



The Treehouse

Playcare, Preschool & Pre-K

**By The Growing Tree
Parent Handbook
2021**

www.thegrowingtreeplaycare.com

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The Treehouse Playcare & Preschool

Ages 2.5-4 years old

Treehouse Teacher's Phone: 425-247-6667

Treehouse Teacher's Email: Thetreehouse@thegrowingtreeplaycare.com

The Treehouse Pre-Kindergarten

Ages 4 & 5, the year before Kindergarten

Pre-K Teacher's Phone: 425-247-4398

Pre-K Teacher's Email: thetreehouseprekbranch@gmail.com

A Note from the Co-Founders

Dear Families,

We are so excited to share our unique story with you! As toddlers, we met at a home daycare on Mercer Island. We instantly became best friends and spent our childhood days playing “daycare” and “school” with dolls as our students! By the age of three, we knew we wanted to become future “daycare ladies”. After growing up on Mercer Island, managing our own babysitting business, graduating from MIHS, and joining the same sorority at Washington State University, here we are as “Daycare Ladies”! Our love for children has only grown over the years. The two of us had such a wonderful experience growing up in a nurturing play-based environment; we only hope to create the same impact on your child by being their home away from home! We are passionate about providing a caring and loving environment for your child to learn and grow.

We hope that you will become an active part of your child’s school life and we encourage families to join us for our many school wide functions throughout the year. At The Treehouse we strive to build a community feel by providing opportunities for families to get to know their child’s teachers, friends, and other Treehouse families!

Please feel free to contact us anytime or set up an appointment to discuss any questions or concerns.

Again, thank you for giving us the opportunity to be a part of your child’s one and only childhood!

Sincerely,

Alli and Jessi

About Us

We now have 3 schools on NE 21st ST!

- The Growing Tree Home Daycare: Ages 6 weeks-5 years old
- The Treehouse Preschool & Playcare: 2.5- 4 years old
- The Treehouse Pre-Kindergarten Branch: 4-5 years old (last year before Kindergarten)

The Treehouse Playcare and Preschool is an extension of The Growing Tree Home Playcare and Preschool, which was established in August of 2013. The Treehouse Playcare and Preschool, established in September 2016, is a privately-owned preschool that offers half day preschool and drop-in care for children 2.5-4 years old. As of September 2019, we now offer a Pre-Kindergarten program for children entering kindergarten the following fall!

The Treehouse Preschool and Pre-K Branch are located on NE 21st street, just a few doors down from The Growing Tree Home Playcare!

We offer half day preschool and pre-k in the mornings from 8:00am-12:00pm Monday through Friday and in the afternoons from 12:30-4:30pm Monday-Thursday for children ages 2.5 to 5 years old. Families can choose a set schedule consisting of 1 to 5 days per week or add drop-in days as needed. Children will learn in a rich environment focusing on socialization, creativity, and play.

The Pre-K Branch of Treehouse is a program specifically geared developmentally for 4 and 5-year-old children in preparation for Kindergarten. Children must be potty trained and 4 years old to start Pre-K.

At The Treehouse Preschool, we have mixed age group classes of 2.5-4 year old's. Younger children learn so much from observing and playing with older children, while older children learn empathy and compassion through helping the younger children. The mixed age group offers more of a family feel, teaching children to be comfortable interacting with other aged children.

Philosophy

We believe in the importance of PLAY! At The Treehouse Playcare, Preschool, & Pre-K we strive to inspire a sense of wonder and playfulness, and build a foundation for a lifelong love of learning. Children have a natural curiosity and interest in the world around them, and they need a balance that allows them to reach their potential, without pushing them beyond their personal comfort limits. We encourage children to discover the world through their own eyes through playing, creating, and exploring.

Play may seem simple, yet it is profound to a child's development. When a child laughs and wonders, explores and imagines, they are able to associate learning to something that happens naturally and joyfully. According to a recent report from the American Academy of Pediatrics (AAP), free and unstructured play is essential for helping children reach important social, emotional, and cognitive developmental milestones as well as helping them manage stress and become resilient. Through play, children also learn compassion and collaboration.

We believe in hands-on, child directed play. When children are learning and playing with joy, then it is a positive experience. Often times, they don't even realize they are learning because they are so engaged! We believe in offering children educational and social opportunities at an age-appropriate level. With these experiences, imaginations will soar as they learn about who they are and how things work.

All children are playful by nature. Their first experiences exploring their senses lead them to play, first by themselves and eventually with others. We believe in the importance of a mixed age group setting. Socialization is key to development, especially when children are prompted to learn from one another. Younger children can watch and learn from the older preschoolers playing nearby, and the older children learn empathy and compassion through interactions with the younger children.

Our creative environment and nurturing teachers provide enriching experiences that stimulate children's senses and spark their curiosity to promote a love for learning that lasts a lifetime. At The Treehouse, we believe in what we do and the play-based philosophy we follow!

Our Treehouse Pre-k program combines our play-based learning philosophy with kindergarten preparation. Children are taught with hands-on materials and activities, songs and games, and experiences. Through play and teacher organized activities, we help to prepare your child with the social, emotional and academic skills needed for a successful transition to kindergarten.

Why Play is So Important!

Many American parents over-think the importance of early academic success. They believe that by pushing their toddlers and preschoolers harder to learn, they will be more academically successful in the future. However, more and more research is leaning towards the importance of play and giving children meaningful experiences in an environment that allows them to explore and discover their world. Learning through play gives children the opportunity to take ownership in their learning.

Play is not just something to do in between activities. It is an important activity in itself. Play is active and engages the whole brain, providing opportunities that are multi-sensory, creative and imaginative.

According to the American Academy of Pediatrics' report, *play*:

-Allows children to use their creativity while developing their imagination, dexterity and physical, cognitive and emotional strength

Children engaged in imaginative play learn social skills, emerging mathematical skills, early literacy skills, and self-regulation. Children desperately need to have a multitude of sensory experiences on a daily basis in order to develop strong bodies and minds.

-Is important to healthy brain development

-Allows children to create and explore a world they can master, conquering their fears while practicing adult roles

When children play, they draw upon past experiences, things they have done, seen others do, heard, or seen on television. They not only practice what they already know, but also learn new things.

-Allows children to learn how to work in groups, share, negotiate, resolve conflicts and learn self-advocacy skills

Play is crucial for the development of simple social skills.

-Allows less verbal children to express their views, experiences and even frustrations

Having plenty of time to play in childhood is one of the key factors leading to happiness in adulthood! They are developing skills, habits, and attitudes that will stay with them throughout their lives.

-Offers parents and caregivers a wonderful opportunity to engage fully with their children

Watching them play, and joining in on the fun promotes healthy self-esteem and unleashes joy in children.

-Allows for peer interactions and is thus an important component of social-emotional learning

How Play is Promoted at The Treehouse

Our caring, compassionate, and nurturing teachers recognize the value of play. They are facilitators of learning, who believe in teaching the children how to think, not what to think. Our teachers facilitate play by providing appropriate indoor and outdoor play environments. Safety and age/developmental levels are carefully considered when designing activities. Play materials are related to our thematic instruction, along with the use of props, books, and different toys. Through daily observation of play, teachers can learn about children's social interactions, cognitive and language abilities, motor skills, and emotional development. Using these observations, our teachers can plan future experiences and curricula that match the needs of each individual child.

Our teachers inspire children by asking open-ended questions, prompting children to think out loud, and starting unstructured conversation. Children and teachers take turns talking and listening to each other, and so importantly, asking questions! Language and literacy experiences are designed to help prepare children to become fluent readers.

Our bright, open, cheerful and home-like environment promotes fun and child-directed activities. Large blocks of time are dedicated to play so that children's play goes uninterrupted and can become more complex. Children are given many choices and can choose activities that best suit their individual needs. The Treehouse Playcare and Preschool offers a wide variety of play areas and materials, including dramatic play areas, playhouses, an art room, reading nooks, books, puzzles, blocks, trucks, and math manipulatives. Play is at the center of our themes and daily lesson plans.

Outdoor adventures are always encouraged for physical and explorative play! Our carefully planned outdoor space is used as an extension of the classroom. It encourages motor and social skills, helps refine existing cognitive structures, and constructs new ones. Art is often created outdoors, encouraging children to explore new possibilities.

Diversity/ Non-Discrimination Policy / Anti-Bias Statement

We embrace every child at The Treehouse. Children will learn compassion and respect from each other's differences. Children learn there are different types of people, families, cultures, and backgrounds. Family traditions are celebrated! Children will feel respected and know they are valued members of the community. We celebrate each child's unique learning style by providing a wide range of activities and experiences that will encourage their natural sense of wonder.

It is important that children are the decision makers during play. The children will choose what and where to play, roles for each player, and how the play will proceed.

The Treehouse Playcare and Preschool prepares children not only to become students who will work with others cooperatively and approach learning with joy, but also happier people who will not lose their love of play!

Our school is open to all children and does not discriminate against an individual because of his or her race, religion, color, national origin, sex, age, or handicap.

The Treehouse values each person's beliefs and right to be what they want. We invite all families to feel comfortable and confident in expressing themselves. We believe in an active and positive approach to embracing culture and diversity. Our school is accepting of all people regardless of their ability, age, beliefs, economic status, ethnicity, gender, language, nationality, perspective, race, color, religion, sexual orientations, gender identity, values, or physical, mental, or sensory disability.

Special Needs

If children have any special learning or developmental needs, whether formally assessed or not, The Treehouse is happy to work closely with the family to accommodate the needs of the child. All information will remain confidential, but please make sure teachers are aware of any special needs in order to provide the best care possible.

Teachers

At the Treehouse all of our teachers have a deep passion and love for early childhood education and working with children! Our teachers are compassionate, patient, and educated. Our teachers have ongoing training each year in the following but are not limited to:

- 30 hours basic STARS training, 20 hours of annual ongoing STARS training
- Infant, Child, and Adult CPR
- First aid training
- HIV/ AIDS/ Blood borne pathogens training
- Food Handling
- Child Restraint, Safe Sleep, Families Experiencing Homelessness, and Medication Management through Department of Children, Youth, and Families
- Any additional trainings our teachers are interested in
- 2 annual Early Childhood Education conferences (WAEYC and EICC)
- Lead teachers have at least a BA in Early Childhood related field

All of our staff have passed a Washington State Background check and have evidence of a negative tuberculosis test.

Get to know your child's teachers! When a new family starts at Treehouse, a brief Friday meeting will be scheduled with the family and all teachers to go over the application and to get to know each other.

Location

The Treehouse Playcare and Preschool 11511 Ne 21st St, Bellevue, WA, 98004 (3rd driveway on the left)

The Treehouse Pre-K Branch 11521 NE 21st St, Bellevue, WA, 98004 (2nd driveway on the left)

Conveniently located near downtown Bellevue, right off of 116th Ave Ne. and just north of Overlake Hospital and Whole Foods.

Our large fully-fenced outdoor play areas are covered in a thick layer of play chips and nestled under the trees. There are a wide variety of activities including playhouses, climbers, sandboxes, gardens, undercover picnic tables, reading areas, mud kitchens, and more!

Calendar/ Holidays

The Treehouse is open year round with 4 weeks off for vacation. **Tuition is based on a yearly rate and divided by 12 months, so tuition remains the same each month even if there is a closure.** We hope that by providing a schedule to families in advance, you can make other arrangements or take family vacations of your own! The Treehouse follows the Bellevue School District calendar and will be closed the following dates*:

2021

- January 1st- New Year's Day
- January 15th- Treehouse & Pre-k Closed for Parent Teacher Conferences (GT open)
- January 18th- MLK Jr. Day & Parent Teacher Conferences
- February 12th- Treehouse & Pre-k Closed for Parent Teacher Conferences (GT open)
- February 15th- President's Day & Parent Teacher Conferences
- April 12th-16th-Closed for Spring Break
- May 6th-7th- Closed for Teachers at IECC Conference
- May 31st- Memorial Day
- July 2nd- Teacher Professional Development Day
- July 5th- Independence Day Observed
- August 30th-September 6th- Summer Break and Labor Day
- September 7th- First Day of School
- October TBA- Closed for Teachers at WAEYC Conference
- November 11th- Veteran's Day
- November 25th-26th- Thanksgiving
- December 20th-December 31st- Winter Break

2022

- January 14th- Treehouse & Pre-k Closed for Parent Teacher Conferences (GT open)
- January 17th- MLK Jr. Day & Parent Teacher Conferences
- February 11th- Treehouse & Pre-k Closed for Parent Teacher Conferences (GT open)
- February 14th- President's Day & Parent Teacher Conferences
- April 11th-15th-Closed for Spring Break (To be confirmed with BSD Calendar)
- May 5th-6th- Closed for Teachers at IECC Conference
- May 30th - Memorial Day

- July 2nd- Teacher Professional Development Day
- July 5th- Independence Day Observed
- August 29th-September 5th- Summer Break and Labor Day
- September 6th- First day of School
- October (TBA)- Closed for Teachers at WAEYC Conference
- November 11th- Veteran's Day
- November 24th-25th- Thanksgiving
- December 19th-December 30th- Winter Break

*Subject to change, at least one month notification will be given

Enrollment, Admission, and Fees

Registration Process

The Treehouse enrolls children 2.5 (30 months)- 5 years old. In order to register your child, you must first tour the school you are interested in. After touring, submit an application along with a **\$50.00 application fee**. The application fee also includes a trial day in order to insure it is the best fit for your child. Your application will be reviewed, and if accepted, the supply and registration fee are due to hold the space.

If there the time/day you are interested in is full, we recommend starting with a time/day that is open which will give you priority on the waitlist to move to your ideal schedule.

There is a **\$75.00 annual registration fee** per family and a **\$100.00 annual supply/material fee** due up front at registration and at the anniversary of your registration.

By your child's start date, a completed registration form must be submitted. Each registration packet includes information on a child's health history, written consent for emergency medical care, and general information about the child and family. We also need a complete record of immunizations.

A meet and greet with the teachers will be scheduled on a Friday afternoon around the start date.

Child Health and Immunization Records

In order to insure the health and safety of all our children, it is crucial that we have the children's updated health and Immunization records. Please bring updated records after your child has any new vaccinations. These records will be completely confidential and stored in your child's file. Parents are responsible for providing current information and

immunizations throughout the year.

Tuition Fees and Payment Schedule As of September 2021

Mornings (M-F 8am-12pm)

| | 5 days/wk | 4 days/wk | 3 days/wk | 2 days/wk | 1 day/wk |
|----------|-----------|-----------|-----------|-----------|----------|
| Mornings | \$1155 | \$1000 | \$800 | \$575 | \$290 |

Afternoons (M-Th 12:30-4:30)

| | 5 days/wk | 4 days/wk | 3 days/wk | 2 days/wk | 1 day/wk |
|------------|-----------|-----------|-----------|-----------|----------|
| Afternoons | NA | \$1000 | \$800 | \$575 | \$290 |

*The Treehouse offers a 5% sibling discount off the total monthly tuition

**Monthly tuition rates increase 5% for each family annually in September as our rent increases

Additional Fees

- \$50 application and trial day fee
- \$75 annual registration fee
- \$100 annual supply & specialist fee
- \$60.00/ day for drop-in playcare
- \$20/hr for drop-in's at Growing Tree
- \$25.00 for the first five days tuition is turned in late, \$25/day after that
- \$5.00 for the first five minutes a child is picked up late or arrives before their scheduled time, then \$5/ minute after that

WHAT'S INCLUDED IN YOUR FEES AND TUITION

- Unconditional love and nurturing of your child
- Qualified and exceptional teachers
- Parent resources
- Dependability
- Small, home-like, positive atmosphere that promises one on one attention vs. a large center environment
- Weekly, monthly, and yearly extra-curricular specialists
- Weekly professional cleaning
- Nutritious snacks which are mainly fresh and organic
- Daily communication about your child's day, weekly newsletters, monthly updates, and twice a year developmental progress reports
- Registration costs, Procure Connect account, bookkeeping , etc

- Preschool Program that promotes learning through play
- All arts and crafts supplies
- Toys, games, puzzles, books, music supplies, and outdoor toys
- Potty training assistance and wipes
- First Aid supplies
- All supplies needed for our holiday, birthday or other fun themed events that we have throughout the year
- Back to School Night, Winter Festival, Spring Art Show, Graduation, and Summer Picnic
- Teacher Trainings: CPR/First Aid certification, early childhood education conferences, child development classes, etc.
- Utilities: electricity, heat, water, garbage, gas, etc.
- Furniture: wear and tear, cleaning, replacing, repairing, etc.
- The list goes on...

Tuition is charged monthly. Our rates are based on yearly tuition, divided by 12 months. The Treehouse does not offer vacation discounts, closure prorates, or offer refunds if a child is absent. We charge for the space, not by the hour, so if your child leaves earlier than your registered time, you will still pay the whole full or half day fee. We are unable to trade missed days, but additional drop-in days may be added if space is available.

Your bill will be emailed out **one week** prior to the end of the month. **Tuition is due the last day of every month for the following month** (i.e. November tuition is due by October 31st). **Please note the late fee of \$25.00 for payments up to 5 days late (made by the 5th of the month, and \$25 per day after that.** If tuition is not paid by the 10th, a child cannot attend care until tuition is paid. Any extra fees or additional time will be added on to the next month's bill.

Payments can be made through checks, cash, online through Procare Connect. Procare Connect charges fees for credit card use, so we recommend using routing numbers or debit cards if paying electronically. Checks can be mailed to The Growing Tree, 11415 NE 21st ST, Bellevue, 98004.

*Tuition is subject to increase with at least 6 months notice.

Absences

Please notify us in the event of any absence, planned or unplanned. Please text the teachers if the absence is day of. We are unable to trade missed days, but additional drop-in days may be added if space is available. If your child will be absent for an extended period of time, but under 4 weeks, the full tuition is still required to hold your

child's space. If your child will be gone for more than 4 weeks or multiple months (i.e. teachers with summers off), in order to hold their spot we ask for half of each month's tuition.

Please allow at least **two weeks** written notice if you wish to cancel enrollment. We require payment throughout the two weeks of notice while we are filling your space. If your child does not attend throughout the two weeks, payment is still due. Two weeks payment is equivalent to half the month's tuition if notice is given in the beginning of the month.

Curriculum

We use a project planning method when it comes to developing our curriculum. For the most part, themes follow seasonal changes; for example discussing weather, insects, plants and garden, earth, and animals in the spring. We believe in holistic learning and incorporate all areas of development into our themes and circle time.

All activities are planned and organized with the developmental needs and learning styles of each child in mind. Children learn the most from one-another and we believe we are most successful when facilitating open, engaging, and interesting conversation and play. We celebrate all holidays and encourage families to come in and share traditions with us, we also understand and respect if families prefer to not participate in any events.

Along with our seasonal and emergent curriculum, we also use a social-emotional curriculum. This is used alongside our other lesson plans during circle time, small group work, and throughout the day during conversation. There is also a "Letter of the Week" and "Numbers of the Week" to familiarize children with early math and literacy. For a small part of the day pre-kindergarten children meet for small group, in which the lesson focuses on developmentally appropriate kindergarten preparation activities.

Hand-eye coordination and small muscle manipulation are developed through the children's play, crafts- cutting, coloring, puzzles, stringing, and other such activities. Gross motor activities take place outside, during physical games, music, dramatic play, and in our indoor large movement activity area.

Washington State Early Learning and Development Guidelines for Birth through Kindergarten are closely followed as well as the Objectives for Development and Learning Birth through Third Grade. PDF's can be found here:

https://www.dcyf.wa.gov/sites/default/files/pubs/EL_0015.pdf

<https://teachingstrategies.com/wp-content/uploads/2017/05/Washington-Birth-%C2%AD5-to-GOLD-4.14.17.pdf>

Children's development is also monitored using The Center for Disease Control and Prevention's Developmental Milestones:

<https://www.cdc.gov/ncbddd/actearly/milestones/index.html>

Other important guidelines and standards followed can be found from the following resources:

GOLD Objectives Assessment for Kindergarten:

https://www.k12.wa.us/sites/default/files/public/wakids/pubdocs/gold_hndt_objective_s.pdf

Characteristics of Children Entering Kindergarten:

<https://www.k12.wa.us/sites/default/files/public/wakids/pubdocs/characteristicsofchildrenenteringkindergarten-english.pdf>

Pre-K Curriculum

Our Pre-K program focuses on the following Pre-Kindergarten skills:

Math

- Numerals 1 -20
- Verbal Counting 1 – 20
- One to one correspondence
- Sorting by various attributes; color, shape, size
- Patterns AB, AABB, ABC
- Sizes; small, medium, large
- Shapes; square, rectangle, circle, triangle
- Matching symbols, shapes, patterns etc
- Same and different
- More, less, same
- Time: day and night
- Money: Explore through games, songs and pretend play
- Sequencing

Literacy

- Exposure to alphabet: letters and sounds
- Recognize, spell, write first name
- Hold a pencil, marker, crayon correctly
- Retell familiar stories
- Draw pictures and dictate sentences about stories and experiences
- Answer questions about stories
- Repeat simple nursery rhymes and finger plays
- Concepts of print: left to right direction, holding a book right side up
- Understanding that letters can make words
- Build new vocabulary
- Build listening skills during stories and communication

- Strengthen visual discrimination
- Sequencing
- Develop fine motor skills
- Speak understandably in sentences

Science

- Explore science tools: magnets, prisms, magnifying glasses etc
- Observe and learn about the natural world
- Observe insect life and plant growth
- Observe weather and plant life during each season
- Measure and mix together ingredients in cooking activities
- Identify basic colors and explore color mixing
- Make observational drawings and dictation
- Explore the world with the five senses
- Investigate animals, the homes they live in, the food they eat

Social-Emotional

- Learn to share and take turns
- Show compassion and help others
- Work and play well with others
- Follow simple directions
- Adapt when planned to do is not possible
- Build attention span
- Learn appropriate ways communicate
- Explain emotions and feelings
- Use words to resolve conflict
- Problem solve
- Have conversations
- Respect for diversity

Physical

- Hold a pencil with three finger grip
- Draw lines and shapes
- Open and close scissors with one hand
- Cut in a straight line
- Sustain balance during movement exercises
- Use hands to catch
- Work with fine motor skills

Self-Efficiency

- Use bathroom without help
- Wash hands
- Dress for outside without help
- Eat and drink independently
- Cover mouth when coughing
- Use tissues appropriately

Children will learn these concepts at their own pace but will not be required to master them before entering kindergarten. Activities offered during group time will be interactive, interesting and keep in line with our play-based philosophy. Children will have opportunities to work as a group, individually and in pairs.

The Year at a Glance

***Due to COVID-19, community events and enrichment programs may be paused**

September: September is all about settling into the school year, making new friends, and learning important socio-emotional skills to help regulate emotions. We focus in on what makes us each unique, our differences and similarities, family structures, and what it means to be a good friend. As summer transitions to fall, we learn about the changes in the season, apples, farms, leaves, and pumpkins!

Animal Encounter's bring a petting zoo to Treehouse as we kick off our farm studies!

October: Acorns, pumpkins, leaves, oh my! October is our month to celebrate autumn and all of the wonderful changes going on around us in nature. The opportunities for fall science experiences are endless as we dissect and identify parts of apples, pumpkins, and leaves, find out if they sink or float, and make jack lantern volcanoes! Making predictions, counting seeds, and sorting apples and leaves by color, and pumpkin geoboards are just a few of our exciting math activities. This is our favorite month of art, STEM, baking, and sensory activities!

Our visit to The Farm at Swan's Trail wraps up everything we have been learning about thus far. Families gather together to pet farm animals, pick pumpkins, go on a hay ride, watch duck races, stroll through a corn maze, sip apple cider, and celebrate fall!

Children are invited to wear costumes to school throughout Halloween week!

November: Our fall studies continue through November as we discuss the meaning of Thanksgiving and talk about what we're grateful for. Our Choose Kind theme returns, inspired by the book *We Are All Wonders*. In November, we also overlap our Dinosaur theme which is always very popular! We learn that dinosaurs lived long ago and are extinct now. During our dinosaur unit, children learn ways to identify, compare, contrast and classify characteristics of dinosaurs.

Families are encouraged to talk about what they are grateful for at home to continue our school discussion.

December: As winter quickly approaches, we learn about the changes the season brings. The leaves have all fallen from the trees, we dress in hats, mittens and scarves to stay warm, and we spend time with loved ones during many celebrated holidays. Families are invited and encouraged to share any special holiday traditions!

We focus on the idea of giving as we learn about how to help others less fortunate than us, as well as letting our loved ones know we appreciate them. During the month of December we collect toys, household items, children's shoes and clothing, and gift cards for our friends at Child Haven. Child Haven is a local nonprofit that helps families who are victims of domestic violence, while educating parents on how to break the cycle of abuse.

January: Pajamuary, the coziest time of year! While the days are darker, and the weather is colder, children are invited to stay cozy in their pajamas all month long! We return to our winter studies, learning about hibernation, arctic animals, and migratory birds. We focus on diversity, equality, and peace throughout the month, especially between Martin Luther King Jr. Day and Valentine's Day.

At the end of January or beginning of February, we rent out Kid's Quest Children's Museum for families to gather and play!

February: In February, we continue our theme of diversity, equality, and peace, while also adding the abstract concept of love. We talk about what it means to be a good friend and ways to show kindness to those around us. Children are invited to bring valentines to share with their classmates! The rest of the month is jam packed with our exciting Community Helper unit, including Health and Nutrition studies, and Transportation!

Families are invited to come in and tell the kids about their careers during our Career Week! We have a special visit from the local Fire and Police Department!

March: Spring is an exciting season at Treehouse with the many changes in nature. We start our month off with weather studies, move into gardens and the life cycle of plants, and begin our insect unit! Our duck and chicken eggs are placed in the incubator in the middle of the month and we learn about the changes going on inside the eggs! The season of spring brings many wonderful changes that we can observe and enjoy such as blossoms on cherry trees, blooming tulips, and fluttering butterflies. We watch our caterpillars transform into beautiful butterflies and our seeds sprout into flowers first hand.

Oxbow Farms makes a visit with organic soil and worms in tow to teach us about sustainable gardening and the importance of worms in the garden! We work on our own Treehouse garden, planting vegetables and flowers. Families are invited to bring a plant or seed from home to plant in our community garden!

Towards the end of March, families are invited to Treehouse for our Spring Art Show which displays the brilliant and colorful masterpieces of our little artists!

April: Spring is in full swing in April! We continue to study plants and insects and introduce our earth and space unit. Working with recycled materials, finding new uses for old things, and learning ways we can save the earth are at the core of this month.

As soon as we return from Spring Break our chicks and ducks start to hatch! We watch the babies grow over the next few weeks, while learning how to be gentle with the tiny creatures and what they need to survive. Families have the opportunity to “ducksit” and take home a duck or chick for the night in a class-made take home kit.

May: We are wild about wild animals! In May, we learn about wild animals from all over the world. Identifying the different sounds, characteristics, and habitats of wild animals is always a blast. We have visits from both The Reptile Man and Animal Encounter’s Australian Animals, as well as a weekend fieldtrip to the zoo!

June: We transition from wild animals to ocean animals in the beginning of June! The ocean is a fascinating place and full of interesting creatures to study. We have a marine biologist visit, bringing scuba gear, shells, and shark jaws! We transition into our Beach unit as the season of summer approaches. The “school year” wraps up and our graduates prepare for graduation! Families of children headed to kindergarten are invited to our graduation celebration, where gowns are worn, diplomas are received, and hats are tossed!

July: Just because the “school year” is over, it doesn’t mean we stop learning and growing at The Treehouse! July is based around the Pacific Northwest and we look into all of the wonderful summer activities we can partake in (camping, swimming, picnics, hiking, etc.). We also learn about the geographical features of Washington State in particular. Towards the end of the month, we transition into our fairy tale unit and compare and contrast different versions of many popular fairy tales.

Our annual summer picnic takes place in July! This is a wonderful reunion where current, past, and future families at Growing Tree and Treehouse gather!

August: Fairy Tales and Art studies! As we wrap up our fairy tale unit, we transition into Art studies. We look into some famous works of art and artists throughout history. Different techniques, colors, materials, mediums, texture, and styles are practiced. We have a school of wonderful artists and there is no such thing as a bad piece of work at Treehouse, especially if the process is enjoyed!

Religion and Cultural Traditions in Regards to

Curriculum

Holidays are often times an important part of a child's life and family traditions. **At The Treehouse we look to include all religions, races, cultures, and customs in order to create a classroom community.** We would love to hear about holiday customs and traditions each family celebrates at home and welcome any and all ideas to learn about in the classroom! Many times teachers' highlight the broader concepts related to particular holidays, such as family, sharing, foods, seasons, and friendship. If parents or children do not want to participate in any of our activities, alternative activities will be provided. Talk to your child's teacher about options.

Enrichment Programs and Specialists

Since The Treehouse does not take field trips during the days/hours of operation (at this point in time), we bring field trips to us! **A variety of specialists come throughout the year teaching classes on music/movement, science, art, exercise /sports, dance, theater, nutrition, community helpers, and many more exciting subjects!**

Days/times of the week that enrichment programs take place alternate throughout the year so that all part-time children can participate as well. If your child only comes part-time, they are always welcome to come to enrichment programs, as long as a guardian stays with them and we are notified in advance. If you do not want your child to participate in a certain activity, or your child chooses not to participate, teachers will provide alternative activities.

Screen Time Policy

We do not have televisions, computers, tablets for the children's use, or electronic toys at Treehouse. Children at Treehouse are busy learning through play, nature, natural toys, carefully selected teaching materials, and engaging activities!

Daily Schedule

Morning Preschool and Pre-Kindergarten classes are offered 8:00am-12:00pm Monday through Friday.

Afternoon Preschool and Pre-Kindergarten classes are offered 12:30-4:30pm Monday through Thursday.

We will follow a general daily schedule but depending on the flow of the day and weather,

it is subject to change. Snacks and circle time are consistent each day. Children will always have the choice to participate or choose a different activity. Our classrooms are designed so that children can have freedom to explore toys, materials, and activities when and how they want. They will never be forced to participate in an activity if they do not want to, but activities are always highly encouraged.

Children in diapers will be changed at least every two hours. If your child would like to rest while in our care, we will provide a pillow bed, blanket, and a quiet environment.

Throughout the day, we have the following activities:

- Free play, centers, small guided activities, table activities
- Fine motor table activities
- Snack and story/ Wash hands
- Process Art, Guided and Free
- Outside Play (option for art, reading, fine motor, science, etc)
- Indoor group activity (Large motor skills/ Creative movement)
- AM Lunch (Families bring a lunch from home if they want their child eating at school)
- Circle time (Letter of the week, songs, sharing, story, movement, social emotional lesson)
- Group Activities, Kindergarten prep, guided games, science activities
- Daily specialists (Yoga, Music, Creative Movement, Soccer, Dizzy's Tumble Bus, Woodworking)
- Dramatic play
- Afternoon nap (optional)

Outdoor Play

Getting outside for **at least one hour a day (usually more!)** is our priority and we encourage all families to come each day prepared with the weather appropriate gear. Teachers are also prepared for weather and children are never left alone outside unsupervised. Children are encouraged to play freely regardless of weather conditions and clothes and shoes will get wet and muddy. Upon going inside children are promptly changed into dry clean clothes and outdoor gear is cleaned and dried to the best of our ability. We teach the children that our clothes function as protection from the elements and families are encouraged to send their child in comfortable clothes they don't mind getting dirty.

Clothing to bring for outdoor play:

- A pair of labeled **rain pants** and **CLEARLY LABELED rain boots** to leave at Treehouse. These items should be easy to pull on and easy to take off for maximum outside time!
- A labeled rain coat, or layers so that children will be comfortable in all weather.

- Easy-on/ easy-off summer shoes
- A swimsuit/change of clothes in the warmer months for the water table and sprinkler!
- **EXTRA CLOTHES**

Arrival and Dismissal

While children are at The Treehouse, they are under direct supervision at all times. **Do not under any circumstance leave your child unsupervised in the parking lot, on the playground, inside the building, or hallways.** Children must be in auditory and visual range of a responsible adult. Please be sure to fill your child's teachers in on any updates, concerns, or unusual behaviors they should be aware of. If you need assistance while dropping off or picking up your child, please let us know so a teacher can help. In order to keep the drop off process running smoothly, we do ask that you be brief, yet make sure a teacher is aware your leaving. For many children, the longer their parents linger, the harder the separation is.

Due to COVID-19, all drop-offs and pick-ups are done at the door. A teacher will greet at the door and only the child will enter or exit. The child's temperature will be taken upon entering and they will wash/sanitize hands.

For your convenience we have created a mudroom (under the carport at TH and in the entry way at Pre-K) with cubbies for backpacks and extra personal items. We recommend bringing these items home with you at the end of the day. Please do not leave valuables outside. Please leave at least two labeled diapers or pull-ups in the basket if applicable. Lunches and water bottles can be placed on designated lunch box shelf inside. In the mudroom area, we have a calendar display with the month's events, specialists, and reminders. A community board posts community events, recommendations, parent resources, and local business cards of Treehouse families. We also have a parent resource library with books that can be checked out. Fliers, handouts, and additional resources are usually by the calendar.

The Treehouse uses the electronic program Procare Connect for billing and attendance. An iPad is used to sign your child in and out in the entryway of The Treehouse. Each caregiver will be given a PIN to enter in, followed by a signature. **It is extremely important to sign in every time you pick up and drop off your child.** There will also be a space for you to add any important notes/information that we may need throughout the day. Please leave any and all phone numbers of where you can be reached throughout the day. Only parents, guardians, or caregivers can sign a child in and out.

***Due to COVID-19, teachers will sign children in and out**

If someone else is going to pick up your child (nanny, friend, family member), **we need a copy of his/her driver's license and written parent permission before hand.** Your child's safety and whereabouts are extremely important to us.

You may pick up and drop off your child at any point throughout our hours of operation. Any schedule changes for your child or add on days must be made in writing or through email.

Children will not be released to a parent or any person who is under the influence of drugs or alcohol.

When parking, please be aware that there are other parents who may be pulling in at the same time and keep your stay reasonably short so they are not blocked in.

Late Policy

Our **late fee is \$5.00 for the first 5 minutes, and the \$5/ minute after that for your child is in attendance for more than 4 hours or after 4:45 pm.** We understand if there is an emergency, however, if you are consistently late (3+ times a month) an additional \$50.00 will be added to your next month's invoice.

The same goes for tuition payments. **Tuition is paid in advanced and due the last day of the month for the following month.** We have a \$25.00 late fee for the first 5 days, and then \$5 for every day your payment is late. **A child can no longer attend school if payment is not made by the 10th of the month, until tuition is paid.** We rely on tuition to keep our preschool running!

Separation Anxiety

Separation anxiety is very common for children to experience when starting at a playcare. **In order to help your child make a smooth transition into our care, we have found that the quicker the parent drops-off their child, the easier it is for the child to adapt to the environment.** We will do our best to stay in contact with the parents throughout the first few days (giving updates, sending photos, etc.). When children can sense a fear of separation in their parent, they are likely to have a harder time adjusting. Try to make drop-offs quick, model excitement to your child, and remind them you will always be back to pick them up. **Most children make a smooth transition into childcare within the first two weeks. If there is no sign of progress adjusting into our care, we may not be the right fit for your child, and that's okay! Every child is different and will find their niche eventually.** Again, our goal is to provide a positive experience for all children and families.

Snacks and Meals

At The Treehouse we believe in healthy growing foods! **We serve quality organic and/or fresh foods two times a day at snack (9:45-10:00am, and 1:30-2:30pm).** Parents are welcome to bring food for their child. **Food brought from home will be monitored to ensure safe preparation, storage, and nutritional adequacy.** Please save treats and desserts for home. Lunch foods will not be shared between children. If your child has allergies, sensitivities, or dietary needs, please talk to the teachers and feel free to bring their own snacks with their name clearly labeled on it.

Morning Snack is between 9:45 and 10:15, and afternoon snack will be served between 1:30 and 2:30pm. **If your child arrives after the start time of each snack, please give them the opportunity to eat before they come to school or bring their own.**

We do not menu plan, instead we let the children to help decide what we should have for each balanced snack. Children are always encouraged to try new foods, but never forced to eat their snacks. By serving 2-3 different types of foods, our hope is that at least one will be eaten! If your child is an extremely picky eater, feel free to pack snacks from home to supplement our snacks. ***The Treehouse is a NUT FREE school**

Examples of snack foods (2-3 items served for each snack)

***Mostly whole wheat/grain, non- processed, organic, and sugar-free**

| Grains | Proteins | Fruits and Vegetables |
|-------------------------|-------------------------------|------------------------------|
| Toast | Cheese slices | Strawberries |
| Cereal | String cheese | Blueberries |
| Granola | Hard boiled egg | Raspberries |
| Crackers | Low-fat cottage cheese | Blackberries |
| Pita bread | Greek Yogurt | Apple slices |
| Pita Chips | Turkey slices | Orange slices |
| Brown rice cakes | Chicken slices | Watermelon |
| Bagel | Sunflower butter | Kiwi |
| Natural Popcorn | Cream cheese | Mango |
| English muffin | Hummus | Cantaloupe |
| Tortillas | Black bean dip | Bananas |
| Bran Muffins | Tuna salad | Avocado |
| Corn chips | Pumpkin Seeds | Bell peppers |
| Oatmeal | | Cucumbers |
| Pretzels | | Snap peas |
| | | Carrots |
| | | Tomatoes |
| | | Broccoli |
| | | Cauliflower |

Nut Free Policy

At The Treehouse, we error on the side of caution when it comes to safety. Nut allergies have become so common and we know how unpredictable allergies can be. **We have chosen to be a nut free school in order to eliminate the possibility of a nut allergic reaction.** Please help us by observing the nut-free policy, whether your child has allergies or not. Please do not pack any nut products in your child's lunch or bring products containing nuts for celebrations. If you are unsure about a certain food, feel free to check with us. We greatly appreciate your support as we strive to provide a safe environment for all children.

Birthdays and Celebrations

Birthdays are a special time in a child's life and they deserve a celebration! We encourage parents to bring a treat or activity to celebrate, but it's in no way required! Please make sure there is enough for every child and discuss plans/ schedule it with your child's teacher. Healthy snacks are always welcomed and encouraged. We also share a class list and encourage families to invite their child's friends from Treehouse!

If you would like to bring Birthday treats for your child to celebrate with at school, these snacks must be store bought, in original packaging and uncut if fruits and vegetables. If families wish to bring in baked goods from home, please let us know ahead of time as we must get permission from other children's families before serving it.

If you do not want your child having any sugar while at school or other treats, please provide the teachers with an alternative that we can keep in the pantry or freezer.

Clothing and Supplies to Bring

Kids will be kids! Please bring a small labeled backpack **daily**, with an **extra change of clothes** for your child and place diapers/pull-ups (if needed) in the basket out front. Always layer, layer, layer! With Seattle's spontaneous weather, your child may need a coat and a short sleeve shirt in the same day. Better safe than sorry when it comes to warmth. We also recommend bringing a pair of **rain pants, rain boots and extra clothes** to keep at Treehouse.

During the summer, please pack items your child will need to be comfortable such as a **sun hat, water bottle, or sunglasses**. In the colder months, please bring a hat, scarf, mittens etc.

We do not wear shoes inside. Children will keep their shoes with their belongings until they go outside. **We recommend bringing your child in shoes that they can get on and off independently** (rain boots, Velcro, or slip-ons).

At The Treehouse, we may get dirty! We paint, play outside, and cook! **Clothes may get dirty** or stained, so please do not send them in clothes you would like to remain pristine.

We do ask that you bring diapers or pull-ups with tabs, if needed for your young child. **We will provide Kirkland Signature baby wipes.**

Please label all personal items that your child brings to school. We are not responsible for items left or lost at The Treehouse. We have a lost and found bin in the entryway for any found items that are not labeled. After six months, items will be donated if not claimed.

If your child has a toy that they would like to bring, they need to be willing to share it with the other children. Be aware that items from home could get lost or broken, so keep the pricey stuff at home!

Sunscreen/Diaper Cream

We do not apply sunscreen at The Treehouse, we ask that you apply sunscreen before your child arrives.

If you would like to supply your own diaper cream, the package must be properly labeled with your child's first and last name. Please bring this as needed in their backpack.

Diapers/ Potty Training/Toileting

We do not require children to be potty trained at Treehouse, however children do need to be fully using the bathroom independently to start Pre-K. Children should be in or nearing the potty-training stage by the time they start at The Treehouse. Our goal is to work together with each family to find a potty-training method that works best for each child. Toilet training should be initiated when the child indicates readiness.

Every child learns differently, and we will work with you to find a potty-training method that works for your child. Please bring extra clothes during this time (because accidents happen!). Children must be accident free for a full week before underwear is worn to school without pull-ups underneath. Underwear can be worn over pull-ups. We have found that pull-ups work best once a toddler is using the toilet at least 80% of the time and can keep their pull-up dry throughout most of the day.

If your little one is still in diapers/ pull-ups, we ask you bring **at least a daily supply of pull-ups with tabs and extra clothes with you to playcare. We provide Kirkland**

Signature wipes, unless a particular brand is preferred. We do not accept cloth or reusable diapers/pull ups. Children will be changed on a clean and sanitary changing mat. All soiled diapers will be properly disposed of.

In between transitions, children will be encouraged to use the bathroom. Throughout the day children are free to use the bathroom whenever they need.

Once children are fully potty trained, they will be encouraged to use the bathroom independently without the direct help of a teacher.

Wellness Policy

The Treehouse is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. **We recognize a positive relationship between good nutrition and physical activity leads toward a healthy development and capacity to learn.** Teachers are encouraged to model healthy eating choices as well as activities. Nutrition, health, and exercise are part of our curriculum and everyday lessons, as well as serving daily nutritious snacks. We recommend children get at least 60 minutes of physical activity per day.

Cleaning and Sanitation

***Please see COVID-19 Addendum**

At The Treehouse we understand the importance of a clean, sanitary, and organized environment. Not only does it affect children's physical health, but mental health as well! Clorox wipes, Clorox Anywhere spray, and Lysol will be used daily, by the instructions on the labels. Toys will be cleaned once a week or more often if needed. Toileting and diaper areas will be sanitized after each use. Floors will be swept daily. The kitchen and food prep areas will be cleaned before and after preparation. In addition to our cleaning, we have a janitorial company that does a deep clean over the weekend.

Illness Policy

***Please see COVID-19 Addendum**

It is not unusual when a child starts in any type of group play or childcare, that he/she may seem to develop more illnesses than before. Children who have been in childcare are LESS likely to develop illness in their school age years, compared to children who have not been in childcare.

Children are given daily health checks when they arrive at The Treehouse. We cannot allow a sick child to attend playcare. **If your child or ANY household member has an**

unexplained rash, a fever of 100F or over, excessive cold/cough, vomiting, diarrhea, lice, discharge from eyes/ears or a communicable disease (chickenpox, conjunctivitis, influenza, etc.), they must remain home for at least 24 hours after being symptom-free. It is everyone's responsibility to do everything possible to prevent contagious infections from spreading to the other children in our care.

If your child develops an illness while in our care, they will be isolated from the other children in a separate room and you will be contacted so that you can immediately pick up your child or make such arrangements.

Your child may also be sent home if their illness or condition prevents them from participating in normal activities, requires more care and attention than teachers can reasonably give, the amount of care the child needs places the health and safety of other children in care at risk **or** there is a risk that the child's illness or condition will spread to other children or individuals.

State regulations require they do not return until they have been symptom-free for at least 24hrs. This policy will be strictly enforced to keep the children as healthy as possible. This also applies to illness over the weekend or while at home. Please keep in mind that bringing a sick child to daycare can result in us becoming ill and us having to close the daycare for all the families in care. If your child is ill, please notify us regarding the nature of the illness, especially if it is contagious. We will then notify all the families of the children who to have been exposed, as well as our licenser and local health department (if it is a communicable disease). If your child still appears sick or contagious, we ask that you bring a doctor's note clearing your child to be around other children at playcare upon their return.

In general, we ask you please strictly respect our illness policy for the sake of all our children in care and health of the teachers. All illnesses will be recorded in an illness log.

Allergies

We know how common allergies are and we will do everything we can to accommodate your child's needs. Please provide any special foods your child needs and clearly label them. If your child has an allergy, please submit a written care plan from you and your child's health care provider including foods that must not be consumed and steps to take in case of an unintended allergic reaction, foods that may be substituted for allergic foods and a specific treatment plan to follow in response to an allergic reaction. This plan should include the names of all medications to be administered, directions for how to administer the medication, dosage amounts and a description of allergic reactions and symptoms associated with your child's particular allergies. Please provide and special foods your child needs and clearly label them.

Medications

If your child takes medications daily, we ask that your doctor prescribe morning and/or evening dosages, so that you can give your child his/her medicine. If your child is ill enough to need over the counter medication administered throughout the day, it is an indication that they should be kept at home.

If it is absolutely crucial...written permission from your child's doctor/pediatrician/dentist must be obtained prior to administering any medication, including over-the-counter medicines. We must also have written permission from you to administer medications. Prescription medication must be brought in its pharmacy container, appropriately labeled by the pharmacy or person with prescriptive authority. It must also note the dosing/administering directions. Medications will always be stored out of reach of children and will only be given to the child whose name is on the labeled medication. A medication given while in care will be clearly documented. Please note: Amber teething necklaces are considered non-prescription medication and are prohibited in early learning facilities.

If you have further questions regarding the management of specific illnesses or symptoms, contact us directly, or call the Seattle-King County Department of Public Health Care Illness Prevention Program at 1-800-451-4512.

Health Forms/ Immunizations

In order to ensure the health and safety of all our children, it is crucial that we have the **children's updated health and immunization records**. Please bring updated records after your child has any new vaccinations. These records will be completely confidential and stored in your child's file. Records must be documented and signed on the Department of Health form found here:
https://www.dcyf.wa.gov/sites/default/files/pdf/el-license/348-013_CertificateImmunizationStatusForm.pdf

Parent Involvement

***Due to COVID-19, this may be paused**

The Treehouse has various weekend field trips throughout the year. Parents, grandparents, family, and friends are all encouraged to join in on the fun! This is a wonderful opportunity to get to know your child's friends, teachers, and other Treehouse families.

Do you have a special skill, career, or hobby you would like to teach the children about? We love having parent's volunteer to teach a short lesson/activity on something that is meaningful to them. Some examples would be teaching a new language, talking about your career, or teaching a sport.

Parent Communication and Assessments

Parent communication is extremely important to us and parents are welcome, at any time, to bring up questions, comments, or concerns. Texting is the fastest way to reach the teachers. Please see phone numbers on the front page. Email Jessi and Alli for any administrative questions regarding schedules or tuition.

Daily parent teacher communication is encouraged at drop off and pick up for short conversations and comments. However, sometimes drop off and pick up times can be busy. **If you or the teachers have specific comments regarding your child, a time to talk directly and privately can be scheduled or can be addressed over email or a phone conversation. Friday afternoons between 2:30-4:30pm are dedicated to teacher planning time, updates, and parent teacher meetings.**

Treehouse updates regarding curriculum, activities, and upcoming events/news will be emailed every Friday or posted on our private family Facebook pages, along with helpful parent resources and home extensions. **Follow Treehouse Community or Treehouse Pre-K on Facebook!** If you prefer a paper copy of the emails, there will be printed out newsletters in the mudroom.

Every few months individual updates are sent home. The information on these updates rotate from a child's likes, dislikes, friendships, favorite activities, progress and growth, communication skills, social-emotional development, physical development, and cognitive development.

Once per year individual progress reports are emailed home to families. These reports summarize the child's growth in the areas listed above, as well as address areas that need improvement. Our goal is to work as a team with families to help each child reach their true potential and have the best childhood possible! We are your partners in parenting 😊

If your child's teacher has any concerns regarding your child's development, parents will be notified as needed. Overall, we believe children develop at their own pace, and assessments are primarily used as a guide. At The Treehouse, we respect and support parent's decisions and wishes regarding their child's care.

We work closely with Kinderling of Bellevue for support and observation for specific concerns regarding development. We also have relationships with speech therapists if parents would like their child observed in a school setting. We are happy to be of support

and guidance as this time is crucial in their development.

Confidentiality

Each child and family's information is kept confidential, and only shared when needed between teachers in order to best support the child. All records will be only accessible to staff. Legal guardians must authorize anyone other than themselves and staff to gain access to the child's health and immunization records. It is our goal to ensure the confidentiality of all families.

Behavior Management and Discipline Policy

Treating each other with peace and compassion is our main house rule. As we are aware, kids will be kids! Learning how to treat themselves, each other, and things are all a part of growing up. **When discipline is necessary, we will follow our house rules and treat every child with kindness, respect, and compassion. Modeling appropriate and mature behavior is key. We will guide the child's behavior based on understanding the individual needs and stage of development.** Under no circumstance will your child be struck, yanked, shaken, sworn at, belittled or otherwise made to feel threatened (absolutely no corporal punishment).

The Treehouse is a special and unique space for children. Everything in our shared space is for their benefit and because of this, there are very few house rules. We believe in giving children feedback and offer running commentary throughout the day, offering encouragement for positive interactions and solutions if an interaction becomes negative. As children develop socially and emotionally they need to experience what it feels like to be both happy and sad, supported and hurt, encouraged and discouraged to be able to develop empathy and understanding. To a certain extent we let children work through conflicts organically and if given time and space they are successful more often than not. If adult intervention is ever necessary, first and foremost the hurt child is supported. We offer hugs and support before going over what lead to the conflict in the first place.

We do not have a one-size fits all discipline policy because each situation is unique and every child is motivated by different feelings. If an unproductive behavior becomes a consistent issue, or is harmful to other children, parents will be notified and an action plan will be discussed. If the behavior continues after all discussed methods are tried, the child may be terminated from The Treehouse.

Each child deserves to spend their day in harmony, experiencing play, and exploration in

a safe environment.

Washington State Law also prohibits any person on the premise from using cruel, unusual, hazardous, frightening, or humiliating discipline. In emergency situations, a staff person may use limited physical restraint when needed, and an incident report will be filed.

Biting, Hitting, and Tantrums

Biting is a very common behavior among young children when their teeth are coming through and do not yet have the communication skill they need to handle some situations. It can be a very challenging behavior for both parents and care takers to address. There are many different reasons why children bite. We will do everything possible to reduce biting in playcare, but unfortunately, biting can happen. In the circumstance that a child is going through a biting stage, we will work together with the parents to find strategies and to keep all children safe. Parents will be asked to pick up their child if it's a repeated issue throughout the day.

Hitting and tantrums are a common behavior for toddlers as they learn to express emotion. Our first response with these behaviors is to allow the child to 'cool down' in a safe environment where they will not be able to harm themselves or others. By ignoring tantrums, children usually realize that the behavior does not help them get their way and eventually begin to use other communication skills. When a child's aggressive behavior becomes a safety issue, the child will be separated from the other children and their parents will be notified.

We use our Montessori Peace Table as a soothing environment to calm down. At the Peace Table, a teacher will brainstorm with the child ways to best handle a situation. The Peace Table is a positive conflict resolution area, where children can feel good about themselves and construct plans to better a situation, rather than a negative "Time Out". The Peace Table is also open throughout the day, if children would like alone time or a space to reflect.

Violence, and Reporting Suspected Child Abuse and Neglect

We do not tolerate any threats, violence or destruction on our property. All incidents will promptly be reported and may result in termination. The Treehouse is committed to providing a safe environment for all children, families, teachers, and staff.

All parents want the best for their children. Sometimes abuse is intentional and sometimes it is not. In any case, the child must be protected. We will try to respect your values and methods of child rearing within the bounds of safety and responsible child care practices. However, if it becomes apparent or suspected that the child is being harmed (physically, emotionally, sexually, exploited, or neglected) or takes abuse place on our property, we are required by state law to immediately report such cases to the police or CPS. You also have the right to report any suspicions or incidents that you observe regarding your child or any other child in our care.

We may not be able to notify parents when the police or Child Protective Services are called about possible child abuse, neglect, or exploitation, depending upon the recommendation of CPS.

Alcohol and Drugs

The use of alcohol and smoking is not allowed on the premises of The Treehouse. Parents/guardians are not allowed to pick up children if alcohol or drug use is indicated by behavior or smell. In that event, we will not allow the child to leave with the person under the influence and we will call the names listed on your emergency form to come pick up the child.

Parental Termination Policy

We appreciate as much advance notice as possible when terminating. Parents are required to give **two weeks** written notice when they decide to terminate childcare. **The two weeks will be paid in full, regardless of whether or not the child is in attendance.**

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$25 per day late fee plus 35% collections fee added to amount due.

Provider Termination Policy

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation

- Failure of child to adjust to the preschool after two weeks, without any sign of progression**
- Physical or verbal abuse of any person or property**
- Our inability to meet the child's needs**
- Lack of compliance with handbook regulations
- Serious illness of child

We, the provider, reserve the right to give notice of immediate termination where there are circumstances that affect the well-being of the provider or other children in attendance. If a child's behavior becomes unmanageable, parents will be called to pick up their child immediately. **Our priority is to provide a positive experience for all children and families.** In the event of provider termination, **we will refund the parent for any remaining paid days in the pay period** and provide the parents with child care resources, such as ChildCare Aware 1-800-446-1114.

In the event that we, the provider, decide to terminate the child care relationship due to repeated contract violations, by the parent or legal guardian, we reserve the legal right to terminate the child care relationship without notice. To avoid the unfortunate situation from occurring, parents and legal guardians are required to thoroughly read the entire preschool contract. Parents and legal guardians are required to ask for a detailed explanation of any preschool rules and regulations they do not clearly understand prior to enrolling the child in the preschool.

Emergency Preparedness

Despite a very watchful eye sometimes accidents do happen especially with children, it's just a fact of life. Should the unthinkable arise, we want you to feel confident we have a plan in place and are prepared to serve your child to the best of our ability.

In case of a minor injury such as but not limited to: Small bumps, scrapes and cuts we will administer first aid and the parent/guardian will be notified right away or at pick up time (depending on the severity) as to what happened. All accidents, illnesses, or other emergencies are recorded in the Accident Report Log.

For more severe injuries, we will call a parent/guardian, or 911 first if needed and then notify the parents/guardians immediately after. **Should the child need to be transported, we will relay the parents/guardians choice of hospital as indicated by intake records. Overlake Hospital will be used if no choice is listed. Should we be unable to contact a parent/guardian, we will call the person or persons listed on your emergency form. All staff are certified in both CPR and First Aid.**

If ever we could not locate a child, we will contact the police and the child's parents/guardians immediately. We will then also check outdoors and neighboring

homes. In case of an accidental poisoning we will call the poison control center, determine what the child got into, follow the poison center's recommendations, call 911 if needed and alert one of the parents/guardians of the incident.

In the event of a lockdown, we will keep the children inside away from the doors and windows. We will notify all parents/guardians by phone to let you know of the situation so you don't try to come into the neighborhood to pick up your child, until it has been deemed safe to do so.

In the event of a terrorist attack anywhere within the U.S.A. all parents/ guardians will be required to come get their children immediately. We will do what government officials instruct at the time if it affects our area and do our best to keep the children safe until you arrive.

In case of fire or the need to evacuate, we will bring the children our daycare, The Growing Tree Playcare & Preschool at 11415 NE 21st ST. We have an evacuation route posted in the house, along with an emergency backpack containing children's information and first aid. Parents will be notified whether or not their child needs to be picked up (not so if it turns out to be a 'false alarm'). We will do fire drills randomly so that the kids are prepared for such events. If some other emergency comes up, parents or other authorized adults will be notified to pick up their child as soon as possible. Your child's safety is the most important thing to us, and we will do everything in our power to protect them from harm.

During an earthquake, we will help the children find safe places to get cover (i.e. under tables, against walls, away from windows and bookshelves). We will evacuate quickly after to the driveway, where we will notify parents for pick up.

In the event of a largescale natural disaster, we are prepared to safely keep children overnight at school for up to 2 weeks if needed. We have emergency supplies, disaster kits, water, and extra food stored in our garage. When a child starts daycare, we ask that families bring a Disaster Kit to keep at school (and leave when child disenrolls). The disaster kit can be in a large zip lock bag and contain a family photo, comfort item, a few diapers, comfort snack, and any additional emergency supplies you would like to pack.

If you ever fear your child is in **any** sort of danger while in our care or not, please communicate with us so we can help keep your child safe.

Natural Disasters

In the event of an emergency, we have an emergency backpack with necessary items. Each parent may provide an emergency "comfort" kit for their child that will

be returned when they end enrollment at The Treehouse. Kits can contains the following items:

- Extra clothes, warm sweater or sweatshirt, socks, etc.**
- Warm hats/ mittens/ scarf**
- Blanket or thermal space blanket**
- Family photo, letter, comfort items**
- Small toy, stuffed animal, or book**

Place these items in a large Ziploc plastic bag and label with your child's first and last name. All emergency supplies are stored in a large outdoor container located on the side of the house. We also store diapers, wipes, emergency contact information, paper products, battery radio, water and snacks.

In case of fire alarm or the need to evacuate, we will bring the children to the empty lot at end of the road by the freeway wall. We have an evacuation route posted in the house, along with an emergency backpack containing children's information and first aid. Each teacher will be in charge of 7 children and everyone will hold hands while evacuating. The Director will take roll call, make calls, and review paperwork. Any children with special needs will have a set plan in their file. Please let us know if your child would need special accommodations during an emergency (provide information and equipment in their emergency bag). Parents will be notified by phone and email whether or not their child needs to be picked up (not if it turns out to be a 'false alarm'). We will do fire drills monthly so that the children are prepared for such events. If some other emergency comes up, parents or other authorized adults will be notified to pick up their child as soon as possible also by phone or email. Your child's safety is the most important thing to us, and we will do everything in our power to protect them from harm.

During an earthquake, we will help the children find safe places to get cover (i.e. under tables, against walls, away from windows and bookshelves). We will evacuate quickly after to the driveway, where we will notify parents for pick up through email and phone.

At The Treehouse we do quarterly disaster drills and monthly fire drills. We are prepared to keep children for up to at least three days in the event that parents cannot get to their children.

Acknowledgement of receiving and reading The Treehouse Playcare and Preschool Parent Handbook.

*Please return checklist to The Treehouse with registration packet

I _____, guardian of _____, have received the 2019 Growing Tree/ Treehouse Playcare and Preschool's Parent Handbook and accept the terms and conditions presented. I understand that this handbook may be updated at any time and I will be notified.

Parent Signature: _____

Printed Name: _____

Date: _____

Parent Signature: _____

Printed Name: _____

Date: _____