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Vision Statement WAC 110-300-0450

Our vision is to consistently challenge, nurture, inspire and support each child’s individual growth and development within an effective, safe, enriched, beautiful and welcoming learning community that embodies the principles of respect for self, respect for others and respect for the environment. Building blocks follow a multi-sensory curriculum that allows for individualized teaching and for kids to learn and be challenged at their own pace as they develop academically.

Curriculum philosophy and planning. WAC 110-300-0305

Building blocks has a written curriculum philosophy that describes the program of planned daily activities. Building blocks uses the Creative Curriculum to support every child in becoming a creative, confident thinker. Daily schedules and lesson plans promote active learning in the classroom. Classrooms such as art, singing, writing, blocks, and dramatic play support progress in all developmental areas.

Building blocks give a friendly environment to the kids. They can understand the feelings of others, control their own feelings and behaviors. Children need to be able to cooperate, follow directions.

Building blocks teach art and crafts, singing, drawing, writing, storytelling for the kid's development.

Hours of operation

At Building Blocks, early learning programs are designed to meet the needs of working and non-working parents. Building blocks offer a variety of programs that range from all day 5 days per week to 3 hours 3 days per week.

Fees and payment plans

| Sr. No. | Session | 5 days/week |
|---------|----------------------------------|-------------|
| 1 | Morning(9am -12pm) | \$500 |
| 2 | Afternoon(12:30pm- 3:30pm) | \$500 |
| 3 | Full day (9am – 4pm) | \$1100 |
| 4 | After School Program (4pm - 6pm) | \$500 |

- Price is per month
- Building Blocks follow the Northshore School District calendar for Holiday considerations.
- *Registration fee is \$100, non-refundable*

PAYMENT POLICY

Tuition fee is due in ADVANCE, to be paid in full by the 1st school day of each month. A late fee of \$10/day will be charged if not paid within 5 days of the due date. Students may not attend Building Blocks if tuition fee is not paid before the 10th day of the month. Unpaid balances will

also be charged a fee of 1.5% per month on the last day of each month. A handling fee of \$25 will be charged for any returned checks.

Daily Schedule (2.5 to 5 years) WAC 110-300-0150

| Start time | End Time | Description |
|----------------|----------|---|
| 9:00am | | Drop Off (AM / Full day session) |
| 9:00am | 9:20am | 1st Circle Time, Songs, Calendar, Movements |
| 9:20am | 10:30 | Creative Learning lessons |
| 10:30 | 10:45 | Free time, Snacks |
| 10:45am | 11:15am | Outdoor Play |
| 11:15am | 11:45am | Lunch |
| 11:45am | 11:55 | Cleaning and pack up |
| 12:00pm | 12:00 | Pick up (AM Session) |
| 12:00pm | 12:30pm | Reading / Rest time |
| 12:30pm | | Drop Off (PM Session) |

| | | |
|---------------|---------------|--|
| 12:30pm | 1:00pm | Circle time, songs |
| 1:00pm | 2:15pm | Creative Learning lessons |
| 2:15pm | 2:45pm | Outdoor Play time |
| 2:45pm | 3:15pm | Puzzle, art, drawing, music |
| 3:15pm | 3:30pm | Clean up and pack up(Afternoon session Pick up time) |
| 3:30 | 4:00 Pm | Outdoor Play |
| 4:00pm | 4:05pm | Pick up |

Circle Time

This is one of our group meeting times. It is filled with Singing and movement, songs, games and fingerplays and day describing activities.

Planned Activity

During this time, children can work to acquire specific skills related to their development. Building blocks lead planned activities according to each child's developmental level. It works on Maths learning, English writing.

Discovery Time

Children are free to choose toys or games like blocks, shapes, learning cards and the area in which they wish to participate. Children are taught problem solving, sharing and correct usage of materials.

Clean Up Time

Children are engaged in room cleaning activity by which they learn where materials are stored and in the process, learn to work together.

Outdoor Time

Outside activities are very important for a kid's development. The children learn outdoor safety from educator's examples and guidance.

Story Time

Reading stories and telling stories to children every day is an important part of the curriculum. Kids love it, they also tell stories and give new ideas. It improves their thinking skills.

Snacks

Children are served with nutrition and nut free snacks. Snacks are well balanced and healthy containing Milk, 100% Juice, Crackers, Rice Fruits i.e. Apple, Banana, Grapes, Oranges.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------|---------|-----------|----------------|-------------|
| Cookies | Oranges | Trail Mix | Animal Cracker | Granola bar |
| Milk | Juice | Juice | Juice | Milk |

Activity Time

During this time, kids do coloring, drawing and writing sheets. Kids play learning games like math's games, stories discussion, etc.

School Age Program Schedule (5-13years)

Building Blocks also offers after school care programs for 5 to 13 years old kids. Their timing is 4 to 6 PM.

| Start time | End Time | Description |
|------------|----------|-------------------|
| 4:00pm | 4.30pm | Arrival/Free Play |

| | | |
|---------|---------|------------------------|
| 4:30pm | 5:00pm | Snack Time |
| 5:00pm | 5:45pm | Homework/Reading Club |
| 5:45pm | 6:00pm | Clean up and get ready |
| 06:00pm | 06:05pm | Pick Up |

WITHDRAWAL POLICY

If it's required to withdraw the child for any reason, four weeks' notice must be given in order to be released from the agreement. The effective withdrawal date shall be no sooner than four weeks following delivered written notification of withdrawal.

Parent access for observation

Building Blocks invites you to visit us and wants you to feel free to ask questions. Parents or guardians are motivated to get involved in the program, particularly in following their child's progress. They are welcomed to join at lunchtime, for special events, or daily activities. They will have access to their child at any time. They are requested to notify ahead of time so as to minimize disruption to class in progress.

Positive Social Interactions

Throughout a Building blocks day, there are opportunities for children to interact and play with one another. Throughout the day kids learn to share, solve problems, and collaborate. They also build friendships that promote positive social and emotional development.

The importance of play to child's learning process

Play is essential for a child's development and for learning life skills. Most of learning happens through play. As children grow, play helps them learn how to act in society. Play helps children learn motor skills and cognitive thinking. Growing, learning and playing goes hand in hand.

WAC 110-300-0450

Non-discrimination Policy

Multicultural education is an integral part of our philosophy. Building blocks curriculum respects the individuality of each child, creates a community of cooperation and nurtures a sense of wonder and curiosity about our differences. Kids are encouraged to appreciate different perspectives, identify and reject stereotypes and prejudices, and work for equality.

For families with a special needs child, Building blocks will work closely with you to develop a plan to support learning and social needs of your child at our facility and provide additional resources to help decide what's best for the child. While we uphold the rights of the students to freely express their religious beliefs and right to speech, the role of the education is not to solicit student responses that force students to reveal, analyze, or critique their or others religious beliefs. If parents have specific religious requests / needs, they should submit a written letter.

Building blocks respects all people and their religions. It celebrates Christmas, Easter, Hanukkah, Diwali. Other celebrations may be observed.

Communication plan with parents/guardians

Parents can ask to schedule conferences only on a need basis. They can send a written notice at buildingblocksbothell@gmail.com requesting for a time.

Building blocks communicate periodically with parents regarding each child's progress. This may be in the form of written communication or verbal communication.

For developmental screening you can use family health care providers, PIs find more information here <https://www.cdc.gov/ncbddd/childdevelopment/screening.html>.

Sign-in and sign-out requirements

Childcare sign-in and sign-out is compulsory. Parents are provided a sign-in and sign-out form. They need to sign-in when they drop the kids, and sign-out during pick up time.

Termination of services

If there are situations of unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near early learning program space, kids services may be terminated.

Information required for the child's record

Child Care Registration form, Immunization forms must be completed before your child can be enrolled in care.

The importance and plan for keeping the information current

A record for your child is very important. All children's files, including immunization records, must be updated by parents contact information changes. Children that are over 30 months old, records will be updated every September and when information changes such as address, job change, phone numbers and updated immunizations.

Confidentiality WAC 110-300-0450

Personal, financial, medical, family and child information will be held confidential and not shared outside beyond those you have entrusted with the information as responsible for administrative and child caring functions.

By registering in Building blocks you consent:-

- 1) Photographs of children may be used in public relations, website graphics, newspapers and other publications; and
- 2) Pictures may be taken in events such as birthdays, holiday activities and special celebrations.

Please let us know if you don't give consent for the same.

Enrollment and disenrollment requirements: -

Parents must provide all the completed forms as described below:-

1. Registration,
2. Immunization Form,
3. Photography consent form

Parents MUST inform four (4) weeks' in advance when removing their child from Building blocks, Preschool. Parents who do not give proper notice will be charged for the next month. Currently Building blocks is taking kids who are potty trained and do not use diapers.

List of Items that parent or guardian need to provide

Parent/Guardian need to provide following items before kids first start day :-

1. 2 Wallet size photos
2. Change of clothes in a clear plastic bag (everything labeled)
3. Slippers with rubber soles

4. Warm jacket with hood,
5. rain jacket (according to season)
6. School Supply Notebook, Pencil, Eraser, Crayons, Sharpener, Drawing book & Glue

Child Abuse Reporting

Building blocks is required by state law to report any suspected child abuse or neglect or exploitation to the department of social and health services, child protective services and local law enforcement without consulting the parent or guardian.

Food Times

Eating surfaces are cleaned before and after use.

Snack time

To ensure a nutritious and varied menu, snacks will be provided. Health Department regulations require that food be in their original unopened packages. It will be store bought, not homemade. Snacks will be served on fresh plates. Milk & cereal will be provided at the facility.

Lunch

Building Blocks do not provide lunch. Please send your child's lunch in a labeled lunch box. Choose a plastic thermos with a pop-up spout for safety and cleanliness. This kind is easiest for your child to handle. In order for your child to be eating his/her lunch at a safe and proper temperature, you must address how it is packed. If the lunch contains meat or dairy (i.e. yogurt, cheese, milk) and is to be eaten cold, you must include a 'blue ice' or similar refrigerant. Food which you have heated and which is to be eaten warm needs to be placed in a stainless steel thermos. The reasons for these requirements are that bacteria grow on foods which are kept at improper temperatures.

Always include two napkins, required spoons or forks, or a straw in the lunch box. We encourage you to provide nutritious lunches. Pop, sugary drinks and candy are not acceptable. Water is the ideal beverage for lunch and is always available at Building Blocks. It is imperative that we receive written notification from your child's pediatrician of any food allergies or dietary restrictions your child may have. Please help us teach your child good eating habits by reinforcing these guidelines.

Please look at <https://www.choosemyplate.gov/resources/MyPlatePlan> to send healthy diet food for proper nutritious meals.

Lunch Packing Tips

What is a good lunch? Definitely one that is eaten. Sometimes children are finicky eaters and some experimentation is necessary. Children go through periods where they don't want a lot to eat. Do not get upset; it will pass. If the child is hungry, she/he will eat. Pack small portions, cut in pieces. Small portions several times a day is better than three large meals. Sometimes it is hard to tackle a whole carrot or sandwich. Cut them into interesting shapes. We do not permit children to throw food away, except half eaten containers of yogurt or certain fruits such as bananas. If your child keeps bringing food home try something else. If your child is used to a specific type of ethnic food please send it. Children are more likely to eat what they choose and help to prepare. Let children help you prepare lunch. They can assemble, pack and wrap. Start the night before to avoid a morning rush. Above all, using permanent ink,

label the lunch box and all containers in it. Place an identifying mark on the lunch box, such as a ribbon, a shape, or a color mark because many lunch boxes look the same.

Field trips

At this time, Building Blocks does not plan to take kids for field trips.

Overnight Services

Building Blocks does not provide overnight services at this point.

Transportation requirements

At this time, Building Blocks does not provide transportation.

Pet Policy

The Building blocks do not keep dogs or cats on the premises. As a general rule, the Building Blocks does not allow pets due to possible allergies of children.

Health Policy (WAC 110-300-0500)

Health care and emergency preparedness policies

During emergencies or if something of concern comes up when your child is here, Building Blocks need to be able to reach you promptly. It is the Building Blocks expectation that parents be available immediately at any time in case of illness or emergencies involving their child while the kid is in building blocks. Please check your emergency numbers that are present on file, for accuracy. Building Blocks want to be able to talk to a parent within fifteen minutes. Numbers connected to voice mail are not an acceptable form of contact for emergencies. If you use a pager or cell phone number, please be diligent about keeping it turned on. If you have questions about this, please speak to us. If a parent will be unreachable immediately, parents must arrange for someone else to be on call. A note with the parent's signature is required if someone other than an authorized person will be picking up your child. It must include the authorized person's name, address, and telephone number. In the event of a medical emergency, or inability to reach a parent, local 911 personnel will be called, and will make decisions regarding appropriate intervention and care. Every effort is made to keep your child comfortable and calm.

If I am sick or have a family emergency I may need to close for a day or two. You need to be prepared for having another arrangement.

Injury or medical emergency response and reporting.

Parents will be given a copy of this report and the Building Blocks will maintain a copy. Serious accidents will be reported to the Department of Social and Health Services (D.S.H.S.)

For the protection of all children in the Building Blocks, it's requested that children should stay home, when they are ill. Your child should be kept at home or you will be contacted to take your child home if he/she has the following:

1. Temperature of 100 degrees or higher.
2. Diarrhea: three or more watery stools within a 24 hour period
3. Any draining rash or contagious rash.
4. Vomiting twice in 24 hours.
5. Heavy yellow/green mucus draining from nose, accompanied by a fever.
6. Eye discharge or pink eye.
7. Untreated head lice. (Returning children will be checked to ensure that they are lice free)
8. A sore throat with a fever.

If a child becomes ill or is injured at Building Blocks, the child needs to go home or have medical attention, a parent or person designated will be notified, and the child will be removed from other children and made comfortable until a parent (or someone they specify) comes to take them. In the case of a serious injury, Building Blocks will notify 911.

Medication management including storage and giving medications

1. Building blocks will not keep actively sick children, and it is the parent's responsibility to make alternative arrangements in the event of illness. A sick child must be picked up within an hour from the time a parent is called.
2. Medications will not be provided by the child care. Parents administer all medications. If a child has a condition where the Americans with Disabilities Act (ADA) applies or has special needs, reasonable accommodations will be made.
3. A written statement of good health from your child's pediatrician will be required in order to return when:
FEVER OF 101+ DEGREES (not related to immunizations) Child cannot return until he or she has been free of fever for 24 hours. Building Blocks does not give fever suppressants without a written note from the doctor.

DIARRHEA & VOMITING

Building Blocks will call parents after two episodes of diarrhea or vomiting. Child cannot return until 24 hours after the last episode of diarrhea or vomiting. If diarrhea is a result of medication, teething, or allergies, the pediatrician must specify this to us either in writing or through a phone call before the child can return to Building Blocks.

EAR INFECTION

Child can return to Building Blocks the next day if fever is below 101 degrees, but needs to bring medication and verification of doctor visit.

COLDS

If a child has a constantly runny nose, persistent cough, or green mucus from the nose, Building Blocks will request medication.

HEAD LICE

Head lice may be found in any school or any daycare. Any kids with head lice may not stay in Building Blocks. Children with head lice will be isolated until taken home. Nits and lice must be removed at home before returning to Building Blocks.

Infection control methods, including:

Handwashing

All children at the Building Blocks will utilize proper hand washing techniques. Hands should be washed and rubbed together from the wrists down with an appropriate soap under running water after toileting, before and after each meal or snack, before and after playing in sand .Hands will also be washed after wiping your nose.

Children are required to wash hands when: -

They arrive at Building Blocks and at the time of drop off

- Before and after eating
- After outdoor activities
- After using the restroom.

Simple steps for hand washing:-

1. Turn on warm water.
2. Wet your hands with running water.
3. Apply liquid soap.
4. Rub your hands together at least 20 seconds Rub between fingers and back of your hands.
5. Rinse your hands under running water for at least 10 seconds.
6. Dry your hands with a clean disposable paper towel.
7. Turn off the water using the paper towel.
8. Throw the paper towel away in the trash container.

Cleaning and sanitizing

Kids learn about their world and the objects in their world by putting these objects in their mouths. Because of this, the classroom with kids will have a designated place to put toys aside until they can be properly washed with soap and water and sanitized with a bleach/water solution. After the cleaning and sanitizing have occurred, the toys will be returned to the shelf for the children to play with them. all toys and surfaces the children are in contact with, will be washed and sanitized on a weekly basis. Currently in COVID situation we are doing cleaning on daily bases with a 3 step process(clean, rinse, sanitize).

Napping/sleeping

If your kid is coming for a full day and takes naps on a regular basis at Building Blocks, parents should provide a sleeping bag or a small blanket and a small pillow. Our storage space is limited, so nap items must fit completely inside and be brought in a standard-size pillowcase. For health purposes, Building Blocks request that the bedding be taken home at the end of each week for cleaning. Please put your child's name on each bedding item.

Guns and weapons storage.

Guns and other weapons are not allowed on the premises of Building Blocks.

Fire, disaster and evacuation responsibilities

See disaster plan.

Policies available to Parents on request

Following policies will be available to parents if asked:-

1. Health policy
2. Consistent care policy
3. Menus
4. Liability insurance
5. Inspection reports and notices of enforcement actions, if applicable

Creating a climate for healthy & Emotional child development

WAC 110-300-0325

Building Blocks teach social and emotional skills that lay the foundation for children to thrive in school and in life. Positive social-emotional growth builds the communication skills necessary for learning. During our circle time and story telling time we promote respect for each and everyone with different gender, age, language, and abilities, while being respectful of cultural traditions, values, religion and beliefs of enrolled families. Key social-emotional skills that support school readiness are:

- Confidence – a child will be able to have a sense of control.
- World curiosity – a child will take interest in the world outside of him or herself.
- Self-control – a child will be able to sit calmly.
- Relatedness – a child will show concern for others.
- Capacity to communicate – a child will be able to work through conflicts.
- Cooperativeness – a child will be able to fully participate in a group activity.

Positive relationships and child guidance 110-300-0330

In early childhood daycare positive relationships are very important. Building Blocks can use a variety of strategies to build positive relationships with children. Behaviors such as listening to children, making eye contact with them, and engaging in many one-to-one, face-to-face interactions with children promote secure good relationships with children.

In Building Blocks, we talk to children using pleasant, calm voices and simple language, and greet children warmly when they arrive in the classroom.

Child Guidance plan, Physical Restraint policy and Corporal punishment

(WAC 110-300-0331, 0335, 0490)

Building Blocks 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.

Building Blocks follow the following practices for behavior management:

- Redirect the child to a new activity
- Remove the child to another play area
- Model appropriate behavior
- Prevent situations by anticipating areas of stress and conflict
- Creating a physical environment that provides adequate space and equipment for each level and their needs.

If a child's behavior becomes an ongoing issue, Building Blocks will confer with the parents using the following steps.

- Set up a time with the parent to go over child's behavior
- Create a plan on how to redirect behavior
- Discuss the expulsion.

Expulsion WAC110-300-0340

Building Blocks will work with each individual child, promoting consistent care and to maximize opportunities for child development and learning. When a child's behavior presents serious safety concerns for the child or others, i.e

1. Children start showing difficult behavior at daycare to blame the teacher or the other kids.
2. the child shows very aggressive behavior continuously.
3. Child use abusive language continuously.

child services can be expelled.

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

1. Parent or guardian meeting weekly or sooner as needed.
2. Review the expulsion policy with the parents or guardians.