. A great lesson that can last a lifetime.

Alternative Treat Ideas:

- Apples and caramel dip
- Pudding (you can add fruit, granola, or crushed graham crackers for toppings!)
- Whole grain muffins
- Popcorn
- Fresh fruit (try making fruit kabobs) with whipped topping
- Breakfast or granola bars
- Yogurt smoothies
- Gingersnaps
- Yogurt banana splits
- Chocolate-dipped strawberries or bananas
- Party bags of dried fruit or trail mix (**no nuts please**)
- Frozen yogurt
- 100% fruit juice popsicles
- Frozen grapes (**cut in half to prevent choking**)
- Fig Newtons
- Animal crackers
- Graham crackers and strawberry cream cheese

Non-Food Celebration Ideas:

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

Field Trips

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

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.

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.

State Guidelines

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 childcare licensing to report to the police and/or CPS immediately when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, neglect or exploitation. Depending on the recommendation of CPS, we may not be able to notify parents about possible suspected child abuse, neglect or exploitation.

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. Alcohol must be kept in a space that is inaccessible to children.

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.

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.

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 & biting policies on our website.

The Trike Stop
23107 100th Ave W, Suite 1
Edmonds, WA 98020

Tuition rates are updated annually in September

2022/2023 School Year Weekly Rate Sheet

*** effective Monday, September 5th***

Infant	One Year Old
<u>Full days</u>	<u>Full Days</u>
5- \$630	5- \$570
4- \$565	4- \$540
3- \$530	3- \$495
2- \$385	2- \$380
1- \$210	1- \$185

Two Year Old	Three Year Old
<u>Full Days</u>	<u>Full Days</u>
5- \$530	5- \$510
4- \$505	4- \$485
3- \$460	3- \$445
2- \$360	2- \$350
1- \$175	1- \$155

Four & Five Year Old
<u>Full Days</u>
5- \$495
4- \$475
3- \$430
2- \$335
1- \$155

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 \$20 per week will be charged if you become more than 2 weeks behind.