



PARENT HANDBOOK

2026-2027

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1. PROGRAM INFORMATION + PHILOSOPHY:

Our purpose is to provide an outstanding early childhood education program that nurtures the whole child in a home-like environment. We support each child's unique needs during the early developmental stages; giving them the foundation to have a successful transition to school and ultimately thrive in their adult lives.

We offer **full-time**, **part-time**, and **drop-in** schedules to best accommodate each individual family's scheduling needs. We plan quarterly family field trips and community-building events on weekend days so that families can attend together.

In addition to a wholesome and nurturing learning environment, we offer organic, wholesome meals and snacks and are sensitive to children with any allergies, valuing inclusion as well as safety.

We spend time reading the Bible, exploring the life of Jesus, and the love He has for each child. Children learn about the world around them and how they relate to it each day.

At Sprouts, we continually strive for best practice in all aspects of early childhood education. We view each moment of a child's day as an opportunity for growth and exploration. Our school offers research-based, integrated curriculum with monthly themes through daily teacher-led as well as child-led activities that support each child's social, emotional, physical, language, and cognitive development.

Our school is open Monday through Friday and is designed for children ages 8 weeks through ten years old. We offer Infant, Toddler, Preschool, PreK, Kindergarten, and School-Aged programs. Our goal is to give each child the most individualized care possible by maintaining our ultra-low ratios in every classroom.

Our Infant Classroom includes up to five total children ages 8 weeks through 12 months of age with 2 teachers.

Our Toddler Classrooms include up to 13 children 12-36 months of age with 3 teachers. We use one of our two toddler classrooms for 1 year olds and the other for 2 year olds; giving them their own age-focused classroom through most of the day. Our license enables us to combine the 1 and 2 year olds together in the 2 year old classroom, at the beginning and/or end of the day, when attendance is typically lowest.

The Secondary Building includes children 3-6 years old as well as our school-aged program for children up to 10 years old. We have two classrooms within our secondary

building and divide children by age, with a total capacity 20. Preschool/Prek ratio is 1 to 5/6. School-age care ratio is 1 to 8.

Our staff is committed to ongoing professional development. Some of the special trainings for all Sprouts teachers include: Annual Staff Professional Development Day, Child/Infant/Adult CPR and First Aid, Bloodborne Pathogens Training, Safe Sleep Training, Food Handler's Permit, Abuse and Neglect Training, and Child Care Basics Training as well as yearly ongoing STARS/EQUEL/ECE education.

Sprouts Preschool and Childcare is licensed by the Washington State Department of Child, Youth, and Families. We operate at or above all of the appropriate requirements and maintain liability insurance.

2. HOURS OF OPERATION INCLUDING CLOSURES + SPECIAL

EVENTS:

HOURS OF OPERATION:

Childcare hours are 7:00 am – 5:00 pm Monday through Friday plus Special Parent Night Out Events on Saturday evenings. State licensing requirements state that children are to be in childcare no longer than 10 hours per day.

Please note: our hours of operation may be adjusted, as needed. We will notify families in writing if this is necessary.

CLOSURES AND ABSENCES:

Included in this Parent Handbook, you will find the annual calendar of events; including closure dates and holidays. You will also receive monthly classroom calendars with additional information. We will notify parents if we need to close for reasons such as weather via the Sprouts Preschool and Childcare Facebook page as well as parent emails and/or texts.

Please note: per licensing we must close if we lose power for more than 1 hour. Please be sure to follow our FB page for additional information and updates throughout the school year.

WHEN CHILD CARE IS CLOSED:

Tuition is to be paid at the regular tuition rate for any day your child has regularly scheduled childcare. Each family is responsible for their tuition costs each week regardless of sick days, stay at home days, holidays, emergency closures, and closures due to illness/pandemic/weather. If you choose to continue to keep your child home after a pandemic closure or other emergency closures, please see the Director for options; including a possible 50% reduction of the weekly tuition to hold your child's spot until your child returns.

Each school year, full time children (5 full days/week) will receive 5 days of tuition credit off per school year. You may notify us to use these tuition credits anytime your child will be out for a full day. Part time families can request a swap for any missed days as long as the swaps are within 2 weeks of the date missed (pending availability). It is the parents/caregivers' responsibility to have back-up childcare arranged for when your child is home sick, sent home with exclusionary symptoms, or for school closures.

It is possible for our staff who are over 18 with all certifications up to date to babysit for Sprouts families but only during Sprouts' non-business hours. *Please note that, as a condition of their employment, Sprouts' staff members have agreed to not to seek childcare, nannyng, or babysitting opportunities during operating hours to current or former Sprouts families during their employment and for a year after the end of their employment.* Staff members are required to provide parents a copy of their signed Non-Solicitation Agreement if they agree to babysit for Sprouts families during our non-business hours. Please let the Director know if you'd like to request contact info for Sprouts teachers who may babysit outside Sprouts operating hours or have any questions regarding this or any of our policies.

Special Events and Closure Dates 2026/2027

All of our special events are subject to change and/or cancellation based on current guidelines and recommendations.

Parents' Night Out will be offered periodically through the school year. You will receive notifications and invitations as dates are scheduled.

AUGUST

- **Monday, August 31st:** Official Start of the 2026/2027 School Year

SEPTEMBER

- **Monday, September 7th:** **CLOSED** for Labor Day

OCTOBER

- **Saturday, October 10th:** Annual Pumpkin Patch Family Field Trip

NOVEMBER

- **Wednesday, November 11th:** **CLOSED** for Veterans Day
- **Wednesday, November 25th:** 12pm **EARLY CLOSURE**
- **Thursday, November 26th – Friday, November 27th:** **CLOSED** for Thanksgiving

DECEMBER

- **Saturday, December 12th:** Annual Family Christmas Party and Toy/Food Drive
- **Monday, December 21st – Friday, December 25th:** **CLOSED** for Christmas Break

JANUARY

- **Friday, January 1st:** **CLOSED** for New Year's Day
- **Monday, January 18th:** **CLOSED** for Martin Luther King Jr. Day

MARCH

- **Saturday, March 27th:** Annual Parent Enrichment Event

APRIL

- **Monday, April 5th – Friday, April 9th:** **CLOSED** for Spring Break

MAY

- **Monday, May 31st:** **CLOSED** for Memorial Day

JUNE

- **Saturday, June 12th:** Annual Family Park Playdate

JULY

- **Monday, July 5th:** **CLOSED** in Observance of Independence Day

AUGUST

- **Monday, August 2nd:** Re-enrollment Due for the 2027/2028 School Year
- **Thursday, August 26th:** 12pm **EARLY CLOSURE**
- **Friday, August 27th:** **CLOSED** - Annual Professional Development Day

3. ENROLLMENT + DISENROLLMENT PROCESS:

BEFORE CHILDCARE BEGINS, THE FOLLOWING MUST TAKE PLACE:

A. Enrollment Forms:

- New families will pay a non-refundable deposit to hold their child's spot, which includes the first week of tuition and the Enrollment Fee. All enrollment forms must be submitted at least two weeks before of the first day of childcare.
- Returning families must submit all Re-enrollment Forms for each child by August 3, 2026 for the 2026-2027 Academic Year. *Please see the Director if your child enrolled during the summer months prior to the new school year (June-August).*

B. Visits:

- At least three "Get Acquainted Visits" must occur with each family before the first day of childcare.
 - At least one parent must be present at the first visit which is done as a Facility Tour or a Virtual Informational Session.
 - Both a parent and participating child(ren) must be present at the second visit, a "Parent and Child Visit". The purpose of these visits is to learn more about how the family and for our teachers to maintain as much consistency in care as possible while the children are in childcare.
 - The third visit is scheduled as a "New Child Visit" so the family can practice the drop off and pick up routine as well as a shorter stretch of time for the child to experience a school day. These visits help the children, parents, and teachers make a smooth transition for everyone.

C. Parents must sign a Contract and Enrollment Agreement upon enrollment and re-enrollment each Fall.

TRIAL PERIOD:

There will be a two-week trial period for each family starting childcare. This is to allow time for the child(ren), parents, and Sprouts to ensure that it is a good fit for everyone.

- If, at the end of the two-week trial period, all parties are in agreement, childcare will continue.
- If, after discussion, anyone feels the arrangement will not work well, then all parties are free to pursue other options as needed.

TERMINATION OF SERVICES:

If a family needs to end care at Sprouts Preschool and Childcare *after* the two week trial period, we require four weeks' (30 calendar days) written notice of your intent to terminate the Childcare Agreement. If a family attempts to terminate a child's care agreement without notice, please note: you will not receive any refund for paid childcare and you will be charged for any unpaid childcare for the remainder of the four-week notice period.

If it is necessary for us to terminate care, you will be given a written notice, if possible.

The following are conditions that will cause us to terminate your child's care immediately:

- Continual late payments
- Child behavioral challenges that cannot be accommodated due to safety of other children and/or staff
- Parents and/or children not respecting the childcare setting and policies
- Continual late pick-ups or early drop-offs without notice requesting to be accommodated for the extra time

4. SIGN IN + SIGN OUT PROCEDURES:

Parents must sign their child in and out each day with the parent and child's full names. Your child will not be released to anyone other than a parent unless a parent gives advance notice. Your child will be released only after identification of this person has been verified and that person must already be listed on the Enrollment Form as someone who has the parent's permission for pick up.

5. CONFIDENTIALITY POLICY:

We will observe confidentiality with regard to child and family records and family information. Confidential conversations regarding children and families will be kept

private. Parent permission will be requested for the use of any photo or video of their child. Security cameras are installed and recorded for administrator access. Security cameras are not for public viewing.

6. FEES + TUITION PAYMENT PLAN:

Sprouts All-Inclusive Weekly Tuition Rates and Billing Information

September 2026- August 2027

*Rates effective as of August 31, 2026**

Infants (2 - 11 months):

Full Days:

5 - \$803
4 - \$737
3 - \$628
2 - \$480
1 - \$294

Half Days:

5 - \$572
4 - \$501
3 - \$409
2 - \$317
1 - \$187

*Drop-in rate is **\$24/hr**

Toddlers (1 yr - 2 yrs):

Full Days:

5 - \$691
4 - \$625
3 - \$536
2 - \$409
1 - \$247

Half Days:

5 - \$489
4 - \$422
3 - \$350
2 - \$266
1 - \$157

*Drop-in rate is **\$22/hr**

Preschool and Pre-K (3 yrs - 6 yrs):

Full Days:

5 - \$632
4 - \$562
3 - \$502
2 - \$385
1 - \$232

Half Days:

5 - \$446
4 - \$383
3 - \$328
2 - \$250
1 - \$151

*Drop-in rate is **\$20/hr**

Kindergarten (5yrs - 6yrs):

\$600/week for all care 7am-5pm

The Kindergarten Program Hours are 9am-3pm M-F.

Before-care and after-care is included: 7-9am and 3-5pm.

School Age Before-Care and After-Care Only (1st Grade - 4th Grade):

\$250/week.

7-9am and 3-5pm only.

Summer School Age Weekly Care (entering 1st Grade-4th Grade):

500/week for 5 full days/week

\$275/week for 5 half days/week

**Tuition rates increase each year in September.*

FEES AND PAYMENT NOTES:

- Wait List Fee: \$25 per family
- Drop-In Childcare or Swapped Days (for Part-Time Schedules): Must be booked within 2 weeks of the date missed.
 - Drop in Childcare is a 2 hr minimum
- All Inclusive Weekly Tuition Rates Include: all meals, snacks, beverages, linens, diapers, wipes, utensils, supplies, curriculum, & activities.
- Enrollment Fee: Due at the time of enrollment and every September thereafter for re-enrollment: \$150 per family.
- Sibling discount: 10% off weekly tuition for oldest sibling scheduled during the same times as sibling for weekly care.
- Weekly tuition payments are due each Monday via AutoPay.
 - *A \$25 late fee will be applied to the next invoice for any late payments. Any NSF fees will be applied to your account.*
- To hold a spot that has been offered to your family: a non-refundable deposit (which is \$150 enrollment fee + the first week of tuition) is required.

LATE OR EARLY PICK-UP POLICIES:

- If parents will be late to pick up their child or needs to drop their child off earlier than the scheduled time; please call or text 206.226.2595 ASAP before the scheduled time TO BE SURE THAT YOUR CHILD CAN BE ACCOMMODATED.
- If we are *not* able to accommodate your child beyond their originally scheduled time for that day, please contact one of your alternate pick up people who is already listed in your child's Procure profile to care for your child for the added time that is needed. This person must be at least 16 years of age. Always be sure to let us know who will be picking your child up any day if it will be anyone other than a parent.
- Parents will be charged their normal weekly tuition rate for added time for the day when within operating hours and notice is provided and confirmation is given. (For full day schedules.)
- Parents will be charged the normal drop-in hourly rate for added time for the day when within operating hours and notice is provided and confirmation is given. (For part day schedules.)
- Parents will be charged a \$20 fee + double the hourly drop in rate for the added time when pick up or drop off outside your usual paid times without notice provided and approval given.

7. SAMPLE DAILY SCHEDULES:

Sample Toddlers Class Daily Routine

7:30 am	Breakfast Time
8:30 am	Center Time
9:00 am	Morning Circle Time
9:30 am	Snack Time
10:00 am	Outside Time or morning nap for younger toddlers
11:00 am	Free Play
11:30 am	Lunch Time
12:00 pm	Nap Routine
12:30 pm	Quiet Time
2:30 pm	PM Snack Time
3:00 pm	Outside Time
4:00 pm	Center Time
4:30 pm	Afternoon Circle Time

**All Infants and Toddlers will nap and be fed according to their own needs and routines.*

Sample Preschool Daily Routine

7:30 am	Quiet Free Play
8:00 am	Breakfast Time
8:30 am	Center Time
9:00 am	Morning Circle Time
9:30 am	Outside Time
10:00 am	AM Snack Time
10:30 am	Creative Time
11:00 am	Music Time
11:30 am	Large Motor Playtime
11:45 am	Clean up/Wash up
12:00 pm	Lunch Time
12:30 pm	Nap Routine
1:00 pm	Quiet Time (at least 1 hour of quiet rest offered to all children)
2:00 pm	Early Riser Time (individualized learning/games for awake children)
3:00 pm	PM Snack Time
3:30 pm	Afternoon Circle Time
4:00 pm	Center Time
4:30 pm	Outside Time or Indoor Large Motor Playtime

**The timing of the Sprouts Daily Schedule may vary slightly depending on the needs of the children currently enrolled. Children will be guided through a daily routine but will be provided flexibility as needed, to best meet the current needs of the children in the classroom.*

8. CHILD'S RECORD KEEPING:

Your child's records are kept confidential. These records are kept current and reviewed every August. Parents are welcome to view their child's records upon request.

CERTIFICATE OF IMMUNIZATION STATUS RECORDS POLICY:

Each summer, parents are required to turn in an updated Certificate of Immunization Status Record with Re-enrollment (The CIS Form). This Childcare is required to keep these updated records on file by law. We can send you a link to access their records if needed. We do not accept children who have been exempt from immunizations by their parent or guardian. (Unless that exemption is due to an illness protected by the ADA as a medical exemption.) Please submit a new CIS form at any time if your child has updated vaccinations or sign your current one, giving us permission to keep it updated for you. If your child has started a series of vaccines and falls behind, please see an administrator for protocol to get caught up to continue care.

9. LICENSEE'S RECORD KEEPING:

All staff training records are kept current and are available for parents to view at any time upon request. Parents are also able to review our Health Policy, Staff Handbook, Menus, Liability Insurance, Inspection Reports and Notices of Enforcement Actions, and any other relevant program policies, upon request.

10. CHILD ABUSE, NEGLECT and REPORTING REQUIREMENTS:

Childcare providers are required to report any suspected child abuse and/or neglect to Child Protective Services or the local law enforcement agency immediately. We will also inform our childcare licensor.

11. CHILD GUIDANCE + DISCIPLINE POLICY INCLUDING RESTRAINT POLICIES:

We teach children how to consider their choices and make healthy decisions in an age-appropriate way. We practice mindfulness and emotion coaching in all classes each day. Teachers give the children clear expectations and make sure the children understand the classroom rules. Children will be led in a variety of activities and problem-solving techniques. We use positive reinforcement to encourage positive choices throughout the day.

If a child is having a challenging time making positive/safe choices in class, they will be given a warning and redirected to a new activity or guided to a more positive choice. Because classroom safety rules are made clear to all children, if a child exhibits a behavior that is dangerous to the child or others, the teacher will spend time with the child in a time out from positive reinforcement (for children over 3 years old) in a quiet environment away from other children. Teachers use this time to make sure the child is emotionally regulated and will help them talk through and reflect on their feelings and choices. A time out will not last longer than one minute per year of the age of the child. Our goal is to use this time to teach and encourage children to use positive solutions, regulate their bodies, access language that is helpful to them, and provide a peaceful classroom experience for all. Explanations are provided to children to give them an understanding of how their choices affect themselves and others.

Child restraint is reserved for instances where it is *absolutely necessary* to keep a child from harming themselves or others. All staff are trained on safe options for child restraint and they will be used as minimally as possible. If a teacher must physically restrain a child, they will notify administration and we will notify parents and our licensor.

Corporal punishment is forbidden. Any spanking or yelling by staff or parents for any reason on the property will not be tolerated.

Permanent expulsion is reserved for emergency situations when teachers, administrators, parents, and licensors have spoken and the child is in need of more

specialized therapies / medical / mental health treatment that we are unable to provide at our school. Our licensor will be notified if this becomes necessary.

12. NO SMOKING/VAPING/ALCOHOL/CANNABIS/ILLEGAL DRUG POLICY:

There will be no cigarettes/smoking/vaping/alcohol/cannabis/illegal drugs allowed inside or outside the buildings or anywhere on the property. ***Sprouts employs only non-smoking/vaping and cannabis/illegal drug-free staff.***

All student medications will be locked up and out of the reach of children. Rescue medications such as inhalers and epi pens will be kept in the classroom go-bag, near the classroom door, and out of children's reach.

13. PET POLICY:

There are no pets at SPROUTS. Pets from home will not be allowed on the property.

14. RELIGIOUS ACTIVITIES:

We spend time reading the Bible, exploring the life of Jesus and the love He has for each child. Children learn about the world around them and how they relate to it through bible stories, songs about God, prayer before meals (or anytime!), and devotional time so children can learn how to apply what we learn from the Bible to their daily lives.

15. HOW HOLIDAYS ARE RECOGNIZED:

We will celebrate holidays at Sprouts with activities such as special lessons, reading books, learning new songs, crafts, and learning the history of each holiday.

16. OFF-SITE FAMILY FIELD TRIPS:

See the monthly Sprouts calendar for field trips. Family Field Trips are scheduled for weekend days so families can attend together. Children will be driven and supervised by their own parents during these events.

17. TRANSPORTATION REQUIREMENTS:

We do not transport children in a vehicle or public transportation. We will take children on neighborhood walks in a stroller (with prior written parent permission).

18. HEALTH CARE + EMERGENCY PREPAREDNESS PLAN:

MEDICAL EMERGENCIES:

- All staff have first aid, infant/child/adult CPR and Bloodborne Pathogens Training.
- Minor cuts, bruises and scrapes will be treated. Parents will be notified at pick up time.
- With any head injury and in the case of some minor injuries, parents will be notified right away.
- In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will then notify parents as soon as possible and let parents know where the child will be transported if transport is needed before a parent can get to Sprouts. In the case of an ambulance transport, one of our staff members would accompany your child with their Sprouts child file until you are able to arrive.
- If injury results in any medical treatment or hospitalization, we are required to call and submit an "Injury/Incident Report" to the Department of Early Learning Licensors and the child's social worker, if any, by the end of the day. The parent will also be given a copy of this report. Please know that we take every

precaution to avoid any injuries while your child is in childcare, but have this report available as a state requirement.

MEDICINE MANAGEMENT:

- All medications (prescription and non-prescription) shall be administered only with the written approval of a parent or guardian.
- A Medication Permission Form must be completed and updated every 12 months for ongoing medications.
- Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
- Medications must be stored in the original container. The container must have the patient's name, instructions, and date of expiration. All medications will be kept in a locked box, where it is not accessible to the children. Rescue medications will be kept in the classroom's "Go-Bag" by the exterior door to the classroom and will be out of children's reach but not locked. (ie: Epi-Pens and Inhalers).
- Doctor's permission is not required (but parent permission is) for non-prescription drugs such as:
 - Anti-histamines
 - Cough medicine
 - Decongestants
 - Anti-itching creams including eczema creams
 - Diaper ointments
 - Sunscreen
 - Chapsticks
- Non-prescription medication not included in the categories listed above, taken differently than indicated on the manufacturer's label, or lacking labeled instructions shall only be given if authorized in writing by a physician.
- A detailed record will be kept of all medications given in childcare.

Sprouts Child Health Policy as of 8/31/2026

*****When initialing at the end of this document, you agree to this and all future health policy updates that are provided to you.***

1. Childcare cannot be provided for any child with a contagious illness on the Exclusion List. Each child will be observed daily for signs of illness.
2. If your child becomes ill while in care, you will have **up to 30 minutes*** to pick up your child.
**Be sure to have alternate pick-up options on days you may be farther than 30 minutes away from Sprouts. Your child may need to be isolated from the other children while they wait for you to pick them up. This is to keep other children and staff from being exposed to any illnesses unnecessarily and your child will need to be attended to more closely when they are not feeling well. This is best done at home, since the sick child will need to be away from other children and the childcare staff cannot leave other children unsupervised.*
3. Please email or call us if your child will not be coming on a scheduled day due to illness. If you are unsure if your child should come or not, PLEASE CALL OR EMAIL FIRST to discuss symptoms with an administrator for the health of the other children, staff, and parents. If a child is in “health check” status for the day, teachers must have ADMIN CLEARANCE for the child to attend. If you bring your child and they are clearly sick, we will not be able to allow them to stay at drop off. **Do not bring a child to the door for a health assessment.**
4. The parent is responsible for finding substitute childcare in case of the child’s illness if they are unable to stay home with their child.
5. All parents of children in our care, as well as the Health Department, will be notified by phone of communicable diseases or food poisoning.
6. If your child has sick household members or the child has had known COVID/RSV/FLU exposure: Please call an administrator so we can implement any applicable current Snohomish County Health Dep’t. testing and isolation protocol for those circumstances.
7. Children are not required to stay home for 24 hours after immunizations unless they have had a reaction to a vaccine in the past, then they should remain home for at least 24 hours after a vaccination for observation.

***WE DO NOT ALLOW CHILDREN TO ATTEND WHO HAVE FEVER-REDUCING OR ANY OTHER COVID SYMPTOM-REDUCING MEDICATION IN THEIR SYSTEM.**

***If a child is continually brought to childcare with symptoms on our Exclusion List, repeatedly exposing other children and staff to illness, the childcare contract WILL be terminated.**

Sprouts Exclusionary Symptom List

Unless your child has a pre-existing condition that fully explains their symptom with a doctor's note already in your child's file, the following symptoms are exclusionary. We will be required to exclude your child from childcare until they have the listed wait time to return. Please utilize any applicable testing options you have available and report any POSITIVE TEST RESULTS to an administrator right away so we can implement notification/further testing protocol when necessary.

COLD/FLU- *Unusually tired, pale, lack of appetite, difficult to wake, confused, excessively irritable, or if the illness or condition prevents the child from participating in all daily activities.*

Children must be symptom-free to return to childcare for any of the Cold/Flu symptoms listed above.

SORE THROAT-

Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

SHORTNESS OF BREATH-

- Child must be fully recovered from any shortness of breath to return to Sprouts.
- (If the child has diagnosed asthma, see admin for returning to school after any breathing trouble.)

BODY ACHES-

Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

COUGH-

Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

LOSS OF TASTE OR SMELL-

See admin about return to Sprouts.

CONGESTION OR RUNNY NOSE- *If a child in the **INFANT** classroom is showing signs of teething, and has a clear runny nose and **NO** other symptoms, the clear runny nose is permitted as a teething symptom. If an infant is not showing signs of teething or has any additional symptoms, it is considered a respiratory illness symptom and is exclusionary. If a child in any other classroom has congestion or a runny nose of any color or consistency, it is considered a respiratory illness symptom and is exclusionary.*

Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

HEADACHE-

Child must have at least 24 hours of significant improvement to return to Sprouts for this symptom.

EYES- *eye discharge or conjunctivitis (pinkeye) – Thick drainage from the eye, eye redness, teary eyes, swollen eyes.*

- If your child has a bacterial eye infection, they may return to care 24 hours after starting medication.
- If your child has a viral eye infection, they may return to care when they are 24 hours clear of eye infection symptoms.
- If it is unknown, they may return to care when they are 24 hours clear of eye infection symptoms.

FEVER (100 OR HIGHER)- *Temperature of 100 degrees F. or higher using temporal thermometer.*

- Children must be symptom-free for 48 hours before returning to childcare for fever over 100.
- If only fever with no other symptoms, they may return once they are 24 hours fever-free, without the use of fever-reducing medicine.

DIARRHEA- *ANY watery stools or stool containing more than a drop of blood or mucous.*

- Children must be symptom-free for 48 hours before returning to childcare for diarrhea.
- If only 1 instance of diarrhea with no other symptoms, they may return once they are 24 hours diarrhea-free.

NAUSEA- ANY NAUSEA

Child must have at least 24 hours symptom free to return to Sprouts for this symptom.

VOMITING- ANY VOMITING

- Children must be symptom-free for 48 hours before returning to childcare for vomiting.
- If only one instance of vomiting, and NO other symptoms, child may return to care after 24 hours vomit-free.

RASH- *Body rash or sores not associated with diapering, heat, or allergic reactions. Open or oozing sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling are exclusionary. See admin regarding if doctor's note needed to return.*

Children must be symptom-free for 24 hours before returning to childcare for rash symptoms listed above.

LICE –

Children who have lice may not return to childcare until they are louse and nit (egg) free.

BLOOD-BORNE PATHOGENS PLAN:

We may be exposed to blood-borne pathogens. Bodily fluid spills including blood, feces, nasal, and eye discharge, saliva, urine, and vomit will be cleaned up using protective gloves. The soiled items will be either cleaned with hot soapy water and/or bleach solution, sent home in a plastic bag to be cleaned, or disposed of in a plastic bag in the garbage.

HAND WASHING PRACTICES:

We (children and adults) will be washing our hands upon arrival, before and after preparing food, before and after eating, after playing outdoors, after diapering or using the toilet, and whenever in contact with bodily fluids.

DENTAL HYGIENE:

Teaching the children about dental hygiene is part of our daily curriculum. Enclosed in your re-enrollment packet or as a permission on the lead you are submitting online for enrollment, there is an option to opt in to actual teeth brushing and providing disposable brushes each day, or opt for your child to learn through activities and books, and leave the teeth brushing for at home to be done as a family.

SANITIZING AND CLEANING:

We will clean and maintain our facility in a manner that exceeds DCYF requirements. A disinfecting solution will be used daily or more often if needed on all toys, table, surfaces, toilet area, and equipment. All toys and bedding will be washed at least weekly or more often, as needed. Infant toys will be washed daily or after each use when appropriate. We use non-toxic and environmentally friendly products as much as possible.

INJURY PREVENTION:

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families. All medications, cleaning products and chemicals will be inaccessible to the children.

FOOD HANDLING PRACTICES:

All Sprouts staff maintain a current Food Handler's Permit. Foods will be kept at the proper temperatures. After meals and snacks are prepared, food will be disposed of or refrigerated within one hour. When preparing foods, preparation surfaces and hands will be washed. Food preparation surfaces will be washed and sanitized after each use. Our chef happily provides a great variety of whole, organic, healthy meals and snacks.

DISASTER RESPONSE PLAN:

**We do have a landline to use for outgoing emergency calls in addition to our business phone, which is a cell phone.*

In the event of a disaster of any kind, we have prepared the Center for evacuating the children and have emergency supplies for up to 72 hours.

Emergency supplies include:

- Drinking water
- Non-perishable food
- First aid supplies
- Battery-operated radio
- Flashlights and extra batteries
- Fire extinguisher
- Diapers and formula for infants
- Emergency documents and phone numbers
- Garbage bags
- Blankets

The children will practice emergency procedures and evacuation on a monthly basis. We have practiced turning off water and power. Shelving, furniture, and heavy objects on high shelves have been secured to protect against falling. We continually check our facility for potential hazards.

Please refer to our Snohomish Health District Policies Manual for Disaster Plan, Pesticide Plan, Bloodborne Pathogen Plan, and our extensive Health Policy.

We have first aid kits available in all classrooms and all outdoor play areas. All staff have had first aid and CPR training.

We have established an **OUT-OF-STATE** contact in the event of a large-scale disaster. This person will be notified of the condition and location of your child as soon as possible. You can then call this person for information if you are unable to reach us via the Sprouts phone number.

Out-of-State contact: Melissa Lunde
Phone Number: (541) 570-0339

We have established an **OUT-OF-AREA** contact in the event that we have to evacuate the Childcare. This person will be notified of the condition and location of your child as soon as possible. You can then call this person for information.

Out-of-Area contact: Christine Rothschiller
Phone Number: (206) 714-1646
Address: 23109 94th Ave. W. Edmonds, WA 98020

19. NUTRITION AND FOOD SERVICE PRACTICES:

Sprouts follows the CACFP guidelines for children. All meals will be wholesome and healthy for your child. Organic foods are used as much as possible. Our staff is well-trained for children with food allergies and we take extensive care to accommodate the dietary needs of all children. Breakfast, lunch, am snack, and pm snack will be provided in a typical day, as well as water and milk. Parents can view our weekly menu just inside each classroom on the bulletin boards and in their Procure App or Desktop log in.

Sprouts provides Earth's Best Organic Sensitive or Gentle Formula in our Infants Class. If parents prefer a different formula or are breastfeeding, parents can provide the alternative formula or breast milk for Infants or Toddlers. If you bring your child's formula, you must label the container with your child's name and date for your child's personal consumption. Parents will also need to fill out and submit the Alternative Formula Form as well. Any remaining milk from a partially consumed bottle will be discarded if not finished within one hour. Please provide a list of your meal preferences for your child, as it is helpful in meal preparation.

A SAMPLE MENU IS AS FOLLOWS:

Breakfast: Oatmeal Bake w/ Blueberries and Milk
Am Snack: Rice Crackers w/ Mango Smoothies and Water
Lunch: Sweet Potato Quinoa Turkey Chili, Cornbread, and Milk
Pm Snack: Veggies and Hummus

Children will not be fed any foods or drinks they have not successfully already had at home, using the 4 day wait rule, to avoid any unknown allergic reactions. Please see section 20- "Feeding" section. Honey will not be fed to babies under the age of 1. Sprouts is currently a nut free zone and we do not make food with eggs here at Sprouts but some of our menu items are prepared with egg baked into them. We can work to accommodate any other food allergies your child may have, as well.

20. INFANT + TODDLER CARE:

INFANT SLEEPING REQUIREMENTS:

All possible precautions will be taken to reduce the risk of SIDS. Infants will be offered naps in a safe environment according to the American Pediatric Association's recommendations to reduce the risk of SIDS. All staff members maintain annual Safe Sleep training certification.

Please let us know if your child has any "nap routine" preferences. Infants will always be put to sleep on their backs. No pillows, stuffed animals, or blankets will be used with infants. SIDS Foundation-Approved Sleep Sacks are used when appropriate. Young infants who are not yet rolling over may be swaddled with a doctor's note. Sleeping children will be visible and audible to the staff and will be closely monitored for safe breathing, temperature, and coloring.

All pacifiers used for sleep times must be untethered. Lovey/pacifier combination items are best left at home (ie: "wub a nub") since we are not able to use them in a crib for infants in our facility.

DIAPERING:

Diapers will be changed at least every two hours and more often as needed on a clean changing pad. Sprouts staff will use gloves and wash hands after each change and diapers will be disposed of properly. Very young infants will get hands wiped with a wipe at this time to keep clean and to teach proper hygiene as the child gets older until they can stand at the sink with assistance. Older infants and children will wash hands after each diaper change.

POTTY TRAINING:

Children learning to use the potty at home will be encouraged and supported in that training at Sprouts as well. Please reach out to our administrative team for more information on potty training readiness and potty training in a childcare setting. This is

an important time for children to feel confident about their abilities and communication to and from parents will be essential. Children will be encouraged to sit on the potty often and we can use a “non-food item” such as stickers for practicing, staying dry, or any milestone they have achieved in their potty training journey. **Please note: children will be required to wear undergarments while in childcare and will use permanently installed toilets (various heights available).* Children will always wash hands after using the potty or diapering. We like to sing the ABC song during “washing with bubbles time” to make sure they are scrubbing at least 30 seconds.

FEEDING:

Young children fed from a bottle will not drink lying flat. There will be no propped bottles as this poses a choking risk. Bottles (or any plastic containers) will not be warmed in the microwave. Contents of a prepared formula or breastmilk bottle will be disposed of if not finished within one hour. Children will be fed as their hunger cues indicate and as directed by the parents in accordance with age-appropriate routines.

Infants will only be fed foods that they have already had at home, using the 4 day wait rule, to avoid any unknown allergic reactions. As your child tries new foods at home and has had them at least 4 times in at least 4 days with no reactions, please add them to your child’s food list for our reference when selecting foods they can eat while at Sprouts. We will keep previous lists as a record in your child’s file. You may email our Chef at any time to add items to their lists of things they can safely have, or update the menus when they go home each month from the infant classroom.

Infants will be seated in a high chair while eating solid foods and closely supervised during meals. Toddlers and Preschoolers must remain seated during all meals and snacks, as well. You can be a tremendous help to your child by making sure they stay seated during meals and snacks at home. Not only does this promote engaging meal times, but also meal time safety, and it sets them up for success in following our guidelines; keeping children seated while eating here. Sprouts provides meals, snacks, beverages, bibs, transition cups, bowls, cups, utensils, etc. so parents do not need to

bring anything other than breastmilk, if used. We also ask parents of children under 1 year old to bring 3 bottles for your child to keep at Sprouts.

Mothers are encouraged to come in to nurse or bottle-feed their child, as their schedule allows. We are happy to have you. Please make arrangements for your visit with an administrator.

21. NAPPING + SLEEPING REQUIREMENTS:

All children 2 Mo-PreK will be offered a quiet rest time each day. Infants will rest in a crib with a fitted sheet and toddlers/preschoolers will be offered rest time on a nap mat/cot with bedding. Pillows are offered for children over 2 years old. In our Preschool and PreK Classrooms, there are children who may not need a long rest time. We offer at least 1 hour of quiet rest for all preschool and Pre-K students. School age children who do not regularly nap, will be given rest for 15 minutes, and then be able to go to the table for quiet activities while others may need to continue to rest/sleep.

22. NON-DISCRIMINATION STATEMENT:

We do not discriminate in our enrollment or hiring practices or in the care of children because of race, color, creed, ethnicity, national origin, gender, marital status, veteran status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, or communication and learning styles.

23. WRITTEN PLAN FOR CHILD'S SPECIFIC NEEDS-IF APPLICABLE:

We will talk together to make a specific plan for every child, as needed. All Sprouts Staff will be trained on any special care plans and the written plan will be signed by the director and a parent and kept in the child's file.

24. PARENT or GUARDIAN ACCESS:

Parents or guardians have access to areas of the early learning program pertaining to their child's care during business hours and permission to pick up their child at any time during business hours.

25. FAMILY ENGAGEMENT + PARTNERSHIP COMMUNICATION PLAN:

Open communication and collaboration is essential in the care of children. We use electronic daily reports so parents can look forward to reading all about their child's day after signing out and picking up their child. Also, please feel free to contact us via phone call, text, or email at any time!

The Parent Handbook will be updated each summer. However, we reserve the right to update the Parent Handbook, as necessary, at any time. Parents will be notified if any changes are made.

26. ITEMS PROVIDED BY PARENT/GUARDIAN:

We provide as much as possible for your child including bedding, utensils, sleep sacks, all food, beverages, sunscreen for children 6 months and older, all curriculum and materials, diapers, and wipes.

We ask that you provide only the following personal items that would be needed:

- For infant families: at least 3 bottles to keep labeled, washed and sanitized, for your own child's use at Sprouts.
- Diaper or skin creams (if used)
- Pacifier (if used)
- Breast milk or alternate formula, if used. (Earth's Best Organic Sensitive formula is provided.)

- 2-3 sets of seasonally-appropriate extra clothes including socks and 1 pair of shoes for walking children.
- Mittens, hats and jackets in cold weather months. Sunhats and sunglasses in warm summer months. You can keep these items at Sprouts in your child's cubby for full time students.
- Potty-training children need additional extra clothing as well as extra underwear and shoes brought from home. Please keep your child's toys at home except for special Show and Share Days. We do not allow knives, guns or any other potentially violent toys or games. Sprouts is not responsible for lost or broken toys from home.

There will be toys/games/books/activities/blankets/stuffed animals/loveys for your child to play with at SPROUTS. If you choose to bring a comfort item from home such as a blanket or lovey, we will keep it here at Sprouts to keep it free from allergens from home by washing it upon arrival and storing it away from food. This will help us work toward keeping other children safe who may have food allergies. Please do not bring any food or drink from home on the premises. We are happy to make sure your child has everything they need here and can accommodate meals/snacks at any time during the day.

27. A TYPICAL DAY FOR FAMILIES:

AT DROP OFF TIME:

Please be sure to drop off anytime at or after your arranged drop off time per your contract.

- You will park in the designated parking area for your child's classroom. Toddler Class drop off is in the front parking area of the Main Building. Infant and Preschool drop-off parking is in the back parking lot. Please do not leave any children unattended in your vehicle, even for a moment. If you need help, please call an admin to wait with a child at your car or help bring your child to their classroom for you for drop off.

- Come in, sign child in with your full signature, the child's full name, help your child(ren) put their belongings in their cubby and wash their hands with you.
- Leave any special instructions/concerns for the day via email, text 206.226.2595, or briefly discuss with your child's teacher. Especially in the first weeks of childcare, make a special effort to let your child see your communication with their teacher. This an important time for your child to see you are talking with the childcare provider and comfortable leaving your child with that person. Their comfort level is greatly based on what you show them.
- Be sure to provide a "drop off routine" for your child. This might include offering your child a hug and saying "goodbye", and let them know you will be back later to pick them up. A swift, consistent "goodbye routine" is essential for successful drop offs and a strong sense of security for your child and trust in you; knowing you'll be back and not sneak away unexpectedly.
- Off you go and enjoy your day! Please be sure to respond to any call/text you receive during the day if we need to contact for any needs your child may have that day. Keep in mind you or someone on your pick up list must be less than 30 minutes away anytime your child is in care.

AT PICKUP TIME:

Please pick at or before your arranged pick up time.

- Please do not leave any children unattended in your vehicle. If you need help, please call an admin to wait with a child at your car or check your child out of their classroom and bring them to your vehicle for you.
- Pick up child promptly (important not only for childcare scheduling but for your child who is expecting you!) Please call or text us at Sprouts before you are going to be late so we can make sure we can accommodate the extended time or we will ask you to call an alternate pick up person from your pick up list.
- Help your child get their belongings that need to go home with them from their cubby.
- Sign your child out with your full signature.

- Enjoy your evening! Please be sure to read about your child's day in your child's daily report. This will help drop off and pick up times to remain brief; maximizing your family time at home as well as the teacher's focus to remain engaged with the classroom and parking availability for the next family.

Thank you for your trust in us to help you take care of your child. We are truly blessed to be a part of your child's life and thankful to be a part of your family's story. You and your precious child are prayed for. See you soon!

**Please initial and sign the following page.*

Please initial next to each topic to acknowledge that you have read and understand the following policies and turn in the completed signature page before start of care. We do have the signature page available on site, if needed. Thank you!

- ___ PROGRAM INFORMATION + PHILOSOPHY
- ___ HOURS OF OPERATION INCLUDING CLOSURES + SPECIAL EVENTS
- ___ ENROLLMENT + DISENROLLMENT PROCESS
- ___ SIGN IN + SIGN OUT PROCEDURES
- ___ CONFIDENTIALITY POLICY
- ___ FEES + TUITION PAYMENT PLAN
- ___ SAMPLE DAILY SCHEDULES
- ___ CHILD'S RECORD KEEPING
- ___ LICENSEES' RECORD KEEPING
- ___ CHILD ABUSE, NEGLECT, AND REPORTING REQUIREMENTS
- ___ CHILD GUIDANCE AND DISCIPLINE POLICY INCLUDING RESTRAINT POLICIES
- ___ NON- SMOKING/VAPING/ALCOHOL/CANNABIS/ILLEGAL DRUG POLICY
- ___ PET POLICY
- ___ RELIGIOUS ACTIVITIES
- ___ HOW HOLIDAYS ARE RECOGNIZED
- ___ OFF SITE FAMILY FIELD TRIPS
- ___ TRANSPORTATION REQUIREMENTS
- ___ HEALTH CARE + EMERGENCY PREPAREDNESS PLAN
- ___ NUTRITION + FOOD SERVICE PRACTICES
- ___ INFANT + TODDLER CARE
- ___ NAPPING + SLEEPING REQUIREMENTS
- ___ NON-DISCRIMINATION STATEMENT
- ___ WRITTEN PLAN FOR CHILD'S SPECIFIC NEEDS – IF APPLICABLE
- ___ PARENT OR GUARDIAN ACCESS
- ___ FAMILY ENGAGEMENT + PARTNERSHIP COMMUNICATION PLAN
- ___ ITEMS PROVIDED BY PARENT/GUARDIAN
- ___ A TYPICAL DAY FOR FAMILIES

I, _____ (parent's name) agree to the policies and expectations presented to me in the Sprouts Parent Handbook for the 2026-2027 School Year. I will follow and respect this agreement and will reach out to the owner or director if I have any questions.

_____ (date).