

# Silver Lake Childcare

## Parent Handbook

### Policies & Procedures

Physical Location:  
11525 19<sup>th</sup> AVE SE  
Everett, WA 98208

Mailing Address:  
PO BOX 14938  
Mill Creek, WA 98082

Administration:

Courtney Devlin, owner/director  
Ashley Henninger, assistant director

[info@silverlakechildcare.com](mailto:info@silverlakechildcare.com)  
[ashley@silverlakechildcare.com](mailto:ashley@silverlakechildcare.com)

Center phone number: 425.338.7171



### Philosophy

*At Silver Lake Childcare, we believe in creating a warm, welcoming environment and creating strong bonds with our families. The first few years of a child's life are so important and lay the foundation for all intellectual and emotional development to follow. We believe in education through discovery and exploring. Our curriculum is play based and designed to be flexible to the needs and interests of the children. Our goal each day is to create a loving and safe environment. We hope that when the day is done, each child can go home happy, proud, and excited to share their day with you.*

### **Ages of Children Served**

12 months to 12 years of age

### **Hours of Operation**

Monday-Friday 6:00am-6:00pm

### **Typical Activity Schedule** (For a more specific, individual class schedule please check with administration)

6:00am	Center Opens, quiet activities offered	11:30am	Lunch
6:30am	Fine motor skills, & book time	12:00-2:00pm	Nap time
7:00-7:30am	Free Play	2:30pm	Afternoon Snack
7:30-8:00am	Breakfast	Outside time (specific time varies for each age group)	
8:15am	Schoolagers leave, clean up, group time	5:45pm	Free play
9:15am	Circle time	6:00pm	Group time
9:30am	Morning Snack	6:00pm	Center Closes
Outside time (specific time varies for each age group)			

### Holidays & Closures

SLCC is closed on the following holidays: New Year's Day, MLK Day, Presidents Day, Memorial Day, Juneteenth, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve. We will be closed on Friday if the holiday falls on a Saturday, or on Monday, if the holiday falls on a Sunday. SLCC reserves the right to close before/after a holiday. Advance notice will be given.

Snow closures- SLCC follows the Everett School District's decision for snow closures and a message will be posted on the center's voicemail, Facebook page, and sent thru our brightwheel app by 5:30am. For any other unexpected closures, a decision will be made as soon as possible, and the same notification methods will be used.

### Sign In/Out Policy

Parents or legal guardians are responsible for signing children in upon arrival, and out upon departure daily. Not only is this state law but it is important for safety reasons. In the event of emergency, we will have an up-to-date attendance count. The sign in/out kiosk is in the front entryway. Children may only be released to adults who are authorized on their emergency contact & pickup list. Photo identification is required to pick up a child.

### Attendance Policy

For children attending care all day (not attending school) we ask that your child arrives at the center by 10am each day. This helps us to stay on schedule and will give the children the optimal amount of time for curriculum without distractions. Drop offs after 10 am will be subject to a "late drop off fee" as listed on the tuition fees page. (Fee will be waived for appointments, etc. notified in advance)

SLCC closes at 6:00 pm. Staff work very hard and want to feel confident that they can leave at 6:00 pm. Although our staff is dedicated, staff members have families and evening commitments; parents who arrive late often interfere with these commitments. Parents who have lengthy departure routines should arrive early in order to get everything accomplished and leave before 6:00 pm. Arriving early will give you and your child enough time to depart and make sure you do not feel rushed or pressured to leave. Arriving before the closing time but lingering after the closing time still interferes with teachers' duties and personal commitments. *If an emergency occurs and you will be late, please call the center at 425-338-7171.*

### Permission for Free Access by Parents

Silver Lake Childcare & staff make available to all parents free access at all times to all areas of the center that are used by children. You are welcome at any time of day. The only exception to this is a court order stating otherwise.

### Family Engagement & Communication

SLCC utilizes an app called brightwheel. Once enrolled, you will be given a code linking to your child's account. Using the app, you will be able to message your child's teacher directly, receive updates on your child, pay tuition, check your child in/out, and receive photos and videos of your child.

Children's enrollment forms, medical records, etc. are confidential information, to be accessed by staff only when necessary. Information regarding a child, or family is shared with staff on a "need to know" basis.

### **Staff Qualifications**

Silver Lake Childcare requires a Washington State Department of Children, Youth & Families (DCYF) Background Check on all staff members, and volunteers. Silver Lake Childcare management completes an extensive interview and reference check on all potential employees. All staff are trained in first aid, CPR, HIV/AIDS, bloodborne pathogens, safe food handling, medication management, safe sleep requirements, and had a negative TB screening. Depending on the position, additional educational training is required. Staff meetings are held quarterly, or more often as needed.

### **Staff to Child Ratios** *(These are state set ratios)*

Toddler Room (ages 1 to 2 ½): 1 to 7	Preschool Room (ages 2 ½ to 3 ½): 1 to 10
Pre-K Room (ages 3 ½ to 5 ½): 1 to 10	Schoolage Room (ages 5 to 13): 1 to 15

*Periodically ages might be combined, if so, ratio will be maintained for the youngest child in the group.*

### **Lesson & Activity Plans**

These are posted on the classroom bulletin boards, located in each of the rooms. Children in our Pre-K program work throughout the year on kindergarten readiness skills and activities. If you have any questions, please feel free to ask the specific teacher, or administrator.

### **Toys/Items from Home**

We discourage bringing belongings from home. Such items tend to get lost or broken. SLCC is not responsible for any lost, broken, or stolen items.

### **Food/Nutrition**

Silver Lake Childcare provides breakfast, and two snacks daily. Parents are responsible for providing lunch. Failure to provide lunch for your child(ren) will result in additional charges to your childcare account. All our meals and snacks meet nutritional guidelines. If your child has any known allergies, please advise us in writing so that we may add him/her to our allergy list and have you complete a food plan. You will be asked to provide food from home if your child has allergies and/or food restrictions. When providing lunch from home, it must meet USDA CACFP nutritional guidelines. In the event the lunch does not meet proper guidelines we will supplement your child's lunch, for an additional fee.

Meals & snacks are provided at the following times:

Breakfast:	7:30 - 8:00am	AM Snack:	9:30 am	
Lunch:	11:30 am	PM Snack:	2:30 pm	4:15pm School age

### **Religious Policy**

SLCC does not discriminate against any religion and respects the rights of all recipients of SLCC care, parents, full & part time employees to practice individual religion. SLCC currently celebrates birthdays, and most of the major Christian holidays, with emphasis on the general idea of the holiday, rather than the religious aspect. (i.e. emphasis on giving thanks for Thanksgiving). Silver Lake Childcare is open to the idea of celebrating another faith's holidays or events. If there are any questions or concerns, please see either the individual teacher for a detailed lesson plan, or the administrator for any questions.

### **Anti-Harassment & Anti-Discrimination Statement**

SLCC is committed to a learning & working environment that is positive and productive. Harassment of any kind is not acceptable and will not be tolerated. SLCC will take prompt, equitable, and remedial action within its authority against any complaints and grievances alleging harassment that comes to the attention of SLCC either formally, or informally. SLCC complies with all federal and state regulations and does not discriminate based on race, color, national origin, gender, or disability. This holds true for all recipients of SLCC care, parents, full & part time employees, and contractors.

### **Alcohol, Tobacco, cannabis, and prohibition of illegal drugs**

Smoking or vaping is not permitted. Staff, on-site parents, or volunteers are not allowed to smoke during childcare hours. Staff are prohibited from wearing clothing that smells of smoke when working. We will not release children to parents, or any other person that appears to be under the influence of drugs or alcohol. An alternative person on the emergency contact list will be called for pickup, or law enforcement if necessary.

### **HIV/AIDS Policy**

SLCC complies with all federal and state requirements regarding confidentiality. Such information may not be made public without written permission from the child's parents. Regarding full & part-time employees- information will not be made public without written permission of such employee. SLCC will comply with recommended procedures when encountering bodily fluids. These rights are in place because there is no medical evidence that persons in a childcare center are at risk from associating with someone who has tested positive for HIV/AIDS, if staff take normal precautions.

### **Policy on Physical & Mental Disabilities**

It is the policy of SLCC that no person shall be subjected to discrimination because of any physical, mental, or sensory handicap. This policy is consistent with Titles VI and VII of the 1964 Civil Rights Act sections 503 and 504 of the Rehabilitation Act 1973; the Age Discrimination Act of 1975, and the Age Discrimination in Employment Act 1967; the Governor's Executive Order 85-9; and the Washington State Laws against Discrimination, RCW 49.60. This policy applies to every aspect of SLCC's programs, practices, and activities, including client services, and employment practices.

### **Child Abuse**

Child Abuse or neglect is defined as: the physical abuse, sexual abuse, sexual exploitation, abandonment or negligent treatment or maltreatment of any child by any person indicating the child's health, welfare, and/or safety is harmed. Employees of SLCC are mandated reporters and must report any suspected instances of abuse as per RCW 26.44. This report must be made to children's administration central intake. If there is an immediate danger a report will be made to local law enforcement.

### **Transportation/Field Trip Policy**

Parental permission must be granted in advance before transporting children. The vehicle will be inspected for safety before each trip. Attendance will be taken upon each departure & arrival, and at each destination. Vehicles must always have current vehicle registration, licenses, and proof of insurance in the vehicle. Driver must have current Washington State driver's license, and a good driving record. Seat belts are to be worn in accordance with state law. During each field trip teachers will have in their possession a complete first aid kit, attendance list, cell phone, and current emergency cards for all children attending. Appropriate child/teacher ratio will be maintained. Teachers are always to give full attention to children.

### **Water Activities Policy**

From time to time, children will participate in water activities, either on or off site. These activities consist of, but not limited to water tables, sprinklers, spray bottles, splashpad, etc. Parent/guardian permission will be obtained prior to any offsite activities.

### **Public School Transportation**

We currently transport children to/from James Monroe and Seattle Hill elementary schools. Depending on enrollment needs, and school start/end times, this list might periodically change. Safety is our #1 concern. Transportation will not be provided in the event roads are snowy or icy. If your child's school is open on those days we are not transporting, it is your responsibility to transport to/from school. Otherwise, they will remain at the childcare.

### **Policy on Care of Young Children**

The center shall not accept care for a child under 12 months of age. Handwashing facilities are in our toddler & preschool classrooms, as well as the hallway bathrooms. Diapering and toileting areas shall be separate from food preparation areas, adjacent to a hand washing sink, and sanitized between use for different children. The designated changing area shall be impervious to moisture and shall be washable. Diaper changing procedures shall be posted at all changing areas. Disposable wipes shall be used for cleaning the child. Staff will wash hands after diapering or helping the child with toileting. Disposable diapers and wipes are to be supplied by the child's parent or guardian. We are unable to accommodate cloth diapers. Soiled diapers shall be removed from the facility daily, or more often as needed. Potty training is initiated when the child indicates readiness & after parental consultation. For lunchtime, please bring food in a lunchbox, or a bag labeled with the child's name. Please send one serving each day, as we do not have room to store food for lunches. Food must be ready to serve, or heat. (i.e., soup ready to be heated in a microwavable container, berries washed, grapes, hot dogs, etc. precut).

### **Discipline & Conduct Rules**

Silver Lake Childcare's discipline and conduct rules are to ensure that learning takes place in a safe & orderly environment. SLCC's policy and childcare rules are in effect before, during, and after posted SLCC hours and at all activities, on-site or off-site. Adherence to rules is essential to ensure a safe and efficient center environment. Please ensure that your child follows these rules in your presence. SLCC rules are to be respected by any person dropping off or picking up a child. Failure to comply will result in being asked to leave the premises. Continual inappropriate behavior will result in immediate termination of care.

1. There is NO RUNNING anywhere inside the building, in the parking lot, and/or on walkways.
2. There will be NO THROWING inside the building.
3. Parking lots and walkways ARE NOT play zones. Keep your child in reach and safe. Be respectful of site parking expectations and be alert.
4. At Drop-Off Parent/Guardian shall escort child into building and sign-in.
5. Children ARE NOT allowed to touch the attendance iPad.
6. At Pick-up Parent/Guardian must sign child out and KEEP CHILD with you AT ALL TIMES. Do NOT allow children to exit the building without a parent/guardian.
7. No GUM chewing or lollipops.
8. Children are not allowed to walk around in the classroom with food, drink, or Sippy cups. Please do not bring children into the center with food in their mouth or holding food, drink, candy.
9. Crude, vulgar, and obscene language is not acceptable.
10. Abuse of furniture, program toys, etc. is not tolerated. The expense to repair or replace will be charged to the parent/guardian.

Any student who commits an act endangering another or self, abuses SLCC property, or the property of others, or disrupts the educational process in any manner shall be subject to discipline (time outs in cumulative minutes), suspension (AFTER parental discussion), and/or immediate expulsion for exceptional misconduct such as: fighting or assault, disobeying reasonable instructions, immoral conduct, use of vulgarity, profanity, or illegal substances, lying, forgery, cheating, stealing, possession of a dangerous weapon, including any toy or replica, being in *unauthorized* areas, repeated violations, intimidation, threats, or harassment of any SLCC staff member, volunteer, or student.

*Any act considered a felony or gross misdemeanor under Washington State Law will result in police notification.*

### **Guidance & Behavior Policy**

If behavior issues occur, our philosophy is to help children learn basic human values, problem solving skills, and to take responsibility for their choices. Every teacher is expected to be fair, consistent, and nurturing toward each child.

We use indirect guidance techniques such as:

- **Distraction:** involves changing a child's focus from an activity that is unacceptable to one that is acceptable.
- **Redirection:** redirection involves anticipating problems and intervening before they occur.
- **Ignoring:** Ignoring a behavior is determined by asking the question: "Is this a behavior that does not hurt another child, or destroy the environment or material?"
- **Removal & Reflection:** A quiet space is provided to allow the child to regain control and recognize the appropriate behavior.

SLCC will not permit the use of any abusive guidance methods such as forcing/withholding food, embarrassment, humiliation, or any other ridicule. All forms of corporal (physical) punishment are strictly forbidden.

Using time outs as a disciplinary measure is encouraged, but only after redirection has failed. The child must be made aware as to why he/she is taking a time-out, and the time away from the group should be equal to that of the child's age (i.e. two years old = two minutes).

A child requiring one-on-one attention may have to leave the center temporarily for safety reasons. In this instance, the administrator may need to contact a parent. Ongoing uncontrollable behavior may result in the discontinuation of childcare services. *SLCC reserves the right to terminate care immediately due to the safety of the child involved, other children, and/or staff.*

### **Additional Policies and Procedures**

If you wish to obtain copies or would like more information on any of the above stated policies, liability insurance, inspection reports, or other relevant program policies please ask our Director for more information.

*Please save this page for future reference.  
It contains important information regarding our sick child policy.*

## **Medication & Illness Policy**

Authorization for medication administration will be kept in the kitchen, and then placed in the child's file after medication course is completed. When medication is complete, or no longer needed, the container is to be sent home with the parent or guardian for disposal.

Children with any of the following symptoms will not be permitted to remain at the childcare center, for our center is not specifically approved for the care of ill children:

1. Temperature of 101 degrees by any method & who also have one or more of the following:
  - Headache
  - Earache
  - Sore throat
  - Rash
  - Behavior change
  - Other sign of illness

**\*Please note:** If sent home, children will need to remain home the following day and must be fever free for a 24 hr period (without the use of fever reducing medication) before returning to SLCC. If unsure, please feel free to call or message before returning to care.

2. Vomiting- on 2 or more occasions within the past 24 hours

3. Diarrhea- (increased fluidity and/or frequency of bowel movements relative to the person's usual stool patterns) occurring 2 or more occasions within the past 24 hours; or one stool containing blood or mucus

**\*Please note children must be free of vomiting and diarrhea for a 24 period before returning to SLCC.**

4. Rash- not associated with a previously diagnosed heat rash, diaper rash, or allergic reaction.
5. Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sore with drooling.
6. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial infection, or after 24 hours of antibiotic treatment.
7. Lice, nits, or scabies- children who have lice must not return to childcare until they are free of lice and nits (eggs). Before returning to care, all children must be checked by Director or designee, to ensure the child is lice/nit free.
8. A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.
9. Symptoms of illness that prevent participation in regular activities or require a greater level of care than can be provided by staff without compromising the health and safety of other children.
10. Nose discharge- children with colored, heavy discharge should be evaluated by the child's health care provider.
11. Chronic cough- severe chronic cough should be evaluated by the child's health care provider.
12. Apparent respiratory problems- when a child experiences any unexplained difficulty in breathing they should be seen immediately by a health care provider.

Children with the following symptoms may attend childcare provided they DO NOT exhibit any of the symptoms listed in items 1 thru 11 above and are able to participate in normal activities of their group or class.

1. Ear infections- children with ear infections who are receiving medical treatment and follow up, and DO NOT exhibit any of the above symptoms do not need to be excluded from childcare.
2. Mild cold symptoms- children with occasional clear discharge from the nose, and occasional cough do not need to be excluded from childcare. **\*\*This is at the administrator's discretion\*\***

**If children are too sick to attend public school, they are too sick to attend Silver Lake Childcare.**

**Please keep your ill child at home. Young children's immune systems are still developing, and illness can spread quickly! Sick teachers can't come to work- teachers wiping super runny noses every few minutes are spending more time washing hands than teaching children. Please help us keep all children and staff healthy!**

Silver Lake Childcare reserves the right to refuse service to any child who continually puts the health of the other children at risk, this is at the administrator's discretion.

Ill children will be separated from others and cared for by an administrator or other staff person in the office area. The child's parent or legal guardian will be notified of the child's illness and be asked to remove the child from the daycare as soon as possible. We follow the advice of the Snohomish County Health District.

### **Admissions and Enrollment**

Silver Lake Childcare is licensed by the State of Washington and accepts children ages 12 months to 13 years of age. Any child will be accepted into our center, regardless of race, color, sex, religion, or national origin if space allows. The center will make reasonable accommodations to physical or mental limitations.

- An enrollment fee of \$75 (or \$100 for families of multiple children)
- A re-enrollment fee is collected every September. If enrolled after March 1<sup>st</sup>, the first re-enrollment fee is waived.
- Monthly tuition is due by the 5<sup>th</sup> of the month. After that, the monthly discount is lost, and late payment fee is assessed.
- Weekly tuition is due every Monday. If not received by Friday of the same week, a late fee is assessed.

### **Waitlist Policy**

Please keep in mind, the length of time you are on the waitlist is dependent upon the following: time of year, age of child, and how many days a week care is needed. As space becomes available, you will be contacted to schedule a tour. Once you have toured the center you can decide whether to enroll or not.

### **Termination of Care Policy**

There is a two-week written notice if you choose to disenroll your child from our program. You will be responsible for payment of the two weeks regardless of if your child attends or not. Vacation days cannot be used in lieu of payment. SLCC reserves the right to ask you to leave, at our discretion, no notice required. For families on DSHS assistance, your renewal must be received two weeks prior to expiring to avoid a disruption of care. Renewals not received two weeks prior may result in your spot being released.

Complete & return the following to begin the Enrollment process:

- ☐ **Registration Form**
- ☐ **Health History Form**
- ☐ **Medical Consent**
- ☐ **Permissions & Acknowledgements Form**
- ☐ **Additional Terms & Responsibilities**
- ☐ **Childcare Schedule & Payment Agreement**
- ☐ **Registration fee paid.**
- ☐ **Immunization record**
- ☐ **Family Partnership Form**

## Silver Lake Childcare Registration Form

Completion of this form is required for enrollment. This information helps us to better understand your child, and his/her needs. This form also assists us in complying with state childcare licensing requirements WAC 110-300-0460

Child's Full legal name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Child's address: \_\_\_\_\_

Child primarily resides with: MOTHER FATHER BOTH OTHER (circle one)

Please list names & ages of siblings: \_\_\_\_\_

Father/Guardian's name: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Father's address (if different from child's): \_\_\_\_\_ Wk phone: \_\_\_\_\_

Work: \_\_\_\_\_ Workplace address: \_\_\_\_\_

Mother/Guardian's name: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Mother's address (if different from child's): \_\_\_\_\_ Wk phone: \_\_\_\_\_

Work: \_\_\_\_\_ Workplace address: \_\_\_\_\_

### Emergency contact & pickup: (DO NOT INCLUDE PARENTS & GUARDIANS)

If possible, please notify the center if an Emergency Contact Person will pick up your child on a given day. Silver Lake Childcare requests that all authorized pick up people, with whom we are not familiar with, provide government issued photo ID at time of pick up.

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Is any person, including mother or father, legally restrained or restricted from picking up this child from Silver Lake Childcare?

**If the answer is yes, please provide legal documentation & notify center director.**

NO

YES

(circle one)

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



Silver Lake ChildCare  
PO BOX 14938  
Mill Creek, WA 98082  
425.338.7171  
info@silverlakechildcare.com

**health history form- annual**

We require an updated Annual Health History each school year, information provided will be shared with pertinent staff members to ensure your child's safety.

Student Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone number: \_\_\_\_\_ Date last seen: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone number: \_\_\_\_\_ Date last seen: \_\_\_\_\_

☐ No known health conditions at this time (please sign & date bottom of form)

**Life threatening conditions: (please see Director to complete form for Individual Care Plan)**

☐ Allergy (Please check only if severe and epinephrine is prescribed. Ex: peanuts, bees, tree nuts, etc.)

Allergen: \_\_\_\_\_

☐ Asthma MILD MODERATE SEVERE EXERCISE INDUCED (please circle one)

☐ Diabetes Type 1 OR Type 2 ☐ Seizures ☐ Cardiac Condition \_\_\_\_\_

**Hematology (Blood)**

☐ Sickle Cell Anemia ☐ Other blood condition \_\_\_\_\_

**Cardiovascular/Heart Condition**

Please list: \_\_\_\_\_

**Endocrine/ Immune System**

☐ Thyroid Disorder ☐ Other Endocrine/Immune/Metabolic Disorder \_\_\_\_\_

**Gastrointestinal- Intestinal, Dental, & Oral Conditions**

☐ Celiac Disease ☐ Crohn's ☐ Irritable Bowel ☐ Lactose Intolerant ☐ Gastroesophageal Reflux

☐ Liver Disease ☐ Encopresis ☐ Other \_\_\_\_\_

**Skin & Subcutaneous Tissue**

☐ Contact Dermatitis ☐ Eczema

**Respiratory**

☐ Reactive Airway Disease

**Nervous System**

☐ Migraines ☐ Headaches ☐ Autism ☐ Speech Disorder ☐ ADHD/ADD diagnosed by \_\_\_\_\_

☐ Shunt ☐ Sensory Condition ☐ Asperger's ☐ Intellectual Disability ☐ Developmental Delay

**Mental or Behavioral Condition**

☐ Sleep Disorder ☐ Tourette's ☐ Other \_\_\_\_\_

**Renal & Genitourinary**

☐ Chronic Urinary Tract Infections

**Musculoskeletal & Connective Tissues**

☐ Juvenile Rheumatoid Arthritis ☐ Scoliosis ☐ Other \_\_\_\_\_

**Eye & Ear**

☐ Chronic Ear infections ☐ Visually Impaired ☐ Hearing Impaired ☐ Wears glasses ☐ Wears hearing aids ☐ Has tubes

☐ Other \_\_\_\_\_

**Medications (includes prescription, supplements, and over-the-counter medications)**

\*Medications are only provided to those children with a health care provider's prescription, with the exception of diaper ointment, sunscreen, lip balm or lotion, hand sanitizers or fluoride toothpaste. If a child has a condition where the American with Disabilities Act (ADA) applies, reasonable accommodations will be made and the child will be given necessary medication. (WAC 110-300-0030 and WAC 110-300-0215)

My student requires medication(s) at childcare: ☐ NO ☐ YES If yes, please see Director to complete "Medication Form"

**Nutrition** Is there any food or drink your child should not eat for cultural, religious, personal reasons other than food allergies?

☐ NO ☐ YES If yes, please see Director to complete "Food Plan- non allergy"

**Allergies**

☐ Allergy: Food ☐ Allergy: Non- Food \_\_\_\_\_ If yes, please see Director to complete "Individual Care Plan- Food Allergy/dietary"

\_\_\_\_\_  
(Printed name & signature of parent/guardian completing form)

\_\_\_\_\_  
Today's date

## Medical Consent

### MEDICAL POLICIES

- If my child has any health issues that require special attention, I agree to let the staff know at once, as well as provide documentation for his/her file.
- If my child contracts a contagious disease, I understand that he/she may only return to the center after obtaining a physician/health care note specifically stating that they are no longer contagious.
- If my child becomes ill while at the center, I must pick up my child as soon as possible. If I am not able to do so in a timely matter, I must make alternate arrangements for pick up.

### Prescription Medication:

Medications are provided only to those children with a health care provider's prescription, with the exception of diaper ointment, sunscreen, lip balm/lotion, hand sanitizers, or fluoride toothpaste. If a child has a condition where the Americans with Disabilities Act (ADA) applies, reasonable accommodations will be made, and the child will be given necessary medication.

### Sunscreen Policy

It is center policy to use sunscreen during warm weather. We use a kid's formula of SPF 30 or more for Pre-K and Schoolagers. The baby formula for toddlers & preschoolers. We will notify parents of the brand at the start of summer. Parents are welcome to send their own sunscreen for their child, please label it with their full name.

### PARENT OR GUARDIAN EMERGENCY MEDICAL TREATMENT CONSENT

I hereby give permission for my child, (full name)\_\_\_\_\_ to be given necessary first aid/CPR by a qualified childcare staff member employed by Silver Lake Childcare. I further authorize & consent to medical treatment, surgical procedures, or necessary hospital care, to be performed for my child by a licensed physician, or emergency medical team member, when deemed immediately necessary, or advisable by a physician, or emergency medical team member, to safeguard my child's health. I also give permission for my child to be transported by ambulance or aid car to a hospital or emergency medical center for treatment. I understand that in agreeing to the above statements I waive my right of informed consent to necessary treatments or procedures. I hereby release Silver Lake Childcare, their employees, directors, owners, volunteers from all liability, expense (medical, ambulance, etc.) arising out of their reasonable efforts to provide emergency medical care for my child. I further agree to take sole financial responsibility for any medical services rendered to my child which are not provided for by personal medical insurance programs. I also agree with Silver Lake Childcare's medical policies, as stated above.

Date:\_\_\_\_\_ Father/Guardian Signature:\_\_\_\_\_

Date:\_\_\_\_\_ Mother/Guardian Signature:\_\_\_\_\_

## Permissions & Acknowledgments Form

The provider (Silver Lake Childcare) and any and all teachers/volunteers currently employed, have my/our permission to transport (child's full legal name) \_\_\_\_\_ in a motor vehicle to go:

- |                  |     |    |
|------------------|-----|----|
| • On field trips | YES | NO |
|------------------|-----|----|

*By granting permission, the parent/guardian acknowledges photographs and/or videos may be taken by Silver Lake Childcare staff, and/or third parties for promotional use.*

- |                  |     |    |
|------------------|-----|----|
| • To/from school | YES | NO |
|------------------|-----|----|

- |                         |     |    |
|-------------------------|-----|----|
| • On occasional errands | YES | NO |
|-------------------------|-----|----|

*(i.e. vehicle needing gas during a field trip)*

Silver Lake Childcare also has my permission to:

- |                          |     |    |
|--------------------------|-----|----|
| • Take my child on walks | YES | NO |
|--------------------------|-----|----|

- |  |     |    |
|--|-----|----|
| • Take my child on public transportation | YES | NO |
|--|-----|----|

- |                         |     |    |
|-------------------------|-----|----|
| • Use of Hand Sanitizer | YES | NO |
|-------------------------|-----|----|

*(only used on children 24mo and older when adequate handwashing facilities are not readily available)*

- |  |     |    |
|--|-----|----|
| • Take photographs and/or videos of my child | YES | NO |
|--|-----|----|

*(To be used for classroom projects, art, posted on our brightwheel app, and/or posted on our website)*

- |   |     |    |
|---|-----|----|
| • Give my phone number/address to parents | YES | NO |
|---|-----|----|

**\*Any field trips, walks, etc. will be scheduled in advance, with an additional reminder near date of the event.**

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Toothbrushing Policy

Due to state regulations, we "must offer children an opportunity for developmentally appropriate tooth brushing activities" (WAC 110-300-0180) The center does not provide items. We require you to send a both a disposable cup & toothbrush labeled with your child's first and last name, along with their own toothpaste daily. In the interest of health and safety, toothbrushes are discarded daily. For children 2yrs & older, we require a permission form if the toothpaste contains fluoride. Children under the age of 2 must use a fluoride free toothpaste. If you choose to opt out of toothbrushing, please sign below.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Disaster & Health Plan, Pesticide Policy

For questions regarding our handling of emergencies and disasters, our policies & procedures, please ask the director for a copy of our disaster/health care plan and pesticide policy.

***I/we have read and fully understand the Disaster, Health, & Pesticide Policies.***

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Additional Terms & Responsibilities:**

- I understand that if there is a change in any of my child's information, it is my responsibility to promptly update such information.
- I agree to notify the center staff when my child is absent. I must notify the center staff if my school-age child does not need to be picked up from school or will not arrive by scheduled school bus on a particular day.
- I consent to the center communicating with me via: telephone, email, text, or other means, written communication may be sent home with emergency contact & pick up persons when necessary.
- Tuition will be based upon your signed Payment Agreement and will be due on time, as agreed, regardless of hours & days attended (extended hours/days will be billed to your account accordingly). It is helpful to think of your childcare spot as something you purchase each month. It belongs to you whether you use it or not. Due to ongoing staffing & operating costs, we cannot give refunds or credits for absences. Closures related to Holidays, weather, and natural disasters will be payable as normal.
- 10 days of vacation time (without payment) will be allowed each year (September – September) for all non-state subsidized children enrolled in care 3 days a week or more. For families enrolled 1 or 2 days a week, 5 days of vacation time (without payment) will be allowed each year (September – September). Any vacation time above the two weeks will be payable as normal. Two weeks written notice will be required before use of vacation time, changes in payment agreement, or discontinuation of enrollment (this allows us time to adjust staffing, as needed). Vacation time is non-transferable, does not accrue yearly, and cannot be used in lieu of payment.
- Prior to enrollment, I must provide the center with a current immunization record for my child. This information must be updated periodically, and in accordance with state childcare licensing requirements. I understand that children without current immunization/exemption records may not attend the center.
- If my child has any health issues that require special attention, I agree to let the staff know at once, as well as provide documentation for his/her file.
- If my child contracts a contagious disease, I understand that he/she may only return to the center after obtaining a physician/health care note specifically stating that they are no longer contagious.
- If my child becomes ill while at the center, I must pick up my child as soon as possible. If I am not able to do so in a timely matter, I must make alternate arrangements for pick up.

### **Parent Responsibilities:**

We ask that you help your child come prepared for the day by following these guidelines-

- Children should be free of illness. Or if on medication, free of symptoms and well enough to participate in activities.
- Children should be well rested.
- Children should be dressed appropriately for the weather, and outdoor activities.
- Provide them with a nutritious lunch.
- Sign your child in/out daily, using your full legal signature.

**I have read, understand, and agree with the Policies & Procedures of Silver Lake Childcare's Parent Handbook. I also agree to the terms, conditions, and parent responsibilities as stated above.**

X \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2025 - 2026 Childcare Tuition Weekly Rates & Fees Schedule

	(3 day)	(4 day )	(5 day)
Toddler (12mo to 30mos)	\$373	\$440	\$487
Preschool (2 ½ to 3 ½ yrs of age)	\$322	\$376	\$410
Pre-K (3 ½ to 5 yrs not in school)	\$301	\$346	\$392
Schoolage care	\$274	\$299	\$312
before or after school only	\$176	\$183	\$198

### Available Discounts:

<b>Multi-child discount:</b> 5% off the oldest child	<b>Monthly discount:</b> <ul style="list-style-type: none"> <li>• 3% off if account is prepaid in full by the 5th of each month.</li> <li>• Monthly rates are calculated by an average, over 52 weeks.</li> <li>• <u>Schoolage care includes all Early Releases, No School, and summer care.</u></li> <li>• <u>Before/after school care commences on last day of school, then schoolage care rate applies. This rate also applies for Winter and Spring breaks.</u></li> </ul>
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### Additional Fees:

<b>Annual Enrollment fee:</b> \$75/child, or \$100/family (renewed each September)	<b>Co pays paid after the 5<sup>th</sup> of the month:</b> \$25
<b>In care over 10 hrs. /day:</b> \$25 per occurrence, per child (exceeding payment agreement)	<b>No lunch fee:</b> \$7
<b>Late payment fee (per your financial agreement):</b> \$25	<b>Diaper restock fee:</b> Cost of diapers + an additional \$15.00 fee (charged if child has no diapers and we must purchase)
<b>Late drop off fee (after 10am, for children not attending school):</b> \$15 per occurrence, per child	<b>Wipes restock fee:</b> \$10.00 (charged if no wipes supplied for children still needing wipes)
<b>Late pick up fee (after center closes):</b> \$20 every 15 mins, per child.	<b>Non-sufficient funds:</b> \$30, after 2+ returned payments your account may be put on a "cash only" basis.

*In addition to your account being charged a fee, any child left 30 minutes after Silver Lake Childcare's closing time will be released to the custody of child protective services, or other local authorities.*

### Payment Agreement

My child will attend the center on the following days: \_\_\_\_\_ Start Date

M\_\_\_\_\_ T\_\_\_\_\_ W\_\_\_\_\_ TH\_\_\_\_\_ F\_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

**(this helps us anticipate staffing needs, please call in advance to ensure availability if additional days or times are needed)**

\_\_\_\_\_ Weekly \_\_\_\_\_ Monthly on the 1<sup>st</sup> \_\_\_\_\_ DSHS subsidized

*I/we agree to the financial policies as stated in the financial policies section of this handbook & further understand that failure to pay on time may result in discontinuation of services, late fees & possibly your account being turned over to collections. Annual tuition increases will take effect each September, rate to be determined yearly.*

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Certificate of Immunization Status (CIS)

For Kindergarten-12<sup>th</sup> Grade / Child Care Entry

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed Cert. of Exemption on file? ☐ Yes ☐ No

Office Use Only:

Please print. See back for instructions on how to fill out this form or get it printed from the Washington Immunization Information System.

Child's Last Name:	First Name:	Middle Initial:	Birthdate (MM/DD/YY):	Sex:
<div>I give permission to my child's school to share immunization information with the Immunization Information System to help the school maintain my child's school record.</div> <div>I certify that the information provided on this form is correct and verifiable.</div>				
Parent/Guardian Signature Required			Date	

◆ Required for School and Child Care/Preschool		Date	Date	Date	Date	Date
● Required Only for Child Care/Preschool		MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
Required Vaccines for School or Child Care Entry						
◆ DTaP / DT (Diphtheria, Tetanus, Pertussis)						
◆ Tdap (Tetanus, Diphtheria, Pertussis)						
◆ Td (Tetanus, Diphtheria)						
◆ Hepatitis B □ 2-dose schedule used between ages 11-15						
● Hib (Haemophilus influenzae type b)						
◆ IPV / OPV (Polio)						
◆ MMR (Measles, Mumps, Rubella)						
● PCV / PPSV (Pneumococcal)						
◆ Varicella (Chickenpox) □ History of disease verified by IIS						
Recommended Vaccines (Not Required for School or Child Care Entry)						
Flu (Influenza)						
Hepatitis A						
HPV (Human Papillomavirus)						
MCV / MPSV (Meningococcal)						
MenB (Meningococcal)						
Rotavirus						

**Documentation of Disease Immunity**  
*Healthcare provider use only*

If the child named in this CIS has a history of Varicella (Chickenpox) or can show immunity by blood test (titer) it MUST be verified by a healthcare provider

I certify that the child named on this CIS has:

☐ a verified history of Varicella (Chickenpox).

☐ laboratory evidence of immunity (titer) to disease(s) marked below. **Lab report(s) for titers MUST also be attached.**

<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Mumps	<input type="checkbox"/> Other:
<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Polio	
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Rubella	
<input type="checkbox"/> Hib	<input type="checkbox"/> Tetanus	
<input type="checkbox"/> Measles	<input type="checkbox"/> Varicella	

Licensed healthcare provider signature  
(MD, DO, ND, PA, ARNP)

Date

Printed Name

## Family Partnership Form

Our teachers like to form personal relationships with each child in their care.  
Please help us by completing this page so we can prepare for his/her arrival in the classroom.

Child's full legal name:	Date of birth:
Child's nickname (if any):	
We embrace children with all learning styles and personalities. For us to best meet your child's needs, please describe your child's personality... (high energy/calm, outgoing/shy, strong-willed/agreeable, set routine/flexible, morning person/night owl, etc):	
Please list your child's interests... (sports, books, tv shows, etc):	
Please list any fears your child may have (heights, bugs, vacuums, etc):	
How does your child express anger or frustration?	
What childcare did your child previously attend (if any)? Reason for leaving?	
Has there been any major changes in your family recently? (birth, death, separation, divorce, new home, etc.)	
Any concerns about your child's vision?	
Any concerns about your child's hearing?	
Any concerns about your child's speech?	
Any concerns about your child's behavior?	
Is there anything else you would like to tell us about your child?	

Welcome to Silver Lake Childcare!

My staff & I are dedicated to the care and well-being of every child. Please remember that we are in this field because we love children. We try to be as accommodating as possible, however, please keep in mind your child is not the only one here. We try to balance all aspects when working with children- education, health, safety, and love. We are also regulated by the State of Washington and making sure we are in compliance with certain rules and regulations. Sometimes flexibility is limited. Communication is our only tool to manage the daily challenges and issues that we may be faced with. Forms of communication include but are not limited to the following: verbal; notes on doors, front counter & whiteboards; emails; and phone calls. Please make sure you are taking time to read these, as it will help keep you informed about happenings around SLCC. If you have problems or questions, communicating with us is what will make our relationship successful! However, parents who continually show badgering or unprofessional behavior could also result in a discontinuation of childcare services. Please remember we are people too and deserve cooperation and respect. We anticipate working side by side with you in hopes that your child will grow and flourish in the best Early Childhood Education environment. Your eyes and ears are always appreciated, as we are often being pulled in many directions at once!

Courtney Devlin, owner