

Parent Policies

Three Blooms Playschool

527 NE 180th St.

Shoreline, WA 98155

Table of Contents

1. Non-Discrimination Policy
2. Family Engagement
3. Parent/Guardian Permission for Photo and Video
4. Health, Safety, and Conduct
5. Program Philosophy
6. Child Guidance
7. Expulsion Policy
8. Special Needs Care
9. Infant and Toddler Care
10. Programs That Speak More Than One Language
11. Holidays and Celebrations
12. Transportation and Field Trips
13. Water Activities
14. Overnight Care
15. Hours of Operations, Program Closures and Inclement Weather
16. Enrollment, Tuition and Fees
17. Tuition and Payment Policy
18. Daily Procedures, Security and Fees
19. Child Records and Confidentiality
20. Kindergarten Transition
21. Items Families Must Provide
22. Parent Access and Communication
23. Mandated Reporting
24. Mixed Age Group Care
25. Meals, Nutrition and Menus
26. Emergency Preparedness
27. Inspection Reports and Licensing Notices
28. Liability Insurance
29. Toilet Training

1. Non-Discrimination Policy

Three Blooms Playschool provides a welcoming and inclusive environment for all children and families. We do not discriminate based on race, color, national origin, religion, gender, sexual orientation, family structure, disability, or any other protected status.

We are committed to:

- Providing a safe, nurturing environment for all children
- Respecting cultural, linguistic, and family diversity
- Supporting children of all abilities when reasonable accommodations can be made
- Maintaining open communication with families

Every child is entitled to equal access to care and learning opportunities.

2. Family Engagement

We value strong relationships with families and strive to create a supportive community among enrolled families.

Families are encouraged to participate in their child's learning experience whenever appropriate, including classroom involvement, volunteering opportunities, and program events.

Three Blooms maintains a private, families-only online group used to share program updates, photos, reminders, upcoming events, extracurricular opportunities, and community meet-ups.

Throughout the year, the program may host optional family events and gatherings such as:

- Back-to-School Potluck (September)
- Holiday Potluck Gathering (December)
- Friendship Day Lunch Exchange
- End-of-Year Celebration ("Fiestavus"), including graduation recognition, art displays, and family potluck activities

Family participation is always encouraged, but never required. Our goal is to foster meaningful connections, celebrate childhood together, and build a welcoming and supportive community for children and families alike.

3. Parent/Guardian Permission for Photo and Video

Photos and videos are used only for program purposes with written consent.

Families may opt in or out at any time.

Children without permission will not be photographed or included in shared media.

We do not use indoor surveillance cameras in the childcare space.

For security purposes, we do use an **outdoor Ring camera located in the driveway/exterior of the home**. This device is used only for safety and security monitoring of the property entrance and outdoor area.

4. Health, Safety, and Conduct

Substance-Free Environment

Alcohol, tobacco, cannabis, and illegal drugs are prohibited during program hours and on program premises.

Weapons Safety

Any firearms are stored unloaded in locked safes with ammunition stored separately. All storage areas are inaccessible to children.

Mandated Safety Environment

The program maintains a safe, respectful, and developmentally appropriate environment at all times.

5. Program Philosophy

At Three Blooms Playschool, we strive to create a safe, nurturing, and engaging environment where children feel valued, supported, and encouraged to grow.

We believe children are naturally capable, curious, and eager to learn, and that young children learn best through play, hands-on experiences, exploration, and meaningful interactions.

Inspired by Montessori and Reggio Emilia approaches, we encourage independence, creativity, problem-solving, and learning through discovery while providing gentle guidance and developmentally appropriate structure.

For children ages 2.5–5, we implement a structured preschool curriculum using Lillio Learning powered by FunShine Express, which introduces fun monthly themes, hands-on activities, early academic concepts, and learning experiences designed to support kindergarten readiness in an engaging and age-appropriate way.

We place a strong emphasis on social-emotional development and support children in learning empathy, communication, self-regulation, confidence, and respectful relationships with others.

Our goal is for every child to leave Three Blooms feeling safe, confident, capable, and excited for their next adventure — kindergarten and beyond.

6. Child Guidance

Three Blooms Playschool uses positive, developmentally appropriate guidance strategies that support children in learning self-regulation, problem-solving, and appropriate social behavior.

Our approach includes:

- Setting clear, consistent, and age-appropriate expectations
- Modeling positive behavior and respectful communication
- Redirection to appropriate activities when needed
- Offering choices to support independence and decision-making
- Using logical and natural consequences that are directly related to behavior
- Supporting children in identifying and expressing their emotions
- Maintaining calm, supportive communication at all times

Physical punishment, harsh discipline, yelling, shaming, or any form of intimidation is strictly prohibited.

Restraint is only used in rare situations when a child is at immediate risk of harming themselves or others, and only for the shortest amount of time necessary to ensure safety. Parents will be informed of any incident involving restraint.

Our goal is to help children develop confidence, emotional awareness, and the skills needed to make safe and respectful choices.

7. Expulsion Policy

Care may be terminated if the program is unable to safely meet the needs of a child or family.

Reasons may include:

- Safety concerns
- Persistent behavioral challenges
- Failure to follow policies
- Disruptive or unsafe conduct
- Non-payment of tuition
- Inability to meet program requirements

Immediate termination may occur in serious safety situations.

8. Special Needs Care

Children with special needs are welcome when their needs can be safely supported within a group care setting.

Individual care plans and medical documentation are required when applicable.

If needs exceed what can be safely supported, alternative care may be recommended.

9. Infant and Toddler Care

- Diapers checked and changed regularly
- Infants are fed on demand and held during bottle feeding
- Parents provide all food, breastmilk and formula, and feeding supplies for infants under 12 months
- Safe sleep practices are strictly followed
- Toddlers participate in daily rest time (1:00–3:00 PM)

10. Programs That Speak More Than One Language

This program is primarily conducted in English. However, we recognize and value the richness of multilingual exposure in early childhood development.

We incorporate Spanish in natural, fun, and developmentally appropriate ways throughout the day, including:

- Songs and music
- Story time and books
- Basic conversational words and phrases used during daily routines (e.g., greetings, colors, numbers)
- Play-based learning and informal teacher interaction

Spanish is used as an enrichment tool and cultural exposure, not as a structured immersion or Spanish-language preschool program.

We also value and respect all home languages spoken by families and encourage children to feel proud of their linguistic backgrounds.

11. Holidays and Celebrations

This program celebrates holidays and birthdays in age-appropriate, inclusive, and child-centered ways.

We are not a religious daycare or preschool. However, we may introduce children to the idea that different families and cultures celebrate different holidays and traditions in a respectful and simple way.

Holiday celebrations may include:

- Books, music, and songs related to the season
- Simple crafts and art activities
- Light decorations in the classroom (for example, a Christmas tree or ornaments in December, or Easter egg crafts in spring)
- Child-friendly discussions about general seasonal celebrations

All holiday content is kept developmentally appropriate, inclusive, and non-religious in nature.

Birthdays are especially important to us.

Each child's birthday is celebrated with:

- A handmade paper crown created by teachers
- A classroom birthday celebration where children sing "Happy Birthday"

- A special treat brought by the family to share with the group during afternoon snack (examples: cupcakes, donuts, ice cream sandwiches, or similar treats)

Birthday celebrations are for children only and are kept simple, joyful, and inclusive for all enrolled children.

12. Transportation and Field Trips

The program does not provide transportation.

Off-site activities, if offered, require written permission and parent transport.

13. Water Activities

Supervised water play may occur seasonally.

No swimming pool is on-site. No off-site swimming trips are provided.

14. Overnight Care

Overnight care is not provided.

15. Hours of Operations and Program Closures

We are open Monday - Friday 7:30 AM - 5:00 PM.

Tuition is based on enrollment, not attendance.

The program is closed on:

- Federal holidays
- Provider Appreciation Day
- One week during winter break
- Two weeks during summer break
- Up to five personal provider days annually

All scheduled closures are included in annual tuition rates.

A yearly calendar including scheduled closure dates will be provided to families each August.

Families are responsible for arranging their own childcare coverage during scheduled closures, provider absences, illness closures, emergencies, or other times the program is unavailable. Families are strongly encouraged to maintain backup childcare arrangements when possible.

Inclement Weather Policy

Three Blooms Playschool follows the local school district's (Shoreline School District) inclement weather schedule.

If the school district is closed due to ice, snow, or severe weather, our program will operate on modified hours from 10:00AM - 4:00PM, provided power, and safe conditions are maintained.

If the district announces a delayed start, the program will also open at 10:00AM and close at 4:00PM

Families will be notified by 7AM if conditions require a full closure.

If weather conditions worsen throughout the day, an early pick up may be requested.

If power, heat, or water are unavailable, or travel conditions are unsafe, or legal staff to child ratios cannot be maintained, the program may close for the day.

Tuition remains due regardless of weather related closures.

16. Enrollment, Tuition and Fees

Enrollment Requirements

Enrollment is completed once all required documents are submitted and a signed contract is on file. Required documents include:

- Registration Form
- Childcare Agreement/Contract
- Emergency Contact Information
- Immunization Records (or exemption documentation)
- Child Information Form

Care may not begin until all documentation is complete.

Fees

- Registration Fee: **\$100 (non-refundable)**
- Tuition Deposit: **\$450** (applied per contract terms)
- Annual Supply Fee: **\$180 per child**

The supply fee supports classroom materials including paper products, wipes, art supplies, books, toys, and other program resources.

Withdrawal Notice and Tuition Deposit

Monthly tuition rates are annualized and evenly distributed throughout the year to include scheduled paid closures and reserved enrollment space.

A minimum of one full paid month's written notice is required when withdrawing from care.

The tuition deposit will then be applied to the child's final month of enrollment.

For example, if a child's final day is July 31, written notice must be received no later than May 31. June tuition remains fully due, and the tuition deposit will be applied toward July tuition.

If proper notice is not provided, the deposit will be forfeited and may be applied toward unpaid tuition obligations.

Tuition remains due during the notice period regardless of attendance.

The program reserves the right to terminate care in accordance with the Expulsion Policy.

17. Tuition and Payment Policy

Tuition Rates (2026–2027)

- Children under 36 months: **\$1,850/month (M-F, up to 9 hours a day)**
- Children 3 years and older: **\$1,750/month (M-F, up to 9 hours a day)**

Tuition includes meals (breakfast, lunch, and two snack for children over one year, and enrollment in preschool program or children 3 years and older)

Extracurricular Programs (September - June)

- Art with Karin: \$40 a month
- Stretch-N-Grow: \$40 a month

Payment Terms

Tuition is based on enrollment and reserves your child's space in the program, not the number of hours or days attended. As such, tuition is required in full regardless of attendance, including late arrivals, early pick-ups, vacations, holidays, illness, or other absences.

Tuition is due on the first of each month. Alternative payment schedules (such as biweekly payments) may be arranged in advance and must be approved prior to enrollment.

Accepted payment methods include cash, check, or Zelle.

Families are required to maintain tuition payments even when the program is not in use for personal vacations or absences.

Late Payments

A \$25 late fee applies after 5:00 PM on the due date. An additional \$5 per day may be applied until payment is received.

Repeated late payments may result in suspension or termination of care.

18. Daily Procedures, Security and Fees

Sign-In and Sign-Out

Daily sign-in and sign-out is required with date, time, and signature.

After repeated missed signatures (more than two occurrences), a \$5 per occurrence fee may be applied.

Drop-Off and Pick-Up

A direct hand-off with staff is required at all times. Parents/guardians must confirm with a teacher before leaving or departing with a child.

Authorized Pick-Up

Children are released only to:

- Parent/guardian on file

Alternate pick-up persons must be pre-approved via text message, e-mail, or phone call with staff and documented in writing. ID will be required at pick-up. Alternate pick-up person must be 18 years or older.

Late Pick-Up Fee

Late pick-up fees apply for any child not picked up by 5:00 PM:

- \$5.00 at 5:00 PM
- \$1.00 per minute thereafter

Late fees are due at the time of pick-up.

Rest Time Pick-Up Policy

To support a consistent and restful environment for all children, pick-up is not permitted between **1:00 PM and 3:00 PM** during daily rest time.

Families needing to pick up a child for appointments or other activities are asked to do so **before 1:00 PM or after 3:00 PM**.

This policy helps minimize disruptions and ensures children who are resting are able to do so safely and comfortably.

19. Child Records and Confidentiality

Child records are stored in a secure, labeled binder on-site.

Only authorized staff may access records for program-related purposes.

Parents may review records upon request.

Families are responsible for keep information current, including:

- Address or phone changes
- Emergency contacts
- Medical updates
- Immunization records

20. Kindergarten Transition

Kindergarten readiness is supported throughout the preschool program through structured play-based learning that builds independence, literacy, math readiness, communication, and social-emotional skills.

Families are supported through ongoing communication regarding developmental progress and school readiness.

21. Items Families Must Provide

Families must supply:

- 15–20 diapers/pull-ups weekly (brought Mondays)
- 3–4 complete outfit changes for potty training children
- One full change of clothes for all children
- Weather-appropriate outdoor gear
- Rain gear (kept at program)
- Closed-toe shoes only (no sandals/open toes)
- Indoor shoes (Crocs or similar preferred)
- Labeled water bottle (Nalgene Grip-N-Gulp style preferred)
- Labeled sleep blanket for children over 12 months

22. Parent Access and Communication

Parents and guardians may access the licensed childcare space during operating hours for drop-off, pick-up, or scheduled visits.

All visitors must check in with staff upon arrival.

Extended visits during program hours are discouraged unless pre-arranged to maintain supervision and routine consistency.

23. Mandated Reporting

All staff are mandated reporters under Washington State law. We are required to report any suspected child abuse, neglect, sexual abuse, or maltreatment to appropriate authorities.

Reports are made in accordance with legal requirements. Families are not notified prior to a report when prohibited by law.

24. Mixed Age Group Care

Children ages 0–5 are cared for in a mixed-age environment.

Activities are adapted to meet individual developmental needs while maintaining group supervision and safety at all times.

25. Meals, Nutrition and Menus

Meals include breakfast, lunch, and two snacks for children over one year old. Families are responsible for providing all bottles, breast milk or formula, baby food, and other meals for children under 12 months of age.

At this time, we are not yet enrolled in the Seattle food program/CACFP; however, we strive to follow recommended nutritional guidelines and offer balanced meals with a variety of healthy foods. Meals are primarily home-cooked and include a mix of fruits, vegetables, grains, and protein options. Menus are rotated and updated seasonally and can be found by the sign in sheet and on the refrigerator.

Reasonable accommodations for allergies and dietary needs will be made when possible. Families may provide alternative meals or snacks if needed; however, all outside food brought into the program must be peanut-free for the safety of all children in care. Alternative meals and snacks provided by families should also meet Seattle food program/CACFP nutritional guidelines whenever possible.

26. Emergency Preparedness

Emergency procedures are maintained on-site in the parent binder located near the sign-in area, and are followed in accordance with licensing requirements.

27. Inspection Reports and Licensing Notices

Licensing inspection reports and any enforcement notices, if applicable, are posted in the designated parent information area.

The program currently has no active enforcement actions.

28. Liability Insurance

Three Blooms Family Child Care currently does not carry liability insurance yet. Families will be notified when this changes.

29. Toilet Training

Toilet training is supported when a child shows signs of readiness and families are ready to begin the process consistently at home and in care.

Signs of readiness may include:

- Ability to communicate the need to use the toilet
- Awareness of being wet or soiled
- Staying dry for longer periods of time
- Interest in using the toilet or wearing underwear
- Ability to assist with pulling clothing up and down and changing into clean clothes when accidents occur

Families must provide 3–4 complete changes of clothing for children actively toilet training.

Toilet training is approached in a consistent, supportive, and individualized manner. Children are encouraged through positive reinforcement and routine bathroom opportunities. If a child is not yet developmentally ready or readiness is not being maintained consistently, toilet training may be paused and revisited at a later time.