



NIMO EARLY LEARNING

Parent Handbook

Licensed by Washington State DCYF
Washington State ECEAP Provider

Welcome to Nimo Early Learning!

Dear Families,

We are thrilled to have you and your child join our community!

At Nimo Early Learning, we believe that early childhood is a time of wonder, exploration, and growth. Our mission is to provide a safe, nurturing, and stimulating environment where children ages 2.5 to 6 years can learn through play, build meaningful relationships, and develop the foundational skills they need for lifelong success.

We are committed to working in partnership with you the most important people in your child's life to support their unique needs, interests, and developmental journey. Our experienced educators are passionate about creating joyful learning experiences that spark curiosity and encourage creativity.

Here's what you can expect as part of our program

Daily Communication: You'll receive regular updates about your child's day through the BrightWheel app, including meals, naps, activities, and special moments.

Individualized Learning: We honor each child's learning pace and personality through hands-on, play-based activities that support emotional, social, cognitive, and physical development.

Healthy & Safe Environment: Your child's safety is our top priority. Our staff is trained in CPR and First Aid, and we maintain high standards for cleanliness and security.

Open Door Policy: We value open communication and invite you to reach out anytime with questions, feedback, or concerns.

Next Steps

Enclosed in this packet, you will find the necessary forms to complete your child's enrollment. Please return them as soon as possible to finalize your child's spot.

If you need any help completing the paperwork or have any questions, please don't hesitate to contact us.

We are excited to start this journey with you and your family. Thank you for choosing Nimo Early Learning.

We can't wait to see your child grow, learn, and shine with us!

Warmly,

The Nimo Early Learning Team

Curriculum Philosophy and Planning

WAC 0305

At Nimo Early Learning, we serve children ages 2.5 to 6 years in a warm, nurturing center based environment. Ours is not a traditional classroom setting but rather a natural, inviting space where children grow and learn through everyday interactions.

This approach is guided by our curriculum philosophy a written statement of principles that directs our learning program and establishes age-appropriate developmental goals and learning objectives for all children.

The Value of Play

We believe deeply in the power of free play and its essential role in children's learning and development. Through play, children explore the world, build foundational skills, and express creativity while strengthening emotional and social connections.

Daily Rhythm

Our days follow a consistent routine with scheduled times for activities, transitions, outdoor play, rest, and meals. This predictable structure helps children feel safe, secure, and confident, while still allowing flexibility to meet individual needs.

Foundational Learning

Daily activities focus on foundational learning skills appropriate for preschool children, including early literacy and math concepts such as letters, numbers, colors, and shapes. We weave learning naturally into conversation and play, using prompts like, "How many cars do you have?", "How many babies are in the kitchen?", "What color is your car?", "What color is the doll's hair?"

Learning Through Dramatic Play

Our dramatic play kitchen equipped with toy foods, pots, pans, menus, and cookbooks allows children to explore real-life experiences while developing language, social skills, creativity, and problem-solving.

Engaging with Intention

We offer both group and individual open ended activities and intentionally engage with children by talking with them about what they are doing. We use techniques such as self talk, parallel talk, and language expansion to model vocabulary and enhance communication skills. We encourage children to communicate in English and, when possible, in their home languages as well.

Inclusive Learning for All

All children at Nimo Early Learning are included in learning experiences such as reading, singing, dress-up play, music, and storytelling. Children who are talking or learning to talk are encouraged to participate through questions, gentle guidance, and meaningful conversation.

We use a variety of teaching strategies and materials to meet children where they are, adapting to different learning styles, developmental levels, abilities, and temperaments. Our goal is to support each child's unique learning journey.

We also follow guidance from the "Washington State Early Learning and Development Guidelines," which provide age based benchmarks to help us track developmental milestones and ensure our program remains developmentally appropriate.

The guidelines remind us that:

"Children learn through relationships with many people in their lives, including childcare professionals and teachers."

We honor this principle by fostering strong relationships built on trust, care, and respect. Children learn best through play and exploration, using all their senses observing, listening, touching, tasting, and imagining. Through these experiences, they grow emotionally, socially, cognitively, and physically.

We utilize a scaffolding approach, progressively supporting children as they move toward deeper understanding and greater independence in their learning and development.

Every day is a growing experience not only for the children but for all of us involved in their care and education.

When additional teachers are present, they are fully aligned with our curriculum philosophy so that we maintain consistency in our teaching approach and interactions with the children.

Above all, our hope is that every child builds a nurturing, trusting relationship with each caregiver at Nimo Early Learning and feels safe, supported, and valued during their time here.

Laws Governing Early Learning Programs

WAC stands for the Washington Administrative Code, which contains the state regulations that licensed early learning programs must follow. In August 2019, these regulations were updated and are now known as the Foundational Quality Standards for Early Learning Programs.

These standards apply to licensed family home and center-based early learning programs across Washington State. The State Legislature directed the Department of Children, Youth, and Families (DCYF) to create one unified set of licensing requirements to ensure consistency for all early learning providers.

Nimo Early Learning operates in compliance with these state laws and standards. The purpose of these regulations is to ensure high-quality care, promote healthy child development, support families, and most importantly protect the safety and well-being of all children in care.

By following Washington State licensing laws, we commit to providing your family with safe, professional, and developmentally appropriate early learning services.

Explanation Of Early Learning Contract WAC 110-300-0450(2)(vii)

As required by Washington Administrative Code, our program maintains formal written policies, provided either in printed or electronic format. This Parent Handbook is a legal document that outlines the rights and responsibilities of both Nimo Early Learning and the families we serve.

By enrolling your child, you acknowledge that you have reviewed and agreed to the policies contained in this handbook. These policies form a contractual agreement between the early learning program and the parent or legal guardian. Nimo Early Learning serves both private-pay families and families receiving DSHS assistance.

Tuition & Program Commitment

Our Commitment to You

The tuition you pay ensures high-quality early childhood education in a nurturing, supportive, and family-centered environment with minimal stress for children. Our goal is to provide a warm atmosphere where each child feels safe, valued, and encouraged to grow socially, emotionally, and academically

What Your Tuition Covers

Your tuition directly supports licensed care and educational learning activities, nutritious meals, classroom equipment and toys, art and learning supplies, facility operations, staff wages and associated business expenses including taxes and Social Security, insurance coverage, and continuing education and supplemental professional training for our educators.

Reserved Space Commitment

Tuition pays for a reserved space for your child according to their pre-arranged schedule, regardless of attendance. This includes days your child is absent due to illness, vacation, family travel, or any other reason. Because our enrollment capacity is limited, prompt and consistent payment guarantees your child's continued placement in our program.

Key Policies

There are no unpaid days. All days reserved in your child's schedule are payable, including holidays and planned center closure days such as professional development days. Late tuition may result in late fees or loss of placement.

Payment Schedule

Tuition is due monthly on the first day of care on the 1st of the month. Payment methods accepted include BrightWheel, bank transfer, check and moneyorder.

Operating a Licensed Early Learning Program

Early Learning programs operate under strict state licensing requirements that limit enrollment capacity and regulate business operations. This creates minimal opportunity for financial or physical expansion. As a result, stability in tuition payments is essential to maintaining high standards of care, staffing, and program sustainability.

Operating an early learning program also involves extensive work beyond daily classroom hours, including:

- Mandatory training and continuing education
- Lesson planning and preparation
- Record keeping and compliance paperwork
- Shopping and classroom setup
- Cleaning and sanitation

Late Pick-Up & Time Commitments

Because our workday includes responsibilities beyond operating hours, time away from the facility for appointments, personal needs, or vacations requires advanced planning to ensure continuity of care and compliance with licensing rules.

To protect our time, responsibilities, and the financial stability of the program, pre-defined late pick-up fees are part of this contractual agreement. Late pick-ups directly affect staffing schedules and personal obligations and may cause providers to miss appointments or other essential commitments. Late fees are not intended as punishment but rather as compensation for extended care and disruption to scheduled operations.

Partnership with Families

At Nimo Early Learning, we view child care as a partnership between our team and families. Working together ensures the best possible outcomes for your child's development and well-being.


We appreciate your understanding and cooperation in honoring this agreement. We hope this explanation provides clarity on the true scope and cost involved in providing quality early childhood education and care for your child.

Thank you for trusting the Nimo Early Learning with your child's care and development.

Contact Information

Nimo Early Learning

Owner: Falis Ali

 **Phone:** 206-566-7202 ext 1

 **Email:** contact@nimoearlylearning.com

Program Address:

2801 S 128th St,
Tukwila, WA 98168

Directions to Nimo Early Learning

From Highway I-5:

1. Take Exit 154B toward Southcenter Blvd / I-405 N.
2. Merge onto Southcenter Blvd and continue approximately 1 mile.
3. Turn left onto S 128th Street.
4. Continue for about 0.5 mile until you reach 2801 S 128th St.

From I-405:

1. Take Exit 2 for Southcenter Blvd toward Tukwila.
2. Continue on Southcenter Blvd for approximately 2 miles.
3. Turn left onto S 128th Street.
4. Proceed to 2801 S 128th St, Tukwila, WA 98168.

Hours of Operation (WAC 0450(j))

Program Operating Hours

Open Monday-Saturday, 6am-6pm

Nimo Early Learning does not provide overnight care. Our program operates during daytime hours only, as stated in our Hours of Operation policy.

Holidays: (See holiday schedule in the policy section)

Daily Meal & Snack Schedule

Meals and snacks are served in accordance with CACFP meal-pattern guidelines:

- **Breakfast:** 7:30 AM
- **Morning Snack:** 9:30 AM
- **Lunch:** 11:30 AM – 12:00 PM
- **Mid-Day Snack:** 1:30 PM
- **Afternoon Snack:** 3:30 PM
- **Late Afternoon Snack or Dinner:** 5:30 PM

(Meal times may be adjusted based on each child's individual schedule.)

Consistent Care Policy

(WAC 0490, 0330, 0331-3a, 4a 5)

According to DCYF, “*Consistent Care*” means providing steady opportunities for children to build emotionally secure relationships by primarily interacting with a limited number of early learning program teachers.

Consistent care helps children feel safe, secure, and confident. At Nimo Early Learning, I am often the primary teacher in the home, providing predictable and stable guidance. This allows your child to form strong, trusting relationships with a familiar adult.

When additional teachers are present, they are often family members or long-term assistants, which helps maintain continuity and stability. While we cannot predict how long someone may work with us, our goal is for all teachers to stay as long as needed to support your child's growth and emotional well-being.

Our hope is that teachers at Nimo Early Learning will build emotionally secure relationships and long-term friendships, not only with the children but also with families and each other. Consistent care is at the heart of what makes our program nurturing and supportive for all.

Early Achievers (EA)

(WAC 0450, 0005)

Early Achievers is a statewide program for early learning providers that serve children under the age of five, including those receiving DSHS services. Programs that have been in operation for any length of time are typically enrolled, while new programs have a few months to join.

Early Achievers uses a rating system to evaluate program quality. To achieve and maintain our rating, we participate in:

- Coaching and guidance from Early Achievers specialists
- Professional development teams and training opportunities
- Resources and support to enhance each child's learning and development

This is an ongoing process, and our program continuously works to maintain and improve the quality standards reflected in our rating, which is reviewed and updated every three years.

Alcohol, Tobacco, Cannabis, and Illegal Drugs Policy

(WAC 0450 2-d, 0420 1.2-a, b, 3-c, f 5)

Nimo Early Learning is a licensed business, and smoking, vaping, or similar activities are strictly prohibited on the premises. This policy applies at all times, including non-business hours, in accordance with Washington State law.

Smoking & Vaping

Smoking, vaping, or similar activities are not allowed inside the licensed indoor space.

- Smoking, vaping, or similar activities are prohibited within 25 feet of entrances, exits, operable windows, and vents.
- Parents or visitors may not smoke or vape on the property, including yards or steps leading to the program.

Alcohol & Drugs

No alcohol may be consumed during program operating hours. All alcohol open or unopened must be kept in a secure location inaccessible to children.

Illegal drugs or the misuse of prescription drugs are strictly prohibited on program premises. Anyone found under the influence will be asked to leave immediately.

Cannabis products in any form are prohibited on licensed space during business hours.

Tobacco & Cannabis Storage

Any tobacco, vaping products, or cannabis products, including packaging, must be stored in a space inaccessible to children at all times.

This policy is in place to protect the health, safety, and well-being of all children, families, and staff at Nimo Early Learning.

Dual Language Learning

(WAC 2-(iii))

According to DCYF, “*Dual language learners*” are children who are learning two or more languages simultaneously. This includes:

- Children who learn two or more languages from birth.
- Children who are still mastering their home language when they are introduced to a second language.

(Source: Washington State Early Learning and Development Guidelines)

At Nimo Early Learning, we support dual language learning by using both languages throughout the day. This approach helps children develop strong communication skills, supports their cultural identity, and promotes cognitive growth while engaging with peers and caregivers.

Weapons Policy

(WAC 0450 VIII)

At Nimo Early Learning, no guns or other weapons are present on the premises.

Diversity Policy

(WAC 6775)

At Nimo Early Learning, we strive to provide an environment that reflects children’s daily lives, family cultures, languages, and the diversity of society.

We engage with families to discuss how our program can reflect and honor your child’s unique life experiences, culture, and language. Our classrooms include books, dolls, foods, and other materials representing a variety of cultures, helping children develop respect and understanding for diversity from an early age.

We welcome input from families on ways to further enhance this area, ensuring that every child sees their culture and experiences valued and represented in our program.

SCHEDULE

WAC: 0360 2-d

NIMO EARLY LEARNING PROGRAM SCHEDULE	
6:00 AM	Day Begins / Arrival Children arrive, free choice play, quiet table activities, reading, puzzles, or rest for early arrivals as needed.
7:30 AM	❖ Breakfast
8:00 AM	Child-Directed Activities Learning centers, free play, art, building, dramatic play, and room clean-up.
9:30 AM	❖ Snack
10:00 AM	Circle Time / Provider-Guided Activities Literacy, counting, calendar time, days of the week and month, songs, finger plays, story reading, and group discussion.
10:30 AM	Outdoor Play & Gross Motor Activities Playground activities, movement games, and nature exploration.
11:30 AM	❖ Lunch
12:00 PM	Quiet Time / Story Time Clean-up, reading, relaxing activities, and preparation for naps.
12:30 PM	Nap / Rest Time Children sleep or rest quietly on mats/cots.
1:30 PM	❖ Mid-Afternoon Snack For children who wake early or do not nap.
	Quiet Activities for Non-Nappers: Free reading, puzzles, drawing, writing, math games, and small-group learning activities conducted quietly.
3:00 PM	Wake-Up & Transition Bathroom breaks, diaper changes, quiet play until snack.
3:30 PM	❖ Snack
3:45 PM	Indoor/Outdoor Activities Free play, organized group games, arts & crafts, sensory play, group projects, or playground time.
5:00 PM	Late-Day Activities / Pick-Up Homework assistance for school-age children, quiet play, reading, board games, drawing, and center activities as children depart.
6:00 PM	Closing

Inclusion Policy

(WAC 0450)

At Nimo Early Learning, we believe that all children, regardless of ability, are entitled to the same opportunities for participation, acceptance, and a sense of belonging in early learning.

We are committed to making reasonable accommodations to support each child's individual capabilities and needs, ensuring full and active participation in all aspects of our program.

Cell Phone Policy for Parents and Children

(WAC 0450 2-v (vii))

For Parents

At Nimo Early Learning, we ask that parents complete all phone calls before entering the program. Your full attention during drop-off and pick-up is essential to:

- Ensure every child has a smooth, positive transition.
- Communicate important information about your child's needs or experiences.
- Complete the required sign-in and sign-out process.

Drop-off and pick-up can be a busy time with signing in, gathering belongings, and saying goodbyes. To help your child start and end their day successfully, please keep phones in your pocket or purse during these times. Thank you for helping us provide a safe and nurturing environment for your child.

For Children

Children do not need cell phones at the Nimo Early Learning. If you need to reach your child, please contact staff directly.

Phones can be distracting and interfere with play and social interaction. If a child brings a phone:

- It will be turned off and stored safely.
- The phone will be returned to the parent at pick-up.

You have entrusted us with your child's care. Please allow us to focus on their safety, learning, and social engagement without distractions from personal devices.

Sign-In and Sign-Out Requirements

Arrivals, Attendance, and Departures

(WAC 0450 2 (M))

At Nimo Early Learning, the safety of every child is our top priority. Parents/guardians or authorized persons must document each child's daily arrival and departure using our sign-in and sign-out procedures. This can be done either on a sign-in sheet or via the electronic tablet provided.

Arrival and Drop-Off

- Drop-off and pick-up must occur in the presence of Nimo or another teacher, if available.
- Staff must be aware of every child's presence in the program at all times.
- If your child will arrive late or not attend on a scheduled day, please call within one hour of their usual arrival time.

Departure and Pick-Up

- Children are never allowed to leave the premises unattended or run to vehicles.
- Children may only leave with a parent or authorized adult who is listed on the enrollment form.
- If an unfamiliar adult is picking up a child, we may request a valid photo ID to verify identity.
- If a parent appears to be under the influence of drugs or alcohol, we may require another authorized adult to pick up the child. If a parent insists on leaving with the child under these conditions, authorities may be contacted to ensure the child's safety.

Electronic Attendance System

(WAC 0450)

- For families receiving subsidy payments (DSHS), we are required to use an electronic attendance system.
- Parents must sign in and out daily using the tablet provided.
- For families not on subsidy or in case of technical issues, paper forms may be used.

Parent Responsibility

- It is the parent's responsibility to ensure their child is signed in upon arrival and signed out upon departure, either electronically or in writing.

Communication Plan for Family Engagement and Partnership

(WAC 0450 2-b, 2-l, 0080, 0085)

At **Nimo Early Learning** we believe that **strong communication and partnership with families** is essential for supporting each child's development, learning, and well-being.

Developmental and Family Information

Upon your child's enrollment and annually thereafter, we gather information about your child's:

- Developmental goals, strengths, and learning patterns
- Behavioral and social skills
- Health status and any special needs
- Linguistic and cultural background
- Family routines, traditions, and parenting approaches
- Other relevant information that may help us support your child

This information helps us tailor our program to meet your child's individual characteristics, strengths, and needs.

During our enrollment interview, we will seek input from you and your family to better understand your child. This process supports collaboration in areas such as behavior guidance and developmental support, ensuring positive outcomes for your child and family.

Required Forms

Before your child begins attending, several forms must be completed, including:

- Registration Form (2 pages)
- Child Care Agreement
- Permission Slips (2 pages)
- Opt-Out of Teeth Brushing Form
- Non-Prescription Medication Form
- COVID-19 Policy Acknowledgment
- Parent Handbook Signature Page

These forms help us comply with state regulations and ensure the safety and well-being of your child.

Ongoing Communication

We communicate with families daily regarding your child's activities, progress, and needs. In addition:

- Progress Reports: Scheduled at least twice per year in a confidential setting to discuss your child's growth and development.
- Parent Contact: Parents/guardians may reach staff with questions or concerns via:
 - Phone or text: 205-566-7202 ext 1
 - Email: contact@nimoearlylearning.com

It is important to notify us of any changes in your child's health, family situation, or contact information. For example, if your child receives updated immunizations, please provide a copy for our records.

Family Partnership

We are committed to supporting families by sharing:

- Knowledge and guidance about child development
- Resources and strategies to promote your child's learning
- Opportunities for families to share their language, culture, and traditions with us

We encourage families to provide a regularly used email address to receive:

- Announcements
- Event invitations
- Newsletters
- General program updates

At Nimo Early Learning, we view families as partners in your child's growth and strive to maintain open, respectful, and ongoing communication at all times.

Parent Rights

(WAC 0450 vii, 2-v (vi))

Introductory Visit

We recommend that you and your child visit Nimo Early Learning at least once before the first day of care. This visit allows:

- You and your child become familiar with the environment and see how children interact.
- Staff to observe your child's play and engagement.
- A time for questions, discussion, and orientation, including providing your email to send a copy of the Parent Handbook.

Whether your child attends full-time or part-time, maintaining regular attendance is important for your child's learning and social development.

Access and Observation Rights

As a parent or guardian, you have free access to all areas used by your child during operating hours when your child is present. You also have the right to:

- Access your child's records and paperwork.
- Review staff training and professional development records.
- Drop in and observe your child at any time, understanding that staff may occasionally be busy or absent.

There are certain individuals prohibited from being on the premises, as determined by licensing regulations; this information is shared on a need-to-know basis.

DCYF Records and Complaints

Parents have the right to review:

- Any DCYF complaints filed against the program.
- Licensing checklists, inspection reports, and notices of enforcement actions used during monitoring visits.

Inspection reports, licensing checklists, and any notices of enforcement actions are available for parent review in the Director's office upon request.

Program Policies

Upon enrollment, parents receive copies of program policies via **email**, including:

- Health and Safety Policy
- Consistent Care Policy

- Menus
- Liability Insurance Information
- Inspection Reports and Enforcement Actions, if applicable

If you wish to review staff records or additional staff information, please notify the Director

Back-Up Early Learning Program Care / Back-Up Care Needed

Parents should always have a back-up plan for child care. While you may never need it, having a plan ensures that in unexpected situations you will not miss work or face additional expenses.

Recommended Back-Up Options

Identify friends, family members, or another early learning program (in-home or center) that can provide drop-in care at the last minute.

When Back-Up Care May Be Needed

Back-up care may be needed in the following situations:

- Center closures due to inclement weather, loss of utilities, or facility emergencies
- Staff shortages that prevent Nimo Early Learning from maintaining required staff-to-child ratios
- Illness of your child (if your child cannot attend due to fever, contagious illness, or other exclusion criteria)
- Planned center closures (holidays, professional development days) that exceed your personal time off

Our Commitment to Maintaining Care

Nimo Early Learning makes every effort to continue care as scheduled, including maintaining a list of qualified substitute staff. However, there may be rare occasions when staying open is not possible due to circumstances beyond our control (e.g., severe weather, utility outages, public health emergencies).

Tuition During Closures

Please note that tuition is paid year-round, including holidays, professional development days, and planned closures, as you are reserving a spot in your child's assigned schedule.

Communication of Closures

In the event of an unplanned closure requiring back-up care, families will be notified as soon as possible via text.

Parent Conferences

Parent conferences are scheduled twice per year (approximately 45 minutes each) to:

1. Review this Parent Handbook and enrollment agreement.
2. Discuss your child's development, progress, and individual goals.
3. Provide an opportunity to share your expectations and hopes for your child while at Nimo Early Learning

A follow-up conference may be scheduled a few months later to discuss progress and next steps.

What Parents Need to Supply

(WAC 0450)

To ensure your child's comfort, safety, and participation in all activities, parents must provide:

- Bottles with nipples and covers (labeled "1," "2," "4," or "5"). Plastic bottles must be free of bisphenol-A (BPA) and phthalates.
- Shoes, coats, and a change of clothing for all ages.
- Formula and baby food (please keep ingredients separate)
- Blanket or comfort items for sleep, if needed
- Diapers
- Binkies / pacifiers
- Toilet training pants (not pull-ups)
- Sunscreen

Providing these items ensures your child can fully participate in daily activities while remaining safe and comfortable.

Confidentiality Policy

(WAC 0450 II)

At Nimo Early Learning, maintaining confidentiality is a top priority. All family and child information is kept private and secure.

- Staff (if any are present) have access to records only when necessary to support the child's care.
- The only other party who may access records is our licensor from DCYF, in compliance with licensing requirements.
- A signed authorization form is required from parents for photography, videotaping, or surveillance in the program.

Licensors for Early Learning Programs

(WAC 0450)

The licensor is a representative from the Department of Children, Youth, and Families (DCYF) responsible for issuing and monitoring our license.

- Licensors may be familiar or new to the program.
- They conduct unannounced inspections to ensure compliance with licensing regulations.
- While these visits may feel stressful, they are essential for maintaining a safe and high-quality early learning environment.

Child Protective Services (CPS)

(WAC 0450 t, 0475)

Staff at Nimo Early Learning are mandated reporters, which means we are legally required to report:

- Observed or suspected physical, sexual, or other forms of abuse
- Evidence of neglect
- Knowledge of an incident or imminent risk of serious harm or exploitation
- Situations involving a child expressing suicidal thoughts or engaging in inappropriate sexual contact

Washington State law requires that reports be made immediately to CPS to ensure the child's safety.

In the event of an accident or injury requiring medical attention (including dental care):

- Parents are immediately notified
- Licensing and CPS may also be contacted
- It is possible that CPS or licensing staff may visit the program to verify procedures and determine next steps

These policies are in place to protect the safety, well-being, and rights of every child at Nimo Early Learning.

Non-Discrimination Policy

(WAC 0450 2-a, 0030)

At Nimo Early Learning, we are a place of public accommodation, and all children are welcome.

It is strictly prohibited to discriminate against any child or family based on:

- Race, creed, ethnicity, or national origin
- Marital status, gender, or sexual orientation
- Social class or age
- Religion or ability

We adhere to the Americans with Disabilities Act (ADA) and are committed to providing an inclusive, safe, and welcoming environment for every child.

Photography, Videotaping, and Surveillance

(WAC 0450 2-c)

Parents are required to sign a consent form acknowledging that staff may take photographs, videotapes, or use surveillance of children in the program. These materials are used only for educational purposes, program documentation, or parent communication, in compliance with licensing requirements.

Religion

(WAC 0450 2-(iv))

If a child asks questions about religion, staff will:

- Answer as simply and respectfully as possible, or
- Consult with parents on how they would like the question addressed

Children of any faith are welcome to take time to pray individually or together. Nimo Early Learning does not incorporate religious activities into daily programming, respecting the diverse beliefs of all families. Most young children focus on play, learning, and social activities rather than prayer.

Diapering and Toileting WAC 110-300-0175

For children who require diapering or pull-ups, Nimo Early Learning follows these procedures to ensure health and safety:

Staff Procedures

- Hands are washed before and after each diaper change
- Disposable gloves are worn during each diaper change
- Diaper changing surface is sanitized after each use

Child Procedures

- Child's hands are washed after each diaper change

Equipment and Supplies

- Diaper changing surface is non-absorbent, washable, and in good repair
- Soiled diapers are placed in a covered, hands-free, leak-proof container
- Disposable gloves and wipes are available at the changing area

Separation Requirements

- The diaper changing area is separate from food preparation, eating, and classroom activity areas

Toileting (Potty Training)

For children who are toilet training or fully toilet independent:

- The toilet area is clean and stocked with toilet paper, soap, and single-use towels
- Toileting areas are supervised at all times
- Staff assist children as needed based on age and ability
- Children wash hands after using the toilet
- Accidents are handled privately and respectfully to support the child's dignity

Parent Communication

Parents will be notified when:

- A child needs additional diaper supplies sent from home
- A child has frequent accidents that may indicate a medical or developmental concern
- A child is ready to begin or advance in toilet training

Primary Teachers / Assistants (Lead, Assistants, and Aides)

(WAC 0450 2-V (ii), 0100)

At Nimo Early Learning, our Lead Teachers, Assistants, and Aides are responsible for:

- Protecting the health and safety of all children
- Ensuring compliance with state guidelines regarding ratios and age groups

The number and hours of staff present each day are determined by the number and ages of children in attendance.

Occasionally, we may employ staff as young as 14 years old; however:

- They are never alone with children
- They are not given sole responsibility over any child
- Ultimate responsibility always remains with staff over 18 years of age

This ensures that all children are properly supervised and safe at all times.

Teacher Responsibilities WAC 110-300-0015

Leadership Absence Plan

Nimo Early Learning maintains a written plan for when the Director, Assistant Director, and Program Supervisor are simultaneously absent but the center remains open for the care of children.

Extended Absence (More Than 10 Consecutive Days)

If the Director, Assistant Director, and Program Supervisor are simultaneously absent for more than ten consecutive operating days, Nimo Early Learning will:

- Provide written notification to DCYF and to each child's parent or guardian at least two business days prior to the planned absence

Include in the notification:

- The time period of the absence (start and end dates)
- Emergency contact information for the absent leadership
- A written plan for program staff to follow

Written Staff Plan During Leadership Absence

The written plan for staff will include:

- A staffing plan that meets all child-to-staff ratios
- Identification of a qualified Lead Teacher to be present and in charge
- Clear staff roles and responsibilities during the absence
- A description of how each child's individual needs will be met
- Designation of responsibility for meeting all licensing requirements

Notification to Parents and DCYF

Parents and licensing authorities (DCYF) will be notified in writing in advance of who will serve as the Lead Teacher during any extended leadership absence.

Teacher Qualifications

All teachers are trained and familiar with the program environment, policies, and procedures, ensuring a safe, nurturing, and consistent experience for every child.

General Teacher Responsibilities

All teachers at Nimo Early Learning are responsible for:

- Ensuring the individual needs of each child are met according to their routines, care plans, and developmental goals
- Maintaining teacher-to-child ratios by scheduling sufficient staff coverage for all hours of operation
- Having access to the Director's contact information and all emergency contacts for children and staff
- Following the program's daily schedule and providing care consistent with Nimo Early Learning's standards

Keeping Information Current WAC 110-300-0095, 0100, 0150

Accurate, up-to-date information is essential to providing safe, high-quality care for every child at Nimo Early Learning. Current records ensure that:

- Emergency responders have correct contact and medical information
- Staff can reach parents or authorized pick-ups immediately when needed
- Children receive appropriate care based on current developmental, health, and dietary needs
- The program remains compliant with DCYF licensing requirements

Plan for Keeping Information Current

Annual Review

Parents will review and update all enrollment forms annually or whenever a change occurs. Updated forms will be signed and dated.

Emergency Contact Information

Emergency contact and pick-up authorization information will be reviewed and updated:

- Every six months (minimum)
- Immediately when any change occurs (new job, new phone number, change in authorized pick-ups)

Health and Developmental Information

Parents must notify Nimo Early Learning immediately of any changes to:

- Allergies or dietary restrictions
- Medications or health conditions
- Developmental concerns or diagnoses
- Immunization status

Parent Handbook and Policies

Nimo Early Learning reviews the parent handbook and all written policies:

- At least once per year
- Whenever licensing regulations change
- Whenever program operations change

Notification of Policy Updates

When policies are updated, parents will receive:

- Written notice of the change
- An updated copy of the affected policy or handbook section
- A request to acknowledge receipt and understanding

Parent Responsibility

Parents are responsible for notifying Nimo Early Learning of any changes to their child's records or family contact information. A signed acknowledgment of this policy will be kept in each child's file.

Professional Development Days

(WAC 0450)

Occasionally, teachers and Nimo may be away from the program to attend professional training, continuing education, or networking opportunities with other early learning professionals.

- These days are not considered vacation.
- No more than five professional development days will be taken in a single calendar year.
- Parents will be notified in advance if these training days will affect the program's operating hours.
- Tuition fees are not refundable for days the program is closed for professional development.

Professional development is essential to enhance our knowledge and skills, ensuring we provide the highest quality care and education for your children.

Background Checks

(WAC 0450, 0425 3 D)

A criminal history background check is required for anyone with unsupervised access to children in our care.

- All staff are screened upon hire and every three years thereafter.
- Individuals ages 14 years old and hired to work in the program must also undergo a background check.
- Background checks are conducted by DCYF to ensure the safety and well-being of every child in our care.

Reservation of Time Slot

(WAC 0450)

By enrolling your child at Nimo Early Learning, you are reserving a specific space and time slot for your child.

- All tuition fees are for reserved time, regardless of illness or non-attendance.
- No refunds or adjustments will be made for days missed.
- Payment for your child's space guarantees their spot in the program.

This policy ensures that we can maintain consistent staffing and provide high-quality care for every child enrolled.

Financial Information – Private Pay Rates

(WAC 0450 I)

Our fees for private-pay clients at **Nimo Early Learning** are based on (but may exceed) DCYF's standard rates for licensed family-home care. Rates are reviewed and may be adjusted as necessary.

Current Private Pay Rates

Age / Category	Full-Time / Daily (≥ 5 hrs/day)	Part-Time (under 5 hrs/day) / Drop-In
Infants / 0–17 months	\$100.00	\$60.00
Toddlers / 18–29 months	\$95.00	\$55.00
Preschool / 2.5–5 yrs (not in school)	\$90.00	\$50.00
School-age (when school out)	\$80.00	\$45.00 (½ day)
Late pick-up	—	\$1.00 per minute
Child in care more than 10 hours/day	—	Additional \$20.00 per extra hour

Registration Procedures, Enrollment & Disenrollment

(WAC 0450 k)

Registration Fee:

A yearly registration fee of \$50.00 is due at the time of signing and upon renewal of the contract each year. This fee is non-refundable.

Reservation & Payment:

- A child's space is not reserved until payment is received and confirmation is made.
- For private-pay families, if there is no gap between contract signing and the child's first day, the first two weeks of care and the \$50 registration fee are due on the child's first day.

Introductory Visit:

- Parents and children are required to visit Nimo Early Learning prior to the child's first day. This helps ease the transition and familiarizes both child and parent with the program environment.
- After two weeks of initial care, if both parties agree that the placement is a good fit, the child may be formally enrolled.

Parent Handbook:

This handbook provides a written explanation of our program, early learning philosophy, policies, and procedures.

Required Forms:

Parents must complete, sign, and return all forms **prior to the child's first day**:

1. Child Care Registration Form
2. Permission/Authorization Form (field trips, transportation, bathing, water activities, photography, video, and surveillance)
3. Child Care Fee Agreement
4. Certificate of Immunization Status (CIS) or Certificate of Exemption (COE)
5. Medication Authorization & Medical Procedure Training (if applicable)
6. Non-Medication Authorization Form
7. Opt-Out Tooth Brushing Form
8. COVID-19 Information Form
9. Last page of Parent Handbook acknowledging that it has been **read and signed**

Disenrollment:

- Parents must provide two-week written notice of a child's last day of attendance.
- All fees due must be paid in full prior to disenrollment.
- Please remember to include the exact last day of care in your notice.

Confidentiality and Access to Child Records WAC 110-300-0460, 110-01-0205

All information contained in a child's records is strictly confidential. Nimo Early Learning maintains child records in a secure manner while keeping them easily accessible to authorized staff. Records are protected from viewing or access by persons who do not have a direct role in the child's care and education .

Who May Access a Child's Records

The following individuals and entities have legal access to a child's records:

Parent or Guardian Access

A child's parent or legal guardian must be allowed access to all of their own child's records at any time upon request . This includes:

- Enrollment records
- Health and immunization records
- Incident or injury reports
- Signed permissions and authorizations

Program Staff Access

Child records are available to program staff for:

- Medical administration or emergencies
- Daily care and supervision
- Meeting individual developmental and health needs

Access is limited to staff who have a direct role in the child's care.

Licensing and Government Authorities

The Department of Children, Youth, and Families (DCYF), including licensors and health specialists, may access child records during inspections or investigations as authorized by law.

In addition to parents, program staff, and DCYF, the following may legally access a child's records without parent consent when required by law:

- Licensing representatives (DCYF licensors)
- Law enforcement (with legal authority)
- Child Protective Services (CPS)
- First responders (EMTs, fire, police in an emergency)

Third-Party Access with Authorization

A third party (e.g., attorney, doctor, or another early learning program) may access confidential child records only with valid written authorization from the child's parent or legal guardian. The authorization must include :

- Identification of the child
- Name of the individual or organization authorized to receive records
- A statement that the department (or Nimo Early Learning) may disclose the information
- Specific records to be released
- Expiration date of the authorization
- Reason for disclosure
- The right to revoke authorization
- A dated, verified signature of the parent or legal guardian

Legal Access Under WAC 110-147-1535

In accordance with DCYF confidentiality requirements, information about a child or the child's family may be discussed only with :

- Representatives of DCYF (including child welfare, LD, and DDA)
- Representatives of the Department of Health
- The child's attorney or assigned guardian ad litem
- Others specifically designated by the child's DCYF caseworker (if applicable)

Parental Consent for Information Sharing

Nimo Early Learning will not share a child's records or personal information with any outside party without prior written consent from the parent or legal guardian, except as required by law.

When consent is required:

- Sharing records with another early learning program or school
- Sharing with medical or therapeutic providers not involved in emergency care
- Sharing for research or evaluation purposes
- Photo, video, or surveillance activity permissions

When consent is NOT required:

- Medical emergencies requiring treatment
- Reports to Child Protective Services or law enforcement (as required by mandatory reporting laws)
- Inspections by DCYF licensors
- Court orders or subpoenas

Parent Responsibilities

Parents are responsible for:

- Reviewing and updating their child's records annually or as changes occur
- Notifying Nimo Early Learning immediately of any changes to emergency contacts, authorized pick-ups, or health information
- Providing written authorization for any third-party requests to access their child's records

Record Security

Nimo Early Learning maintains administrative, technical, and physical safeguards to protect the confidentiality, integrity, and accessibility of all child records . Records are kept in a locked or otherwise secure location when not in use.

Questions About Confidentiality

If you have questions about who may access your child's records or how your child's information is protected, please speak with the Director.

Yearly Registration

(WAC 0450-I)

- A registration fee of \$50.00 is due when your child starts and then annually at the time of contract renewal.
- Fees are reviewed yearly, and rate adjustments may be applied as needed.
- Part-time care is charged in whole-hour increments. Examples:
 - 12:10 pm is billed until 1:00 pm
 - 3:30 pm is billed until 4:00 pm
 - 5:15 pm is billed until 6:00 pm

Drop-in Care:

- Drop-in care may be available if a regularly scheduled child is absent that day.
- Nimo Early Learning reserves the right to fill any available space.

Non-Standard Hours:

- If care is requested outside scheduled program hours, additional charges may apply based on the hours required.

Payment Policy:

- Tuition payments are required at all times.

- Payment schedules (weekly, bi-weekly, or monthly) are set at registration and must be adhered to.
- Registration and holding fees are non-refundable.
- All days are paid according to the pre-arranged schedule, regardless of holidays or absences.

Additional Fees

(WAC 0450 4750)

- Vacation or extended hours: If parents require care outside of the contractual schedule, additional fees may apply. Written notice is required; otherwise, Nimo reserves the right to refuse additional care.
- Early arrival or late pick-up outside agreed-upon hours may incur extra charges:
 - Early arrival: \$10.00 per ½ hour
 - Late pick-up: \$1.00 per minute
- Care exceeding 10 hours/day: Additional \$20.00 per hour

Late Fees, Late Checks, and Overtime

(WAC 0450 vii)

- Late fees are applied when a child is picked up after the scheduled time, including holidays.
 - Example: If pick-up is scheduled at 5:00 pm, overtime begins at 5:05 pm.
 - Fee: \$1.00 per minute after the agreed pick-up time
- Children cannot be in care more than 10 hours per day or more than five days per week.
- Phone calls notifying of unavoidable late pick-ups do not waive fees, but help reassure both staff and children.
- Exceeding allowed hours may result in additional charges:
 - More than 10 hours/day: \$15.00 per hour
 - Early arrival: \$10.00 per ½ hour
 - Late pick-up: \$1.00 per minute

Note: These policies ensure safety, adherence to state ratios, and quality care for all children in the program.

NSF (Non-Sufficient Funds)

(WAC 0450 vii)

Occasionally, a check written to Nimo Early Learning may bounce due to insufficient funds or an error in the account. While this is uncommon, like any business, we charge a \$50.00 NSF fee in addition to the amount of the bounced check. The total amount is due immediately in cash.

Parents Receiving State-Assisted / DSHS Care

(WAC 0450 vii)

Payment Responsibility

- Parents enrolled in DSHS may have a co-pay, determined based on individual circumstances.
- Your co-pay is due monthly, regardless of your child's attendance.
- It is the parent's responsibility to submit all required documentation to DSHS on time to maintain coverage.
- If pre-approval from DSHS is not received or lapses, care may be immediately terminated, and the parent will be responsible for any unpaid fees.

DSHS Payments to Early Learning Program

- DSHS payments are issued after the end of each month based on verified attendance.
- Attendance is tracked electronically or on paper daily by the parent's signature.
- Parents must pay their co-pay promptly on the date agreed upon with the Nimo Early Learning, usually within the first week of the month.

DSHS Termination / Ending Early Learning Care

(WAC 0450 2-g, 2-r)

- As with all families, a two-week written notice is required when terminating care.
- DSHS generally does not issue automatic terminations; it is the parent's responsibility to notify Nimo Early Learning.
- If DSHS determines that services were provided without proper approval, the parent will be responsible for reimbursing Nimo Early Learning for any funds the state requests back.

- The state may audit early learning programs to ensure that parents receiving DSHS assistance are participating in approved activities while their child is in care.
- There are no exceptions; the parent must reimburse any amount requested by the state if care was provided without proper authorization.

Private Paying Parent Ending Care

(WAC 2350)

When it is time for your child to leave Nimo Early Learning, a written notice is required:

- Weekly payments: Two-week written notice is required.
- Monthly payments: One-month written notice is required.

Under normal circumstances, with payments made in advance, this notice ensures all contractual obligations are fulfilled.

We understand that life changes such as adjustments to work schedules or temporary interruptions in DSHS payments can occur. We strive to be flexible and cooperative to support families so children can continue attending Nimo Early Learning whenever possible.

Termination of Services Policy

Program Guidelines for Termination

(WAC 0450 2-g, 2-r, 0486, 0340)

Nimo Early Learning is committed to supporting your child's age-appropriate development and learning. Every effort will be made to avoid termination of care, including but not limited to:

- Parent conferences to discuss concerns
- Modifications to diet, schedule, or environment
- Reasonable accommodations to meet your child's needs
- Outside screening or assessment for children under 5 years old
- Referrals to community-based resources

However, Nimo Early Learning reserves the right to terminate care if necessary, with little or no notice, depending on the situation.

Examples of Behavior Leading to Termination

While each situation is evaluated individually, termination may result from, but is not limited to:

- Non-payment or late payment of tuition
- Inconsistent attendance that does not align with the prearranged schedule
- Services no longer meeting the child's needs
- Disrespectful or abusive behavior toward staff (yelling, swearing, or other inappropriate actions)
- Other situations as deemed necessary to maintain a safe and supportive environment

Expulsion Policy

(WAC 0486, 0340)

Nimo Early Learning is committed to supporting your child's age-appropriate development and learning. Every effort will be made to prevent expulsion, including but not limited to:

- Conferences with parents/guardians
- Modifications to diet, schedule, or environment
- Reasonable accommodations to meet the child's individual needs
- Outside screening or assessment for children under 5 years old
- Referrals to community-based resources

Behavior That Could Lead to Expulsion

While each situation is evaluated individually, the following behaviors may result in expulsion:

- Aggressive or harmful behavior toward other children
- Behavior that presents a serious safety concern for the child or others
- Continuous uncontrollable yelling throughout the day
- Swearing or disrespect toward staff or the owner
- Intentionally breaking toys or equipment
- Leaving the house or yard without permission (unsupervised access to outside areas may result in a CPS report)
- Repeatedly standing or jumping on/off furniture, endangering self or others
- Other unsafe or disruptive behaviors as deemed necessary

We make every effort to address behaviors proactively and ensure a safe, supportive, and nurturing environment for all children.

Evaluation of Early Learning Contract

(WAC 2350)

As your anniversary with Nimo Early Learning approaches, we will review your child's enrollment and this handbook. Parent conferences provide an opportunity to:

- Discuss events, activities, or goals you would like to see implemented
- Review your child's progress and developmental milestones
- Communicate plans for the upcoming year and any needed adjustments

We strive to adhere to all WAC regulations listed in this handbook. While we aim for full compliance, there may be occasional deviations. We appreciate your understanding and apologize for any inconvenience this may cause.

Early Closing

(WAC 0450)

- Notices of early closure will be posted as soon as possible and communicated to affected families.
- Overtime fees will apply beginning at the posted early closing time.
- Nimo Early Learning follows a no-refund policy for early closings.

Program Closure / Non-Business Days

Nimo Early Learning may close for the following reasons:

Staffing-Related Closures

- Teacher or staff illness resulting in insufficient staff to maintain required staff-to-child ratios
- Inability to meet required staff-to-child ratios for any reason

Center Operations

- No scheduled children in attendance on a given day
- All children leaving early on a given day
- Professional development days for staff

Facility-Related Closures

- Loss of heat or water at the center
- Loss of power or other utility service that impacts health and safety
- Emergency facility repairs

Planned Closures

- Holidays (as published on the annual center calendar)
- Planned vacation days for center closure
- Personal days for the licensee or director

Notification of Closures

Whenever possible, families will receive advance written notice of planned closures. In the event of an unplanned closure (e.g., staff illness, utility outage), families will be notified as soon as possible via text.

Access During Closures

During any closure, no children, parents, or unauthorized individuals may enter the center without prior authorization and an appointment.

Tuition During Closures

Tuition remains payable for all planned closure days (holidays, professional development days, etc.) as these days are part of the center's published calendar. For unplanned closures lasting more than 3 consecutive days, adjustments to tuition will be considered on a case-by-case basis.

Center Closures and Paid Enrollment WAC 0450

To provide high-quality, consistent care year-round, Nimo Early Learning operates on a scheduled annual calendar. Planned closures are necessary for staff professional development, training, holidays, and center maintenance. These breaks ensure that we can continue offering your child the best possible care.

Planned Closures

Nimo Early Learning will be closed on the following occasions:

- Holidays (e.g., New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day)
- Professional Development Days (up to [e.g., 3–5] days per year for staff training and licensing compliance)
- Winter Break (dates as published annually)

Whenever possible, families will receive advance written notice of all planned closures, typically at least one month in advance. An annual closure calendar will be provided at enrollment.

Paid Enrollment

All days reserved for your child are payable, regardless of attendance. This includes:

- Days your child is absent due to illness, vacation, or other reasons
- Planned center closure days (holidays, professional development days, etc.)
- There are no unpaid days. Your tuition holds your child's assigned spot in our program.

Notice of Unplanned Closures

In the event of an emergency closure (e.g., severe weather, power outage, or other unforeseen circumstances), families will be notified as soon as possible via email.

Holidays

WAC 0450 2 (IV)

At Nimo Early Learning, Nimo may incorporate special curriculum, books, toys, or clothing to celebrate various holidays. We observe state legal holidays, similar to banks, schools, and other businesses, which many parents also have off.

Nimo Early Learning may be closed on the following holidays:

- **New Year's Day** – January 1
- **Martin Luther King Jr. Day** – Third Monday in January
- **President's Day** – Third Monday in February
- **Memorial Day** – Last Monday in May
- **Juneteenth** – June 19
 - Federal holiday since 2021, commemorating the end of slavery and celebrating African American culture and achievements.
- **Independence Day** – July 4 (and possibly the day after, depending on the calendar)
- **Labor Day** – First Monday in September
- **Veteran's Day** – November 11

- **Thanksgiving and the Friday after** – Fourth Thursday in November & the following Friday
- **Christmas Day** – December 25
- **Eid ul-Fitr** – Celebrates the end of Ramadan; date varies annually according to the lunar calendar. Parents will be notified in advance.
- **Eid ul-Adha** – Generally lasts four days beginning on the 10th day of Dhul Hijja; date varies annually according to the lunar calendar. Parents will be notified.

We are open on most other holidays, including Nimo’s birthday, but we reserve the right to close as needed. Nimo Early Learning generally follows the local school district calendar and remains open when schools are closed. In cases of inclement weather (e.g., snow, ice), we make every effort to remain open even if schools have an early release or late start.

Payment Policy for Holidays

All scheduled days are **paid in full**, including holidays when your child is normally scheduled to attend. **No time is unpaid. Payment is required for all holidays** that fall on your child’s regular schedule.

Television (TV) Time / Screen Time Policy

WAC: 0115

DCYF defines “*screen time*” as watching, using, or playing with television, computers, video games, DVDs, mobile devices, or similar electronic devices.

At Nimo Early Learning:

- There are no computers available for children.
- If TV is used, it will be educational, developmentally appropriate, age-appropriate, nonviolent, and culturally sensitive.
- Teachers or I will actively interact with children during screen time.
- TV is never on during meals or snack times.
- Age-appropriate alternatives to TV are always provided and suitable for the number and ages of children in care.

Screen Time Recommendations:

- Children ages 2–6: less than 2.5 hours per week, including computer time, in line with the American Academy of Pediatrics guidelines.

Personal Belongings / Cubbies

WAC: 0970

Each child has a designated space to store personal belongings, clothing, paperwork, crafts, and daily activities.

- Children may access their cubbies throughout the day as needed.
- This system encourages organization and ensures everyone knows where items are kept.
- Toys brought from home may be left behind, lost, or broken, so please be mindful.
- Electronic devices from home are discouraged due to cost and distraction.

Dress Code and Attire

WAC: 0450 (vii)

Children should wear weather-appropriate clothing at all times.

- Bring a change of clothing different from what your child is wearing.
- For example: if your child wears long pants, provide a pair of shorts.
- In snowy weather, bring extra clothing, including socks, shoes, and outerwear.

Staff-to-Child Ratios and Classroom Type Offered WAC 110-300-0356 (h)

Age Range Served

Nimo Early Learning serves children ages 2.5 years (30 months) through 6 years who are not yet attending kindergarten or elementary school.

Classroom Type Offered

We offer three preschool classrooms designed for children ages 2.5 through 6 years. Our classrooms supports the developmental needs of all children within this age range through flexible learning areas, small group activities, and individualized attention.

Mixed Age Groups Policy WAC 110-300-0450(2)(u)

Nimo Early Learning operates three preschool classrooms for children ages 2.5 to 6 years. While children are generally placed in classrooms by age and developmental readiness, mixed-age grouping may occur during outdoor play, arrival and departure, special events, large group activities, and field trips. Mixed-age grouping does not occur during teacher-directed instruction, small group learning, meals, or nap time.

Benefits of mixed-age grouping include peer learning, leadership development, social growth, and a family-like environment. Teachers adapt activities by offering multiple play zones, varied levels of questioning, and age-appropriate materials to meet the needs of all children. Parents are notified of mixed-age activities via BrightWheel, newsletters, and parent boards.

Staff-to-Child Ratio

In our preschool classroom, the staff-to-child ratio complies with Washington State DCYF licensing requirements:

Age Group	Staff-to-Child Ratio	Maximum Group Size
Preschoolers (2.5-6 yrs, not attending kindergarten)	1:10	20 children

Ratio Compliance

- Staff-to-child ratios are maintained at all times during indoor and outdoor activities, transitions, meals, and rest periods.
- Volunteers and substitute staff are not counted toward ratio requirements unless they meet all DCYF qualifications.

Counting Children Toward Ratio

All children on the premises, signed in for care, off-site on a trip, or being transported by program staff are counted toward the staff-to-child ratio. This includes children of staff members.

Teaching Program

WAC 110-300-0130, 1035, 0140, 0150

At Nimo Early Learning, we serve children ages 2.5 to 6 years in a warm, nurturing center-based environment. Our approach encourages children to develop independence while also learning to care for and learn from one another, fostering social and emotional growth.

Unlike a traditional classroom, our program offers a natural, inviting learning environment where children learn not only from teachers but also from each other every day.

Developmentally Appropriate Activities and Materials

We provide a wide variety of activities and materials in sufficient quantity and variety to meet the needs and interests of the children. These include:

- Arts and crafts supplies
- Textured and sensory materials
- Construction and manipulative materials

- Music and instruments
- Books and literacy materials
- Social living equipment

Daily Schedule Promotes:

- Awareness of rhythm and movement
- Development of large and small muscle skills
- Eye-hand coordination and body control
- Language and literacy development
- Positive self-concept and self-expression
- Small and large group activities for learning and social skills
- Numeracy and spatial awareness
- Creative expression and appreciation for the arts
- Imagination, creativity, and exploration
- Physical and cognitive development in indoor and outdoor settings

Environment and Accessibility:

- Toys and materials are accessible to children at their height, allowing them to independently find, use, and return items
- Child-sized furniture
- Soft furnishings, such as carpeted areas, providing comfort and safe spaces
- Designated spaces for privacy
- Arranged thoughtfully to avoid interference with other play areas
- Opportunities for success through open-ended activities
- A respectful environment that values individual and cultural diversity
- Opportunities for children to problem-solve, initiate activities, experiment, and gain independence through learning by doing

ECEAP (Early Childhood Education and Assistance Program)

Nimo Early Learning participates in ECEAP (“E-CAP”), a Washington State-funded program for children ages 3 and 4. ECEAP programs support children in:

- Managing emotions and behaviors
- Getting along with others and following routines
- Building foundational skills in reading, math, and science

ECEAP also emphasizes family engagement, helping parents support their child’s education, health, and overall well-being. The program assists families in accessing:

- Medical and dental care
- Social services
- Support to meet family goals

Through ECEAP, children gain a strong foundation for lifelong learning, while families are empowered to provide a nurturing and enriching home environment.

School Readiness – Kindergarten

WAC: 0065

At Nimo Early Learning, we work closely with parents to prepare children for kindergarten readiness. Children eligible for kindergarten must be 5 years old by August 31.

Required Documentation for Kindergarten Registration

- **Birth Certificate:** A copy is required for registration.
- **Immunization Records:** Must be current, signed, and up-to-date.
- **Emergency Contact Information:** Names and phone numbers of at least two authorized contacts.
- **Parent Identification:** A driver's license, state ID card, or another legal form of photo identification.

Kindergarten registration for new students generally begins in January. Each school district provides a kindergarten information packet for parents. Additional guidance and kindergarten transition activities can be found online through OSPI (Office of Superintendent of Public Instruction) at www.k12.wa.us, the primary agency overseeing K–12 education in Washington State.

Internal and External Transitions

Internal Transitions

Children are given verbal cues and warnings before transitioning from one activity to another. For example:

- “In a few minutes we will start cleaning up so we can wash our hands before snack.”
- After snack: “Now that snack is over, let's wash our hands and return to play.”

External Transitions

When children transition to other programs or external services, parents are informed ahead of time, and the transition is coordinated with families to ensure a smooth and supportive experience.

Activities

WAC: 0140, 0145, 0150

Activities at Nimo Early Learning are age-appropriate and planned to meet the developmental needs of all children. Sufficient materials and resources are provided to support:

- Physical development and motor skills
- Cognitive growth
- Individual, developmental, and cultural needs

Activity areas are designed to allow children to move freely, engage in multiple types of play simultaneously, and explore at their own pace. Examples include:

- Blocks, cars, trucks, and figures
- Puppets and dramatic play
- Language and literacy materials
- Arts and crafts: paint, clay, play dough, glue, scissors, assorted paper and writing tools
- Music and movement activities
- Storytelling and quiet reading

Indoor Early Learning Program Space & Play Areas

WAC: 0130, 0165 4C

Children enter through the front door and enjoy a well-lit environment with natural and artificial lighting appropriate for both play and supervision. Toys and materials are:

- Accessible at child-height for independence
- Clearly visible and organized for easy retrieval and return
- Arranged to allow free movement between activity areas without disrupting others

Child-size furniture and equipment are provided for the number of children in care. Activity areas are versatile and may serve multiple purposes without interfering with other activities.

Activity and Play Areas

- **Dramatic Play:** Kitchen sets, play food, baby dolls
- **Block Area:** Various types of blocks, cars, trucks, people, and animals
- **Arts & Crafts:** Paint, play dough, glue, scissors, paper, and writing tools
- **Other Activities:** Singing, dancing, exercise, storytelling, and quiet reading
- **Library Area:** Books accessible for all children with a cozy reading space
- **Soft Furnishings:** Carpeted areas, floor cushions, and stuffed animals for comfort and relaxation

Children are encouraged to develop independence, creativity, problem-solving skills, and social-emotional growth through thoughtfully arranged and supervised activities in a safe and nurturing environment.

Outdoor Early Learning Program Space WAC 110-300-0145

Playground and Fencing

Children at Nimo Early Learning exit into our enclosed playground, which is surrounded by a secure fence designed to prevent children from leaving and to discourage climbing for safety. The fence has two exits, both of which remain closed and latched at all times when not in use.

Shock-Absorbing Surface

Our outdoor play space is equipped with shock-absorbing turf beneath and around all climbing equipment to help reduce the risk of injury from falls.

Age-Appropriate Active Play

Our playground provides age and developmentally appropriate active play areas that encourage:

- Running, jumping, skipping
- Pushing, pulling, kicking
- Climbing (on safe, anchored equipment)

Safety Requirements

All climbing equipment is installed safely and securely over the shock-absorbing turf surface.

If any handmade playground equipment is used, the Department of Children, Youth, and Families (DCYF) will be notified, and plans/materials will be available for review.

Outdoor Play Schedule

Children play outside daily, both morning and afternoon, weather permitting. Air quality is monitored per public health directives, and outdoor play is adjusted or moved indoors when air quality levels are unsafe.

Offsite Policy: Transportation, Field Trips, and Non-Motorized Travel

WAC: 0450 2(V), 0480

A field trip includes any time children leave the premises, walking or driving, even to nearby parks.

Transportation Safety

- Children are never in a vehicle for more than two hours.
- Children always use seat belts or car seats appropriate for their age and size.
- Vehicles are maintained in safe operating condition, with current license and registration.

- Drivers hold a valid Washington State license and have a safe driving record for at least five years.
- Emergency supplies include: first-aid kit, emergency contacts, immunization records, and a phone.
- Reflective triangles or other devices are available in case of vehicle emergency.
- Children are never left unattended in a vehicle.

Parents must sign a Permission Authorization Form allowing children to participate in walks, park visits, or transportation on field trips.

Park Trips

Children are never unsupervised. Bags with a first-aid kit, diapers, wipes, toys, paper, and pencils accompany each trip.

Child Supervision

WAC: 0005, 0345

Definition: Supervision means the early learning provider can see or hear children at all times, anticipating risks and intervening as necessary.

Supervision Practices

- Daily teacher-to-child ratios are maintained.
- Children's ages, abilities, environment, and activity risks are considered when determining supervision levels.
- Direct supervision is used at all times; video or baby monitors are never a substitute.

Child Sleep Pattern Policy WAC 110-300-0450(2)(i)(ii)(D)

Determining Each Child's Sleep Pattern

At Nimo Early Learning, we recognize that children have individual sleep needs and patterns. Upon enrollment, we gather information from parents regarding each child's typical sleep routine, including:

- Preferred nap times and duration
- Sleep cues (e.g., rubbing eyes, yawning, becoming quiet)
- Comfort items needed for sleep (e.g., blanket, stuffed animal)
- Any special sleep considerations or medical needs

Parents are asked to complete a Child Sleep Information Form at enrollment, which is reviewed and updated as needed or whenever a child's sleep pattern changes.

Parent Communication About Sleep Needs

We maintain open communication with families regarding children's sleep. Parents will receive:

- Daily updates through the BrightWheel app, including nap start time, end time, and total sleep duration
- Notification of changes in a child's sleep pattern or behavior during rest time
- Annual review of sleep information or more frequently if concerns arise

Parents are encouraged to notify staff of any changes in their child's sleep routine at home, including difficulty sleeping, nightmares, or changes in nap needs.

Safe Sleeping Positioning and Environment

For children ages 2.5 to 6 years who nap at our center, the following safe sleep practices are followed:

Rest Area Setup:

- Each child has their own labeled cot or mat that is age-appropriate and in good condition
- Cots and mats are spaced at least 12 inches apart to allow for safe movement
- Rest areas are well-ventilated and maintained at a comfortable temperature
- Lighting is dimmed but sufficient for staff to supervise all children at all times

Sleep Positioning:

- Children are placed on their backs or in a position comfortable for them, based on age and developmental ability
- For older preschoolers (ages 3+), children may choose their own sleep position
- Staff do not use wedges, positioners, or any device to restrain a child's movement during sleep

Bedding and Comfort Items:

- Children may bring one small blanket and one comfort item (e.g., stuffed animal) from home
- Soft bedding, pillows, and bumper pads are not used for children under 2.5 years
- All bedding is labeled and stored separately. Bedding is washed weekly or more often if soiled

Supervision During Rest Time

- A staff member remains in the rest area at all times while children are sleeping
- Staff conduct visual checks of sleeping children every 15 minutes
- Staff are trained to recognize signs of distress or unusual breathing patterns
- If a child does not fall asleep after 30 minutes of quiet rest, they are offered quiet activities (e.g., looking at books, drawing)

Parent Responsibility

- Providing updated sleep information whenever their child's routine changes
- Informing staff of any sleep concerns or medical conditions affecting rest
- Sending only approved comfort items (no large pillows, heavy blankets, or items with strings/cords)

Safe Sleep Requirements WAC 110-300-0450(2)(i)(ii)(E)

Purpose

At Nimo Early Learning, the safety of every child during rest time is our highest priority. We follow all Washington State DCYF safe sleep requirements to reduce the risk of sleep-related incidents and ensure a safe rest environment for all children.

Sleeping Surface

For all children (ages 2.5 to 6 years):

- Each child sleeps on their own individual cot or mat that is firm, flat, and in good repair
- Cots and mats are clean, labeled, and stored separately when not in use
- Sleeping surfaces are placed at least 12 inches apart to allow for safe movement and supervision
- Cots and mats are age-appropriate and sized to fit the child comfortably

Sleep Positioning

- Children may choose their own comfortable sleep position (back, side, or stomach)
- Staff do not use wedges, positioners, sleep socks, swaddles, weighted blankets, or any device that restricts a child's movement during sleep

Bedding and Sleep Accessories

- Children may bring one small blanket and one small comfort item (e.g., stuffed animal or lovey)
- Blankets must be size-appropriate (no large or heavy blankets)
- Pillows may be used for children ages 2.5 and older, provided they are small and firm
- Staff inspect all sleep items for safety concern

Documentation of sleep checks includes:

- Time of check
- Child's breathing (normal / abnormal)
- Child's color (normal / concerning)
- Child's position
- Any observations requiring follow-up

Supervision During Rest Time

- At least one staff member remains in the rest area at all times while children are sleeping
- The rest area is within sight and hearing range of staff at all times
- Staff are trained to recognize signs of distress, difficulty breathing, or unusual sleep behaviors
- Staff are certified in pediatric CPR and First Aid

Sharing Sleep Spaces

- Each child has their own designated cot, mat, or crib
- Children never share sleep surfaces, even for a short period
- Sleep surfaces are labeled with each child's name

Medical Exceptions

If a parent requests a sleep practice that differs from our safe sleep policy the parent must provide:

- A written statement from a licensed health care provider
- The statement must include the child's diagnosis and specific sleep position or equipment required
- The statement will be kept in the child's file and reviewed annually

Parent Communication

- A copy of this Safe Sleep Requirements policy at enrollment
- Daily updates on their child's sleep (start time, end time, duration) via BrightWheel
- Immediate notification of any sleep-related incidents or concerns
- Notification if a parent-provided sleep item does not meet safety standards

Prohibited Practices

The following practices are strictly prohibited at Nimo Early Learning:

- Use of weighted blankets, weighted sleep sacks, or weighted clothing
- Use of sleep positioners or wedges
- Allowing children to sleep in car seats, swings, bouncers, or strollers

Offsite Activities

Children remain in **sight or hearing range** at all times, whether walking, driving, or at water activities.

Water Activities

WAC: 0350 – Activities involving bodies of water that pose a **drowning risk** are supervised closely. Sensory tables do not count as water activities.

Child Guidance & Behavior Management

WAC: 0450 2-f, 0330, 0331

Nimo Early Learning promotes positive behavior:

- No physical aggression, hitting, biting, or unsafe acts toward others
- No derogatory, hostile, or discriminatory language
- Feet and hands are used appropriately
- Social skills are taught: sharing, cooperation, conflict resolution, and empathy

Guidance Techniques

- Modeling and teaching positive social interactions
- Using fair, consistent, and developmentally-appropriate discipline
- Redirection, problem-solving, and separation when necessary (preschool and school-age only)

Biting & Conflict Resolution

- Minor biting is addressed by comforting the child who was bitten, guiding the biter to express feelings appropriately, and teaching empathy.
- Severe incidents are cleaned, documented, and parents are notified.
- Conflict is resolved by talking at the child's level and offering solutions.

Child Restraint Policy

WAC: 0450 2-f

Physical restraint is only used if a child's safety or others' safety is threatened, and only by trained staff.

- Limited to gentle, developmentally-appropriate holds
- Documented with parent notification and placed in child's file

Corporal punishment is strictly prohibited.

Special Needs Children

WAC: 0005

Children with documented special needs (IEP, IHP) are accepted only after DCYF approval.

- Special diets require written documentation from a doctor.

Adjustment Time

WAC: 2350

Children and parents may experience a two-week adjustment period. Short-term behavior changes, separation anxiety, and minor illness are normal. Parents are encouraged to check in if needed.

Unlicensed Space

WAC: 0450

Areas outside licensed space are inaccessible to children using gates and doors.

Emergency Preparedness

WAC: 0450 2-S, 0166, 0005

- Emergency plan include flashlights, backup power, telephones, and clear exit routes.
- Fire drills are conducted monthly; evacuation routes and safety plans are posted.
- Children practice fire safety rules, including Stop, Drop & Roll.

Fire Safety & Fire Drills

- **Fire Drills:** Conducted at least monthly; recorded for state compliance.
- **Evacuation Plan:** Posted on parent board; shows exits, doors, windows, and pathways.
- **Evacuation Procedure:** Exit through the back door; practice different methods.
- **Smoke Detector & Fire Alarm Checks:** Monthly.
- **Children Activities & Education:**
 - Fire-themed coloring activities
 - Stop, Drop & Roll practice
 - Demonstration of smoke detector sound
- **Whistle Test:** Used only for fire drills.

Action Plan if Fire is Detected:

1. Evacuate children immediately.
2. Assist children unable to walk independently.
3. Account for all children and staff.
4. Use a fire extinguisher (Class 2A; 10BC) if safe.
5. Wait outside for the fire department; do not re-enter until cleared.
6. Notify parents as needed.

Off-Premises Evacuation:

- Destination: Tukwila Library, 14380 Tukwila International Blvd, (206) 242-1640.

- Bring: First aid kit, emergency contacts, medications.
- Maintain staff-to-child ratios at all times.

Disaster Preparedness

- **Supplies:** Three-day supply of food, water, and medications for children.
- **Earthquake Drills:** Conducted quarterly; teach “Drop, Cover, Hold On.”
- **Lockdown / Intruder Alert:** Drills for unauthorized individuals; follow safety procedures and notify parents.
- **Shelter-in-Place:** Conducted if authorities advise; close doors/windows, cover vents, stay informed via radio/TV.
- **Missing Child Protocol:** Search premises, neighborhood; call 911, parents, CPS, licensor.

Health & Hygiene Policies

- **Handwashing:** Required at arrival, after toileting, outdoor play, after handling animals, before/after eating, etc.
- **Hand Sanitizer:** Only for children >24 months with parent permission; supervised use.
- **Sick Child Absences:**
 - Parents must call if child is too sick to attend.
 - Fever >100.4°F or contagious illness requires isolation and 24-hour exclusion.
 - Lice/scabies: Treatment required before return.
- **Immunization:** Required before first day; exemptions only for medical reasons with documentation.
- **Medication Administration:**
 - Parent/guardian authorization required.
 - Only trained staff administers medications.
 - Original containers, labeled, non-expired.
- **Medical Emergency Response:** Call 911 if necessary; notify parents immediately.

Daily Care & Hygiene

- **Bathroom & Diapering:** Privacy, hygiene, safe equipment, regular checks, handwashing required.
- **Tooth Brushing:** Offered once daily; developmentally appropriate. Opt-out available with signed form.
- **Toilet Training:** Age/ability-based; requires cooperation from family; positive reinforcement.
- **First Aid Supplies:** Fully stocked kits; gloves, bandages, ice packs, CPR barrier, manual.
- **Safe Water:** Hot/cold running water; tested for lead and copper every six years.
- **Sanitizing & Cleaning:** Bleach/water mixture; toys, tables, bedding cleaned regularly.
- **Pest Control:** Low-toxicity, integrated pest management; parents notified prior to pesticide use.

Staff & Provider Health

- **TB Testing:** Required for all staff
- **Injury Prevention:** Child-sized furniture; safe play materials; daily safety checks.
- **Staff Sick Policy:** Teachers with contagious conditions cannot be present.

Reporting & Compliance

- **Incident Reporting:** All injuries, medical emergencies, or illness reported to parents and licensor within 24 hours.
- **Enforcement Compliance:** DCYF may take action, including fines, license suspension, or revocation.

COVID-19 Policy

- Keep children home if any household member has symptoms or tested positive.
- Symptoms: Fever, cough, shortness of breath, chills, headache, diarrhea, vomiting, new loss of taste/smell, etc.
- Follow quarantine guidance: Positive cases stay home 5 days; exposed negative members may attend if asymptomatic.

Parent Handbook Acknowledgement

The Parent Handbook has been emailed to you for review.

Thank you for taking the time to read and acknowledge the policies and procedures we have established to ensure the safety, health, and well-being of all children in our care. We look forward to getting to know you and your family.

Child's Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____