



KIDS N US
EARLY LEARNING SCHOOL

Family Handbook

www.kidsnus.net



Dear Families,

It is with genuine excitement and pride that we welcome you to Kids N Us. We know that choosing an early education and childcare center for your family is one of the most important decisions you will make. We want to assure you that at Kids N Us, your child will be cared for in a safe and nurturing environment with learning that enables children to grow through fun and developmentally appropriate activities.

We have created this handbook to provide you with the guidelines, policies, and procedures of our school. These policies have been created with your child's best interest in mind. At times it may be necessary to change, revise or amend one of our policies and procedures contained in our handbook. If this occurs, we will provide you with reasonable notice of any modification that may impact your family or your child. Please use this handbook as your first reference, and if you can't find the answer to your question, our school administrators will be more than happy to assist you.

As we build our partnership together, please feel free to share new ideas and suggestions. We value the need for close communication between families and teachers. We look forward to getting to know you and offering you and your child a safe, caring, and joyful educational environment.

Welcome to the Kids N Us family! We are so excited to have you on board.

Sincerely,

Trish Miller, COO & Rob Gillette, CEO

Revised 9/2025

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OUR MISSION

Kids N Us aspires to provide innovative programs that serve and support children and families through strong partnerships. We are committed to providing the highest quality early childhood program for children, families, and staff.

We strive to accomplish this goal by:

Creating & maintaining state of the art schools & equipment

Creating & embracing diversity at all levels including families & staff

Creating a positive work environment that encourages professional growth & continued education

Nurturing and developing each child's unique abilities & potential

Making a difference in our communities

OUR PHILOSOPHY

At Kids N Us our primary goal is to provide a safe, loving, homelike atmosphere that will foster the social and cognitive development of each child in our care.

To meet these goals, we have developed a strong program based on our belief that children learn by doing. Our Administrative and Teaching Staff have developed specific objectives for each of our programs.

The Kids N Us environment encourages learning through experience and accomplishment through adult encouragement and support. Through all activities we seek to encourage positive self-esteem, creativity, independence, self-awareness, and problem solving. Our flexible hours, parent resources, family functions and parties reflect our commitment to serving the total family.

OUR CORE VALUES

Passionate, Excellence, Progressive, Loyalty (P.E.P.L)

General Information

DIRECTORY

Everett Kids N Us

129 128th St. SW

Everett, WA 98204

Phone: (425) 745-4933

Email: everett@kidsnus.net

Days of Operation: Monday—Friday

Hours of Operation: 6:00 a.m. to 6:00 p.m.

Marysville Kids N Us

12017 State Ave.

Marysville, WA 98271

Phone: (360) 658-8881

Email: marysville@kidsnus.net

Days of Operation: Monday—Friday

Hours of Operation: 6:00 a.m. to 6:00 p.m.

Lake Stevens Kids N Us

9623 32nd St. SE

Lake Stevens, WA 98258

Phone: (425) 397-6500

Email: lakestevens@kidsnus.net

Days of Operation: Monday—Friday

Hours of Operation: 6:00 a.m. to 6:00 p.m.

Kids N Us Billing Department

Days of Operation: Monday—Friday

Hours of Operation: 7:30 a.m. to 4:00 p.m.

Phone: (425) 835-0900

Email: billing@kidsnus.net

Mill Creek Kids N Us

16701 9th Ave, SE

Mill Creek, WA 98012

Phone: (425) 225-5959

Email: millcreek@kidsnus.net

Days of Operation: Monday—Friday

Hours of Operation: 6:00 a.m. to 6:00 p.m.

Mount Vernon Kids N Us

325 Chenoweth Street

Mount Vernon, WA 98273

Phone: (360) 336-6800

Email: mtvernon@kidsnus.net

Days of Operation: Monday—Friday

Hours of Operation: 6:00 a.m. to 6:00 p.m.

Smokey Point Kids N Us

3602 166th Pl. NE

Arlington, WA 98223

Phone: (360) 658-6666

Email: smokeypoint@kidsnus.net

Days of Operation: Monday—Friday

Hours of Operation: 6:00 a.m. to 6:00 p.m.

Soper Hill Kids N Us

8727 Soper Hill Road

Marysville, WA 98270

Phone: 425-595-4121

Email: soperhill@kidsnus.net

Days of Operation: Monday—Friday

Hours of Operation: 6:00 a.m. to 6:00 p.m.

AGES OF CHILDREN SERVED

- 1 month (4 weeks) through 12 years old.

KIDS N US CLOSURES

Kids N Us is closed on the following days:

January 1	New Year's Day
January	Martin Luther King Day
February	President's Day
May	Memorial Day
July 4	Independence Day
September	Labor Day
November	Thanksgiving Day and the day after (Native American Heritage Day)
December 24 & 25	Christmas Eve** and Christmas Day

When holidays fall on Saturday, it will be observed on the Friday before. Holidays falling on Sunday will be observed on the Monday after.

**If Christmas Eve falls on a weekend, it will not be recognized.

Enrollment & Admission

SCHEDULES & DEFINITIONS

The following are the types and definitions of enrollment status:

- **Registered:** A child who has completed all enrollment paperwork, has a paid registration fee and tuition deposit but has not yet started.
- **Enrolled:** A child who has attended care. A child's first day is considered their "enrollment date"
- **Full Day:** A child is scheduled to attend up to 10 hours per day, 2 to 5 days per week.
- **Part Day:** A child is scheduled to attend up to 6 hours between the hours of 9:00am – 3:00pm per day five days per week. *Limited to specific locations, see a school administrator.*
- **Drop In:** A child who is not normally scheduled to attend. Space is not reserved for the child. Admission is on a first come, first served basis. And must be scheduled and approved by a school administrator in advance.

REGISTRATION DEPOSIT & ENROLLMENT REGISTRATION FORMS

At the time of registration, a non-refundable deposit of the semi-monthly tuition rate and registration fee is due to reserve your child's space. In the event you will not be enrolling in the space reserved you will forfeit the deposit and registration fee.

Upon enrollment parents/guardians are required to complete the following registration forms. They include but are not limited to:

- Registration Information
- Consents, Acknowledgments & Terms
- Health Information
- Payment Agreement
- Automatic Tuition Authorization Form
- Enrollment Deposit Receipt
- Tuition Rate Sheet
- USDA Income Eligibility Form (only at schools that participate in the USDA food program)
- Immunization Certificate or Exemption Certificate
- Child Developmental Screening
- Infant Meal Forms, if applicable

When a parenting plan or restraining order is provided, Kids N Us must follow it in its entirety without deviation or verbal agreements between parents. All plans and court documents must be kept current and valid in order to be followed.

Your child's enrollment registration forms are securely kept in the School Director's office to protect your privacy. Your child's classroom will receive a copy of your child's health information, authorized pick-up persons information, and any other information to properly care for your child including special care plans, dietary restrictions, allergy information, etc. while in our care. This information is stored in a locked cabinet only accessible to Kids N Us administrators and teachers.

TRANSFERS

Kids N Us will allow transfers to and from each of our locations providing there is space available for the transfer. No registration fee will be billed/collected for the current enrollment period. Future re-registration fees will apply, as outlined in the Annual Re-Registration section of this handbook. An enrollment tuition deposit will not be required for any currently enrolled families that are directly transferring to/from one of our schools.

For transfer requests, please see a school administrator to get the process started. The school administrator will contact the location you are wanting to transfer to on your behalf to see if there is space available for your desired start date, preferably at the beginning of your billing cycle or after a two-week notice period. If there is space available, the school administrator will gather a new payment agreement and tuition rate sheet for you to fill out. Completed paperwork can be turned into the school you are transferring from, or if you would like you can turn in the paperwork at the new location when you do your orientation and tour.

If space is not available your request may be denied. For more information, please see a school administrator.

ELECTRONIC SIGNATURE

Kids N Us has chosen to accept e-signatures as outlined under the Federal E-Sign Act and under the UETA Act for certain forms required. Unless otherwise required by law, Kids N Us will accept electronic signatures for the following forms:

- Payment Agreements
- Registration Forms
- Re-Registration Forms

Per Washington State Administrative Code (WAC), "Electronic signature" means a signature in electronic form attached to or logically associated with an electronic record including, but not limited to, a digital signature. An electronic signature is a paperless way to sign a document using an electronic sound, symbol, or process, attached to, or logically associated with a record, and executed or adopted by a person with the intent to sign the record.

Per the Federal USDA Food Program requirements, Kids N Us **will not accept** electronic signatures on USDA CACFP forms as outlined in their program policies.

FUTURE ENROLLMENT OF SIBLINGS

Kids N Us offers a family discount of 5% for multiple enrolled children, the discount does not apply for drop-in services. For families who wish to enroll additional children the annual registration fee will be billed/collected for the current enrollment period. Future re-registration fees will apply, as outlined in the Annual Re-Registration section of this handbook.

An enrollment tuition deposit will be billed/collected at time of enrollment. If your child's sibling is currently a drop in and is changing to enrolled status, no deposit will be required. For more information, please see a school administrator.

ORIENTATION

Before your child's first day you will need to complete a new family orientation. The orientation is designed to prepare you and your child(ren) for their first day. During the orientation you will have a chance to tour our school again, go over the first day's procedures, and get answers to any questions you may have. Please come prepared with questions.

During the orientation and registration process you'll also be receiving a "Welcome" email from our Billing Department which will contain a copy of your payment agreement and a digital copy of the Family Handbook. If you would like to receive a paper copy of the Family Handbook, a school administrator can assist you.

ANNUAL RE-REGISTRATION

Each July families will be required to re-register their child for the upcoming school year which starts on September 1st of each year. To reserve your child's spot, parents/guardians will be required to complete a new payment agreement, an annual child information update, and submit a medically verified vaccine record.

Currently enrolled families are required to pay a non-refundable \$175 registration fee per student to reserve your child's spot for the upcoming year. Re-registration fees are due annually during re-registration time regardless of when you enrolled. Re-registration fees will be billed to your account and collected on September 1st, automatically through Tuition Express.

If we do not receive your child's completed re-registration paperwork by August 1st your enrollment is not guaranteed for the upcoming school year. Open enrollment for families on our waiting list opens on August 1st. If we don't receive a re-registration packet your child will be disenrolled from our program on August 31st.

*School Age student registration is valid for the public-school year only, which is usually from September until mid-June. School Age students will need to register for our full-day Summer Program in early May to secure a spot in the summer program. Re-registration fees are **not** collected.*

- Some public-school districts may start their school year during the month of August. For more information see a school administrator.*
- Some public-school districts may practice 'year-round' instruction. For more information see a school administrator.*

Financial Policies

REGISTRATION FEES

A non-refundable registration fee is due at the time of enrollment. Any student that enrolls during June or July will pay a prorated registration fee, which is half of the normal registration amount. If a student enrolls in August, the registration fee will be \$225 per student. Students that enroll in August will not be charged the re-registration fee in September.

Registration fees are collected at the time of enrollment.

TUITION PAYMENTS/TUITION EXPRESS AUTOMATIC PAYMENTS

All tuition is due and payable in advance of services. Tuition is payable through Tuition Express automatic payments. This is done by an EFT/ACH from either a checking or savings account or by debit/credit card with a 3% processing fee. Please allow up to 3 business days for your payment to process and clear your bank account. You should check with your financial institution regarding their policies for EFT/ACH.

Parents can choose from the following payment frequencies ONLY:

Weekly - Processed every Monday. If Monday lands on a Holiday, then your payment will be processed the Friday before. If payment is returned by your bank, a return fee and late fee will be applied to your account. If payment is not received by Friday, childcare will be terminated and subject to collection fees outlined on your payment agreement and in this handbook.

Semi-Monthly - Processed on the 1st and 15th. If the 1st or 15th lands on a Saturday, your payment will be processed the Friday before. If it lands on a Sunday, then your payment will be processed the following Monday. If payment is returned by your bank, a return fee and late fee will be applied to your account. If no payment is received by Friday following the 1st & 15th, childcare will be terminated and subject to collection fees outlined on your payment agreement and in this handbook.

Monthly - Processed on the 1st. If the 1st lands on a Saturday, your payment will be processed the Friday before. If it lands on a Sunday, then your payment will be processed the following Monday. If payment is returned by your bank, a return fee and late fee will be applied to your account. If no payment is received by Friday following the 1st, childcare will be terminated and subject to collection fees outlined on your payment agreement and in this handbook.

Drop-In - Processed the Monday following the drop-in day(s). If Monday lands on a Holiday, then your payment will be processed the Friday before. If payment is returned by your bank, a return fee and late fee will be applied to your account.

Fees - There will be a charge of \$30.00 in the event your payment is declined by your financial institution for any reason. In addition to the decline fee there is an additional \$30.00 late fee assessed/billed according to the dates above.

In the event care has been terminated, no vacation will be credited to your account. If care has been terminated there is no guarantee that there will be open availability in our program once your account becomes current.

Any additional fees that are assessed/billed to your account will be processed on either the next Monday or your next regular billing cycle, whichever comes first. Examples of additional fees are overtime fees, late pick up fee, declined bank fees, supply fees, etc.

Summer Program fees are due every summer for School Age students who receive funding from third party agencies and are payable in the following 2 options –

- Lump sum payment due on July 1st. If the 1st lands on a Saturday, your payment will be processed the Friday before. If lands on a Sunday, then your payment will be processed the following Monday. If payment is returned by your bank, a return fee and late fee will be applied to your account.
- Split monthly into 2 payments. Half due on July 1st & the other half due on August 1st. If the 1st lands on a Saturday, your payment will be processed the Friday before. If lands on a Sunday, then your payment will be processed the following Monday. If payment is returned by your bank, a return fee and late fee will be applied to your account.
- Summer program fees are non-refundable. If a field trip is cancelled for any reason Kids N Us will have an end of the summer party. The party may consist of a pizza party, ice cream party, glow-stick dance party, etc.
- Summer Program fees cover the cost of off-site field trips, on-site field trip vendors, and activities/crafts.

If you need to make changes to your payment frequency/schedule, you'll need to complete an enrollment change request form located in the lobby. The change will go into effect on the next billing cycle.

If there are changes made to your bank account information, inform Kids N Us right away by completing a new Tuition Express Form.

A payment agreement is filled out at the time of enrollment, when moving to a new schedule and/or classroom, and every year at re-registration. This agreement lists additional financial policies. Tuition will be charged according to the payment agreement on file and is subject to policies set forth in the payment agreement and in this handbook.

Annual tuition increases are effective each September 1st. The new rates will be posted in July at the start of the re-registration period.

METHODS OF PAYMENT

Payment is accepted from the following sources, but not limited to:

- Parent or Guardian
- Military MCCYN Subsidy*
- Childcare Aware of America
- Department of Children, Youth, & Families - Working Connections Childcare
 - Only full-time authorizations are accepted (23 units for Infant-Prekindergarten. 30 units for School Age during public school year & 23 full day or 46 half day units for Summer)
 - Overtime units are accepted in addition to regular full-time units.
- Seattle Milk Fund / Goodwin Connections
- Tribal Funding

All payments made by the parent or guardian are payable through Tuition Express' automated payment system using a checking or savings account. We also accept debit/credit card payment with a 3% processing fee.

** Military MCCYN subsidy payments are received after service is provided. For childcare services to be provided prepayment tuition must be paid in advance as outlined in our Financial Policies. Families are responsible for prepayment.*

DCYF SUBSIDY – WORKING CONNECTIONS CHILDCARE

Kids N Us is required to follow DCYF's policies and procedures set forth in their Subsidy Billing Guidebook. Care will be provided as outlined on the SSPS notice. Kids N Us accepts full-time authorizations only. Additional fees such as Summer field trip, diapering supply fees, late pick-up after hours fees, payment late fees, over 10-hours of care fees, NSF fees, etc. are not authorized or covered by DCYF. There are no credits for vacation, sickness or absence days.

Tuition is collected on a monthly basis due on the first of each month. Large copayment may be split into two payments due on the first and fifteen of each month.

LATE FEES

A late fee will be assessed/billed if tuition is not paid in full by the date agreed upon on your payment agreement (your payment "frequency/schedule") or if your payment declines. There will be a charge of \$30.00 in the event your payment is declined by your financial institution for any reason. In addition to the decline fee there is an additional \$30.00 late fee assessed/billed according to the dates above. In the event care has been suspended or terminated, no vacation will be credited to your account. If care has been suspended or terminated there is no guarantee that there will be open availability in our program once your account becomes current.

A **\$5.00 per minute** pick-up fee will be assessed/billed for each child left at Kids N Us past closing time. The fee will be billed to your account the next business day and processed on either the next Monday or your next regular payment due date, whichever comes first.

Summer Program fees are also subject to a \$30.00 late fee if not paid on time as agreed upon on the payment agreement. The fee will be billed to your account on the next business day and processed on either the following Monday or your next regular payment due date, whichever comes first.

CONTRACTED TIME & SCHEDULE CHANGES

Tuition fees reflect charges for your contracted period of time. Additional care past your contracted time must be scheduled in advance by a school administrator. Providing there is space for your child, this care is available at the posted hourly or daily drop-in rate.

Full-time tuition fees cover up to 10 hours per day, which is a state licensing maximum requirement. The maximum time may be extended based upon the parent/guardian's work schedule, an agreed upon alternate schedule, or travel to and from work. If you need extended care over 10 hours per day, advanced approval from a school administrator is required and documentation must be submitted outlining the reason for the extended care. Children who are left in attendance for over the allowed 10 hours will be charged the hourly drop-in rate. The fee will be billed to your account the next business day and processed on either the following Monday or your next regular payment due date, whichever comes first.

Part-time tuition fees cover up to 6 hours per day. If you need extended care over 6 hours per day, advanced approval from a school administrator is required and documentation must be submitted outlining the reason for the extended care. Children who are left in attendance for over the allowed 6 hours will be charged the hourly drop-in rate. The fee will be billed to your account on the next business day and processed on either the following Monday or your next regular payment due date, whichever comes first. Part-time programs are available at select locations only, see a school administrator.

School Only tuition fees cover up to 5 ½ hours per day. If you need extended care over 5 ½ hours per day, advanced approval from a school administrator is required and documentation must be submitted outlining the reason for the extended care. Children who are left in attendance for over the allowed 6 hours will be charged the hourly drop-in rate. The fee will be billed to your account on the next business day and processed on either the following Monday or your next regular payment due date, whichever comes first.

School Only tuition follows a specific 'School Only Calendar' which mirrors the local elementary school's calendar. These are the only days that the School Only Program will be offered. If you need care on a day that is not a scheduled School Only Program Day advanced approval from a school administrator is required and documentation must be submitted outlining the reason for the extended care. If approved this care will be charged the hourly or daily drop-in rate. The fee will be billed to your account on the next business day and processed on either the following Monday or your next regular payment due date, whichever comes first.

In the event you would like to increase or decrease your child's schedule you will need to fill out an Enrollment Change form. These forms are located in the lobby. An increase in your child's schedule cannot be guaranteed and can only be approved if there is space available. Once approved, your schedule change will become effective on your next billing cycle or may be prorated based on the circumstances such as a moving up classroom, becoming potty trained, etc. A decrease in your child's schedule requires a 30-day written notice. If you change your child's schedule, a new payment agreement will be required. An enrollment tuition deposit is not required for schedule changes.

ABSENCES & EMERGENCY CLOSURES

If your child(ren) will be absent for any reason you will need to notify the school of the absence by either emailing, calling, or marking your child absent in Tadpoles. Due to advanced scheduling and planning, trading scheduled days or hours for others cannot be permitted. Due to ongoing costs, no credit is given for the ten (10) holidays the school is closed. When a holiday falls on your scheduled day, full tuition is due. You may use your vacation credit (if applicable) to cover these closures.

If Kids N Us needs to close early due to unforeseen reasons you will be notified by either text message, email, phone call, or our Facebook page to pick up your child. We will only contact families that have children signed in for that day. If feasible, a sign will be posted on the front door to notify you of the closure. You can also call the school or check our Facebook page to get information about closures. Emails/text messages will be sent to parents/guardian through Tadpoles notifying you of the closure. No credit will be given for early closures, late starts, or full-day closures. Keeping your information up to date with Kids N Us is extremely important, including emergency contacts and pick-ups.

Absences for any reason, including sick days of the child or parent, holidays, snow days, power outages, severe weather events, natural disasters, mandated closures by Health Jurisdiction or Licensing, or for unforeseen circumstances cannot be refunded due to ongoing costs. Operating times may be reduced in the event of a public health order/emergency issued by the State and/or Health Jurisdiction.

VACATION CREDIT

One week (five days) of vacation credit is granted to each full-time child per academic year (September through August) The child may not attend on these days. Full-time is defined as a student enrolled for 4-5 full days per week and is enrolled for more than 6 hours per day. No vacation credit is given to students who receive subsidies or students who attend less than full-time. If at any point your child's schedule is reduced to less than full-time, as defined above, you will no longer be eligible to receive vacation credit. You may use vacation credits one at a time or consecutively. The vacation year is September 1st through August 31st, any unused vacation at the end of this period will be lost. If additional vacation weeks are needed, you will need to pay tuition to ensure your child's space at Kids N Us. Vacation credit may be applied to any absent day if a prior written request is made. Advance notification is required for vacation credit. Notice cannot be given after the day of vacation. Vacation credit cannot be used in the first 90 days of enrollment.

Vacation credit cannot be used during the final 30-day notice period unless the vacation request has been turned in prior to your 30-day notice. To request vacation credit, you will need to complete an Enrollment Change form located in the lobby.

Any vacation time that exceeds the one week (five days) of vacation credit is billed and collected at the current tuition rate listed on the payment agreement. Kids N Us does not hold childcare space for any reason, it is helpful to think of your child's spot as something you purchase each month; it belongs to you, whether you use it or not. If you plan on an extended vacation and do not want to continue to pay for your childcare spot you are required to provide a 30-day written notice as outlined on the payment agreement and in this handbook. If you would like you may join the school's waitlist to re-enroll upon returning from your extended vacation, please inquire with a school administrator. Re-enrollment is not guaranteed and is subject to availability.

REFERRAL PROGRAM

All currently enrolled families are eligible to participate in our referral program. When you refer a new family and they enroll, we will credit your account \$150.00. The referral credit is applied after the referred family has been enrolled for 6 consecutive weeks. The new family must mention the referral at the time of enrollment. There is no limit to the number of referral credits you may receive.

ATTENDANCE RECORDS, AND COPIES

Upon request Kids N Us will provide copies of attendance records to families and/or their representatives. There is an administrative charge of \$35.00 per hour, plus \$1.00 per page. Payment will be billed to the account and collected on Monday or the next contracted billing date, whichever comes first. All requests must be made in writing.

A copy of your payment agreement & registration forms including immunization records will be made available to you upon request at no charge.

NOTICE TO WITHDRAWL

If you need to withdraw/terminate care, a 30-day written notice is required. If less than 30 days' notice is given, tuition will still be collected for the full 30-day notice period. The notice to withdraw must be made in writing on an Enrollment Change Form, located in the lobby, and turned into a school administrator. Any vacation requests that have been turned in prior to your or at the same time as your 30-day notice will be

honored. Any vacation days remaining at withdrawal will be void and no credit will be given for the unused days. If for any reason your account has a credit, you may use that credit towards future services.

REFUNDS

Kids N Us does not refund tuition for any reason. All tuition paid is final. If for any reason your account has credit you may use the credit towards future services.

COLLECTION POLICY

Accounts not paid as agreed upon will be subject to collections. Kids N Us will attempt to work out an agreed upon payment arrangement and will attempt to collect the money owed on your account before sending it to an outside collection agency. If Kids N Us is unable to collect from you or you default on the agreed upon payment arrangements your account will be submitted to an outside collection agency, which could incur additional fees to your account, at which point all payments must be arranged and made through the collection agency.

If Kids N Us is unable to collect from a subsidy client or you default on the agreed upon payment arrangements your account will be flagged with the subsidy agency. Flagging your account can result in losing childcare services at any provider in Washington State until your account is made current with Kids N Us. Subsidy clients are also subject to having the account turned over to an outside collection agency, which could incur additional fees to your account, at which point all payments must be arranged and made through the collection agency.

Kids N Us Billing Department

Days of Operation: Monday—Friday

Hours of Operation: 7:30 am to 4:00 pm

Phone: (425) 835-0900

Email: billing@kidsnus.net

Staff Information

STAFF

The staff at Kids N Us is committed to providing a quality program for children. It is our utmost concern to maintain quality, dedicated, and loving staff who will develop a long-term trusting relationship with the whole family. There are several classifications of employees at Kids N Us. The classifications and responsibilities are as follows:

- **School Director:** Responsible for the overall management of the school and operations.
- **Program Director:** Responsible for planning and supervising the school's learning and activity program. This person is a dedicated program and curriculum specialist and is also responsible for assisting in the overall management of the school along with the School Director.
- **Enrollment Specialist:** Responsible for assisting in the overall management of the school and works directly with the School Director and Program Director. Their primary focus is on assisting each new family through the registration and enrollment process and maintaining client/family relationships.
- **Building Lead:** Responsible for the school and its operations for a short duration in the event that the three people listed above are temporarily absent.
- **Cook:** Responsible for ordering and preparing meals and snacks that are served to children.
- **Lead Teacher:** Responsible for the overall operation and program in their classroom.
- **Teacher, Assistant Teacher, Intern:** Responsible for implementing the program set up by the Lead Teacher.

Kids N Us requires a Washington State Department of Children, Youth, and Families criminal background check as well as fingerprinting on all staff members and volunteers. Kids N Us administrators (School Director and/or Program Director) complete an extensive interview as well as reference checks on all potential staff persons.

Each Kids N Us school has a School Director, Program Director, and Enrollment Specialist. These administrators oversee the overall program and the children, as well as the responsibility of supervising the staff. They are available to assist clients/families with questions, comments, or concerns.

At Kids N Us all staff are required to be trained in infant and child first aid and CPR, bloodborne pathogens, food handling, USDA food program requirements, infant safe sleep practices, and childcare center basic training. Staff are also required to attend Kids N Us in-service training workshops throughout each year and complete ongoing annual training hours. On-going staff education, training and support is provided by Kids N Us and outside certified trainers. Staff are expected to follow our employee procedures and policies at all times. Copies of these handbooks are available upon request.

STAFF TO CHILD RATIOS

Infant:	4 to 1
Toddler:	7 to 1
Preschool/Pre-K:	10 to 1
School Age:	15 to 1

**Kids N Us does not provide 1 to 1 ratio, children who might require this care will be sent home for the day. Consideration on whether the program good fit for the child should be considered.*

CONSISTENCY OF CARE & TRANSITIONS

Children will spend the majority of the day in their assigned classroom with the exception of when it is early in the morning or later in the evening when there are fewer children in the School. We strive to maintain this structure but sometimes we may need to combine classrooms for unforeseen reasons. Children will always remain with similar aged children in the same age group throughout the majority of their day as required by Washington Administrative Code.

For consistency of care, each classroom has a Lead Teacher and Assistant Teachers to care and educate your child with the goal of building long-term trusting and secure relationships. When staff are absent from their assigned class, a Support/Float Teacher will cover the absence. Support/Float teachers have all of the same requirements as our assigned classroom teachers and regularly visit classrooms throughout the day to cover staff breaks and support classrooms during transition times. Support/Float Staff will maintain consistency for your child when they are working with their class by following the daily schedule and working with the Program Director and School Director.

Children will begin to transition to the next classroom when they show signs of being developmentally ready and/or when they have reached the age to move to the next age group as required by Washington State Licensing. Families will be notified in advance of the transition in writing. Transition time is put into place to allow a gradual separation from the child's current classroom and teacher and to welcome them to their future classroom and teaching staff. This process allows children to slowly acclimate to their new environment in a positive and supportive manner recognizing the importance of providing consistent care.

MIXED AGE GROUP POLICY

The Toddler classroom may operate as a mixed age group with the possibility of children between the ages of 12-36 months together in the same classroom. Kids N Us makes every possible effort to group children with similar aged children. Children in the Toddler room will be the oldest group of children not exceeding 36 months of age. The State ratio of 7 children to 1 adult with a maximum group size of 14 children to 2 adults will be maintained at all times. Based on a child's developmental level and in partnership with the family a child between the ages of 30-36 months may benefit from remaining in the Toddler classroom. It is our belief that if specifically identified children remain in the Toddler classroom, they will gain the necessary skills needed to become a successful Preschooler. The smaller class size and lower ratio will allow for more individualized attention, develop stronger social & emotional skills, and will lengthen the potty-training process in an environment that is more favorable for children learning to use the bathroom. Our goal is that children are potty trained, or close to becoming so, prior to moving to our preschool program.

CONSULTING NURSE

Kids N Us has a consulting nurse who conducts monthly on-site visits in our Infant classroom. The nurse provides information to our staff for continued education in illness prevention practices, feeding

schedules, and assessment of growth and development. The nurse is available for parent comments, concerns, or questions. The nurse's name and telephone number is posted in the lobby. Parents are welcome to contact the nurse directly. All infant parents are required to sign a release of information authorization at the time of enrollment.

PARENT AND TEACHER COMMUNICATION

Daily communication is essential for both parents and teachers. Daily notes for all age groups are sent at the end of each day by e-mail using Tadpoles letting you know specifics about each child's day. Families are encouraged to share information about their child at drop off, pick up, and throughout the day. You may talk directly with your child's Lead Teacher, School Director, Program Director, or the Enrollment Specialist via phone, email, or Tadpoles. Tadpoles offers 2-way messaging for convenience. You can write a message in Tadpoles and either your child's teacher or one of the school administrators will respond as soon as they are able to. Keep in mind that actively engaging with the students is our priority so there could be a delay in responding. If it is an urgent matter, you will need to call the school.

Each child has a file folder located in their classroom. Please check it daily for notices, academic work, artwork, and other miscellaneous information. From time-to-time notices will also be posted on the classroom door if there is a special event or something all parents need to be aware of.

We recognize the importance of your families' home language and will make every effort to provide materials written in your home language when available. We will work with the parents/guardians to learn key words to help your child throughout the day such as Hi, Goodbye, Hungry/Food, Bathroom, etc. If we have a teacher on site that has the ability to communicate in your home language, we will utilize their translation skills.

PARENT AND STAFF INVOLVEMENT

Kids N Us employees are limited to professional relationships with parents, guardians and or family members of children. Please refrain from developing personal relationships including friendships, dating, house sitting, baby-sitting, and relationships on social media platforms.

WEAPONS

Weapons of all types are not allowed at Kids N Us, including but not limited to; guns, knives, protective sprays such as mace/pepper spray, and look-alike weapons including toy guns. **Kids N Us is a Gun Free Zone.** Law enforcement officials with a visible badge are allowed to wear their state issued firearm.

Program Information

LITERACY FIRST™ CURRICULUM

At Kids N Us we believe that books are the building blocks of education. Our Literacy First™ Curriculum has been designed with books and literacy at the forefront of all our teaching plans. Our annual curriculum and program goals are based upon developmentally appropriate practices for each specific age group.

Our program is designed to meet the needs of children from birth through twelve years old. Each day students will experience activities including, but not limited to, blocks, cooking, dramatic play, creative art, academics, library, manipulatives, music and movement, outdoors, sensory and science.

To support our curriculum and goals we have additional educational opportunities in Sign Language, Second-Step (Social & Emotional Learning) and Smart Moves (Physical Education).

LITERACY FIRST™ ANNUAL CALENDAR & MONTHLY THEMES

Monthly literacy themes have been established for each classroom. Monthly curriculum books, activities and lesson plans will be related to the themes listed below. You will also find an annual calendar posted in each classroom that lists the themes and books that students will learn about throughout the school year.

January—Imagination & Creativity

February—Feelings

March—Food & Nutrition

April— Nature

May— Mothers, Family & Relationships

June—Fathers, Self Awareness

July— Colors

August—Transportation, Travel, & Things that Move

September—All About Me

October—Animals & Halloween

November— Around The World

December—Weather, Clothing, & Holiday Traditions

Additional Themes—Fall, Winter, Spring, Summer, and Various Holidays (Mother's Day, Father's Day, Independence Day, Christmas, Thanksgiving, Halloween, etc. These themes will fall in the month the Season or Holiday occurs.

Each month a Parent Curriculum overview will be emailed to families, paper copies are also available in the lobby.

CLASSROOM DAILY SCHEDULES & LESSON PLANS

A daily schedule and weekly lesson plan are posted in each classroom by the Lead Teacher and followed by all classroom teachers. Parents can review the schedule and lesson plan at any time in their child's classroom.

To ensure a smooth classroom routine for all children, your child will need to arrive no later than 10:00am. If you need to drop your child off after 10:00am please speak to a school administrator at least 24 hours in advance, so reasonable accommodation can be provided if necessary.

PROGRESS REPORTS

Semi-Annual progress reports are completed for every child over the age of 1 year old. These reports are distributed each March and August along with a portfolio containing your child's progressive work. Parent/Teacher conferences are available during the week following progress reports upon request. If you ever feel a need to discuss your child's development, please reach out to a school administrator so a conference can be arranged.

PARTNERING WITH PUBLIC SCHOOLS

Kids N Us will partner with our local public-school districts to support the transition to Kindergarten. Some school districts will offer the option of a Prekindergarten to Kindergarten report which will be filled out by both the parent and your child's Lead Teacher. The transition report that is filled out by Kids N Us teaching staff will be sent directly to the school district in accordance with their policy/procedure. If you need assistance in registering for Kindergarten a school administrator can provide you with contact information.

Kids N Us will share information with elementary schools that we service in regard to transportation. We will notify the elementary school of the assignment rosters for students who will be utilizing either the Kids N Us transportation or public-school transportation services. Kids N Us may notify the elementary school of a student's extended absence if the absence will have impact on transportation services. See the Public-School Transportation section for further information regarding dropping off and picking up children.

Kids N Us may share information with elementary schools that we service if it is required to do so by the Local Health Jurisdiction in regard to a notifiable health condition as outlined in Washington State Administrative Code. Kids N Us will maintain confidentiality related to all other health information in our possession.

Kids N Us may share information with elementary schools that we service if there is an immediate need for the child. We will make every attempt to contact the parent/guardian directly via phone call and Tadpoles text message & email notifying the parent/guardian that the elementary school is trying to contact them. If we cannot contact the parent/guardian in a short period of time, we may share phone numbers and email addresses for the parents/guardians to assist the elementary school in locating a parent/guardian. Keeping your information up to date with both the public school and Kids N Us is extremely important, including emergency contacts and pick-ups.

ENRICHMENT CLASSES

Some Kids N Us schools offer optional enrichment classes. These classes are offered by outside vendors and in most cases, they charge an additional fee. To find out more, ask a school administrator for more details.

WATCHMEGROW WEB VIEWING & PHOTOGRAPHY

Kids N Us schools are audio and video monitored. All common areas such as entrances, classrooms, and playgrounds are monitored and recorded for the safety of our children and staff. Some areas in

classrooms, such as bathrooms and diaper areas will not be in camera view for safety reasons. Watch Me Grow and Kids N Us does our best to adjust cameras so that most of the classroom is in view but in some cases not every area will be in camera view.

Secure live streaming is available through our provider Watch Me Grow. To get started you will need to sign up for an account before you can begin viewing. Once you are authorized by a school administrator you will be notified by email that your account has been activated. Access is limited to your child's primary classroom/playground and is available on the days and times that your child is scheduled to be in attendance. If your child is absent or on vacation viewing privileges will be temporarily disabled and reinstated upon return. This is necessary to maintain a secure viewing environment. You can view your child at any time from your computer or mobile device. Watch Me Grow does not permit users to share their login credentials. If you would like another family member such as a grandparent to be allowed to view your child's classroom, they must submit their own request to Watch Me Grow. The Watch Me Grow service is not available to drop-in clients.

The privacy of the children in our care and our staff is paramount. Parents/Guardians and authorized users are only permitted to view the cameras through Watch Me Grow. **Taking video recordings, pictures, or screen shots of Watch Me Grow live-streaming video is strictly forbidden.**

If a parent/guardian or a family member/authorized user is found to have taken videos or pictures the entire family's viewing privileges will be removed. If a parent/guardian or family member/authorized user takes a screen shot your Watch Me Grow account will be automatically deactivated. You and the school administrators will be notified via email from Watch Me Grow. Your account may be reactivated at the discretion of Kids N Us and could take up to 24 hours for reinstatement. Repeat offenders will have their view privileges removed permanently. Watch Me Grow live-streaming has a maximum daily usage limit of 90-minutes per registered user.

If it is necessary, video recordings will be made available to State and local authorities. Kids N Us reserves the right to make the final decision on what will be released to any outside agencies. Recordings will not be made available to parents/guardians for any reason whatsoever.

Kids N Us or other professional photographers/videographers may photograph/video your child for educational, classroom, or Social Media use. This is to include yearly school photos, videos and photos shared through Tadpoles, and any other activities that include photos/videos being taken.

Families are never permitted to take photos/videos in the classroom.

TADPOLES DAILY REPORTING

Kids N Us uses Tadpoles as a way of communicating with our families. Parents will receive all daily notes via Tadpoles along with pictures and videos of your child. When Tadpoles shares information about your child's classroom the content will sometimes show other children in photos, videos, or general class notes. In the interest of safety and security for all our students, parents/guardians are not allowed to share videos, pictures, or content of any child other than their own.

Each classroom is equipped with a tablet that allows the teaching staff to input all the necessary data used for Tadpoles' daily reports. Teachers also use the tablet to track data such as classroom attendance, meal information, curriculum lessons, child progress reports, tracking nap times, diaper changes, etc.

SCREEN TIME

Kids N Us limits screen time to no more than 2 1/2 hours per child, per week and is educational in nature. Screen time will not be allowed for children under 2-years of age.

PERMISSION FOR FREE ACCESS BY PARENTS

Kids N Us allows parents and guardians free access to your child during all business hours.

Loitering is not permitted in the school or classrooms. Parents must limit their interactions with other children and staff. Interacting and supervising our students is extremely important. If you need more than a few minutes please see a school administrator who will assist you in scheduling a mutually agreed upon time to discuss your questions, comments, or concerns.

PARENT INVOLVEMENT / PARENT VOLUNTEER

Parent participation is encouraged by Kids N Us for scheduled activities (parties, field trips, carnivals, etc.). Parents /Guardians will not be allowed unsupervised access to any child other than their own. Parents /Guardians are required to follow Kids N Us policies on discipline, including your own child(ren), on or off the premises. Specifically, no corporal or verbal punishment is allowed with any child.

Parent volunteers must be pre-approved by the School Director and must fill out the required paperwork and have necessary credentials per DCYF licensing regulations. Ask the School Director for more information.

BEHAVIOR MANAGEMENT

Here at Kids N Us we have reasonable expectations that children will maintain control of their behavior. Kids N Us does not permit any child to cause harm to other children, staff, or property. In the event property is damaged, the parent will be expected to repair or replace the item.

If a child is unable to gain control and requires more individual attention than can be given within the child to staff ratio, we may need to contact a parent/guardian. A child requiring one- to-one attention may need to leave the school for the safety of themselves, other children, and staff. Repeated disruptive behavior will require a plan that is discussed between the parent/ guardian, teachers, and school administrators. In the event a parent/guardian is called to pick up the child due to behavior, the parent/guardian must do so promptly. If the parent/guardian cannot pick up their child promptly, alternate arrangements for pick up can be made such as a grandparent, emergency contact, etc.

DISRUPTIVE BEHAVIOR

We will make every effort to work with the parent/guardian of those children having disruptive behaviors. We are here to serve and protect all children and staff in our care. Children displaying disruptive behaviors will require the following action steps:

Initial Consultation

- The School Director, Program Director, Teachers, and Parent/Guardian will meet to develop an agreed upon action plan.
- The disruptive behavior(s) will be identified and defined in writing.
- Goals, strategies, and steps to take to help the child reach appropriate behavior will be outlined for staff, administrators, and parents/guardians.
- Kids N Us staff will follow the outlined steps to support the child to improve the disruptive behavior(s).
- Kids N Us will follow the State required guidance which may include modeling, offering choices, redirection, and providing consistent expectations.
- Resources will be provided to the parent/guardian as needed.

Second Consultation

- If the initial plan needs further attention or is not successful, the School Director, Program Director and Parent/Guardian will meet again.
- Another attempt will be made to identify the disruptive behavior(s) which will be defined in writing on an updated action plan.
- New goals, strategies and steps will be developed to support the child which will be outlined for staff, administrators, and parents/guardians.
- Kids N Us staff will follow the outlined steps to support the child to improve the disruptive behavior(s).
- Kids N Us will follow the State required guidance which may include modeling, offering choices, redirection, and providing consistent expectations.
- The School Director and Program Director will discuss the consequences if progress is not made in the child's disruptive behavior(s) and supply the parent/guardian with resources, as needed.

Expulsion

- When the previous attempts have been followed and no progress has been made toward resolving the disruptive behavior(s) the child will be expelled/disenrolled from care. The School Director, Program Director, and Parent/Guardian to discuss a mutually agreed upon disenrollment date. During this expulsion/disenrollment period the parents will be notified if the disruptive behavior(s) escalates to their child needing one-to-one attention or the child's behavior(s) become a safety concern for other students, staff, or themselves, the parent/guardian will be notified to pick up their child for the remainder of the day and must do so promptly. If the parent/guardian cannot pick up their child promptly, alternate arrangements for pick up can be made such as a grandparent, emergency contact, etc.
- Kids N Us may immediately expel/disenroll a child at any time without notice due to the severity of the situation. If this happens, the parent/guardian will be notified and will be required to pick up their child promptly. If the parent/guardian cannot pick up their child promptly, alternate arrangements for pick up can be made such as a grandparent, emergency contact, etc.

DISCIPLINE POLICY

At Kids N Us we seek to create a safe and developmentally appropriate learning environment for children. "Rules" are established only to provide safe and fair guidelines in which the children may participate equally and freely.

Adult supervision and guidance is always available. Guidance techniques are positive, fair, consistent, and related to the child's behavior and individual needs. We seek to avoid behavior problems through reinforcement of appropriate behavior, offering positive alternatives to misbehavior, and continually teaching the tools which provide for self-discipline.

No form of corporal punishment is to be used on the premises by anyone including parents. Corporal punishment includes but is not limited to using fear as a tool, striking, spanking, slapping, kicking, flicking, biting, poking, shaking, pulling, pushing, grabbing children by the hair, ears, neck, or head; pinning children against the wall or floor; sitting on children or forcing children to eat unpleasant substances like soap, vinegar, cayenne pepper or any other means of inflicting pain.

Redirection is our most used technique; time-out or cool-off is used only if all other techniques have failed. The cool-off is a maximum of one minute in duration for each year of age.

MEDICATION MANAGEMENT

In the event it is necessary to administer medication to a child during the school day, written permission from the parent/guardian and/or the child's health care provider is necessary. Kids N Us Medication Release Forms are available in the lobby area. Medications must be in the original containers labeled with the name of the child, medication dosage, mode, and time of day to be given. Medication must be turned in to the front office with a completed Medication Release form to be signed off by school administrator before it can be given to a child. **Kids N US asks that the first dose of any medication be given at home in case of any adverse reactions a child may have.** All medication administered will be recorded by the teacher on the Medication Release Form. Specific information can be found in the Kids N Us Health Care Plan. Non-medical items such as diaper cream, lotions, lip balms, sunscreen, etc. do not need a health care provider's permission or signature. These forms are located in the lobby and can be dated for the current school year or expiration date whichever comes first as long as the product is being used. Sunscreen is sent home at the end of the Summer season. These products are not logged on the medication form.

HANDWASHING

Per state health requirements, parents are required to have their children wash their hands upon entering the school or their classroom. This procedure promotes good health, hygiene, and minimizes germs in our school.

PRACTICES CONCERNING ILL CHILDREN

At Kids N Us it is not possible to care for children who are ill. When your child is ill, make plans for backup childcare. If your child becomes ill at school, you will be notified to pick up your child. Upon being notified the child must be picked up promptly. Children may return to school when they are no longer contagious and can fully participate in all scheduled activities **including outside play**. If your child becomes ill while at Kids N Us, an illness report form will be completed, and you will be required to sign it. A copy is available upon request.

All contagious illnesses will be posted on **classroom doors** so that parents are kept informed. All communicable diseases will be reported to the local health jurisdiction.

Kids N Us sends children home for the following:

- Fever of 100.4° F or higher for children under 2-months old (over 2-months old a fever over 101°) and who also have one or more of the following symptoms: earache, headache, sore throat, rash, fatigue, vomiting, diarrhea, or are just not feeling well that prevents participation in regular activities.
- Vomiting – 2 or more times in a **24-hour period, including at home.**
- Diarrhea - 2 or more loose/watery stools more than normal for the child in a **24-hour period or there is blood or mucus in the stool, including at home.**
- Rashes, Sores, Lice, Scabies, & Ringworm—not related to allergy, heat, or diapering.
 - *Children with rashes may need to be excluded from school. A doctor's note will be required for your child to return to school if a rash is still present.*
- Symptoms of any communicable diseases, such as chickenpox, scarlet fever, strep throat, pink eye, etc. The child may return **24 hours** after starting antibiotic treatment.
- Open and oozing sores, unless properly covered with bandages.
- Mouth sores with drooling.
- Unusually tired, pale, lack of appetite, confused or cranky.
- Inability to participate in normal daily activities.

Kids N Us may be required to follow additional or more stringent exclusion requirements based on the local Health Jurisdiction and /or State Licensing requirements for communicable diseases.

A health care provider's note may be required for re-entry, including an explanation of illness and/or condition. Kids N Us reserves the right to make a final decision on re-entry.

FEVER AND PAIN RELIEVER POLICY

Over the counter fever and pain medication (Tylenol, Motrin, Ibuprofen, Advil, Acetaminophen, etc.) can be given according to the following guidelines:

- A Kids N Us medication release form will be filled out by the parent and or guardian for each illness, condition, occurrence which requires medication.
- **NO** medication will be given to treat a fever. A child with a fever of 100.4 higher for children under 2-months old (over 2-months old a fever over 101°) will be sent home.
- Fever reducing or pain-relieving medication will be given **ONLY** with a health care provider note for a specific condition or reason, such as "for pain and swelling".
- Pain relieving medication can be given without a health care provider note for pain only if:
 - The medication bottle label states how much medication to give based on the child's age and weight.
 - It is given for no more than 3 days.
 - The reason for the medication specified on the Kids N Us medical release form corresponds with the suggested uses outlined on the medication label (i.e., sore throat, teething, etc.).
- Stop the use of all medication and see a doctor if the child does not get any relief within the first 24 hours.
- Staff will communicate the effects of the medication to the parent or guardian.

This policy follows the Washington Administrative Code for licensed childcare centers and has been recommended by both the Skagit and Snohomish Health District, and the Kids N Us Nurse Consultant.

MEDICAL EMERGENCY

There are three types of medical emergencies which are listed below:

Life Threatening:

- In the event of a medical emergency, 911 will be called immediately; and if necessary, the child will be transported to the nearest hospital by medical unit or ambulance. Staff trained in first aid and CPR will begin care until emergency personnel arrive. The parent or emergency contact persons will be notified by phone immediately after the 911 call.

Minor Injuries:

- Minor injuries such as cuts and scrapes are treated by staff and recorded on an accident report log as well as on an individual incident report form. Parents are required to sign the form upon pick up of their child; a copy is made available upon request. In the event a child may need to be seen by a doctor, the parent will be contacted by phone.

Head Injuries:

- Head injuries such as a bump or a scrape are treated by staff and recorded on an accident report log as well as on an individual incident report form. Parents are required to sign the form upon pick up of their child; a copy is made available upon request. Parents will be contacted by phone for all head injuries.

DISASTER PREPAREDNESS

Kids N Us practices monthly fire drills, semi-annual earthquake drills and lock down drills. Entry into the school during a drill is not permitted. Parents/Guardians will need to wait outside of the school until the drill has been fully completed and all students and staff are accounted for. Drills are not scheduled in advance and may occur during any of our operating hours. Notification of the drill will be posted at the check-in desk and may be sent out via text message or email once completed. Further information regarding our disaster preparedness can be found in our Disaster Response Handbook located in the school's lobby.

CHILD ABUSE REPORTING

Kids N Us and its staff is required by Washington State Law and licensing requirements to report immediately to Child Protective Services or the Police any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child welfare and safety, child neglect or exploitation.

Licensing requirements do not allow Kids N Us to report to parents that Child Protective Services or the Police have been contacted. Occasionally there is an exception, but only if a recommendation from Child Protective Services or the Police is made.

In the event a child is left at Kids N Us past closing and the parents or emergency contact persons cannot be reached, Kids N Us will contact Child Protective Services and the local Police Department to arrange pick up of the child.

OUTSIDE PLAY

Children at school are assumed to be well enough to participate in all scheduled activities, including outside play. Due to staffing no child can remain indoors during outside time. If your child is not well enough to go outside and play, then the child must remain at home.

Young children are not expected to go outdoors when it is raining heavily; however, when it's a fine mist, children will be expected to have a small amount of time outdoors. Infant age children will utilize their playground, the Toddler playground, or go on stroller rides outside of the school.

Please remember to provide the proper clothing for all types of weather. It is good to remember that germs are what make children ill and not weather conditions.

IMMUNIZATIONS

Current immunization records are required for children entering Kids N Us. Immunizations must be on record at the school and kept up to date. As your child receives boosters or new immunizations, you will need to provide an updated copy of your child's medically verified Certificate Immunization Status or request a school administrator to access the Washington Immunization Information System (IIS) to obtain an updated copy. Periodic notices and reminders will be posted and distributed to currently enrolled children.

If your child is not current on the immunizations and they do not have an exempt status, you will be required to sign a conditional status form and will have 30 days to bring the immunizations to compliance or follow your health care provider's catch-up schedule. A copy of the health care provider's catch-up schedule must be turned into Kids N Us and followed.

Annually, at re-registration the most current verified Certificate of Immunization Status must be submitted or printed by Kids N Us on the Washington Immunization Information System (IIS). Upon disenrollment you can request a copy of your child's immunization record. Children who are not current with their immunization schedule and/or out of compliance with the conditional immunization catch-up plan may be excluded from care as required by State licensing requirements.

CARE FOR CHILDREN WITH SPECIAL NEEDS

Kids N Us will make every effort possible to support children with special needs. Upon enrollment or upon diagnosis a special care plan will need to be completed by the parents/guardians and the child's health care provider. The special care plan will outline the special need(s) and how to best care for the child. Kids N Us will collaborate with our Nurse Consultant and the local Health Jurisdiction to ensure the special care plan meets licensing requirements. The parent/guardian may need to provide additional training to our teachers and school administrators. We will evaluate each special care plan on an individual basis; however, we do not provide one-on-one care for any child.

FOOD AND NUTRITION

Kids N Us provides breakfast, lunch, and two snacks daily. These meals and snacks must meet USDA guidelines as required by Washington State licensing requirements. Weekly menus are posted and made available to families in the lobby, by the school's kitchen, and are emailed out at the beginning of each month through Tadpoles email.

If your child has any known allergies or food intolerances, an allergy or intolerance form will need to be filled out by a parent/guardian. A health care provider will need to sign the allergy or intolerance form attesting to the information written by the parent/guardian. A health care provider can supply separate written orders outlining the food allergy or intolerance, the anticipated reaction, and appropriate food substitution that meets State licensing & USDA meal pattern for children. You might be responsible for providing the food substitute.

No outside food or drinks will be allowed in the school unless there is a special care plan on file and the parent/guardian is bringing in the substitution. Daily food substitutions for those students that are on a special care plan will need to be brought in a container/plastic bag and be labeled with the child's first & last name and the date the food substitution was prepared. Daily food substitutions brought in by parents/guardians will be stored in the school's kitchen. Containers will need to be picked up at the end of the school day. The containers can be picked up in either your child's cubbie in the classroom, the school's kitchen, or at the front desk.

Milk substitutions provided by the parent/guardian can be stored for one week in the school's kitchen refrigerator. Milk substitutions must be labeled with the child's first & last name and the date the substitution was given to the school. Kids N Us will provide USDA approved soy milk and/or lactose free milk if your child has an allergy or intolerance to cow's milk. Additional USDA CACFP documentation will be required for us to serve your child the soy milk, see a school administrator for more information.

Water is provided in all classrooms and playgrounds throughout the day. If you would like your child to have their own water bottle it must be labeled with their first & last name, the date it was filled, and is to be taken home every night for cleaning.

All food or drink brought from home, or a restaurant/establishment needs to be finished **before** your child enters the school, including beverages.

Children will be required to bring a sack lunch on off-site field trip days. If not provided, Kids N Us will provide lunch at the cost of **\$10.00 each**.

Kids N Us is a **NO PEANUT** zone. This means **NO peanut products or peanut oil** are served or allowed in our school due to serious allergic reactions in children. Including but not limited to peanuts, peanut butter, peanut oil, peanut candy, and anything containing peanut oil. Labels stating "processed in a peanut plant" or on "peanut machinery" will be allowed.

Meals are provided at the following times

Breakfast	6:30 – 7:00 am	Waddler – School Age
Morning Snack	9:00 – 9:30 am	Waddler – School Age Summer Program
Lunch	11:15 – 11:45 am	Waddler – Toddler
	11:30 am – 12:00 pm	Preschool – Prekindergarten – School Age Summer Program
Afternoon snack	3:00 – 3:30 pm	Waddler – School Age Summer Program
	Upon arrival - pm	School Age during the public-school year

Some of the Kids N Us locations participate in the Federally funded Child and Adult Care Food Program (CACFP). All families enrolled at the participating schools are required to fill out a USDA E/IEA Form upon enrollment and annually in October.

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
 U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410; or
 fax: (833) 256-1665 or (202) 690-7442; or
 email: Program.Intake@usda.gov

This institution is an equal opportunity provider. (08/2023)

SIGNING IN AND OUT / ATTENDANCE

You are required to check your child in and out of Kids N Us each day. You will be registered at the check-in station using your fingerprint to check your child in and out each day. If there isn't a fingerprint scanner you will be issued a bypass code. After checking in your child, you must accompany them to their classroom. Be sure your child's teacher is aware of their arrival. For school age children going to and from public school, staff will check them in and out for departure and arrival from public school. In the event your fingerprint will not read, or you choose to not use your fingerprint, a bypass code will be issued.

Children may only be released to authorized adults 18 years or older who are on the pick-up list. Picture identification is required to pick-up a child.

No child will be released to a parent/guardian or another authorized person if they are clearly under the influence of cannabis, illegal drugs and/or alcohol; and the police will be contacted.

PUBLIC SCHOOL TRANSPORTATION

Kids N Us will transport children to and from some local elementary schools. In some cases, public school transportation will transport children to and from Kids N Us at a designated bus stop which could require a short walk. A teacher will remain with the children until they are picked-up or dropped-off by public school transportation. The schools that we transport could vary from year to year. Please check with the school administrator for the list of current schools they are transporting to.

Safety is of our utmost concern. **Transportation will not be provided in the event roads are snowy or icy or in any way unsafe.** Kids N Us reserves the right to make this determination. Parents are responsible for calling, tadpole messaging, or emailing the school to see if transportation is available. If your child's elementary school is open on these days and we are not transporting due to road conditions, you will need to transport your child to and from school on that day. If you do not take them to school, they will remain at Kids N Us, and your account will be billed/charged the non-school daily fee. This will be billed/collected on the next scheduled billing date or the following Monday, whichever comes first.

It is Kids N Us' intent to transport children to and from their elementary school on schedule. For Kids N Us to remain on schedule, our bus cannot wait at schools for late children. Please instruct your child to be on time to meet the bus. Kids N Us will take reasonable steps to locate your child such as calling the elementary school office, contact parent/guardian directly, etc. In the event your child is not located or at the specified meeting place on time, the bus could leave without them. If we leave without them, the elementary school will be instructed to call the parent to pick up the child. Kids N Us will not go back to the elementary school for a late child. If your child does not need transportation for the day (morning, afternoon, or both), you are required to notify Kids N Us via phone, email, Tadpoles instant messaging, or marking your child absent for the day in the Tadpoles app.

FIELD TRIPS

Permission slips are signed at the time of enrollment. Kindergarten and School Age children attend off site field trips, typically on Winter & Spring breaks and 2 times weekly in the Summer. You will be informed in advance and in writing of the place, date, and time of the field trip.

Summer Camp calendars and packets are distributed at the beginning of June. Children will be required to bring a sack lunch on off-site field trip days; if not provided, Kids N Us will provide a lunch at the cost of \$10.00 each.

Summerpalooza Summer School Age program fees are due in July & August for School Age students who receive funding from subsidy agencies. The Summer program fee will be distributed with Summer School

Age registration packets. Late fees will be assessed for any unpaid Summerpalooza Summer School Age program fee. See Financial Policies for more detail.

INCLEMENT WEATHER

Early closures, late starts or full day closures due to unforeseen reasons such as weather will be posted on our Facebook page and emails/text messages will be sent to parents/guardians through Tadpoles. You can also call your specific school to find out about closures, late start starts or early closures. No credit will be given for early closures, late starts or full-day closures due to snow days, power outages, severe weather events, natural disasters or for unforeseen emergencies. If Kids N Us needs to close early, you will be called to pick up your child. We will only contact families that have children signed in for that day.

CLOTHING, BEDDING & STORAGE

Dress your child casually and ready for play. Many of our activities are hands on and we don't want "nice" clothing to be ruined. "Paint shirts" are used to help keep children clean but cannot prevent all messes.

Each child needs to bring at least one set of additional clothing in case of an accident or spill. Extra clothing should include pants, shirts, shoes, socks, under clothing, etc. Also dress for the weather; bring boots, hats, gloves, etc.

Each child Waddler – Prekindergarten is required to bring in a crib-sized sheet, blanket, as well as the change of clothing. **Items brought to Kids N Us need to be labeled with your child's first and last name.** These items need to be able to completely fit in the classroom cubby and have enough room to store your child's coat. Refrain from bringing in extras as we have limited space.

If your child is potty training, please remember to check for soiled clothing which will be stored in your child's cubby. Sheets and blankets need to be taken home at the end of the week to be laundered and returned the following week.

Kids N Us is not responsible for lost items. All unclaimed and unlabeled items will be placed lost and found in the lobby. Please check the lost and found regularly. Items not claimed will be donated on the last day of each month.

JEWELRY AND ACCESSORIES

Kids N Us respects every parent/guardian's choice in jewelry and accessories for their child. However, Kids N Us is not responsible for any jewelry or accessory item nor will Kids N Us be responsible for any injury associated with your child's personal jewelry or accessory items. We recommend these items be left at home with the exception of religious-related jewelry.

Teething necklaces may be worn for short period of times. Teething necklaces will be removed when the child is sleeping. Amber beads **may not** be worn per licensing requirements. Infant Teachers will offer teething infants' items for relief such as frozen teethers.

TOYS AND ITEMS FROM HOME

You are discouraged from bringing toys and belongings from home. Such items tend to get lost or broken. Kids N Us will not be responsible for any lost or broken items. Children may bring "Show 'n Share" items on

designated days; see your child's teacher for "their" day. Do not send candy, gum, or money to school with your child.

Children will not be permitted to use or have access to personal electronic devices including tablets, phones, smart watches, while in our care. Any personal electronic device, such as a tablet, cellphone, smart watch, etc. will be locked in a designated area in the classroom/office and will be given to the parent/guardian at pick up.

BIRTHDAYS

Your child's birthday is acknowledged at school. Licensing requirements state that only store-bought goods/treats are allowed to be served. Any homemade goods/treats will be returned to the parent and will be kept in the office. Let us know in advance if you are planning to share a special treat. **Peanuts or peanut products may not be brought in (see peanut policy).**

FAMILY FUNCTIONS & CLASSROOM PARTIES

Kids N Us hosts the following family functions and classroom parties annually. Party times, dates, and sign-up sheets will be posted in advance.

Child Classroom Parties

February	Valentine's Day Party
March	St. Patrick's Day Party
July	Carnival Day
October	Halloween Party
December	Christmas Party

Family Functions

March/April	Easter Egg Hunt
May	Mother's Day
June	Father's Day
July	Family Fun Night (off-site location to be announced)
August	Pre-Kindergarten Graduation
October	Family Pumpkin Carving
November	Food Drive

HOLIDAYS AND RELIGIOUS ACTIVITIES

Kids N Us observes holidays by way of art projects, activities, parties, and parent functions. No religious teachings are included in our program, although we are committed to maintaining an inclusive environment that celebrates diversity and inclusion for all children and families. The following holidays are celebrated:

- New Year's
- Birthdays
- Martin Luther King Jr. Day

- Valentines' Day
- Saint Patrick's Day
- Easter
- Mother's Day
- Juneteenth
- Father's Day
- Independence Day
- Halloween
- Thanksgiving
- Christmas

Reasonable accommodations may be made for children who do not want to participate in holiday activities. At the parent's request and dependent on classroom availability, children may be removed from classrooms during holiday experiences.

REST AND NAP

All children are offered a nap or rest period. Each child will be provided with an individual clean nap cot. Each child is required to bring a small blanket and a crib-sized sheet from home. They are to be taken home weekly and laundered. Quiet rest periods are required for all students in our Waddler through Prekindergarten programs. Children are not required to sleep but they do need to rest their body on a nap cot for a period of time. We will provide quiet activities to the resting child such as books, doodle boards, fidget toys, etc. After the majority of the children needing a nap fall asleep and tables have been cleaned from lunch, those who are not napping will participate in quiet activities at the tables away from the children who are napping. Infants will follow their own napping schedule based on the developmental needs of the child in partnership with the parents/guardians. School Age children are not required to nap.

Infants, ages one month to twelve months are provided with a crib and crib sheet. Per licensing guidelines, the use of blankets, stuffed animals, pacifier stuffed animals, pillows, crib bumpers, or similar items are not permitted in infant cribs. You may provide a sleep sack in place of a blanket. Infants must be put to sleep on their back. If the infant can independently roll from back to front the infant may remain in the position, they rolled to. The use of sleep position devices is prohibited unless directed by the child's health care provider in writing. In some cases (usually part time), children may share a crib. All bedding is changed between each child's use.

INFANT FEEDING AND BOTTLES

In accordance with licensing and USDA guidelines Kids N Us will provide a specific brand of iron fortified infant formula (regular) Parents can choose to bring in their own infant formula or use the supply Kids N Us has. If using Kids N Us supplied infant formula, bottles will be provided by Kids N Us. Alternate bottle options are not permitted if using this option due to cleaning and sanitizing requirements. Ask a school administrator for the brand of formula we provide. Due to supply and demand, the brand of formula may need to be changed. If this should occur, we will provide parents/guardian as much notice as possible.

Parents can choose to bring in their own pre-made bottles. The bottles must be labeled with child's complete name. Bottles must be dated on the day they are prepared and be brought ready to drink. Bottles may contain only formula, breast milk, or water. No cereal, medication or other substance is allowed in bottles. Any contents remaining at the end of the feeding will be discarded with the exception of breast milk. Unused bottles will be sent home at the end of the night. All bottles must be in good repair (no cracks), be glass, stainless steel, or plastic labeled with "1", "2", "4", or "5" or contain bisphenol-A or phthalates and have a nipple cover. Glass bottles must have a safety cover.

Kids N Us and the parent/guardian will agree on a feeding schedule. Mothers are encouraged to breastfeed their baby while at Kids N Us if their schedule allows. Kids N Us will provide a rocking chair in the Infant room for breastfeeding. Kids N Us will not prop bottles for any reason. Children not able to hold their own bottle will be fed by a teacher. All empty bottles will be removed from the child.

At 4 months of age or developmentally appropriate Kids N Us can serve solid foods to infants. Prior to 4 months of age a Health Care Providers written orders/instruction must be obtained outlining specific instructions for what and when solid foods can be given to the infant. Kids N Us will partner with parents to work on a solid food feeding schedule introducing new foods and textures only with parent approval. Parents can choose to bring their infants solid food or use the supply Kids N Us has. All new foods must be served at home first in the event the child may have an adverse reaction.

Kids N Us is required by DCYF and USDA to serve breast milk or whole milk or an approved alternative to children 12-23 months of age. In special circumstances a child's health care provider may write orders for an alternate beverage. Parents are required to fill out a request for fluid milk substitution form and comply with the requirements in this handbook for special care plans.

Once children have fully transitioned into the Waddler classroom Kids N Us requires that they are served whole milk or another approved beverage from a sippy cup. If more time is needed to transition from formula, breast milk, or the bottle to whole milk in a sippy cup a conference can be scheduled and held with the School Director to determine reasonable accommodation.

DIAPERING

Parents are required to provide diapers, wipes and vinyl gloves for all diaper changes. Teachers will label all items for you. If your child is in cloth diapers, you will also need to provide a covered diaper pail and plastic bags to store the soiled ones. All soiled clothing will be placed directly into bags without rinsing or dumping. As you begin to run out of supplies, your child's teacher will send out reminders. Diapering supplies should be enough for 1 week of care, please refrain from bringing in bulk supplies as we do not have the storage.

In the event your child is out of any one supply, Kids N Us will provide the item and your account will be charged \$2.00 per diaper change.

All children in the Infant – Toddler classrooms are regularly diapered every three hours for disposable diapers and every hour for cloth diapers. Additional diaper changes will occur as needed.

POTTY TRAINING

Potty training is initiated when the child indicates physical and emotional readiness and with consultation with the parent. The parent/guardian will need to supply the following items: pull-ups or underwear, extra clothing, and vinyl gloves and wipes.

For potty training to be a success, there must be consistency between school and home. Keeping this in mind Kids N Us would like to see potty training begin at home and be followed up at school.

Kids N Us has procedures for potty training and teachers are required to adhere to these procedures. Children are taken to the potty every hour and the outcome is recorded using Tadpoles and will be included in your daily note. If you have any questions or concerns, please speak with the Lead Teacher or a school administrator.

Children enrolled in the Pre-School 1 classroom are required to be in underwear or pull ups and be actively potty training. The use of diapers is not permitted. Kids N Us requires that the children be fully potty trained to move up to the Pre-School 2 classroom.

CAR SEAT/STROLLER STORAGE

In the event it is necessary to leave your child's car seat or stroller you will need to check with your school administrator for the storage area. This is generally an outdoor area. Please make sure that the item is labeled with your child's name. Kids N Us will not be responsible for any lost, stolen, or broken items.

PROGRAM INFORMATION AND HANDBOOKS

Important information can be found on the classroom bulletin boards including but not limited to:

- Weekly Lesson Plans
- Weekly Menus
- Daily Schedules
- Annual Curriculum

The following handbooks, procedures, policies, and manuals are available in the lobby:

- Disaster Response Handbook
- Health Care Plan
- Childcare Center Licensing Guidebook
- Pesticide Policy
- Pet Policy
- Family Handbook

Licensing and insurance information is posted in the lobby.

REFUSAL OF SERVICE

Kids N Us reserves the right to refuse service to any family at its sole discretion. Kids N Us will treat every family with respect and dignity and expects the same in return. Concerns need to be handled professionally, respectfully, and confidentially. Yelling, threatening, name calling, or belligerent behavior will not be tolerated and will be cause for immediate termination. In the event of a termination, with or without notice, refunds will not be issued.

KIDS N US - NON-DISCRIMINATION STATEMENT

Discrimination is prohibited in all programs and activities. Kids N Us will not discriminate or allow discrimination against any person because of race, creed, color, national origin, sex, honorably discharged veteran or military status, marital status, gender, sexual orientation, age, religion, or ability. "Sex" means gender and "sexual orientation" means heterosexuality, homosexuality, bisexuality, and gender expression or identity, also referred to as SOGIE, and includes all persons who identify as LGBTQIA+

Some examples of discriminatory practices are listed below but are not limited to only the following:

- *Refusing Employment*
- *Denying Services*
- *Limiting access to services and/or the facility without making reasonable accommodations.*
- *Failing to make reasonable accommodations to allow for full participation of handicapped persons in programs and services.*
- *Failure to offer referrals as necessary for special services and situations.*

This Non-Discrimination Policy extends to both employment practices, including but not limited to, recruitment, hiring and promotional; as well as to all children and families, including but not limited to, currently enrolled, formerly enrolled, potential new enrollees. If you feel you have been discriminated against or know of discrimination on the basis of: race, creed, color, national origin, sex, honorably discharged veteran or military status, marital status, gender, sexual orientation, age, religion, or ability. "Sex" means gender and "sexual orientation" means heterosexuality, homosexuality, bisexuality, and gender expression or identity, also referred to as SOGIE, and includes all persons who identify as LGBTQIA+

CIVIL RIGHTS COMPLIANCE SECTION

Office of Equal Opportunity
Department of Social and Health Services ED-01
Olympia, Washington 98504

