



Parent Handbook 2025-2026

Please read this handbook thoroughly.

“Dreamtree Preschoool looks forward to our very important relationship as parent, child and care provider. Our facility has been inspected by a state licensor and meets the minimum licensing requirements as required by Washington State law”.

This handbook was updated on _03.2025____

This handbook has been approved in partnership with the Department of Children, Youth and Families Child Care Licensors

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MISSION STATEMENT

DreamTree Preschool strives to meet the needs of the whole child, nurturing the love of learning and creating opportunities for independence and cooperation in a carefully prepared environment enriched with a Korean-English dual-language curriculum.

DUAL LANGUAGE LEARNING

“Dual language learners” refers to children who are learning two or more languages at the same time. This term includes children who learn two or more languages from birth, and children who are still mastering their home language when they are introduced to and start learning a second language. (Source: The *Washington State Early Learning and Development Guideline*.) We would use both languages throughout the day.

DIVERSITY

We are devoted to providing an environment that reflects children's daily lives, family culture and language, and society's diversity. Our curriculum will include a diverse array of literature, artifacts, foods, and celebrations so that the children can experience diversity firsthand. Together, we will enrich the cultural experience for each family and child in our care.

CHILD-CENTERED LEARNING INSPIRED BY MONTESSORI

Among various approaches to early childhood education, DreamTree developed its core curriculum around the philosophies of Dr. Maria Montessori and a project-based program approach to creativity.

We believe that children's innate curiosity and desire to learn things by doing should be respected. Each child should be allowed freedom within limits, which forms the basis of real self-discipline. Children should be free from competition for praise and reward. Learning becomes its true reward.

We also believe children can steer their learning process and express themselves through various “languages,” including art, music, and movement beyond verbal language. We encourage children to utilize these languages to explore and communicate their understanding of the world.

Curriculum Philosophy, Implementation and Program Description **(WAC 110-300-0305)**

THE WHOLE CHILD APPROACH

We emphasize the holistic development of children, recognizing that their growth encompasses various aspects beyond academics.

PHYSICAL WELL-BEING

Prioritize health and nutrition. Ensure children have access to nutritious meals and physical activities. Promote regular exercise, adequate sleep, and hygiene practices.

SOCIAL AND EMOTIONAL DEVELOPMENT

Foster positive relationships and emotional intelligence
Role model and teach empathy, conflict resolution, and self-regulation
Create a supportive, inclusive environment where children feel safe expressing their emotions.

COGNITIVE DEVELOPMENT

Encourage critical thinking, problem-solving, and creativity. Provide hands-on learning experiences that engage children's curiosity. Support language development, literacy, and numeracy skills.

LANGUAGE AND COMMUNICATION

Promote language-rich environments with Korean-English bilingual curriculum and language immersion. Encourage active listening, speaking, and vocabulary development. Recognize and celebrate multilingualism and cultural diversity. We offer opportunities for artistic expression (music, dance, visual arts) in the area of creative expression and the arts.

FAMILY AND COMMUNITY ENGAGEMENT

We will involve families in their children's education and collaborate with community resources to enhance learning experiences. Through communication and questionnaires, such as the child information form, we will attempt to obtain information from you and your family members about your child's developmental, behavioral, health, linguistic, cultural, social behavior, and learning patterns. We aim to determine how our program can best accommodate each child's characteristics, strengths, and needs. We collaborate, when need be, on behavior management.

FORMATIVE ASSESSMENT

Collect evidence of children's knowledge and skills daily to guide and tailor instruction and better support each child's learning and development. This includes observation, one-on-one conversations, and samples of children's work, which will be communicated with the parents via the Parent Portal and Conferences.

EVERYDAY LIFE SKILLS

It is the most essential educational area for life preparation, including Care of the environment, Care of the person, Grace, and Courtesy. Children practice dressing themselves, sweeping, spooning, pouring, using good manners, and much more. Children learn to become physically and mentally independent and responsible through these activities. They learn to concentrate and to complete a cycle of activity. This lays the groundwork for mental and physical work in all other areas of work in the future.

ALL ABOUT SENSES

Young children are taking in impressions of the world through all their senses. The learning materials illustrate concepts such as large and small, dark and light, and loud and soft. They are intended to order, classify, refine, explore, and realize the sense of impressions that the child already has. Each piece of material also has a built-in control of error.

KOREAN AND ENGLISH LANGUAGE

We encourage the use of children's home languages and recognize their value. Teachers are trained and certified by the Department of Korean Education and follow the USBKS curriculum.

Children will interact with teachers and peers in both Korean and English, improving their language skills as dual language learners. We also welcome children from diverse cultural backgrounds and celebrate their traditions, holidays, and customs. Our curriculum incorporates Music into language learning: the rhythms, lyrics, and body movement make the learning process more fun and engaging as they develop meaningful neural pathways in young children's brains.

MATHEMATICS

Children are introduced to the concept of quantities and numerical symbols by performing operations with concrete materials—"Hands-On Math." They choose their work and repeat each step with joy and enthusiasm until they are ready to move to the next level.

SCIENCE

Science is divided into natural science, which involves the study of plants and animals, and physical science, which involves age-appropriate discovery projects and experiments.

CULTURES AROUND THE WORLD

Children will be introduced to the physical and cultural geography of the world. They will also gain awareness of the world around them by exploring their own heritage as well as that of other countries, customs, foods, music, and languages. Children will also explore the world's important people and events of the past.

THE MAKER'S SPACE

Each classroom will have a designated area for this creative workshop, allowing children to explore their imaginations using a variety of art mediums for self-expression. We embrace that children with different learning styles need opportunities to fully develop their potential.

Teachers and families will provide materials such as clay, paint, and dramatic play to support hands-on learning preparing for the Individual and class projects, which can extend over weeks or months, allowing in-depth exploration. Documentation of the process and reflections will be shared with the children and parents to make creative knowledge processes visible.

- Studying Natural Forms with Clay: Children explore natural shapes and textures using clay.
- Thinking and Designing with Thread: Children experiment with different threads, yarns, and textiles.
- Encounters with Natural Materials and Recycled Materials
- Encounters with Art: Children explore various art techniques—painting, printmaking, or mixed media.
- A Book-In-Hand: Children engage in storytelling, creating their narratives or adapting existing stories.

Family engagement and partnership communication plan

(WAC 110-300-0305)

Parents can contact us anytime they have questions or concerns about their child or the child care program. You can reach the facility in person, by phone, or by email. Our contact information is as follows:

전화 번호: 206-751-6294

이메일: dreamtreebellevue@gmail.com

연락 담당자: Director 김지연 (Jiyon Jennifer Kim)

We are always available to support the needs of parents and children, and we welcome you to reach out at any time.

- Drop off and pick up times are very busy times for us. If you would like to share with us important information about your child please feel free to do so. If you would like to have a longer conversation please schedule a time with us so that we can focus on your concerns.
- Twice yearly, we will schedule a regular time to meet with you to discuss your child in a more formal way through a family/provider conference. In these conferences we will communicate with each other about goals, strengths and challenges for your child, and how we can support you in your parenting as you support us in care-giving.
- At the time of registration and each year thereafter we will ask about your child's development, behavioral, health, linguistic, cultural, social and other relevant information to accommodate each child's individual characteristics, strengths and needs. Families are required to complete a document introducing themselves and their child, such as the Family Questionnaire used at our preschool, before enrollment to provide essential information.
- It is important for us to provide the best program for your child. We will provide a developmental screening for each child from 30 months to 5 years of age.
- We hold two formal family conferences each year to discuss each child's development in detail. Additionally, we share daily Circle Time activities through Brightwheel, allowing learning to continue at home. We also communicate with parents about ways to support their child's areas for growth and provide specific recommendations. Any concerns regarding a child's developmental progress are addressed in depth during the regular conferences.

Introductory Visit

We offer at least one Meet and Greet session to help your child adjust to the new environment. The final visit takes place the day before the start of care. During this visit, your child will have the opportunity to participate in class with the teachers and their new friends, allowing them to become familiar with the setting. We share daily updates on each child's development through Brightwheel and maintain open communication with parents via Brightwheel messages from the time of enrollment and beyond.

Trial Period

We have a 1-week trial period. During this time, we will observe your child's adjustment to care and address any concerns. We will update you daily on your child's progress through Brightwheel notes, and you are welcome to communicate with us anytime via the Brightwheel app messages. After the 1-week trial period, we will assess if the child care services are satisfactory to everyone. If any issues cannot be resolved, the care will be terminated.

Admission Requirements and Enrollment Procedures

(WAC 110-300-0460)

All paperwork and tuition are processed through the Brightwheel app. Weekly meal plans and learning schedules are shared every weekend via the Brightwheel app.

Registration Fee: \$200 (non-refundable)

Waitlist Deposit : \$100 (refundable)

TUITION & PROGRAMS

PART TIME

- **Five Half Days (M-F):** \$1500/Month (8:30 AM - 12:30 PM)
- **Three Half Days:** \$1000/Month (8:30 AM - 12:30 PM)

FULL TIME

- **Five Full Days (M-F):** \$2000/Month (8:30 AM - 3:30 PM)
- **Three Full Days:** \$1500/Month (8:30 AM - 3:30 PM)

OTHER PROGRAMS

- **After Care (M-F):** \$400/Month (3:30 PM - 5:30 PM)
- **Toilet Training** (Not prorated for partial week schedule):
 - Full Day: \$200/Month
 - Half Day: \$100/Month

Children not yet fully toilet trained will receive frequent reminders and assistance. Parents must begin toilet training before school starts, and children should come in underwear.

TUITION POLICY

- Monthly tuition payments are due by the **1st of each month**, payable via ACH transfer through Procare.
- **Late Payment Fee:** \$35 if payment is not received by the **5th of the month**.
- **Collections:** Unpaid statements for 30 days or more will be sent to a collection agency.
- **Tuition Calculation:** Tuition is based on the yearly cost of the program, accounting for vacations, holidays, and in-service days. Tuition will be prorated based on school closures.

TERMINATION OF SERVICES

- **Voluntary Withdrawal:** Parents must submit a written notice of withdrawal. The enrollment and one-month tuition deposit are non-refundable.
- **Grounds for Dismissal:**
 - Failure to integrate successfully into the environment or presence detrimental to others.
 - Failure to pay tuition or other fees on time.
 - Continued unacceptable or harmful behavior (refer to Appendix A: Child Guidance Policy).
- Deposits and tuition will **not** be refunded or prorated if a child withdraws mid-month.

Admission Forms **WAC 110-300-0085, 0106(9)**

There are several forms you are required to complete prior to your child's attendance, which must be uploaded to Brightwheel::

- 1.Enrollment Agreement
- 2.Enrollment and Waitlist
- 3.Family Questionnaire
- 4.Immunization Form
- 5.Summer & Fall Application
- 6.Walking Field Trip Permission Form

How children's records, including immunization records, are kept current **(WAC 110-300-0460 and WAC 110-300-0210)**

Children's records are very important to us. These records are used for planning your child's curriculum, classroom environment, daily activities, and in emergency situations. All children's files, including immunization records, must be updated by parents whenever personal or contact information changes. Immunization records must be updated whenever new vaccination records are added after the child's birthday. They should be updated the day after the child receives a vaccination or the next day the child attends childcare.

Certificate of Immunization Status (CIS) **(WAC 110-300-0210)**

A CIS form or similar form supplied by a health professional must be used, and be current and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed Certificate of exemption (COE) from a licensed physician for a specific vaccination, the child will be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

We accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records, or has a written plan to update the immunizations within a short period of time.

Confidentiality policy including when information may be shared **(WAC 110-300-0465)**

Children's records will include all admission forms, medication information, injury and incident reports, attendance records, payment history and other information obtained while caring for your children. This

Information will remain confidential. You have the right to access your child's records any time. Anything of a sensitive nature will be shared outside of the presence of the children. On a need to know basis staff members may access your child's file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at this child care.

The Department may also access your children's files.

Students' records are shared with parents through Brightwheel, while the school keeps separate records on Google Drive. Additionally, printed copies of the records are stored in the Emergency Backpack in the classroom, allowing teachers to access them at any time.

Non-discrimination Statement, Anti Bias and Bullying (WAC 110-300-0030, 0331, 0160)

Our program is defined by state and federal law as a place of public accommodation. We do not discriminate in my employment practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW).

Our school implements anti-bias and anti-bullying policies to create a respectful and inclusive environment for all children and staff. We emphasize respect for diversity, embrace cultural differences, and strive to ensure that everyone can learn and work in a safe and equitable space.

For children, we provide education to prevent discrimination, bias, and bullying while guiding them toward appropriate behavior. We encourage mutual respect and kindness among peers, and teachers and staff intervene promptly and fairly if any issues arise.

For staff, all employees receive anti-bias training and are expected to treat students and colleagues with fairness and respect. Any incidents of bullying or discrimination are promptly investigated, and appropriate actions are taken.

Our school prioritizes fostering an environment where all members are treated with dignity and respect, free from discrimination.

Abuse and Neglect-Protection and Training (WAC 110-300-0475)

As a child care provider, we will protect children from all forms of child abuse or neglect. We have a duty to report and are required by mandatory reporting laws to report any suspected physical, sexual or emotional child abuse, any suspected child neglect, child endangerment, or child exploitation, a child's disclosure of sexual or physical abuse and maltreatment to Child Protective Services (CPS) and our local law enforcement agency immediately (without prior notification to the parents involved). We will also inform our licenser. All staff or volunteers in this program, are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment or exploitation.

Permission for Free Access (WAC 110-300-0085)

During business hours, you have the right to access all licensed areas that are used for child care. You are welcome to visit or drop-in unannounced to observe your child. You have the right to access your child's file, provider training log(s), DEL inspection checklist(s), and Facility Licensing Compliance Agreements. Please schedule time in advance if you would like to have a meeting with the director, program supervisor, teacher or other staff, so we can arrange to speak away from the children and can focus on your concerns.

Sign-in and Sign-out Procedures/ Attendance records (WAC 110-300-0455)

Dream Tree Check-In and Check-Out Procedures

Dream Tree uses the Brightwheel app for online check-in and check-out. Parents or guardians can only check in and check out using their personal identification number (PIN), and no one else other than the preschool staff can perform this process.

Arrival and Pick-Up Instructions:

- Upon arrival: The parent, guardian, or authorized person must check in using their personal identification number, and the system will automatically record the full name, date, and time.
- Upon departure: The parent, guardian, or authorized person must check out using their personal identification number, and the system will automatically record the full name, date, and time.

Check-In/Check-Out System

- Check-in and check-out are done through the Brightwheel app by scanning the QR code posted at the entrance of the classroom during drop-off and pick-up times.
- If you miss the check-in/check-out process, you can request to check in or out from the teachers via Brightwheel message.

Important Notes:

- The personal identification number is unique to each parent or guardian and can only be used by them for check-in and check-out.
- No one else other than the preschool staff can complete the check-in/check-out process.
- If the parent's signature or identification number is missing, a civil penalty fine may be imposed, and the fine amount will be included in the next billing statement.

Note: For child pick-up, we cannot release a child to anyone without the parent's written permission, so please make sure to list authorized individuals on the registration form.

Extra Charges

Field Trip Fees: Field trip fees will be charged when necessary. You will receive advance notice of any charges.

Hours and Days of Operation

The child care program is open the following hours, except holidays. Parents are welcome to visit their children at any time during the day.

The schedule and whole year calendar are shared in advance through Brightwheel and posted on the bulletin board outside the classroom. Families who wish to have a printed copy can receive one.

Family/Parent/Guardian Vacations and Absences

1. For vacations longer than one week, you must provide one month's advance notice.
2. If your child will be absent due to illness or other reasons, please inform us via Brightwheel message.
3. Payments will not be reduced during the pre-notified vacation period.
4. If you plan to temporarily stop childcare, please let us know in advance.

Provider Vacation/Emergency Closure Policy

We will give you at least 4 week(s) advance notice of any closure dates. Payment will not be reduced during these breaks.

In the event of an emergency closure due to snow or other natural disasters, we will notify parents promptly. While we generally follow the Bellevue School District's closure decisions, we may choose to remain open or delay our opening time depending on the situation.

Back-up Child Care and Consistent care policy (WAC 110-300-0495)

We recommend that you have access to an alternate child care arrangement. You may need care for school closure days or emergencies such as no electricity. If there is an emergency or reason that the center needs to be closed you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup child care. For a child care referral, please call:

Child Care Aware of Washington
(206) 329-5544
1-800-446-1114

Staffing Plan, Classroom types and Ratios (WAC 110-300-0015,0495)

- We will maintain the State required staff to child ratios at all times. For consistency of care a permanent staff member will be assigned to care for your child with a goal of building a long-term trusting relationship. Any Staff who covers due to a staff member being absent will meet all State requirements to care for the children, and be fully trained according to State requirements and will be trained on the policies and procedures of our program. You may ask for access to our staff training and professional development records.
- If we have any staffing changes, or need to be absent for an extended period of time, you will be notified in writing or electronically.
- If the director and assistant director are simultaneously absent the program will remain open for the care of children. We will have a fully qualified staff member that meets the Department's qualifications during our absence. We will notify all parents in writing with the name of the staff member who will be in charge and we will also notify the Department.
- If the director and assistant director are simultaneously absent for more than ten consecutive operating days, we will have a fully qualified staff member covering. We will notify all parents in writing at least one week before the absence of the name of the temporary staff member and we will also notify the Department.
- Our teacher-to-child ratio can be up to 1:10, as we follow the mixed-age group 1:10 ratio regulation.

Termination of Services (WAC 110-300-0485)

If you intend to terminate child care, you must submit a written notice to the director. The enrollment deposit and one month's tuition are non-refundable.

Expulsion Policy (WAC 110-300-0486, 0340)

At our facility, we provide consistent care for each child and strive to maximize opportunities for their development and learning. However, if a child continues to exhibit behaviors such as ongoing biting beyond the toddler age, throwing objects at others, hitting with objects, or leaving the facility, and these concerns cannot be reduced or resolved through reasonable modifications, their care may be terminated.

Prior to expulsion of services due to child's behavior we will provide the following supports:

1. We will have a parent or guardian meeting weekly or sooner as needed.
 2. We will review the expulsion policy with the parents or guardians.
 3. We will record the incidents that led up to the expulsion, include the date, time, staff involved and details of the incidents
 4. We will give the parents or guardians a copy of the steps that were taken to avoid expulsion
 5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
 6. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians.
 7. We will give the parents or guardians referrals to community-based programs/settings
- The Department will be notified of the expulsion.

Posting requirements: (WAC 110-300-0505)

All announcements from DreamTree Preschool are updated through Brightwheel, and the learning plan and meal menu are shared weekly. All documents are accessible to both parents and staff through Brightwheel's Forms & Requests and Shared Files.

Items Brought from Home

Children may bring a comfort toy for nap time.

Checklist of Child Care Supplies

- 2 sets of tops, bottoms, underwear, and socks
- Raincoat (with separate top and bottom)
- Boots
- A water bottle with a handle that the child can open by themselves
- Indoor shoes (link: <https://a.co/d/9HygmL1>)
- Lunch box (Munchkin® Lunch™ Bento Box for Kids, Includes Utensils, Green) ([link:https://a.co/d/8lZ0xpc](https://a.co/d/8lZ0xpc))
- Diapers and wipes for children requiring toilet services, One extra set of clothes
Separate diaper bag
- Nap blanket (link: <https://a.co/d/4updbSP>)

Dual language Learning (WAC 110-300-0305)

Dream Tree Preschool is a place where children learn both Korean and English. Our program supports children who are learning more than one language and helps introduce them to additional languages as well.

Typical Daily Activity Schedule (WAC 110-300-0360, 0295, 0296)

TIME	ACTIVITIES
8:30-9:15 AM	Arrival/ Center Activities
9:15-10:15 AM	Snack/Montessori Work
10:15-10:45 AM	Transition/Korean Circle Time
10:45-11:30 AM	Gym/ Outdoor Play
11:30-12:30PM	Transition/Lunch
12:30-1:30PM	Nap/Rest
1:30-2:15PM	Center Activities/Projects (Non-Napper)
2:15-2:45 PM	Snack /Reading
2:45-3:30 PM	Outdoor Play
3:30-4:30PM	Center Activities/ Snack
4:30PM-5:30PM	Music/Reading/Clean-up

Screen Time Usage (WAC 110-300-0155)

We do not use television, videos, or computers for educational purposes at our program
Our preschool does not allow the use of electronics

Outdoor activities (WAC 110-300-0147)

Our facility offers an outdoor programming daily for all children enrolled, except during the following conditions (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;(b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;(d) Earthquake;(e) Air quality emergency ordered by a local or state authority on air quality or public health;(f) Lockdown notification ordered by a public safety authority; and(g) Other similar incidents. Children must have appropriate clothing for outdoor activities during days that may be hot, rainy and cold;

Our playground is safely designed and offers various physical activities. On rainy days, children can release their energy indoors with activities like hula hooping, soccer, basketball, baseball, bowling, and parachute games.

Napping/sleeping (WAC 110-300-0265)

All children under the age of five will be provided with a rest period if they stay in care for more than six hours or if they show a need to rest. For children who do not nap or no longer need a nap, alternative quiet activities will be provided. No child will be forced to sleep. However, from 12:30 PM to 1:30 PM, all children will lie down and rest, but for families who prefer not to, children will be allowed to sit quietly and read books or spend quiet time. After 1:30 PM, they will move to the non-napper room, where they will have afternoon activities until 2:20 PM.

Mixed Age groups: (WAC 110-300-0357, 0450)

Our facility organizes children into mixed-age groups to provide diverse learning opportunities and social interactions. Activities are tailored to the developmental level of each child. For example, younger children participate in sensory play, while older children engage in more complex activities and help the younger ones. Through this, younger children learn from the older ones, and the older children gain experience in assisting the younger ones. This approach fosters peer learning, social skill development, and strengthens the sense of community among children of different ages

Individual care plan, Special needs accommodation (WAC 110-300-0300)

We will ask all parents and guardians to have a written individual care plan for each child with special needs including allergies. The individual care plan must be signed by the parent or guardian and must contain the following:

1. The child's diagnosis, if known;
2. Contact information for the primary health care provider or other relevant specialist;
3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
4. Directions on how to administer medication;
5. Allergies;
6. Food allergy and dietary needs, pursuant to WAC [110-300-0186](#);
7. Activity, behavioral, or environmental modifications for the child;
8. Known symptoms and triggers;
9. Emergency response plans and what procedures to perform; and
10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:

- a. Physician or physician's assistant;
 - b. Mental health professional;
 - c. Education professional;
 - d. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
 - e. Registered nurse or advanced registered nurse practitioner.
11. If the child has one of the following it must accompany the child's service plan.
- (a) Individual education plan (IEP);
 - (b) Individual health plan (IHP);
 - (c) 504 Plan; or
 - (d) Individualized family service plan (IFSP).

Religious and Cultural Activities

- Dream Pre-School is a Korean- English dual language school where we celebrate traditional Korean holidays and commemorative days such as Seollal (Lunar New Year), Chuseok (Korean Harvest Festival), March 1st Independence Movement Day, and Hangeul Day. During these celebrations, children have the opportunity to wear traditional Korean clothing, make traditional Korean foods, write Hangul, and create Taegukgi (the Korean flag). However, please note that these celebrations do not result in days off.
- We will use consistent, fair, positive methods of managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level, and culture. Our guidance and discipline policy ensures that children are treated with respect while learning appropriate behaviors in a supportive environment.
- Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises, including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking, or any other means of inflicting physical pain.
- When a child's behavior needs redirection, staff members will be the ones responsible for managing the situation and guiding the child. We can remove a child to a less stimulating environment if necessary. In such cases, we will ensure that the child is handled as gently as possible while achieving the desired restraint. We have a separation from the group policy to ensure children who need a break can have one, helping them to reset and regain focus.
- For children who need time to calm down or reflect on their behavior, we may implement a brief rest time of 1–3 minutes as part of our timeout process. During this time, the child will be encouraged to take a moment for themselves, providing an opportunity for them to regain composure before rejoining the group.
- Our staff is trained in managing children's behavior using positive reinforcement techniques, redirection, and offering timeouts when necessary. All staff and volunteers will be trained on the guidance and discipline policy and practices to ensure a consistent, respectful approach to behavior management.

Diapering Procedure (WAC 110-300-0221)

Children will be attended to at all times during the diapering procedure. Diapers will be checked every two hours and changed when necessary, and at least every four hours. Parents or guardians are required to supply appropriate diapers (disposable or cloth) and diaper wipes. All staff, parents, and guardians will wash their hands immediately before and after diapering, and staff will wear disposable

gloves while changing diapers. The child's hands will also be washed immediately after diapering.

Toilet Learning (WAC 110-300-0220)

Before a child is ready to start toilet training, we will discuss with the parent or guardian their views on toilet training. For toilet training we use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with the parents or guardians. For children who are still in diapers, we practice undressing and dressing on their own, usually during the regular potty time of other children. They will also be encouraged to sit on the toilet to practice gradually becoming comfortable with it.

Special Care for Children Entering Kindergarten transition plan (WAC 110-300-0065)

Children turning five years old or six months before the child is ready to attend a Kindergarten program, we will meet with the family to provide resources and write a transition plan with the parents. State where resource materials can be found at your facility. This information can be found on line by OSPI, the department or other equivalent organizations. The materials should cover transition activities, developmentally appropriate local school and school district activities designed to engage families.

Meal and snack schedule (WAC 110-300-0180)

All meals and snacks are prepared and served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National School Lunch and School Breakfast Program standards. It is your responsibility to notify us of any allergies or adverse reactions your child may have with certain foods or beverages.

Home canned foods are not allowed to be served.

Safe drinking water will be served.

Sample Menu and Description of How Foods Are Served

Breakfast(AM snack)

1 % Milk, Cereal

Seasonal fruit(apple, orange or melon etc)

Lunch

Mixed rice

Marinate beef with vegetables

Fresh tomato or apple

Potato spinach miso soup

1 % milk

Snacks(pm. late)

Rice cake

Greek yogurt

String cheese

Melons, orange or berries

Food allergies and special dietary needs (WAC 110-300-0186)

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to

WAC [110-300-0300](#) must include the following:

- (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;
- (b) Identify foods that can be substitute for allergenic foods; and
- (c) Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction. The specific treatment plan must include the:
 - (i) Names of all medication to be administered;
 - (ii) Directions for how to administer the medication;
 - (iii) Directions related to medication dosage amounts; and
 - (iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

We require that the parents or guardians of a child in care ensure that the program has the necessary medication, training, and equipment to properly manage your child's food allergies.

If your child suffers from an allergic reaction, we must immediately:

- (a) Administer medication pursuant to the instructions in that child's individual care plan;
- (b) Contact 911 whenever epinephrine or another life saving medication has been administered; and
- (c) Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
 - (i) The child is having an allergic reaction; or
 - (ii) The child consumed or came in contact with a food identified by the parents or guardians that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.

Our preschool takes note of children's food preferences; however, we want to clarify that we cannot customize the menu to meet each child's individual preferences. These preferences will be considered, but they should be discussed with the administration before enrolling your child.

Food Handling Practices (WAC 110-300-0195)

- Our preschool prepares all meals in the main kitchen, and all staff maintain a valid food handler's permit. Safe food, bottle and formula storage, preparation, cooking, proper holding temperatures, and serving guidelines are followed in accordance with the Washington State Department of Health's Food and Beverage Workers' manual and the most current foundational Quality Standards WAC 110-300.
- Three days a week, we serve Korean meals with rice as the main dish, while one day is dedicated to bread-based meals, and another day to noodles. Children are initially served the same portion of food, and those who would like more may have second and third servings. After meals, children practice cleaning up by independently organizing leftover food in their bowls and tidying up the table.

Dishwashing Practices (WAC 110-300-0198)

Dishes are washed in an automatic dishwasher .

Safety of Food Containers and Preparation Area (WAC 110-300-0197)

- Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces must be free of cracks and crevices with a floor area that is resistant to moisture. Pets are not allowed in the food preparation area while food is being prepared or served.
- Food will not be cooked or reheated in a microwave unless the container is labeled by the manufacturer as “microwave use”, “microwave safe”, or other similar labeling. Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times.

Policies for Food Brought from Home (WAC 110-300-0190)

- A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. All food and drink items brought from home must be labeled with the child's first and last name and the date it was prepared.
- If you choose to provide alternative food for your child, we will need a written plan. Any meal or snack brought from home that does not meet USDA CACFP requirements will not be served to your child. If items are brought from home to share such as birthday cakes or cupcakes a written permission must be obtained by all parents of children who will consume the item. Please note that only muffins without cream will be allowed for birthdays.

Water activities (WAC 110-300-0175)

During the summer program children who are over 4 years of age can participate in water play at the Inspiration Park located in Bellevue Downtown Park under the supervision of staff and parents. The ratios will be 5:1. Children under 4 years of age should accompany their parents. All children should submit a field trip permission slip and the waiver.

Dental hygiene practices and education (WAC 110-300-0180(2))

At our preschool, we emphasize the importance of dental hygiene for all children, including infants. All parents are required to provide the name of their child's dentist or dental insurance plan. For families who wish, we offer a designated tooth brushing time every day. This time is usually after lunchtime. During this time, children are encouraged to brush their teeth either independently or with guidance.

Health Care Practices (WAC 110-300-0500)

- The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as Immunization tracking, and medication management, storage, administration and documentation.
- We have established handwashing and hand sanitizer use, the observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff.

- We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy, the care for pets and animals that have access to licensed space policy and the health risks of interacting with pets and animals documented.

Emergency preparedness and Evacuation Plan (WAC 110-300-0470, 0166)

- Our facility's evacuation plan can be found in the *BrightSpark-Emergency-Preparedness-Plan* and is also posted on the parent bulletin board outside the classroom. We conduct and document monthly fire drills, as well as emergency/disaster and lockdown/shelter-in-place drills every three months.
- Please refer to this policy and the posted evacuation plan for details on emergency procedures, natural and man-made disaster responses, floor plans, and designated gathering locations. We have practiced shutting off water and electricity, and heavy furniture and items on high shelves have been secured to prevent falling. Additionally, we regularly inspect the facility for potential hazards.
- In the event that the facility becomes uninhabitable, children and staff will gather at the sidewalk at the far end of the parking lot. Our emergency preparedness plan includes age-appropriate training for children on how to respond in an emergency, such as calling 911 and recognizing when evacuation is necessary (WAC 110-300-0470(1)(c)). (WAC 110-300-0470(1)(c)).
- Our emergency disaster kit includes essential supplies such as a battery-operated flashlight, radio, first aid kit, bottled water, non-perishable food, blankets, and emergency contact information. The kit is regularly checked and maintained, and administrators will replenish any missing or depleted items as needed to ensure it remains fully stocked and ready for emergencies.

Earthquake Plan (WAC 110-300-0470)

When Indoors:

- Move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
 - **DROP** to floor
 - **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
 - **HOLD ON** to furniture if under it until shaking stops
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over

When Outside:

- Move to a clear area, as far as possible from glass, brick, and power lines.
- **DROP & COVER.**
- Adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over
- A head count of the children will be taken to ensure all children are present

After earthquake:

- Account for all children, staff, and visitors
- Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate building calmly and quickly to our designated meeting spot located:

If gas is smelled; the main gas valve will be immediately turned off

- We will monitor our portable radio or cell phone for information and emergency instructions
- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of the building until it has been inspected for re-entry and determined safe.
- We notify parents in advance about drill training each month through the Brightwheel app. Emergency contact information is clearly listed on the first page. If re-entry into the building is not possible, parents can meet their children in the parking lot. We will assess the building's safety in coordination with local or state authorities through 911 or our designated emergency contact network.

Evacuation Plan: (WAC 110-300-0470)**When On-site:**

- All children will be gathered and escorted to the designated meeting spot located: Our facility's evacuation plan can be found in the *BrightSpark-Emergency-Preparedness-Plan* and is also posted on the parent bulletin board outside the classroom.
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- If safe to do so, the whole facility will be checked, to ensure that all children have left the building safely.

When Off-site:

- All children will be gathered and escorted to the designated meeting spot with the grab and go bag and our daily attendance log
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all children are safe and accounted for
- Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location
- If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out.
- We conduct and document monthly fire drills, as well as emergency/disaster and lockdown/shelter-in-place drills every three months.

Fire Evacuation Plan: (WAC 110-300-0470)

- We will activate our fire alarm or alert staff that there is a fire (yell, whistle, etc.).
- We will evacuate the building quickly and calmly:
 - If anyone's clothes catch on fire they will be instructed to STOP, DROP, & ROLL until the fire is out
- We will take our grab and go bag including attendance sheets and emergency forms as we are exiting the building
- A designated staff member will check areas where children may be located before they leave the building
- Once everyone has evacuated the building safely a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.
- We conduct fire evacuation drills on pre-scheduled dates every month, alternating the days of the week to ensure all children can participate.

Lockdown Plan: (WAC 110-300-0470)

- We will lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, and all lights will be turned off;
- We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor;
- When possible, we will bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to our safe lockdown area;
- To maintain a calm atmosphere in the room we will read or talk quietly to children;
- If a phone is available, we will call 911 to ensure emergency personnel have been notified;
- We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
- We will notify parents and guardians about any lockdown, whether practice or real. If real we will notify parents and guardians when it is safe to do so.

In the event of a natural or man-made disaster, we have prepared sufficient food and water to last for at least 3 days. Both mobile phones and landlines are available, and if the phones are working, we will attempt to contact each parent or guardian during the disaster and try again when it is safe. We have also prepared clothing and bedding for at least 3 days. Parents are asked to provide their child's emergency medication and a small comfort kit. The children's emergency medications will be stored in the office, and the comfort kits will be kept in a designated safe place for easy access during an emergency.

Our emergency disaster kit is prepared by the lead teacher and includes a battery-operated flashlight. We have also stocked sufficient water and food. Emergency food supplies include energy bars and Capri Sun to provide basic nutrition and hydration during the disaster.

Injury or medical emergency response and reporting (WAC 110-300-0475)

1. All staff have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified with an injury report. With some minor injury's parents may be called to help decide whether the child should go home.
3. Head injuries, severe bleeding or other serious injuries we will contact the parent immediately and write an injury report.
4. In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will notify you as soon as safely possible.
5. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to my Department's Licensor and child's social worker, if any. You will be given a copy.
6. All injuries that the child arrives with will be documented and an injury report will be written.

Medicine Management and policy (WAC 110-300-0215)

Reasonable accommodations: We will make reasonable accommodations for children requiring medications for disabilities and other documented medical conditions.

Nonprescription medication including over-the-counter oral medication, will be given to children on a case by case basis. If the medication, ointments or creams can be used or given at home we recommend doing this. If the medication has been approved by our administration, the parents or guardians must bring the medication in the original packaging. The medication will need to be labeled with the child's first and last name and accompanied with a medication authorization form that has the start date, the expiration date, medical need, dosage amount, age, and length of time to give the medication. We will follow the instructions on the label or the parent must provide a medical professional's note. The medication must be labeled by the manufacturer for the use that it is intended for and will not be used for any other symptom or reason.

Prescription medication. Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with a medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with:

The child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date, dosage amount, and length of time to give the medication; and instructions for administration and storage.

A detailed medication log, inclusive of documentation of when a medication is given or not given as prescribed, or as indicated on the permission form will be kept with all medicines given out at our child care facility.

Storage: Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration. It will be stored out of the reach of the children. Medication will be stored according to its label including medication that states it must be refrigerated. Controlled substances will be locked up.

Oral medication: Any medicine taken by mouth for children under two will need written permission

from your doctor and stored separate from topical medications.

Permissions: Doctor's permission is required for all prescription medication and is not required for non-prescription drugs (parent permission is required for all medication, both prescription and non-prescription).

At Dream Tree Preschool, we can only provide non-medicated treatments such as ice packs and bandages. WAC: 170-300-0215(3)(iii)

Training: a child's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).

Unused medication: All unused medication must be taken home by the parent or guardian.

Exclusion/Removal Policy of Ill Persons (WAC 110-300-0500)

Early Pick-Up Policy

Guided by the Washington State Department of Health, we will contact parents for early pick-up if a child displays any of the following symptoms. If a child becomes ill during the day, the parent will be notified immediately and is expected to pick up the child within 30 minutes. If the child is not picked up after 30 minutes, we will contact the next person on the emergency contact list.

Symptoms that require early pick-up:

- **Fever** of 100.0°F (axillary) or higher. The child must be fever-free for 24 hours before returning to school.
- **Vomiting** one or more times within a 24-hour period.
- **Diarrhea** with one or more watery stools within a 24-hour period.
- **Body rash** not associated with diapering, heat, or allergic reactions, especially if accompanied by fever or itching.
- **Eye discharge** or suspected **pinkeye**.
- **Fatigue** that prevents participation in regular activities.
- **Unusual appearance or behavior**, such as being unusually pale, lacking appetite, difficult to wake, confused, or irritable.
- **Sore throat**, especially if associated with fever or swollen glands in the neck.
- Symptoms of **childhood communicable diseases** (e.g., chickenpox, measles, mumps).
- **Lice:** Children with head lice must be lice and nit (egg) free before returning to school or childcare.

Dream Tree Preschool Head Lice and Scabies Policy

Dream Tree Preschool follows public health guidelines and ensures that children with head lice (head lice) or scabies can safely return after receiving treatment, based on the following standards:

- **Head Lice Policy:** Children may return after receiving the first treatment. Regular checks are recommended until the lice are completely removed, and parents will be provided with hygiene management guidance for the home (combing, disinfecting bedding, clothing, etc.).
- **Scabies Policy:** Children may return after completing the first prescribed treatment (cream/ointment by a doctor). While itching may persist, the risk of further transmission is low, and it is recommended that family members also receive treatment.

Whooping Cough: Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound

Chicken Pox: Children may return when the blisters have dried and formed scabs.

An illness or condition: that prevents your child from participating in normal activities such as outdoor play.

Re-admission: Children will be allowed to return after receiving a medical diagnosis to rule out bacterial infection, or 24 hours after starting antibiotic treatment for bacterial infections.

Dream Tree Preschool will do its best to ensure the safety and health of all children based on these standards.

Reporting and Notifying Conditions to Public Health (WAC 246-110-010)

We are required to notify the Department of Health, my licensor, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter [WAC 246-110-010\(3\)](#)).

Pesticide policy (WAC 110-300-0255)

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Our pest control steps include: Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both the Indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found; we will document all steps taken to remove or exterminate the pests; and provide notification to all parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest). Pesticide will only be applied when children are not present. We will always comply with the Washington Pesticide Application Act chapter [17.21](#) RCW. We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

Hand Washing Practices and Hand Sanitizers (WAC 110-300-0200)

To reduce the spread of germs and infections we will help direct, assist, teach, and coach your children to wash their hands. We will use the following steps

- Wet hands with water, apply soap to the hands, rub hands together to wash for at least twenty seconds, thoroughly rinse hands with water, dry hands with a paper towel, single-use cloth towel, or air hand dryer, turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and properly discard paper single-use cloth towels after each use.

We will have all children wash their hands at the following times:

- (a) When arriving at the early learning premises;
- (b) After using the toilet;
- (c) After diapering;
- (d) After outdoor play;
- (e) After gardening activities;
- (f) After playing with animals;
- (g) After touching body fluids such as blood or after nose blowing or sneezing;
- (h) Before and after eating or participating in food activities including table setting; and
- (i) As needed or required by the circumstances.

Staff will wash their hands

- (a) When arriving at work;
- (b) After toileting a child;
- (c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);
- (d) After personal toileting;
- (e) After attending to an ill child;
- (f) Before and after preparing, serving, or eating food;
- (g) Before preparing bottles;
- (h) After handling raw or undercooked meat, poultry, or fish;
- (i) Before and after giving medication or applying topical ointment;
- (j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;
- (k) After handling bodily fluids;
- (l) After using tobacco or vapor products;
- (m) After being outdoors;
- (n) After gardening activities;
- (o) After handling garbage and garbage receptacles; and
- (p) As needed or required by the circumstances

Please set a good example for your child and help them to wash their hands with the steps above.

Hand sanitizer will be used in accordance with **WAC 110-300-3650** and will not be substituted when regular hand washing procedures can be practiced, and can only be used by children over twenty-four months and for whom the parent has signed parent permission form and it is on file. Hand sanitizers will not be within reach of the children.

Cleaning, Sanitizing, and Disinfecting Procedures (WAC 110-300-0240,0241)

Cleaning, Sanitizing, and Hygiene Practices include sanitizing all toys and eating utensils mouthed by children daily. Tables, kitchen equipment, and all food contact surfaces are cleaned and sanitized before and after each meal, snack, or other messy activities. The towels used to wipe tables are sanitized using a bleach solution; however, our facility uses a fragrance-free bleach and follows the

Department of Health's current guidelines for mixing bleach solutions for child care and similar environments. Dream Tree vacuums and steam cleans the carpets daily, and children's bedding is taken home for laundry weekly and brought back.

Blood Borne Pathogen Plan WAC110-300-0400

All staff caring for children in my program have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care.

The Office Director keeps the certifications, and the Bloodborne Pathogen plan is stored in the school's Google Drive. All of our staff have completed the training and hold certifications, both online and offline. This training is reviewed annually, and all staff sign to confirm they have completed the training. The Bloodborne Pathogen plan can be accessed through Google Drive.

Injury Prevention WAC 110-300-0475

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products, chemicals, and personal hygiene products will be inaccessible to the children and stored. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

Pets (WAC 110-300-0225)

We do not have pets

Photography, Videotaping and Surveillance (WAC 110-300-0450)

We do take pictures of the children for social media post

We do have surveillance video

The live surveillance cameras are operational, but they are not intended for real-time sharing with families.

Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal drugs (WAC 110-300-0420)

The use and visual possession of tobacco, vaping, alcohol, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property, including, but not limited to:

- Indoor and outdoor licensed space.
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.
- In motor vehicles while transporting children, on field trips, to and from school or other child care related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

No illegal drugs, alcohol, vaping and Cannabis are allowed on the premises. Prescribed medications for staff will be locked up. Our staff will not consume, or be under the influence of cannabis, alcohol or illegal drugs in any form while working at our facility. The licensee, staff, assistants or volunteers will not, or allow others to:

- Have or use illegal drugs on the premises.
- Consume alcohol or cannabis during operating hours.
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
- Be impaired as to not be able to respond promptly and care for children.
- There will be no alcohol, including closed and open containers on the premises.
- Cannabis and/or Cannabis products are not allowed on the premises.
- We will not have tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue in the licensed facility.
- All vaping devices will be stored inaccessible to children and out of the view of children.
- Our staff will not have smoking or vaping tobacco within the reach or view of children. All products that are used during business hours will not be used in a "public place" or "place of employment," as defined in RCW [70.160.020](#), in a motor vehicles used to transport enrolled children. Used by any provider who is supervising children, including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW [70.160.075](#).

Guns or Weapons [\(WAC 110-300-0165\)](#)

We do not have firearms, guns, weapons, or ammunition on the premises and do not allow anyone to bring a weapon on the premises.

Insurance Coverage [\(RCW.43.215.535 WAC 110-300-0410\)](#)

DreamTree Preschool carry a liability insurance.

Safe water sources [\(WAC 170-300-0235\)](#)

We have a copy of the water testing results on the premises at the desk of the facility manager on the lower level of the building. We have hot and cold running water.

Retaining facility and program records [\(WAC 170-300-0465\)](#)

Dream Tree Preschool, all records are kept for a minimum of five years, and current records from the previous twelve months are kept in the licensed space and immediately available for review. Parents can access their child's records upon request, and these records are stored in a locked cabinet managed by the Director. All records are kept confidential and will not be disclosed to external parties.

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

Parent/Guardian Signature

Date

Licensee Signature

Date

Program Name

Program Address

Please sign and return to program