



PARENT HANDBOOK





WELCOME!

Thank you for enrolling your child at Little Trailblazers Early Learning Centers in West Seattle. We are dedicated to fostering a relationship built on trust, respect, and open communication with both you and your child. Our play-based program is designed to offer developmentally appropriate activities that support every area of your child's growth.

Our center has been inspected by the Department of Children, Youth, and Families (DCYF) and complies with all minimum licensing requirements set forth by Washington State law.

Please feel free to reach out with any questions, we are always happy to help.

CONTACT US:

Phone Number: 206-631-0421

Address: 3003 SW Roxbury st. Seattle WA 98126

Email: Admin@Littletrailblazersearlylearningcenters.com

Website: LittleTrailblazersEarlyLearningCenters.com

Families may message us on Brightwheel.

For classroom communication, use the regular teacher chat.

For administrative questions, please use the "Admin" chat.





INTRODUCTIONS

PARENT RIGHTS, ACCESS & COMMUNICATION

In accordance with Washington State licensing requirements (WAC 110-300-0470 and WAC 110-300-0505), parents and guardians have the right to free and immediate access to all areas of the facility during operating hours. Families are always welcome to observe their child, participate in classroom activities, or request time to speak with staff.

ACCESS TO PROGRAM POLICIES

All program policies, procedures, emergency and health plans, licensing documents, staff training records, and Facility Licensing Compliance Agreements (FLCAs) are available for review at any time. Upon request, these documents can also be provided in alternative or accessible formats to ensure every family can fully access important information.

ACCESS TO CHILD RECORDS

Parents and guardians may review their child's records at any time, including enrollment forms, immunization records, individual care plans, incident or injury reports, medication documents, and attendance logs, as required under WAC 110-300-0460. All records are stored securely and remain confidential, shared only with authorized individuals as required by law.

This handbook was updated on December 2025

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

This handbook template was prepared for WAC Chapter 170-300 in effect 09/13/2024





BACKGROUNDS ☀

ABOUT US AND OUR EXPERIENCE

The founders, referred to as "We, Us, Our," consist of the Co Sisters, Nikki and Stephanie, along with Marclen. Our journey together began in 2005 in the Philippines, where we shared a common dream of establishing a business centered around children. Our mission is to positively impact children's lives by helping them and their families build and strengthen their foundational skills from an early age. We are dedicated to supporting children's physical, cognitive, and socio-emotional growth.

Recognizing our diverse specializations, we realized that we could effectively complement one another in bringing our vision of a child development-focused business to fruition. Consequently, in January 2017, we launched Little Explorers Family Day Care, now known as Little Trailblazers West Queen Anne. Although Marclen has stepped down to pursue her aspirations in the Philippines, her curriculum continues to thrive at Little Trailblazers.

Stephanie Co Mason – Co-Founder / Co-Owner/ Director of Finance and Accounting

Stephanie is one of the only two students who graduated with a Bachelor's Degree in Business Management Honors from Ateneo de Manila University, one of the most prestigious schools in Manila, in 2005. She has been a Certified Public Accountant in Washington State since 2012. She also works as a Manager at Baker Tilly's Forensics, Litigations & Valuation Services Group.

Nikki Co Nelson – Co-Founder / Co-Owner / Director of Marketing and Operations

Nikki's background is in Marketing. She has a Master's Degree in Curriculum and Instruction, specializing in Early Childhood Education from Arizona State University, a Master's Degree in International Marketing from Boston University and a Bachelor's Degree in Integrated Marketing Communications from the University of Asia and the Pacific. She also took a few units in Child Development in 2008 because of her love for children. She has been caring for kids since 2009. She coached middle school basketball for 6 years and coached high school basketball for 8 years. In her spare time, she loves exploring the world with her daughters and her husband, and playing basketball.





Marclen Ricafort – Co-Founder

Marclen earned her Bachelor's Degree in Humanities with a Professional Certificate in Child Development Education from University of Asia and the Pacific. She has been in the early childhood setting since 2010. She was a teacher in California for 7 years before deciding to move to Seattle to set up our own Child Care Facility. She has created the curriculum and a strong foundation for our school. She has moved back to the Philippines to get married and start her life over there.

Krishna Allado Esposo – Executive Director

Krishna Allado Esposo earned her Bachelor of Arts in Human Development, accompanied by an Early Childhood Education Certificate, from Washington State University in 2018 (Go Cougs!). Since then, she has held various roles in childcare, encompassing both classroom and administrative positions. Krishna has been a valued member of Little Trailblazers since May 2021. Her longstanding desire to assist others led her to discover her passion for early childhood education, where she is dedicated to supporting families and nurturing children's development. On her free time she loves to spend it with her family consisting of her Husband, Daughter and two dogs.

More Information about our Teachers can be found on our website:





OUR TRAININGS

The State of Washington requires annual training for all staff members on various topics relevant to the care of young children. All staff members meet the DCYF requirements for background checks, education, training, and personnel standards before working directly with children unsupervised. Each staff member successfully completes certifications in the following areas:

- Child and Adult First Aid and CPR
- HIV Blood-Borne Pathogens
- Food Handler's Permit
- 30 Hours of STARS Child Care Basic Training, supplemented by 10 hours of STARS continuing education annually
- Safe Sleep Practices
- Mandated Reporter Training
- Emergency Preparedness Training
- Support for Families Experiencing Homelessness
- Disaster and Emergency Preparedness
- Abusive Head Trauma Prevention
- Medication Management

We take great pride in providing high-quality, safe, and nurturing childcare. To achieve this goal, we ensure that our staff receives comprehensive training and access to essential resources. Families may request information about staff qualifications, degrees, credentials, and training history at any time, as required by WAC 110-300-0500.

We welcome any inquiries regarding our training programs. We believe in fostering open communication and are more than willing to share our resources with the families we serve.





STAFFING PLAN, CLASSROOM TYPES AND RATIOS WAC 110-300-0495

We are committed to maintaining the state-mandated staff-to-child ratios at all times. Any staff member covering for an absent colleague will meet all state requirements for childcare and will be fully trained in accordance with state regulations as well as our program's policies and procedures. You may request access to our staff training and professional development records.

In the event that the director is absent for more than ten consecutive operating days, the program will continue to operate for the care of children. We will ensure that a fully qualified staff member, who meets the Department of Children, Youth, and Families (DCYF) qualifications, will oversee the program during the director's absence, and we will notify both you and DCYF accordingly.

Our facility comprises two classrooms. The toddler classroom will accommodate a maximum of 16 children aged 12 to 29 months, maintaining a staff-to-child ratio of at least 1:7. The preschool classroom will hold a maximum of 18 children aged 30 months to 5 years, with a required ratio of at least 1:10. During peak hours, we will strive to enhance this ratio, ensuring at least three teachers are present in each classroom.

We will never operate below the required staff-to-child ratio. If an unforeseen circumstance prevents us from meeting ratio requirements (such as sudden staff illness or emergency), the program may delay opening, temporarily close, or adjust classrooms until ratios are restored. Families will be notified immediately if this occurs. Tuition is not prorated during ratio-related delays or closures because operational expenses remain constant and these circumstances are outside of our control.

SUBSTITUTE TEACHERS

When regular teachers are on vacation or unable to attend, substitute teachers from our designated pool will step in to assist in the classrooms. To ensure a safe learning environment, all substitute teachers must undergo a background check prior to working with students. All substitute teacher will not be allowed to supervise independently if requirements are not met.

Additionally, substitute teachers will not be permitted to supervise a classroom independently unless they have completed both the background check and CPR/First Aid training.





CURRICULUM PHILOSOPHY, IMPLEMENTATION AND PROGRAM DESCRIPTION

WAC 110-300-0305

Little Trailblazers West Seattle ("Little Trailblazers") is committed to a child-centered, play-based curriculum designed to nurture the whole child in a warm, supportive, home-like environment. Our curriculum provides developmentally appropriate activities that promote growth across all domains, including cognitive, physical, social-emotional, language, and creative development.

We believe children learn best through hands-on experiences, exploration, and secure, responsive relationships with their caregivers. Each child progresses at their own pace, and our goal is to support them as they develop confidence, independence, and curiosity.

Our Curriculum Emphasizes:

- Our curriculum is adapted to meet the individual needs, abilities, cultures, and learning styles of each child, including those with identified disabilities or developmental needs.
- A safe and engaging environment that encourages social play and positive interactions
- Opportunities for creativity, open-ended exploration, and problem-solving
- Respect for each child's individuality, culture, home language, and learning style
- Strong, collaborative relationships between staff and families
- Predictable structure balanced with flexibility to follow children's interests
- Learning experiences and materials reflect the diverse cultures, identities, and languages of our children and community.
- Children participate in daily outdoor play as required by WAC 110-300-0360, except during extreme weather or hazardous conditions.

MISSION

To be a recognized leader in providing exceptional, fun, and developmentally appropriate early learning experiences in a safe, nurturing environment for young children in our community.

Our mission and values guide the daily experiences and growth of every child in our program.

OUR CORE VALUES

- Sharing
- Play and learn
- Acceptance
- Creativity and curiosity
- Equality





ENRICHMENT CLASSES

Integrating enrichment classes into our weekly curriculum greatly reinforce the learning experience for children. We have formed partnerships with local businesses to provide weekly instructional sessions, each lasting between 30 to 60 minutes. We are currently looking for enrichment programs for 2026.

Our teaching team thoughtfully weaves enrichment activities into the curriculum throughout the week. These may include art, science, music, movement, yoga, sports, and hands-on projects that spark curiosity and creativity. By blending outside expertise with teacher-led experiences, children enjoy a well-rounded and engaging learning environment.

WHIRLYBUDS – MUSIC AND DANCE CLASS

WhirlyBuds is a dance company that caters to preschool age boys and girls. They partner with child care centers in the Seattle area to get students moving and grooving in a fun, creative, and positive environment. Dance classes are taught onsite at various child care facilities throughout Seattle, during regular business hours. Specialties: – teaching creative movement, ballet, and tap classes – developing students' physical, social, and mental awareness – encouraging students to create, explore, imagine, and express themselves through movement – informing parents of their sons/daughter's progress Note: Whirly Buds does not have one physical studio, but instead travels around to childcare centers throughout the Seattle area to teach lessons.

<https://www.facebook.com/WhirlyBuds/>





FAMILY ENGAGEMENT AND PARTNERSHIP COMMUNICATION PLAN WAC 110-300-0305



We firmly believe that effective communication is fundamental to any successful relationship. To ensure that vital information is shared promptly, we will utilize appropriate communication tools. Parents are encouraged to request updates regarding their child's progress at any time.

To accommodate families, we employ various communication methods, primarily through Brightwheel, and/or phone calls. Brightwheel is our main form of communication, but please let us know if you prefer a different communication method.

Please feel free to reach out to us via Brightwheel, in person, by phone, or through email whenever you have questions or concerns regarding your child or our childcare program.

PARENT COMMUNICATION

A fundamental aspect of our philosophy is the emphasis on relationship building and family partnership. We encourage open communication and are always available to discuss your child's day or address any questions you may have during drop-off and pick-up.

To facilitate communication among our staff and enhance parent engagement, we utilize the Brightwheel App for messaging and photo sharing. Before your child's first day, we will assist you in setting up your account on this platform.

Through Brightwheel, we can seamlessly communicate via the messaging feature, while teachers and parents can share videos and photos on the children's individual "feed." Additionally, the app provides updates on essential information such as nap times, incident reports, lesson plans, important dates, and more.



DAILY COMMUNICATION FROM YOU

In addition to sharing adorable stories and weekend plans, we encourage you to inform us about your child's morning or evening routine, any injuries sustained, instances of diaper rash, early wake-ups, and any other relevant information that may help ensure they have a successful day at school.

Furthermore, having a general schedule of each child's drop-off and pick-up times is incredibly beneficial, particularly for late arrivals or early departures. Please notify us through Brightwheel if your child will be absent for the day or arriving later than usual.



DROP OFF/PICK UP COMMUNICATION

Drop-off and pick-up times serve as valuable opportunities for us to exchange important information regarding your child on a daily basis. This collaboration is essential in ensuring we provide the best possible care to support your child's growth and development. We encourage you to share any pertinent information, and we will reciprocate with updates as well.

Should you wish to engage in a more in-depth conversation regarding your concerns, goals, or plans, please schedule a dedicated time with us. This will allow us to focus entirely on your needs and ensure a productive discussion.

WHAT TO COMMUNICATE TO TEACHERS

Communication is a very important part of a teacher to family relationship. We need to be able to communicate with each other in order to keep the center running smoothly. Below are a list of things that needs to be communicated, in person, email or through the Brightwheel messaging.

01

When your child or anyone in your household is sick.

This helps us know if we need to inform other families of contagious disease or bacteria spreading.

02

When your child will be absent

Teachers are able to plan ahead with the number of kiddos they have as well as be aware that the child is at home fine.

03

When going on a long Trip/Vacation

This helps teachers plan ahead especially with meals.

04

If you plan to drop off or pick up late

This helps with the planning of the day. Please DO NOT drop off from 12:30-2:30 (Nap/quiet time)

05

Important Doctor visit information

Any important health information from the doctor, therapist, etc. that will affect the child's daily interaction at school. Also the child's latest doctors and dentist visit.

06

Major life changes that affect the child at school

Children are sensitive to change, any change in their daily lives could drastically affect their behavior and mood. It is great to communicate with the teachers to help the child during the time.

07

Rough nights, Change of routine

Communicating with teachers if the child had an off night or different routine, helps the teacher predict and plan for the child's day. This better supports the child.

08

Questions and/or concerns

Any questions or concerns you may have. The teachers are there to support your family and the child. Any questions or concerns that are not solved can be directed to the Director.



PARENT TEACHER CONFERENCES AND MEETINGS

We welcome the opportunity to schedule a meeting with you to discuss your child's goals, strengths, and challenges, as well as how we can support you in your parenting journey, just as you support us in our caregiving efforts. During the registration process and throughout your child's time in our care, we kindly ask that you keep us informed about their development, behavior, health, language, cultural background, social interactions, and any other pertinent information. This will enable us to tailor our support to meet your child's individual characteristics, strengths, and needs.

In addition to scheduling meetings upon request, we also offer biannual parent-teacher conferences during the winter and summer.

FAMILY INVOLVEMENT

Families are not only welcome but also encouraged to actively engage in class activities and school events.

Ways to get involved

- Share your cultural heritage
- Showcase a talent or professional expertise
- Contribute to the curriculum development
- Exchange ideas and insights
- Donate toys, books, supplies, and other essentials
- Share recipes for meals

Attend events hosted by the school such as:

- Graduation Ceremony (For those going to Kindergarten)
- Donut and Coffee Mornings
- Halloween Party (Trunk or Treat)
- Holiday Celebrations
- Book Swaps
- Splash Parties
- Career Week

If you have any additional ideas for involvement, please share them with us, and we can discuss the most effective ways to implement your suggestions.



INTRODUCTORY VISIT

Each new family is required to visit our center at least once prior to enrollment. Kindly email us in advance to schedule your visit.



TRIAL PERIOD

The trial period will be the first two weeks of care, during which we will closely monitor the child's adaptation to our care and address any concerns that may arise. We will provide daily updates regarding your child's experiences, and we encourage you to share any concerns you may have.

At the conclusion of the two-week trial, both the Director and parents will evaluate whether our childcare services adequately meet the needs of all parties involved. Should any issues remain unresolved, it may be necessary to terminate the care arrangement. Decisions regarding placement or withdrawal will never be based on a child's disability, developmental delay, race, culture, family structure, or home language.

Please be aware that, despite being a trial period, tuition fees are non-refundable. You have until the end of the second week to unenroll without incurring penalties although you have until the end of the month to use our services as the first month is not refundable. We will refund the \$500 deposit. After this period, a notice of one month will be required, and you will be responsible for payment for the final month of care.



ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES WAC 110-300-0460 ☀

ADMISSION FORMS WAC 110-300-0085, 0106(9)

Please ensure that all admission forms listed below are completed on Brightwheel by the first day of childcare. Before your child's attendance, several forms must be completed. These forms can be found on Brightwheel:

- Enrollment Packet:
 - Registration and Emergency Contact Form
 - Child Care Parent/Guardian Permission Form (for field trips, transportation, water activities, photography, video, and surveillance)
 - Toothbrushing Form
 - Child's Health Information
 - Individual Care Plan Form (to address specific needs, including allergies)
 - Child's "About Me" Form
- Parent Handbook Agreement
- Certificate of Immunization Status (CIS) or Certificate of Exemption (COE)
 - This form must be the version obtained from https://wa.myir.net/consumer_family
- Medication Authorization and Medical Procedure Training (if applicable)
 - This includes topical medications such as sunscreen and diaper cream.

All documents will be maintained on record for five years, as mandated by the Department of Children, Youth, and Families (DCYF). They will be stored in a secure file cabinet accessible only to employees on a need-to-know basis, ensuring confidentiality. All program policies and procedures are available to families at any time, and copies can be provided in accessible or alternative formats upon request (WAC 110-300-0505).

DEPOSITS AND REGISTRATION FEES

To enroll at LT, the following payments are required: a non-refundable registration fee of \$100, a non-refundable deposit of \$500 which will be credited toward your child's final month, and the non-refundable tuition for the first month. Please note that if you choose to unenroll prior to your child's first day (even if it is 30 days or more before your child starts), these payments will not be refunded.

Furthermore, an annual registration fee of \$100 will be added to your tuition total each January.





First Day of School - What to Expect

What to Bring: All personal items must meet safety guidelines and may not present choking hazards.

- Diapers/Pull-Ups (if needed)
 - We provide wipes, typically from the Kirkland Signature brand.
 - On average, we use 4 to 6 diapers daily. Most families bring an entire pack, and we will notify you when supplies are running low.
 - Cloth diapers can be accommodated; however, please inform us in advance, as specific licensing regulations apply.
- Diaper Cream
 - If necessary, it is advisable to bring diaper cream on the first day as a precaution against redness or diaper rash.
 - Diaper creams and ointments require a Medication Form, valid for one year or until the product expires.
 - Ensure the cream is labeled with your child's first and last name.
- Two Sets of Extra Clothes
 - Please provide two tops, two bottoms, two pairs of socks, and extra underwear to be stored in your child's cubby.
 - Some families opt to send a reusable wet clothes bag; however, we also provide plastic bags for any wet or soiled clothing.
 - Our activities can be messy as we explore and learn, particularly for younger toddlers developing self-help skills such as eating.
 - Ensure all clothing is labeled with your child's first and last name.
- Reusable wet bags
 - We will be putting dirty clothes in the bag to be sent home. Please be sure to send them back to school.
- Lotion-Type Sunscreen (No Spray Bottles)
 - We are unable to use aerosol sprays. Sunscreen requires a permission slip, which is valid for one year or until the product expires.
 - Please label the sunscreen with your child's first and last name.
- Water Bottle
 - Unless otherwise specified, we will clean and store this water bottle at school each week.
 - If possible, please choose a bottle without a straw to facilitate dishwasher cleaning.
 - Ensure the water bottle is labeled with your child's first and last name.
 - Drinking water is always available to children throughout the day, indoors and outdoors, as required by WAC 110-300-0186.



Wet Bags: Has a handle, Waterproof, Easy to close and open.



Water Bottle Styles: Has a cover, child size, NO Plastic straws sticking out.



Diapers/Pull-ups: Easy tear, straps





- Nap Time Essentials:
 - A small blanket.
 - A soft lovey or stuffed animal for comfort during sleep, if your child uses one.
 - A pacifier (if applicable), stored in a reusable container or zip-lock bag.
- Outerwear and Footwear:
 - Comfortable shoes that fit well and allow for active play.
 - Rain boots and appropriate rain gear.
 - We kindly request that parents provide a rain suit or rain pants for those typical Seattle rainy days. While we recommend Muddy Buddy or Tuffo brand rain suits, any rain suit is better than none.
 - During the summer, we engage in extended outdoor activities, so many parents send a sun hat. We have found that hats with ties are particularly effective at keeping them on toddlers' heads.
 - Please note that we participate in water play during the summer, so shoes that dry quickly after getting wet are highly beneficial.
 - Children will be playing in shirts and shorts, so swimwear is not necessary unless preferred; decisions regarding swim activities will be made based on the day's weather.
 - We encourage active play and exploration with various materials, so please consider clothing that allows your child to move freely and explore comfortably.

Drop Off/Pick Up Expectations:

- While there is no designated cut-off time for drop-off, most families typically arrive between 8:00 and 9:00 AM.
- We kindly request that parents refrain from dropping off or picking up their children during nap time, which is scheduled from 12:30 to 3:00 PM, unless prior arrangements have been made (e.g., for doctor's appointments).
- Families have the option to begin with a half-day schedule and gradually transition to a full day. We are more than happy to collaborate on this approach based on your preferences. Please note that regardless of your choice, our teachers are available to assist during the drop-off process. (We will not prorate fees for half-day attendance.)
- Children will only be released to individuals listed on the child's authorization list. Identification will be required for unfamiliar individuals.
- On the first day of school, we will assist you with the sign-in and sign-out process.



Tips for Drop Off:

During the initial drop-off, it is common for both family members and children to experience a degree of uncertainty. However, several strategies can help adults facilitate a smoother transition:

- **Discuss the School Experience in Advance:** Engaging in conversations about school prior to the first day helps children comprehend and prepare for this significant transition.
- **Arrange a Pre-Start Visit:** Consider scheduling a visit where you and your child can come and interact with our environment. This will provide your child with a clearer understanding of what school entails, enhancing their readiness for the experience.
- **Maintain a Positive and Reassuring Demeanor:** Affirmations like, "It's okay to feel unsure; the teachers at school will keep you safe, and I will return to pick you up later!" can be beneficial. We consistently emphasize that parents or guardians will always return, and that teachers are available to assist the children with any needs they may have.
- **Always Say Goodbye:** While some parents may believe that sneaking away while the child is engaged in play is more effective, this approach can be counterproductive. It can be distressing for children to suddenly realize their parent has left, making it harder for them to engage in play the following day. Saying goodbye reinforces the assurance that parents will return and that the environment is safe and trustworthy.
- **Keep It Brief:** In most cases, the excitement of new toys and activities quickly distracts children from their feelings of separation. Our teachers are skilled at engaging children immediately upon arrival. If your child experiences moments of sadness after you leave, rest assured that our teachers are well-equipped to handle those emotions effectively.





First Week Communication:

- In the initial days, we emphasize improved communication, utilizing Brightwheel for photo sharing and messaging through the app.
- A core tenet of our philosophy is fostering relationships and partnering with families. We are always available to discuss your child's day or answer any questions during pick-up time.
- In addition to sharing delightful stories and weekend plans, we encourage you to update us on your child's previous night or morning, as well as any relevant information that could facilitate a successful day at school.
- Please inform us of any injuries, diaper rashes, or changes in your child's waking schedule. It is also helpful to have a general understanding of each child's drop-off and pick-up times, especially in the event of late arrivals or early departures.

How to Reach Us:

Brightwheel (Main Communication):

- You can post updates in your family group or message us directly through the chat feature. There are two distinct chat options:
 - **Teachers' Chat:** For daily updates, inquiries, and communication with teachers.
 - **Admin Chat:** For communication between the directors and the owners, addressing administrative questions such as fees, billing, tuition, and any concerns.

Director: Teacher Krisha

- **Phone Number:** 206-631-0421 **Emergency:** 808-634-8061
- **Email:** admin@littletrailblazersearlylearningcenters.com





HOW CHILDREN'S RECORDS, INCLUDING IMMUNIZATION RECORDS, ARE KEPT CURRENT WAC 110-300-0460 and WAC 110-300-0210

Maintaining accurate children's records, including immunization, is crucial for personalizing their education and ensuring safety. Parents must update their child's records with any changes to personal or contact information, which should be reviewed quarterly. Immunization records are updated immediately upon registration and after any immunization, while changes in employment, address, or phone numbers are recorded on the day they occur or the next childcare attendance.

CERTIFICATE OF IMMUNIZATION STATUS (CIS) WAC 110-300-0210

A Certificate of Immunization Status (CIS) or an equivalent form issued by a healthcare professional is required and must be current, with annual updates. All children must be up to date on their immunizations. In the event of an outbreak of a vaccine-preventable disease for which the child has not been immunized, a signed Certificate of Exemption (COE) from a licensed physician will result in the child being excluded from childcare.

To enroll a child who is not current with their immunizations, early learning providers must provide written notification to the child's parent or guardian, indicating that acceptance is contingent upon the completion of immunizations in accordance with Chapter 246-105 WAC. Prior to enrollment, the parent or guardian must either furnish written proof that the child is scheduled for immunization or provide a signed and dated statement detailing when the child's immunizations will be updated, acknowledging that the child will be excluded from care if the immunizations are not completed within 30 calendar days of the specified due date.

We admit homeless or foster children into care without the records specified in this section if the child's family, caseworker, or healthcare provider provides written evidence that they are in the process of obtaining the child's immunization records.

Children whose immunizations are exempted by their parent(s) or guardian will not be accepted into care unless the exemption is due to an illness protected by the Americans with Disabilities Act (ADA) or the Washington Law Against Discrimination (WLAD), or if a completed and signed COE is presented.



CONFIDENTIALITY POLICY INCLUDING WHEN INFORMATION MAY BE SHARED WAC 110-300-0460

Children's records encompass all admission forms, medication details, injury and incident reports, attendance records, payment histories, and any other information gathered during the provision of care. This information will be maintained in strict confidentiality. You have the right to access your child's records at any time. Any sensitive information will be shared only in the absence of children.

On a need-to-know basis, authorized staff members may access your child's file to retrieve contact information, medical details, and other relevant data to ensure that your child has the best possible experience in our care.

Please note that the Department of Children, Youth, and Families (DCYF) may also access your children's files.

NON-DISCRIMINATION STATEMENT, ANTI BIAS AND BULLYING WAC 110-300-0030, 0331, 0160

Our program is recognized as a public accommodation under state and federal law. We uphold a non-discriminatory approach in our employment practices, client services, and childcare. Discrimination based on race, color, creed, ethnicity, national origin, gender, marital status, veteran status, class, sexual orientation, age, socio-economic status, religion, varying physical or mental abilities, the use of a trained dog or service animal by a child or family member, or different communication and learning styles is strictly prohibited. We adhere to the mandates of Washington's anti-discrimination law and the ADA (chapter 49.60 RCW).





ABUSE AND NEGLECT-PROTECTION AND TRAINING WAC 110-300-0475

As a childcare provider, we are committed to safeguarding children from all forms of abuse and neglect. We have a legal obligation to report any suspected incidents of physical, sexual, or emotional abuse, as well as any indications of neglect, endangerment, or exploitation. This includes reporting a child's disclosure of abuse or maltreatment to Child Protective Services (CPS) and the local law enforcement agency immediately, without prior notification to the involved parents. We will also notify our licensing authority.

All staff and volunteers associated with our program receive training on the prevention and reporting of child abuse, neglect, sexual abuse, maltreatment, or exploitation. Participation in the Mandatory Reporters Training provided by the state is a requirement for everyone involved.





SIGN-IN AND SIGN-OUT PROCEDURES/

ATTENDANCE RECORDS WAC 110-300-0455



It is a state requirement that all children be signed in upon arrival and signed out upon departure from the facility.

1. Arrival and Pick-Up Instructions:

- Upon Arrival: The parent, guardian, or authorized individual must utilize the Brightwheel app to scan the QR code, enter their personal code, and respond to health-related questions to sign their child in.
- Upon Departure: The same procedure applies; the parent, guardian, or authorized individual must scan the QR code, enter their personal code, and answer the health questions to sign their child out.
- The sign-in/sign-out QR code is conveniently located near the front door. It is mandatory to sign in and out using the Brightwheel app with your personal code and signature. Tablets are also in each classrooms.

2. Authorized Pick-Up Individuals:

- Please specify on the Child Care Registration form and within the Brightwheel app who is authorized to pick up your child if it is not the parents. We will not release your child to any individual without your written consent. It is essential to keep this information up to date. Additionally, the person designated to pick up your child must present identification, as we may require verification of identity before releasing the child.

3. Safety Protocols:

- If anyone arrives to pick up a child and appears to be under the influence of drugs or alcohol, they will be asked to contact an alternative individual for pick-up. If a person departs with a child while under the influence, 911 will be notified for the safety of the child.



PERMISSION FOR FREE ACCESS WAC 110-300-0085

During business hours, you are entitled to access all areas of our licensed child care facility. You are encouraged to visit or drop in unannounced to observe your child at any time. Furthermore, you have the right to review your child's file, the provider's training log(s), the DCYF inspection checklist(s), and the Facility Licensing Compliance Agreements. If you wish to schedule a meeting with us or our staff, please do so in advance so that we can arrange a suitable time to speak away from the children.

DEFINITIONS OF CARE

Extra Care: Children enrolled on a part-time basis may have the opportunity to add additional days when available, at a rate of \$160 per day. This option is subject to availability and must be pre-arranged with the Director.

Enrollment Priority: Priority is granted to families with currently enrolled siblings. Additionally, when spots become available, families currently enrolled are given precedence to extend their part-time schedules.

Change of Schedule: If you wish to modify your schedule from full-time to part-time, a notice period of one month is required. Any adjustments in fees resulting from this change will take effect one month after the notice is submitted. Conversely, if you are interested in transitioning from part-time to full-time care, please inform us as soon as possible, specifying your preferred start date for the new schedule.

Families currently enrolled with us will receive priority for any available openings. We encourage you to notify the Director of your intention to switch to full-time care in the future so that we may reserve a spot for you when it becomes available.



TERMINATION OF SERVICE (WAC 110-300-0485)

To terminate care, you must provide us with a notice period of one month. If you discontinue your child's care without prior notice, tuition will not be refunded, and you will remain responsible for one month's payment.

The following conditions may lead to the termination of childcare services:

- Failure to make payments, repeated late payments, and consistent late pick-ups.
- Unmanageable behavioral issues exhibited by the child (please refer to our Expulsion Policy for further details).
- Non-compliance with program requirements by family members or other adults, including any inappropriate or unsafe behavior in and around the facility, as well as disrespect towards the childcare facility, its staff, or its policies.





EXPULSION POLICY WAC 110-300-0486, 0340

At our facility, we are committed to working closely with each child, fostering consistent care and maximizing opportunities for their development and learning. However, when a child's behavior poses a serious safety risk to themselves or others, and our program cannot adequately address this concern through reasonable modifications, we regrettably must terminate the child's care.

Before proceeding with expulsion due to behavioral issues, we will implement the following support measures:

- Conduct weekly meetings with the child's parents or guardians, or more frequently if necessary.
- Review the expulsion policy with the parents or guardians.
- Document incidents leading to the expulsion, including the date, time, staff involved, and specifics of each incident.
- Provide parents or guardians with a copy of the measures taken to prevent expulsion.
- Offer a description of any environmental adjustments, staff changes, and other reasonable modifications made.
- Collaborate with parents to develop a behavior plan, ensuring that all teachers, support staff, and parents or guardians receive a copy.
- Provide referrals to community-based programs or services for additional support.

Please note that the Department of Children, Youth, and Families (DCYF) will be notified of the expulsion.





COST OF CARE RATES

Rates are assessed annually. Families will receive at least one month's notice prior to any rate increases. The program rates for 2026 are as follows:

West Seattle Location			3003 SW Roxbury St. Seattle WA 98126	
Schedule:			Monthly Prices:	
Type	Days	Time	12 Months - 3 years old	4 + years old
Full Time	M-F	8:00 am - 5:00 pm	\$2,667	\$2,342
Part Time	MWF	8:00 am - 5:00 pm	\$1,796	\$1,577
Part Time	T/TH	8:00am - 5:00 pm	\$1,214	\$1,069

**These are rates for families starting after August 2024 *Families started before August 2024 may request their current rates.

Extra Care: Children enrolled on a part-time basis may have the opportunity to add additional days when available. This option is subject to availability and must be pre-arranged with the Director.

Full Day Drop Off	\$160
AM Drop Off 8:00 - 12:30	\$90
PM Drop Off 3:00 - 5:00	\$55

PAYMENT PLAN, HOLIDAY CHARGES AND DISCOUNTS

Payment Plan

Parents are obligated to remit payment for the duration their children are scheduled to receive care. Essentially, parents are securing a space regardless of their child's actual attendance. Payments for care are due in advance on the first day of each month except for the child's first month.

In order to enroll at LT, a non-refundable \$100 registration fee, non-refundable \$500 deposit to be credited to your child's last month, and a non-refundable first month's tuition are all required. Unfortunately, if you decide to unenroll before your child's first day, these payments will not be refunded, even if you give a 30-day notice. In certain circumstances, special payment arrangements may be negotiable and will be documented in writing.



Holiday/ Weekend/ Special Request

Please note that our fees remain unchanged during months or weeks that include holidays, vacations, or in-service days. We pride ourselves on our flexibility and will make every effort to accommodate requests for after-hours or holiday services. An additional care fee of \$22 per hour will apply, depending on the duration of service required on these special days.

Family Discount

A 10% discount is offered for the child with the lower tuition fee when multiple children from the same family are enrolled.

Payment Options

We accept various forms of payment, including checks, Venmo (using the Friends and Family option), payments through the Brightwheel app, and bank transfers. Please note that Brightwheel applies a processing fee for credit card payments, but there is no fee when using a debit card or bank transfer.

PAYMENT PENALTIES

1. A late payment fee of \$35 per day will be applied, following a grace period of five days. If fees remain unpaid after seven days, your child will not be permitted admission until all outstanding fees have been settled in full.
2. For any checks returned due to insufficient funds (NSF), a penalty of \$35 will be assessed, in addition to any associated bank charges incurred by our institution. Payment must be made in cash for checks that are returned. Please note that if a second NSF check occurs, you may be required to transition to a cash-only payment system.
3. Late pick-up fees will be assessed at a rate of \$5 per minute after a grace period of ten minutes. If you are late more than three times within a month, the grace period will no longer apply, and the \$5 per minute charge will be enforced. If you anticipate being late, please notify us in advance so we can arrange for appropriate staff coverage.

RECEIPTS AND TAXES

We will give you a payment receipt when you pay for child care. Upon request, we will give you your year-end statement.

Our EIN Number is: 84-3961493



HOURS AND DAYS OF OPERATION



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

Monday – 8am to 5:00pm
Tuesday – 8am to 5:00pm
Wednesday – 8am to 5:00pm
Thursday – 8am to 5:00pm
Friday – 8am to 5:00pm
Saturday – Closed
Sunday – Closed



HOLIDAYS

We are closed on regular holidays but if you need special arrangements, we will try to accommodate you. The fees for these days are not prorated.

Child care is closed for the following holidays:

New Year's Day – January 1, 2026
Day After New Year's – January 2, 2026
Presidents' Day – February 16, 2026
Memorial Day – May 25, 2026
Juneteenth – June 19, 2026
Independence Day – July 3, 2026
Labor Day – September 7, 2026
Thanksgiving Day – November 26, 2026
Day After Thanksgiving Day – November 27, 2026
Winter Break – December 21 – January 1, 2027

*** Please see "In-service Training Days and Emergency Closure Policy" for a list of all the closures (not just the holiday closures).





IN-SERVICE TRAININGS

We will conduct four days of In-Service Training dedicated to professional development, program planning, deep cleaning, and organization. Please note that the fees for these days will not be prorated.

In-Service Training - February 17, 2026

In-Service Training – May 22, 2026

In-Service Training – September 4, 2026

In-Service Training – November 25, 2026

EMERGENCY CLOSURE POLICY

In the event of an emergency closure or early dismissal—such as snow days, lice outbreaks, contagious airborne illnesses, staff shortages, or natural disasters—we will notify families via Brightwheel, email, or text message. Please note that payment will not be prorated for these closures.

Power Outages:

- We will inform families of the situation as soon as possible.
- We will communicate with local authorities to obtain an estimated time for power restoration.
- If the estimated restoration time exceeds two hours, we will close the childcare facility and request that families pick up their children promptly.
- If a power outage occurs before the childcare opens at 8:00 AM, we will close the facility for the day.

Water Outages:

- We will close the facility immediately.

We are committed to adhering to regulations regarding the health and safety of children, in compliance with WAC 110-300-0165, WAC 110-300-0147, and WAC 110-300-0165.



BACK-UP CHILD CARE AND CONSISTENT CARE POLICY WAC 110-300-0495

We require that all families have access to an alternative child care arrangement. Backup care may be necessary in situations such as teacher illness, inclement weather, outbreaks of contagious diseases, or emergencies like power outages. In the event of an emergency that necessitates the closure of our facility, you will be notified promptly to allow for alternative arrangements. It is ultimately your responsibility to secure backup childcare. For childcare referrals, please contact:

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

FAMILY/ PARENT/ GUARDIAN/ VACATIONS AND ABSENCES

1. A two-week advance notice is required for any planned vacation. (Please note, applicable charges will still apply.)
2. If your child will be absent due to illness or any other reason, kindly notify us by Brightwheel. (Again, applicable charges will still apply.)
3. Please inform us at the time of enrollment if you anticipate removing your child from childcare for any duration (e.g., summer breaks for school teachers or maternity leave for another child) (Please note, applicable charges will still apply.)
4. We are unable to reserve your child(ren)'s spot(s) during vacation periods without full payment.





S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

O C T O B E R

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

N O V E M B E R

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

D E C E M B E R

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

D I S C L A I M E R

Tuition is not adjusted for In-Service Days and Holidays. These days allow our team to clean, sanitize, and participate in important trainings that keep our classrooms safe and high-quality for your children.



DAILY OPERATIONS



POSTING REQUIREMENTS WAC 110-300-0505

Parents can access our policies directly on our website. Additionally, you are encouraged to request any documents related to the program or facility.

A weekly menu is made available on Brightwheel each week.

We also maintain a parent communication board that features the sample daily schedule, emergency drill procedures, licensing information, lesson plans, evacuation routes, and other pertinent details.

ITEMS BROUGHT FROM HOME

Children are not allowed to bring personal toys to the childcare facility. However, books, CDs, and photographs are always welcomed for sharing among the children. Please ensure that all items are clearly labeled.

Items brought from home will be securely stored in each child's designated cubby. We advise against bringing items that you are not prepared to lose, as the facility will not be held responsible for any lost belongings.



TODDLERS DAILY CLASSROOM SCHEDULE/ ROUTINE

Little Trailblazers Early Learning Centers West Seattle Toddler Daily Schedule		
8:00	Arrival/ Free Choice	Toys and activities are provided in the classroom.
9:00	Art Time/ Activity Time	Making art related to the weekly theme and with different types of materials.
10:00	Meal Time	Enjoy yummy snacks with everyone
10:30	Outside Time/ Sensory Activity	Sensory of the day outside if possible. If the weather does not allow it, then we stay inside.
11:45	Circle Time	Welcome Song, Flashcards of words of the week, book, and songs.
12:00	Lunch	Enjoy yummy lunch with everyone
12:30 – 3:00	Nap Time/ Rest Time	Nap/Rest time until the kids wake up on their own. When they wake up, we change the diapers and give them a quiet activity until everyone is awake.
3:00	Meal Time	Enjoy yummy snacks with everyone
3:30	Group Activities and Free Choices	Activity in small groups of 3 or 4. If possible, teachers will lead individual activities. We may do this outside if weather allows it.
4:30 – 5:00	Outside Time/ Pick-up	When weather permit, Children goes outside to do gross motor activities

*Diaper Changes/potting are done every two hours throughout the day or as needed. *Children are required to go outside twice a day unless weather permits (extreme weather conditions such as storms, hail, etc.) Although it is raining and cold, we will be going outside per the childcare weather watch chart. Schedule may change based on the children's needs.



PRESCHOOL DAILY CLASSROOM SCHEDULE/ ROUTINE

Little Trailblazers Early Learning Centers West Seattle Preschool Daily Schedule		
8:00	Arrival, Centers/Free Choice	All areas in the classroom are open for the children to explore and play.
9:00	Teacher Led Activity	Art, Sensory, Science Etc.
10:00	Circle Time	Welcome song, name song, schedule, theme of the week, books
10:30	Meal Time	Enjoy yummy snacks with everyone
11:00	Outside Time	Children are required to go outside in the morning. They practice gross motor activities as well as sensory activities.
12:30	Meal Time	Enjoy yummy lunch with everyone
1:00 – 3:00	Nap/Quiet Time	Children will be offered quiet activities after they awake to maintain a peaceful environment for children who are still asleep.
3:00	Free Choice/ Table Top Activities	All areas in the classroom are open for the children to explore and play.
3:30	Snack	Enjoy yummy snacks with everyone
4:00 – 5:00	Circle Time/ Outside Time	Children are required to go outside in the afternoon. They practice gross motor activities as well as sensory activities.
*Diaper Changes/potting are done every two hours throughout the day or as needed. *Children are required to go outside twice a day unless weather permits (extreme weather conditions such as storms, hail, etc.) Although it is raining and cold, we will be going outside per the childcare weather watch chart. Schedule may change based on the children's needs.		



CHILD CARE WEATHER AND AIR QUALITY CHARTS

Understand the Weather



Wind-Chill

- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 20° to 0° is *bitter cold* with significant risk of *frostbite*
- 20° to -60° is *extreme cold* and *frostbite* is likely
- 60° is *frigid* and exposed skin *will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Wind Speed in mph

Air Temperature	Wind Speed in mph								
	Calm	5	10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play

Caution

Danger

Heat Index Chart (in Fahrenheit %)

Relative Humidity (Percent)

Air Temperature (F)	40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	86
84	83	84	85	86	86	88	89	90	92	94	96	98	100
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							
104	119	124	131	137									

<https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>

AQI Basics for Ozone and Particle Pollution

Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk.
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.
Purple	Very Unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.

<https://www.airnow.gov/aqi>



OUTDOOR ACTIVITIES WAC 110-300-0147

Our facility offers a daily outdoor program for all enrolled children, with the exception of the following conditions:

- Temperatures exceeding 100 degrees Fahrenheit, or as advised by local authorities.
- Temperatures below 20 degrees Fahrenheit, or as advised by local authorities.
- Severe weather events, including lightning storms, tornadoes, hurricanes, or flooding, which pose immediate or potential danger.
- Earthquakes.
- Air quality emergencies declared by local or state authorities concerning public health.
- Lockdown notifications issued by public safety authorities.
- Any other similar incidents.

It is crucial that children are dressed appropriately for outdoor activities, particularly on days characterized by heat, rain, or cold. Parents are required to provide clothing suitable for inclement weather to ensure children can play comfortably without limitations.

We will ensure a minimum of 30 minutes of outdoor time in both the morning and afternoon. Our licensed areas for outdoor activities include the Preschool and Toddler playgrounds. We will also arrange neighborhood walks and park visits, allowing children to explore their environment and experience diverse settings.

Additionally, please send sunscreen with your child on hot days. If sunscreen is not provided from home, the child will not be able to participate during outside time.





DUAL LANGUAGE LEARNING WAC 110-300-0305

We support children who are bilingual by acknowledging the foundational vocabulary they possess. By utilizing Google Translate, we enhance our ability to learn and teach these children more effectively. Additionally, we strive to expose other students to foreign languages, fostering an awareness of linguistic diversity. Our team includes bilingual educators who are dedicated to developing lessons that facilitate the learning of new languages for all children involved. We encourage parents to provide us with a list of foreign words they use at home to be taught and used in the classrooms.

SCREEN TIME USAGE WAC 110-300-0155

Children participating in our program are permitted limited screen time strictly for educational purposes, such as viewing videos or engaging with computer applications. This screen time is capped at 10 minutes, in accordance with the curriculum guidelines, though it is rarely utilized.

MIXED AGE GROUPS WAC 110-300-0345, 0450, 0357

We have two distinct classrooms:

- Toddler Classroom: Accommodates 16 children, aged 12 to 36 months.
- Preschool Classroom: Serves 18 children, aged 30 months to 5 years.

In instances where we need to combine both classrooms—such as during staff shortages—we will adhere to the DCYF mandated child-to-staff ratio.

When a child ages out of the Toddler Classroom and there is no available space in the Preschool Classroom, that child will remain in the Toddler Classroom until a vacancy arises. During this time, the child will engage in developmentally appropriate activities.

We also have the option to advance a child to the Preschool Classroom earlier, provided that space is available and the ratio guidelines permit such a move.



WATER ACTIVITIES WAC 110-300-0175

We engage in outdoor water play whenever weather conditions allow. Our program offers a variety of toys and equipment suitable for water activities, including water balloons, sprayers, and water tables.

To ensure the children's comfort, we promptly change their clothes after water play to prevent them from getting cold. Please remember to keep an extra set of clothing in their cubby at all times.

TRANSPORTATION AND OFF-SITE FIELD TRIPS WAC 110-300-0480

Parents are responsible for transporting their children to and from our facility, as we do not provide transportation between locations. Our outings consist of neighborhood walks and trips to local parks. Whenever we leave the facility, we ensure that we carry a go-bag containing the emergency first aid kit and the children's files. Additionally, we maintain the appropriate child-to-staff ratio, even during off-site activities. We occasionally do walking fieldtrips to the Green River Senior Center or nature walks around the school.

DENTAL HYGIENE PRACTICES AND EDUCATION WAC 110-300-0180(2)

We will designate specific times throughout the day for tooth brushing. If parents wish for their child to participate, they must provide disposable toothbrushes that has single-use toothpaste. Should you prefer to opt out of classroom tooth brushing, a form is included in the enrollment packet for your signature.

Furthermore, it is required to include the name of a dentist or dental plan on the child's application form or an alternative plan in case of emergency relating to dental practice.





PROGRAMS AND ACTIVITIES FOR TODDLERS: WAC'S 110-300-0295 AND 0296

1. We will implement a developmentally appropriate curriculum for toddlers.
2. This curriculum may encompass, but is not limited to, the following areas:

a. Language and Communication Development:

- Engaging in dialogue with children by naming objects, emotions, and desires while describing actions.
- Providing individual attention to children as necessary.
- Participating in play and reading activities with children.
- Sharing in the child's focus of attention.
- Maintaining communication throughout the day, especially during feeding, changing, and cuddle times.
- Offering materials and resources that foster language development, such as soft books, interactive storybooks, rhymes, songs, and finger puppets.

b. Physical and Cognitive Development:

- Allowing toddlers the freedom to explore and learn independently on the floor.
- Ensuring access to active outdoor playtime.
- Encouraging toddlers to engage in crawling, pulling up, and walking by providing materials and equipment that support:
 - Physical and cognitive activities, including rattles, grasping and reaching toys, busy boxes, nesting cups, small push and pull toys, riding toys, balls, squeezable toys, books, dolls, and press-together blocks, while limiting the use of equipment like bouncers, swings, or boppies.
 - Spatial and numeracy understanding through counting toys, soft blocks, and toys of varying sizes, such as measuring cups or spoons, as well as toys featuring different shapes and colors to introduce sorting and categorization concepts.



c. Enhancing Toddlers' Social and Emotional Skills:

- Facilitate social interactions by engaging with toddlers during feeding, diapering, and bathing, while also playing, naming emotions, and encouraging peer interactions.
- Promptly address cries or any signs of distress.
- Offer comfort to children who are upset or injured.
- Respond positively to both verbal and nonverbal cues from the child.
- Intervene during negative peer interactions, such as when a child takes toys, pulls hair, or bites.
- Provide physical stimulation through activities such as holding, cuddling, rocking, talking, singing, playing, carrying, and varying positions.
- Offer materials and equipment that foster social and emotional development, including images of children and adults displaying various emotions, photographs of infants and family members, dolls and soft toys, rattles, music, and dancing scarves.

NAPS AND REST PERIODS WAC 110-300-0265; WAC 110-300-0290

A designated rest period will be provided for all children under five years of age who remain in care for more than six hours or exhibit a need for rest. For those who are unable to nap or no longer require one, alternative quiet activities will be available. It is important to note that toddlers will follow their individual sleep patterns and will never be compelled to sleep. During nap/rest time, children are continuously supervised, rest equipment is spaced according to WAC safety requirements, and lighting remains sufficient for visual supervision.

Napping equipment will adhere to safety standards set forth by the U.S. Consumer Product Safety Commission or ASTM International. The equipment will be kept clean and firm, equipped with snug-fitting sheets that are free from tears or holes. If a child falls asleep in a car seat, swing, rocker, or similar equipment, they will be safely transitioned to appropriate napping gear.

We will also provide fitted sheets and blankets for the children, which will be laundered weekly to ensure hygiene. During pick-up, we will communicate your child's sleeping patterns to you. For any specific requests regarding nap time, please coordinate with one of the teachers.

Additionally, if desired, children may bring a "sleepy friend" (such as a stuffed toy or special blanket) from home, provided it fits within their cubby.



TODDLER SAFE SLEEP PRACTICE WAC 110-300-0291

To minimize the risk of Sudden Infant Death Syndrome (SIDS), all staff members are required to complete annual safe sleep training. We will provide active supervision of toddlers by conducting regular visual checks and remaining within sight and hearing range, particularly during sleep transitions, including when a toddler is going to sleep, is sleeping, or is waking up. Our practices align with the current guidelines from the American Academy of Pediatrics regarding safe sleep and SIDS/SUIDS risk reduction.

We will not utilize any sleep positioning devices unless specifically prescribed by a toddler's healthcare provider. Such directives must be documented in writing and maintained in the toddler's file. Adequate lighting will be provided in the sleep area to facilitate monitoring of the toddler's skin color. We will also observe the breathing patterns of toddlers and allow them to establish their own sleep rhythms.

Furthermore, we will ensure that no blankets, bedding, or clothing obstruct a toddler's head or face while they are sleeping, readjusting these items as necessary. We will take precautions to prevent toddlers from overheating during sleep, monitoring for signs such as sweating, flushed or pale skin, warm and dry skin, sudden temperature increases, vomiting, refusal to drink, a depressed fontanelle, or irritability.

SPECIAL CARE FOR CHILDREN ENTERING KINDERGARTEN TRANSITION PLAN WAC 110-300-0065

For children approaching five years of age, or six months prior to their readiness for a Kindergarten program, we will convene with the family to offer resources and collaboratively develop a transition plan with the parents.





INDIVIDUAL CARE PLAN, SPECIAL NEEDS ACCOMMODATION WAC **110-300-0300**

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

1. The child's diagnosis, if known;
2. Contact information for the primary health care provider or other relevant specialist;
3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
4. Directions on how to administer medication;
5. Allergies;
6. Food allergy and dietary needs, pursuant to WAC [110-300-0186](#);
7. Activity, behavioral, or environmental modifications for the child;
8. Known symptoms and triggers;
9. Emergency response plans and what procedures to perform; and
10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs. Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:
 - a. Physician or physician's assistant;
 - b. Mental health professional;
 - c. Education professional;
 - d. Social worker with a bachelor's degree or higher, with a specialization in the individual child's needs; or
 - e. Registered nurse or advanced registered nurse practitioner.
11. If the child has one of the following, it must accompany the child's service plan:
 - a. Individual education plan (IEP);
 - b. Individual health plan (IHP);
 - c. 504 Plan; or
 - d. Individualized family service plan (IFSP).

These special plans will help actualize our goal of helping these children succeed and have a great learning experience while in our care.





RELIGIOUS AND CULTURAL ACTIVITIES

Our program is dedicated to offering culturally and racially diverse learning opportunities. This diversity is reflected in our curriculum, activities, and materials, which represent all children, families, and staff. We utilize a variety of resources, including diverse dolls, books, images, games, and materials that avoid reinforcing stereotypes. Additionally, we introduce children to music from various cultures in their primary languages, as well as global music selections. Our curriculum ensures a balanced representation of different ethnic and cultural groups, ages, abilities, family structures, and genders.

Our educators are trained to intervene effectively when they observe biased behavior among children or adults. This includes redirecting inappropriate conversations or actions, being vigilant about potential bias, and responding appropriately—never ignoring such issues. The Little Trailblazers program is committed to providing exceptional care for all children. We collaborate closely with parents to meet every child's unique needs.

In planning our curriculum, we prioritize the interests of the children and celebrate numerous holidays and events through art, music, hands-on exploration, and family involvement. Some of the occasions we celebrate include, but are not limited to:

The Seasons
Valentine's Day
Earth Day
Mother's Day
Father's Day
Halloween
Thanksgiving
Winter Festivities

If you prefer that your child not participate in any of these celebrations, please inform us so that we can accommodate your request and arrange alternative activities for your child.





CHILD GUIDANCE PLAN, PHYSICAL RESTRAINT POLICY, AND CORPORAL PUNISHMENT WAC 110-300-0331, 0335, 0490

We will use consistent, fair, positive methods of managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level, and culture.

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain.

All staff receive annual training on behavior guidance and positive discipline practices consistent with WAC 110-300-0105. All staff and volunteers will be trained on the following behavior management policies and practices:

Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.

Redirection: The child is redirected to another activity and given an opportunity to try again at another time. We want to make sure the child understands why he/ she is redirected. For them to fully understand, it is important to talk about it and check in with them. Follow through and consistency is a MUST.

Last Resort: When a child's behavior is continually upsetting or dangerous to others, parents will be contacted. If the problem cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.





DIAPERING PROCEDURE WAC 110-300-0221

Children will receive constant supervision throughout the diapering process. Diapers will be checked every two hours and changed as needed, but no later than every four hours. Parents or guardians are responsible for providing suitable diapers, whether disposable or cloth, as applicable. We will also maintain a supply of extra disposable diapers on-site. All staff members, as well as parents or guardians, are required to wash their hands promptly before and after each diapering session. Additionally, the child's hands will be washed immediately following the diapering procedure.

TOILET LEARNING WAC 110-300-0220

Before initiating toilet training, we engage in discussions with parents or guardians to understand their perspectives on the process. Our approach to toilet training incorporates positive reinforcement, culturally sensitive practices, and developmentally appropriate methods, all aligned with a routine agreed upon with the parents or guardians.

To facilitate this process, we provide a small potty conveniently located inside the restroom, adjacent to the diaper changing area. Additionally, we offer a small potty seat that can be placed on the toilet, allowing children to transition to using the larger toilet more comfortably. This choice empowers children to select the option they find most comfortable, making the experience enjoyable and encouraging them to participate more frequently.





TODDLER NUTRITION AND FEEDING WAC 110-300-0285

We are committed to assisting families as their children transition from formula and breast milk to solid foods at the dining table. Our team will collaborate with parents or guardians to establish a tailored feeding plan for toddlers at each phase of this transition. We will also provide educational materials and resources to support breastfeeding mothers, along with nutritional information regarding infant formulas.

Upon a toddler's enrollment in our care, we will prioritize their nutritional and developmental needs. Educators will gently guide the child to adhere to the classroom's schedule and routine, encouraging them to participate in group meals.

BOTTLE PREPARATION WAC 110-300-0280

Parents or guardians must clearly label each bottle with the child's first and last name, as well as the date. Bottles and nipples should be in good condition and can be made of glass or stainless steel. If using plastic bottles, they must be labeled with "1," "2," "4," or "5" and must not contain bisphenol-A or phthalates. If using glass bottles, they must have a silicone cover. Any bottles will be emptied once the child has finished feeding. The contents of any formula bottle that is not fully consumed within one hour will be discarded, and partially consumed bottles will not be returned to the refrigerator. During bottle feeding, toddlers will be held at all times; we do not prop bottles or allow children to feed themselves while lying down. Bottles will be checked to ensure that the temperature is safe prior to feeding. Additionally, medications, cereal supplements, or sweeteners will not be added to the contents of bottles unless prescribed by a healthcare professional, and the medication management procedure has been strictly followed.





MEAL AND SNACK SCHEDULE WAC 110-300-0180

Please note that we do not participate in the USDA Food Program.

All meals and snacks provided are prepared and served in compliance with the most recent edition of the USDA Child and Adult Care Food Program (CACFP) standards, as well as the USDA National School Lunch and School Breakfast Program standards. It is essential that you inform us of any allergies or adverse reactions your child may have to specific foods or beverages.

Safe drinking water will be made available, along with 1% and whole milk.



POLICIES FOR FOOD BROUGHT FROM HOME WAC 110-300-0190

A parent or guardian may provide alternative food for their child, provided that a written food plan is completed and signed by both the parent or guardian and the licensee. All food and beverage items brought from home must be clearly labeled with the child's first and last name, as well as the date of preparation.

If you choose to supply alternative food for your child, a written plan is required. Please note that any meals or snacks brought from home that do not comply with USDA Child and Adult Care Food Program (CACFP) requirements will not be served to your child.

We are a nut-free facility. If you decide to bring food from home, please make sure there are no nuts in the food.



FOOD ALLERGIES AND SPECIAL DIETARY NEEDS WAC 110-300-0186

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC 110-300-0300 must include the following:

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

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

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

1. Administer medication pursuant to the instructions in that child's individual care plan;
2. Contact 911 whenever epinephrine or another lifesaving medication has been administered; and
3. Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
 - a. The child is having an allergic reaction; or
 - b. The child consumed or came in contact with food that was identified as a food restriction by the parents or guardians, even if the child is not having or did not have an allergic reaction.

We are aware that families and children have food preferences that are not allergies. Please discuss this before enrolling your child so we can come up with a plan. We are open to families bringing in alternative food if you do not want your child/children to consume what we will be serving.





FOOD HANDLING PRACTICES WAC 110-300-0195

Individuals responsible for food preparation for children must possess a current and valid Food Handler's Permit and adhere strictly to all established protocols. Adherence to proper handwashing techniques during food handling is mandatory.

Standards for the safe storage, preparation, cooking, holding temperatures, and serving of food, bottles, and formula will align with the guidelines set forth in the Washington State Department of Health's Food and Beverage Workers' Manual, as well as the current foundational Quality Standards outlined in WAC 110-300.

During mealtimes, teachers will assist children to ensure they consume their meals while also imparting lessons in table etiquette.

DISHWASHING PRACTICES WAC 110-300-0198

Dishes are typically cleaned in a dishwasher utilizing the sanitize cycle. In instances where a dishwasher is not employed, dishes are hand washed by immersing them in hot, soapy water, followed by rinsing, sanitizing, and allowing them to air dry.

SAFETY OF FOOD CONTAINERS AND PREPARATION AREA WAC 110-300-0197

Food preparation and eating surfaces must be thoroughly cleaned and sanitized both before and after use. These surfaces should be devoid of cracks and crevices and constructed from materials that are resistant to moisture. Additionally, pets are prohibited from the food preparation area during food preparation or service.

Food should not be cooked or reheated in a microwave unless the container is explicitly labeled by the manufacturer as "microwave use," "microwave safe," or similar designations. While disposable serving containers may be utilized, they must be sturdy and discarded after a single use. Furthermore, all sharp utensils that could cause serious injury or pose a choking hazard must be kept out of reach of children at all times.





Menu Sample USDA SERVING PATTERNS

		December 11 - 15 Menu			
	Monday	Tuesday	Wednesday	Thursday	Friday
Am Snack	Toast, Oranges (Jam Preschool)	Apple Sauce, Waffles	Oatmeal, Melons	Cheerios, Banana	Avocado Bagel, Pears
Lunch	Chicken Strips, Mixed Veggies, Pineapples	Ham/Cheese Crackers, Grapes, Corn	Veggie Yakisoba, Rolls and Broccoli	Bagel Pepperoni Pizza, Mixed Veggies, Mixed Fruit	Chicken Noodle Soup, Toast, Peas, Pears
Pm Snack	Honey Graham Crackers, Strawberries	Rice crackers, Apple	Craisins, Cheddar Cheese	Chips, Salsa w/ Corn	Ritz Crackers, Apricot

NOTES: Milk is served during AM Snack and Lunch unless another beverage or smoothie is served. Water is served during PM Snack. Serving size is dependent on USDA serving patterns. If you would like a copy of the serving pattern, please ask a teacher and we will gladly send it to you :) We serve AM Snack at 10. Lunch at 12. PM Snack at 3. Please be aware that we may have to change the menu throughout the week. Food Substitutions will be available as needed. (Vegetarian, allergies, and preferences). We do recommend bringing own food for certain days as food substitution will sometimes be the same weekly.

www.LittleTrailblazersEarlyLearningCenters.com
QUEEN ANNE | WEST SEATTLE

LUNCH MEAL PATTERNS		
	AGES 1-2	AGES 3-5
DAIRY	1/2 CUP	3/4 CUP
MEAT AND MEAT ALTERNATIVES	1 OZ	1 1/2 OZ
VEGETABLES	1/8 CUP	1/4 CUP
FRUITS	1/8 CUP	1/4 CUP
GRAINS	1/2 OZ	1/2 OZ

SNACK MEAL PATTERNS		
	AGES 1-2	AGES 3-5
MILK/ DAIRY	1/2 CUP	1/2 CUP
MEAT AND MEAT ALTERNATIVES	1/2 OZ	1/2 OZ
VEGETABLES	1/2 CUP	1/2 CUP
FRUITS	1/2 CUP	1/2 CUP
GRAINS	1/2 OZ	1/2 OZ

***SERVE ATLEAST 2 OF 5 COMPONENTS FOR SNACK TIME.



HEALTH AND SAFETY



EMERGENCY PREPAREDNESS AND EVACUATION PLAN WAC 110-300-0470, 0166

Our program's evacuation plan is prominently displayed on the bulletin board. We conduct and document monthly fire drills, quarterly emergency/disaster drills, and an annual lockdown drill. For comprehensive details, including the floor plan and designated gathering area outside our facility, please consult the posted evacuation plan to familiarize yourself with our emergency and disaster evacuation procedures.

We have practiced shutting off the water, power, and gas, and have secured shelving, furniture, and heavy objects on high shelves to prevent potential hazards. Regular assessments of our facility are conducted to identify and mitigate possible risks.

In the event that our facility becomes uninhabitable due to a disaster, the children and staff will relocate to:

Roxhill Park (weather permitting)

Address: 2850 SW Roxbury St., Seattle, WA 98126

Distance: 0.1 mile (approximately a 2-minute walk)

Alternative Location:

SW Branch: Seattle Public Library (if an indoor location is required)

Address: 9010 35th Ave SW, Seattle, WA 98126

Distance: 0.6 miles (approximately a 13-minute walk)

Our emergency preparedness program includes developmentally appropriate training for the children on how to respond in emergencies, such as calling 911 and recognizing when it is necessary to evacuate, in accordance with WAC 110-300-0470(1)(c). Families may request a copy of the emergency preparedness plan at any time. We review and update our emergency preparedness plan at least once per year, or sooner following any emergency event.



EVACUATION ROUTES/EXITS:

Exit doors are equipped with visible signage and lighting, and all doors are routinely inspected to ensure they open properly.

TRANSPORTATION TO EVACUATION LOCATIONS:

Children will either walk or be transported to the designated neighborhood evacuation site and, weather permitting, to the playground.

EMERGENCY KITS/INFORMATION:

Emergency kits will be equipped with all relevant information regarding the children.

NOTIFICATION:

- Once all children have been safely evacuated:
- Emergency services will be contacted by calling 911.
- Parents will be informed about the evacuation.

EVACUATION SITES:

Roxhill Park (if weather permits)

Address: 2850 SW Roxbury St., Seattle, WA 98126

Distance: .1 mile = 2 min walk

SW Branch: Seattle Public Library (backup, if we need an indoor location)

Address: 9010 35th Ave SW, Seattle, WA 98126

Distance: .6 miles = 13 min walk

Out-of-town (e.g. hurricane, widespread flooding)

Contact Person: Nikki Co Nelson 4259857758

Stephanie Co Mason 4259857730

Out-of-state contact person:

Joan Martinez Ho 415.613.3819

Emergency kits will be equipped with all relevant information regarding the children.



EARTHQUAKE PLAN WAC 110-300-0470

When Indoors:

- Move away from windows, tall furniture, and heavy appliances.
- All individuals in the program will be instructed to:
 - DROP to the floor;
 - COVER their head and neck with their arms and seek shelter under sturdy furniture or against an internal wall;
 - HOLD ON to the furniture until the shaking ceases.
- A headcount of the children will be conducted to ensure everyone's presence, and adults will communicate with the children in a calm, reassuring tone until it is safe and the earthquake has ended.

When Outside:

- Move to a clear area, as far as possible from glass, brick structures, and power lines.
- DROP & COVER.
- Adults will reassure children in a calm tone until it is safe and the earthquake has concluded.
- A headcount of the children will be performed to confirm everyone's safety.

After the Earthquake:

- Account for all children, staff, and visitors.
- Check for injuries and administer first aid as necessary. Call 911 in the event of a life-threatening emergency.
- Assess whether evacuation is necessary and determine if outdoor areas are safe. If safe, evacuate the building calmly and proceed to our designated meeting spot:

Roxhill Park

Address: 2850 SW Roxbury St., Seattle, WA 98126.

If the smell of gas is detected, immediately turn off the main gas valve.

- Monitor cellphones for information and emergency instructions.
- Notify our designated out-of-area contact of our status when possible.
- Remain outside the building until it has been inspected for re-entry and deemed safe.

For more information, please refer to our detailed Emergency Preparedness Plan.



EVACUATION PLAN WAC 110-300-0470

On-Site Procedures:

- All children will be gathered and escorted to the designated meeting area at Roxhill Park, located at 2850 SW Roxbury St., Seattle, WA 98126.
- A headcount will be conducted to ensure that all children are present. Adults will communicate with the children using a calm and reassuring tone.
- If it is safe to do so, a thorough check of the entire building will be conducted to confirm that all children have exited safely.

Off-Site Procedures:

- All children will be gathered and escorted to the designated meeting area, carrying the grab-and-go bag and our daily attendance log.
- A headcount will be taken to ensure all children are accounted for, with adults speaking to the children in a calm and reassuring manner.
- All areas, including bathrooms and playground structures, will be searched to ensure that every child is safe and accounted for.
- Once the situation is secure, families will be contacted. If we are unable to reach them by phone, we will call the designated out-of-area emergency contact or 911 to inform them of our location.

FIRE EVACUATION PLAN WAC 110-300-0470

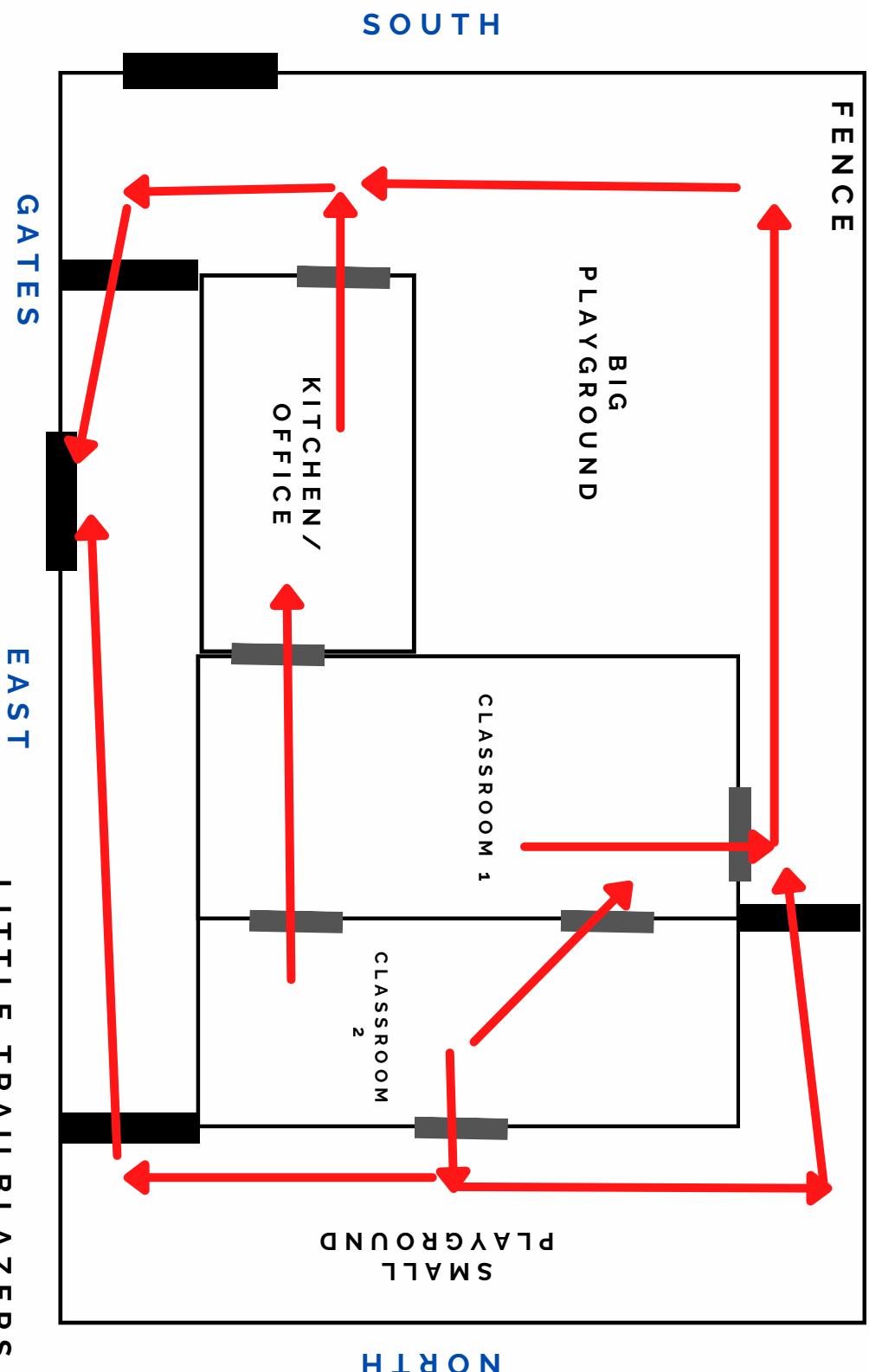
- We will activate the fire alarm and alert staff to the presence of a fire through vocal commands, whistles, or other means.
- We will evacuate the building swiftly and calmly:
- Individuals whose clothing catches fire will be instructed to STOP, DROP, and ROLL until the flames are extinguished.
- We will take our "grab-and-go" bag, which contains attendance sheets and emergency forms, as we exit the building.
- A designated staff member will conduct checks in areas where children may be located before leaving the premises.
- Once all individuals have evacuated safely, a headcount of the children will be conducted to ensure everyone is accounted for, and staff will communicate with the children in a calm and reassuring manner.
- We will call 911 from outside the building and will not re-enter until the fire department has declared it safe.



EVACUATION ROUTE

EVACUATION ROUTE

LITTLE TRAILBLAZERS
3003 SW ROXBURY ST.,
SEATTLE 98126





LOCKDOWN PLAN WAC 110-300-0470

- We will secure all outside doors and windows, close and lock interior doors, cover all windows to ensure they cannot be seen through, and turn off all lights.
- Everyone will be instructed to stay away from doors and windows, remaining out of sight, preferably seated on the floor.
- When feasible, we will bring attendance sheets, first aid kits, pacifiers, books, and other comforting items to our designated safe lockdown area.
- To maintain a calm atmosphere, we will engage in quiet reading or conversation with the children.
- If a phone is available, we will contact 911 to ensure that emergency personnel are alerted.
- We will remain in lockdown until the situation is resolved or we receive notification that it is safe to resume normal activities.
- Parents and guardians will be informed about any lockdown, whether it is a drill or an actual emergency. In the case of a real lockdown, we will communicate with parents and guardians when it is safe to do so.

In preparation for any disaster, our facility is equipped for the evacuation of children, with a three-day (72-hour) supply of food and water for each child and staff member. Parents are required to provide a three-day supply of any necessary medications for their child or children. Following a disaster, we will ensure that children remain at our facility until their parents can safely arrive to pick them up, and no child will be left unsupervised.





INJURY OR MEDICAL EMERGENCY RESPONSE AND REPORTING WAC 110-300-0475

- All staff members are required to complete training in First Aid, Child CPR, and HIV/AIDS/Blood-Borne Pathogen Prevention.
- Minor injuries, such as cuts, bruises, and scrapes, will be treated with soap and water. Parents will be notified via an injury report. In certain cases, parents may be consulted to determine whether the child should be sent home.
- In the event of head injuries, severe bleeding, or other serious injuries, we will contact the parent immediately and prepare an injury report.
- For serious injuries or emergencies, we will call 911 and provide first aid or CPR as needed. Parents will be informed as soon as it is safe to do so.
- If an injury necessitates medical treatment or hospitalization, we are required to promptly call and submit an "Injury/Incident Report" to our Department's Licensor and the child's social worker, if applicable. A copy will be provided to you.
- All pre-existing injuries will be documented, and an injury report will be generated.

MEDICINE MANAGEMENT AND POLICY WAC 110-300-0215

Reasonable Accommodations: We are committed to providing reasonable accommodations for children who require medications due to disabilities and other medical conditions.

Nonprescription Medication: Over-the-counter medications will be administered to children on a case-by-case basis. If the medication, ointments, or creams can be administered at home, we strongly recommend that this be done. Should the medication be approved by the director, parents or guardians must provide it in its original packaging. Each medication must be clearly labeled with the child's first and last name and accompanied by a medication authorization form. This form should include the start date, expiration date, medical necessity, dosage amount, age, and duration for which the medication is to be administered. We will adhere strictly to the instructions on the label, or a note from a medical professional must be provided. The medication must be labeled by the manufacturer for its intended use and will not be employed for any other symptoms or purposes.



Administration: Prescription medication may only be administered to the child specified on the prescription. It must be prescribed by a healthcare professional with the appropriate authority for that particular child. Each prescription must be accompanied by a medication authorization form detailing the medical necessity and potential side effects. Medication for symptoms or chronic conditions will only be administered in accordance with WAC 110-300-0215 and requires signed parent consent and physician instructions.

- Labeling Requirements: Prescription medication must be clearly labeled with:
 - The child's first and last name
 - The date the prescription was filled
 - The name and contact information of the prescribing healthcare professional
 - The expiration date
 - Dosage instructions and duration for administration
 - Storage instructions

Medication Log: A comprehensive medication log will be maintained, documenting when medications are administered or omitted as per the prescription or authorization form. This log will accompany all medications dispensed at our childcare facility.

Storage: Medications must be stored in their original containers, which should include the patient's name, usage instructions, and expiration date. All medications will be kept out of children's reach and stored according to their labeling requirements, including refrigeration for those that specify it. Controlled substances will be secured in a locked cabinet.

Oral Medications: For children under two years of age, any oral medication requires written permission from a physician and must be stored separately from topical medications.

Permissions: A doctor's authorization is necessary for all prescription medications. For non-prescription medications, parental permission is required for both prescription and non-prescription drugs.

Training: Parents or guardians (or designated representatives) must provide training for any special medical procedures outlined in a child's individual care plan. This training must be documented and signed by both the provider and the child's parent or guardian (or designee).

Unused Medication: All unused medications must be returned home with the parent or guardian.



HEALTH POLICY



HEALTH CARE PRACTICES WAC 110-300-0500

The health of our children and staff is our top priority. We have implemented comprehensive policies to address the care of children with special needs or health concerns, including allergies, food brought from home, and dental hygiene practices and education. Our written policies encompass procedures for notifying about contagious diseases, managing medical emergencies, treating and reporting injuries, tracking immunizations, and overseeing medication management, including storage, administration, and documentation.

We have established protocols for handwashing and the use of hand sanitizers, as well as daily observations of children and staff for signs of illness. Our exclusion and return policy applies to both children and staff members. Additionally, we have developed plans to prevent exposure to blood and other bodily fluids. Our health policy outlines general cleaning guidelines, detailing how areas such as food contact surfaces, kitchen equipment, toys, toileting facilities, and laundry will be cleaned, sanitized, and disinfected.

We also have policies regarding pest control, as well as the care of pets and animals that may access licensed spaces, including documentation of the health risks associated with such interactions.

Our health policy is subject to change in response to new exposures. This policy is reviewed and approved by the Department of Children, Youth, and Families (DCYF) and is accessible on our website. It is also available upon request.

These exclusion policies apply to both children and staff, as required by WAC 110-300-0500.





DAILY HEALTH CHECK

Parents are required to sign their children in using the Brightwheel app and complete the health questions provided prior to entering the classroom. By signing in, parents confirm that their child is healthy and capable of fully participating in our daily activities.

WHEN TO KEEP YOUR CHILD HOME

To ensure the health and safety of both children and staff, please keep your child at home if they exhibit two or more of the following symptoms. During instances of an outbreak, only one symptom is required for exclusion:

- Fever of 100.44°F or 38°C or higher
- Cough
- Colored nasal discharge
- More than 3 diarrhea in 72 hours
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Concerning congestion/runny nose
- Nausea or vomiting
- Other signs of new illness that are unrelated to a pre-existing condition (such as seasonal allergies)

If any of these symptoms develop during care, the child will be sent home. The decision regarding a child's fitness to attend will be made by the Director, and/or Lead Teachers. For the child's comfort and to minimize the risk of spreading illness, the child must be picked up within 90 minutes of notification. Until pickup, the child will be kept comfortable, may be isolated or masked, and will continue to be monitored for additional symptoms.

Parents will be notified via Brightwheel or email within 24 hours if a communicable disease or food poisoning is discovered.

Staff follow standard hygiene and infection-control practices, including handwashing, glove use, and cleaning/disinfecting procedures when caring for ill children.





WHEN CAN MY CHILD RETURN?

- Children are permitted to return to school once their symptoms have subsided and they have been fever-free for more than 24 hours without the use of fever-reducing medication.
- In cases of prolonged common colds, a doctor's note will suffice, provided the child remains fever-free for more than 24 hours without medication.
- The child must be able to participate comfortably in all usual program activities, including outdoor activities.
- A medical clearance from a healthcare provider and/or approval from the local health department may be required prior to return. Note that clearance cannot be provided by family members unless they are the child's primary healthcare provider.
- For all reportable communicable diseases, the medical clearance must confirm that the child is 1) no longer contagious and 2) well enough to return to group care.
- For other illnesses, rashes, or ongoing symptoms, the medical clearance must state that the child is fit to return to group care.

Please refer to the following page for specific exclusion and return requirements related to various symptoms, conditions, and illnesses. A child may not return to the program until all conditions are met and the necessary clearance is provided.

EXCLUSION/ REMOVAL POLICY OF ILL PERSONS WAC 110-300-0500

- Children who are contagious must remain at home. Parents of children in our care will be notified via the Brightwheel app or email within 24 hours upon the discovery of a communicable disease or food poisoning.
- The Health Department will be informed of any incidents of food poisoning and all reportable diseases affecting the facility.
- Please communicate through Brightwheel if your child will be absent due to illness or if you are uncertain about their attendance.
- If a child becomes ill during the day, you will be notified immediately and are expected to pick up the child within 90 minutes of the notification. In such instances, we will take reasonable measures to minimize contact between the ill child and other children until your arrival.
- Parents are responsible for securing alternative care in the event of their child's illness.
- These exclusion policies apply to both children and staff, as required by WAC 110-300-0500.



SPECIFIC EXCLUSION AND RETURN REQUIREMENTS

Symptoms	Exclusion and Return	Medical Clearance Required
Hand Foot and Mouth Disease (HFMD)	Excluded until cleared by a medical provider after determination has been made that the illness is not an infectious disease AND rash has been healed/scabbed over. HFMD is highly contagious and easily spread.	Yes
Rash w/ fever or behavior changes	Excluded until cleared by a medical provider after determination has been made that the illness is not an infectious disease and rash has been healed/scabbed over.	Yes
Skin sores	Excluded until cleared by a medical provider after determination has been made that the illness is not infectious disease and sores have healed/scabbed over.	Yes
Abdominal pain	Excluded if abdominal pain continues for more than 2 hours or if the child is experiencing intermittent pain associated with fever or other signs of symptoms of illness.	Yes
Diarrhea	Excluded until the child has no more than 3 loose stools in the last 72 hours. As long as there is a doctor's note, they can excuse the diarrhea if it is the child's normal bowel movement, however if there is a stomach bug going on, then the child will have to be sent home regardless of the doctor's note, due to this being a possible virus.	No
Diarrhea with blood or mucous	Excluded until cleared by medical provider after determination has been made that the illness is not an infectious disease.	Yes
Vomiting	Excluded and can return when the child has not vomited within the last 24 hours.	No



SPECIFIC EXCLUSION AND RETURN REQUIREMENTS Cont.

Symptoms	Exclusion and Return	Medical Clearance Required
Pink or red conjunctiva with white or yellow eye discharge	Excluded for at least 24 hours after antibiotic treatment has been started, if antibiotic has been prescribed. Able to return once there is no more residue from the eyes.	Yes
Mouth sores with drooling	Excluded until cleared by the medical provider after determination has been made that the illness is not an infectious disease.	Yes
COVID-19 Symptoms	Excluded until tested negative and does not show any symptoms	(Negative Test)
Abdominal pain	Excluded if abdominal pain continues for more than 2 hours or if the child is experiencing intermittent pain associated with fever or other signs of symptoms of illness.	
	Exposures	
Exposure to communicable diseases (i.e., Covid-19, Measles, etc)	Per local requirements (please communicate directly with the Director regarding any updates, concerns, or required follow-ups.)	

Medication for symptoms or chronic conditions will only be administered in accordance with WAC 110-300-0215 and requires signed parent consent and physician instructions.





TUITION POLICY

Our tuition structure is designed to secure a spot rather than to correspond directly with attendance. We recognize that certain factors, such as viruses or inclement weather, are beyond our control. Please understand that we continue to compensate our teachers during these periods, and our primary expenses remain unchanged even when we are closed. We appreciate your support and understanding.

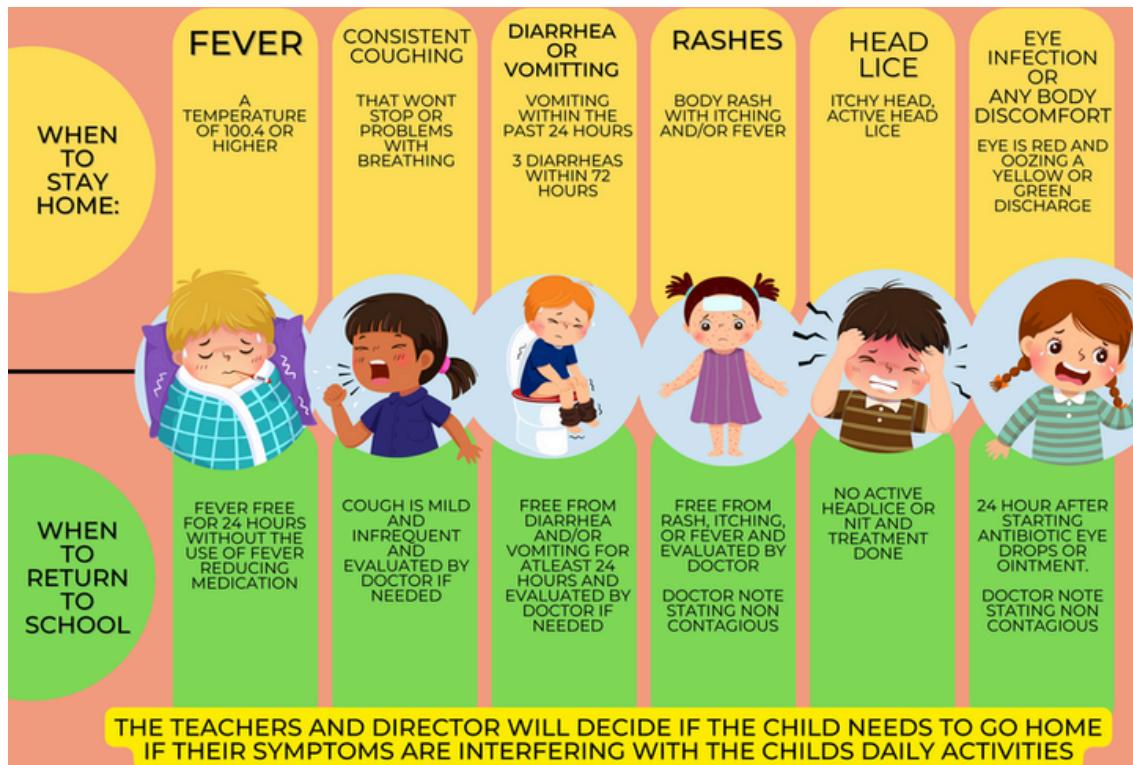
REPORTING ILLNESS OR COMMUNICABLE DISEASE

While the child is enrolled in the program, it is imperative that the Center Director is notified within 24 hours of any diagnosis or exposure to a communicable illness, regardless of whether the child is at home.

REPORTING AND NOTIFYING CONDITIONS TO PUBLIC HEALTH

WAC 246-110-010

We are obligated to notify the Department of Health, our licensing authority, and all families of the children in our care within 24 hours if a licensee, staff member, volunteer, household member, or child in care is diagnosed with a notifiable condition, as defined in chapter WAC 246-110-010(3).





PREVENTIVE POLICIES



PESTICIDE POLICY WAC 110-300-0255

We will implement appropriate measures to safely prevent and control pests that may pose health and safety risks to both adults and children within and around the licensed facility. Our pest control protocols include the following:

- 1. Prevention:** We will take proactive steps to deter pests by identifying and eliminating potential food and water sources.
- 2. Inspection:** Regular inspections will be conducted in both indoor and outdoor areas surrounding the licensed space.
- 3. Documentation:** We will document any pests identified within the licensed facility, noting the date and location of evidence found to facilitate proper removal or extermination.
- 4. Communication:** Parents or guardians of enrolled children will be notified at least forty-eight hours in advance regarding the application of any pesticides, including the specific areas of application, except in emergency situations (e.g., wasp nests). Pesticides will only be applied in the absence of children.
- 5. Compliance:** We will strictly adhere to the manufacturer's instructions for any pesticide used.
- 6. Emphasis on Prevention:** Our focus will be on preventive measures and the use of natural, non-chemical, low-toxicity methods, resorting to pesticides or herbicides only as a last alternative.



HAND WASHING PRACTICES AND HAND SANITIZERS WAC 110-300-0200

To mitigate the spread of germs and infections, we will actively guide, assist, teach, and coach your children on proper handwashing techniques. The following steps will be implemented:

1. Wet hands with warm water.
2. Apply soap to the hands.
3. Rub hands together to create lather for at least twenty seconds.
4. Thoroughly rinse hands with water.
5. Dry hands using a paper towel, single-use cloth towel, or air hand dryer.
6. Turn off the water faucet using a paper towel or single-use cloth towel, unless it is equipped with automatic shut-off.
7. Discard paper or single-use cloth towels appropriately after each use.

All children will be instructed to wash their hands at the following times:

- Upon arrival at the early learning facility
- After using the toilet
- After diaper changes
- Following outdoor play
- After gardening activities
- After interacting with animals
- After exposure to bodily fluids, such as blood, or following sneezing or nose blowing
- Before and after eating or participating in food-related activities, including table setting
- As needed, based on specific circumstances





Handwashing Protocols for Staff Members

Staff members are required to adhere to handwashing protocols at the following key times:

- Upon arrival at work
- After assisting a child with toilet use
- Before and after diapering a child (a wet wipe may be utilized during the diapering process if necessary)
- After using the toilet
- After attending to an ill child
- Before and after preparing, serving, or consuming food
- Prior to preparing bottles
- After handling raw or undercooked meat, poultry, or fish
- Before and after administering medication or applying topical ointments
- After interacting with or feeding animals, handling animal toys or equipment, or cleaning up after animals
- After handling bodily fluids
- After using tobacco or vapor products
- After being outdoors
- After gardening activities
- After handling garbage and garbage receptacles
- As needed, based on circumstances

By adhering to these guidelines, we aim to cultivate a safe and healthy environment for all.

- We encourage staff to set a positive example for the children by helping them follow the above handwashing steps.
- Hand sanitizer will be utilized in accordance with WAC 110-300-3650. It should not replace regular handwashing practices and can only be used by children over twenty-four months of age, provided we have a signed parent permission on file. Hand sanitizers will be kept out of reach of children.





CLEANING, SANITIZING, AND DISINFECTING PROCEDURES WAC 110-300-0240,0241

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are placed in the mouth by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Carpets within the child care space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets and other laundry will be cleaned, sanitized and disinfected weekly or more often if soiled. If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow Department of Health's current guidelines for mixing bleach solutions for child care and similar environments. When using a bleach solution to disinfect and sanitize, we follow the proper ratio of: $\frac{3}{4}$ teaspoon of chlorine bleach to one quart of cool water.

Toys that have been mouthing by children are removed immediately after use, cleaned, and sanitized before being returned to circulation. All cleaning products are kept in original containers, stored out of children's reach, and never used or sprayed near children.





BLOOD BORNE PATHOGEN PLAN WAC110-300-0400

All staff members involved in the care of children in our program have successfully completed Bloodborne Pathogen training. When personnel come into direct contact with bodily fluids, they will wear disposable gloves, adhere to established cleaning protocols, and disinfect any contaminated items and surfaces. Proper disposal methods will be employed for all waste, and soiled clothing will be sent home in double plastic bags. Additionally, all individuals exposed to such incidents will be required to wash their hands before resuming care duties.

INJURY PREVENTION WAC 110-300-0475

We will conduct daily inspections to ensure that both the indoor and outdoor play areas are safe for children and families. This includes checking for broken glass, ensuring that toys and equipment are safe to use, and removing any potential hazards from the area. All cleaning products, chemicals, and personal hygiene items will be stored out of reach of children, specifically in the kitchen cabinet beneath the sink. Additionally, we will provide vigilant supervision and implement a developmentally appropriate program designed to minimize the risk of injuries while your child is in our care.

PETS WAC 110-300-0225

We do not have pets.

PHOTOGRAPHY, VIDEOTAPING AND SURVEILLANCE WAC 110-300-0450

We capture photographs of the children for various purposes, including facility documentation, social media promotion, and communication with parents. If you prefer that your child's image not be published or made available to the public, please inform us accordingly. During your child's registration or on their first day, you will be asked to sign a photo waiver form to communicate any restrictions concerning the use of your child's photographs.

Additionally, please be aware that we have video surveillance both inside and outside the school premises. This footage will not be accessible to parents.



PROHIBITED SUBSTANCES: TOBACCO, VAPING, CANNABIS, ALCOHOL AND ILLEGAL DRUGS WAC 110-300-0420

The use and visual possession of tobacco, vaping products, cannabis, and illegal drugs, along with any associated paraphernalia, are strictly prohibited on our property during business hours. This prohibition extends to, but is not limited to, the following areas:

- All indoor and outdoor licensed spaces.
- Any location within twenty-five feet of entrances, exits, windows, or ventilation intakes of the facility, as well as areas visible to children.
- During neighborhood walks or excursions to parks.

This policy applies to all individuals present on the premises, irrespective of their purpose for being there. Scientific research has established a link between secondhand smoke and respiratory health risks.

Illegal drugs are not permitted on the premises. Additionally, the consumption of alcohol, vaping products, and cannabis is prohibited during business hours. The licensee, staff, volunteers, and household members must not:

- Possess or use illegal drugs on the premises.
- Consume alcohol or cannabis during operational hours.
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription medications while working with or in the presence of children in care.
- Be impaired to the extent that they cannot respond promptly and adequately to the needs of the children.





PROHIBITED SUBSTANCES: TOBACCO, VAPING, CANNABIS, ALCOHOL AND ILLEGAL DRUGS WAC 110-300-0420

Furthermore, the licensee must ensure that tobacco products, including cigarettes, containers for cigarette butts, lighters, pipes, cigar remnants, ashes, and all related paraphernalia, are kept out of reach and sight of children. All vaping devices must also be stored in a manner that is inaccessible to children and out of their view.

Smoking or vaping tobacco products during business hours is not permitted in any "public place" or "place of employment," as defined in RCW 70.160.020. This restriction also applies to motor vehicles used to transport enrolled children and to any provider supervising children, including during field trips. Such activities must occur at least twenty-five feet away from entrances, exits, operable windows, and ventilation systems, in accordance with RCW 70.160.075.

GUNS OR WEAPONS WAC 110-300-0165

We do not possess firearms, guns, weapons, or ammunition on the premises and strictly prohibit anyone from bringing weapons onto the property.

INSURANCE COVERAGE RCW 43.215.535 WAC 110-300-0410

We do carry liability insurance. For further details, please refer to the notice posted on our bulletin board.

SAFE WATER SOURCES WAC 170-300-0235

Our facility is equipped with both hot and cold running water. Additionally, we provide filtered water as a drinking source for the children.

RETAINING FACILITY AND PROGRAM RECORDS WAC 170-300-0465

We maintain all required records for a minimum of five years. This includes documentation for all currently enrolled children, as well as those who have been enrolled within the past twelve months in our licensed facility. These records will be readily accessible for review by the Department of Children, Youth, and Families (DCYF) or other state agencies. Rest assured, all records will be kept confidential.



Enrollment Agreement

This Enrollment Agreement (the "Agreement"), effective the __ day of __, 20__, is between Little Trailblazers ("School"), located at 3003 SW Roxbury St. Seattle WA 98126, and _____ ("Parents").

- The School's non-refundable registration fee of \$100.00 shall be paid at the time of initial application. (NEW FAMILIES ONLY)

INITIAL HERE: _____

- An annual registration fee of \$100 will be added to your January invoice.

INITIAL HERE: _____

- Your child's position is reserved upon receipt of \$500 non-refundable deposit. and the first month's tuition, which is non-refundable, even if you unenroll your child with a 30 day notice.. This deposit will be applied to the last month's tuition. (NEW FAMILIES ONLY)

INITIAL HERE: _____

- Monthly tuition fees are due on or before the 1st of each month. A late fee of \$35 per day will be assessed for any payments received after the 5th. If tuition fees, including any applicable late fees, are not received by the 7th of the month, the child will not be readmitted to the program. Should the School need to pursue legal action to recover unpaid tuition, parents agree to cover the School's reasonable attorney fees and associated costs.

INITIAL HERE: _____

- The School requires a 30-day written notice for withdrawal or changes to the schedule. If a 30-day notice of withdrawal is not provided, the standard tuition fee will be charged for that period. If notice is given after the 1st of the month for withdrawal in the subsequent month, prorated tuition for the next calendar month will be billed.

INITIAL HERE: _____





- Monthly tuition fees are non-refundable regardless of holidays, illness, vacation, inclement weather days, in-service days or School closures resulting from causes beyond the reasonable control of the School or its Management including, but not limited to, pandemics, government order, public health crisis, fire, floods, power outages, civil commotions, strikes, lockouts or other labor disturbances, "Acts of God", or acts, omissions or delays in acting by any government authority. The School and its management will make reasonable efforts to avoid unscheduled closures and will resume operation as soon as feasible; however, the School may choose to close at the discretion of the School's owner. Parents should check for Brightwheel messages, and/or Brightwheel text alerts for details regarding closings.

INITIAL HERE: _____

- The School reserves the right to deny, cancel, sever, or suspend a child's enrollment at any time if the School, in its sole discretion, deems such action to be in the best interest of the child or the School. In such an event, any unused tuition will be refunded.

INITIAL HERE: _____

- The School opens at 8:00am. and closes at 5:00pm.* A fee will be charged for any child not picked up before the School's regular closing time. This charge shall be \$5 per minute, with a 10-minute grace period. Parents should communicate the late pick-up. Consistent late pick-ups will be cause for the child's dismissal from the School. A 10-minute grace period will only be accommodated 3 times a month at most. On the fourth day of late pick-up, the charge will be \$5 per minute.

INITIAL HERE: _____

*We reserve the right to adjust hours and closures depending on the needs of the School.

INITIAL HERE: _____

- A child cannot commence care without providing proof of completed vaccinations, documented on the appropriate CIS form according to their age.

INITIAL HERE: _____





- Parents are required to sign their child in and out using the Brightwheel App. The school will utilize this timesheet to calculate any applicable late fees.

INITIAL HERE: _____

- A fee of \$35, in addition to any bank charges incurred by the school, will be applied for checks returned by the school's bank.

INITIAL HERE: _____

- The school will be closed for the holidays on the following days in 2026:

New Year's Day – January 1, 2026
Day After New Year's – January 2, 2026
Presidents' Day – February 16, 2026
Memorial Day – May 25, 2026
Juneteenth – June 19, 2026
Independence Day – July 3, 2026
Labor Day – September 7, 2026
Thanksgiving Day – November 26, 2026
Day After Thanksgiving Day – November 27, 2026
Winter Break – December 21 – January 1, 2027

INITIAL HERE: _____

- The school will be closed for in-service training on the following days in 2026:

In-Service Training – February 17, 2026
In-Service Training – May 22, 2026
In-Service Training – September 4, 2026
In-Service Training – November 25, 2026

INITIAL HERE: _____

*Please note that the school reserves the right to adjust hours and closures based on operational needs. In-service training days will be used for meetings, thorough cleaning of classrooms, and professional development activities.





- Upon enrollment, each child will be assigned specific days and times for attendance. Parents may request to add additional days for an extra fee; however, this requires prior communication with the School's director or office. The availability of additional days is contingent upon current enrollment and cannot be guaranteed. Any alterations to the established schedule must receive prior approval from the director or office.

INITIAL HERE: _____

- Children are prohibited from attending the School while ill. If a child becomes unwell during school hours, parents must arrange for immediate pickup within 90 minutes of notification. The decision regarding whether a child should be sent home rests with the teachers and the Director.

INITIAL HERE: _____

- Parents are required to inform the School of any illnesses present in the household. If a household illness is contagious or if a household member cannot isolate, parents must keep their children at home. Examples of such illnesses include COVID-19, flu, norovirus, and pink eye. Please notify the School if a household member exhibits symptoms such as fever, cold, vomiting, or diarrhea, so that a collaborative plan can be developed between the School and the parents.

INITIAL HERE: _____

- Absences or tardiness must be reported via Brightwheel.

INITIAL HERE: _____

- When there is a power outage:
 - We will contact families as soon as possible to inform them of the situation.
 - We will communicate with the city to have an estimate of when the power will be back on.
 - If the estimate is more than 2 hours, we will have to close the child care and ask families to pick up their children as soon as possible.
 - If there is a power outage before the child care opens at 8:00 am, we will close the child care.

INITIAL HERE: _____





- In the event of a water outage:
 - We will close immediately.

INITIAL HERE: -----

- Parents acknowledge that outside engagement with School employees is not intended for the benefit or convenience of the School. By signing this agreement, Parents irrevocably release and discharge the School, as well as its current or former owners, employees, shareholders, directors, representatives, parents, subsidiaries, affiliates, heirs, successors, and assigns (collectively referred to as the "Releases"), from all claims, demands, liabilities, actions, or causes of action whatsoever, whether known or unknown, arising in law or equity. This release pertains to any claims Parents have or may claim to have in the future against the Releases, based in whole or in part on, arising out of, or related to any outside engagements.

INITIAL HERE: -----

- Parents affirm that they have read the Parent Handbook and Health Policy and agree to adhere to all policies contained therein.

INITIAL HERE: -----

The undersigned Parents confirm receipt of an executed copy of this Agreement, along with a copy of the Parent Handbook and Health Policy. Parents acknowledge their understanding of the terms of this Agreement and agree to be bound by them.

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

Signature of Management Team

Date