



Parent Handbook

Revised 7/2019

Welcome to our community!

Welcome to Hutch Kids Child Care (HK)! Hutch Kids opened in October 1990. Hutch Kids Child Care is located at 1210 Valley St., Seattle, WA 98109 on the campus of the Fred Hutchinson Cancer Research Center. The center can be reached via phone (206) 667-5983, fax (206) 667-6899, and at admin@hutchkids.org.

The purpose of the Parent Handbook is to provide general information about HK's program, administrative procedures, operating guidelines and general health & safety policies. Although it is intended to provide all relevant information, it is not possible to foresee all potential questions or to address every situation. As a parent with children enrolled in HK, you receive a copy to read and keep for future reference. Parents are encouraged to share concerns and seek additional guidance when necessary.

The State of Washington's Department of Children, Family, and Youth has licensed Hutch Kids Child Care to serve a maximum of 123 children, Fall-Spring, and 141 in the summer months, ranging in age from one month through six years. In providing quality care, HK meets and in some instances exceeds Washington State's Minimum Licensing Requirements for Child Care Centers. Hutch Kids is accredited by the National Association for the Education of Young Children and participates in the Early Achievers quality rating program of the state of Washington.

HK is an equal opportunity organization and does not discriminate against any person in matters of employment, application for employment, or in admission or participation in programs and benefits on the basis of race, color, national origin, marital status, disabled or Vietnam era veteran status, sexual orientation, gender, handicap, religion, creed or age.

While the relationship between HK and Fred Hutch is close, Hutch Kids Child Care is a separate 501(c) (3) corporation. A non-profit Board of Directors, made up primarily of Hutch Kids current and former parents, governs HK. As the Hutch Kids Board of Directors' liaison to the center and Board Representative for the HK staff, the Executive Director manages the daily operations of the corporation. A Parent Teacher Committee, made up of room parents, other parent volunteers, and staff offer opportunities for supporting community events (picnics, book swaps, concerts), teacher appreciation activities, and fundraising.

Hutch Kids Child Care prides itself on being a community of learners working together. Parents are critical partners to our success; it is the mutual respect between parents and caregivers that sets the foundation for quality child care at HK. Thank you for your participation.

Please note: Throughout this handbook, you may see the Washington Administrative Code (WAC) referenced, as the WAC is the licensing regulations we are required to follow. The references are intended to point parents to more information, as needed.

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Section One: Program Policies

A. Philosophy, Mission, and Vision Statements

PHILOSOPHY

The Hutch Kids Child Care program focuses on the individuality and uniqueness of each child. The curriculum encourages self-confidence, spontaneity, curiosity, and self-discipline, which assist in the development of the child's social and emotional growth and well-being. Activities are planned to promote growth and development in all domains: cognitive, physical, social and emotional. Routines and expectations are established to create a climate of confidence for the child's present and future efforts. The child is seen in the context of their family, their community, and their culture in order to foster their sense of dignity and self-worth.

The aim of HK is to provide an atmosphere that allows each child to develop at his/her own pace. Each day, developmentally appropriate activities are planned to exercise minds and bodies in ways that are both fun and challenging.

MISSION STATEMENT

The mission of Hutch Kids Childcare Center is to provide quality onsite childcare and support for families working for Fred Hutch, Seattle Cancer Care Alliance, University of Washington, Hutch Kids Child Care Center and the greater community.

VISION STATEMENT

Hutch Kids Child Care aspires to be a child-centered community of learners where children, their families and educators work in concert with one another. This partnership creates a trusting, nurturing and reciprocally supportive environment where joy, play and learning are celebrated.

B. Program Goals and Structure

Classroom Schedules and Routines

Regular attendance supports children's learning and development. Daily schedules are designed in accordance with the Hutch Kids vision, philosophy and classroom specific curricular goals. Teachers strive to minimize transitions, maximize children's sense of security by providing consistency of routine from day to day, and offer plenty of time for children to actively participate with each other, the teachers, and the materials. Each month activities are planned to foster social, emotional, physical and cognitive growth and development. Teachers are required to develop such lesson plans. Daily schedules and lesson plans for all classrooms are posted in or near each classroom. Our teachers use an emergent, observation-based curriculum, guided and supported by the Creative Curriculum.

Although infants set their own schedules with naps and feedings, a circle/song time and activity time are prepared and available each day.

A sample schedule is included in the appendix section. Nap schedules for children vary based on their age and individual needs. Young toddlers, who often require two naps, sleep in a quiet space while older toddlers and pre-school age children typically nap between 1:00 and 3:00 p.m. in their classrooms. Provisions are made for children who do not need a full two-hour nap.

C. Curriculum

The curriculum of Hutch Kids incorporates the principles of an emergent curriculum, resources from the Creative Curriculum, and developmentally appropriate practices to guide early learning instruction, set-up learning environments, and document developmental milestones in children. At Hutch Kids, we believe that children learn and develop through play and social interaction. Daily instruction includes hands-on, center-based learning, small group teacher guided activities, and social interaction with adults and peers. The learning environment is the structure of the classroom that sets the context for teaching and learning.

Classroom environments incorporate interest areas that connect to learning and developmental domains: Literacy, Mathematics, Science, Social Studies, the Arts, and Technology. Teachers rotate age appropriate tools, toys and materials for children that challenge their growth and development, and engage with children while they engage in the classroom environment, asking open-ended questions and offering scaffolding comments. Development is tracked using the tool, Teaching Strategies Gold. Both formal and informal child assessments are used to direct teacher planning and instruction.

The educator's role in implementing curriculum is to plan a well-balanced program based on the abilities and interests of all the children in the classroom. This program provides the children with a sense of accomplishment as their skills grow and emerge. Parents enhance our curriculum by sharing their skills, talents, and interests through volunteer opportunities in the classroom.

Classroom environments and specific learning activities may vary from year to year and from class to class. The commitment to building a program which exemplifies the Hutch Kids vision is reflective of the children and families served, and incorporate research-based, child-centered practices remains consistent. The culture of each family is considered as teachers consider the children, the backgrounds, and foundational experiences of the children in their group.

Hutch Kids is a non-denominational center and religious holidays are not observed. However, families are encouraged to share with their child's teacher how their religion and/or culture help to shape their family values and practices. When children choose to share about how holidays are celebrated at their home, teachers enthusiastically

embrace these conversations and use the opportunity to help the children in their classes understand and embrace the cultural and religious diversity found in our greater society. Two holidays are observed: a child's birthday and Halloween. A child's birthday is often observed with a treat to share from home, singing, and a craft. At Halloween, children can choose to wear their costumes and participated in the Costume Parade on the campus of Fred Hutch. Families can choose to opt their child out of these celebrations.

D. Communicating with Families About Child Assessments and Goals

At Hutch Kids, teachers and parents partner to develop individualized learning goals and supports for each child. We build this relationship through sharing observations, conferences, email communication, and daily dialogue. Each time an observation/documentation is created for an individual child it is shared with the child's family via Teaching Strategies Gold. A copy of the documentation is also placed in the child's portfolio, which is shared with families at Parent/Teacher Conferences. Your child's portfolio is accessible to you at any time; all you need to do is ask your child's teacher. Parent/Teacher Conferences take place three times a year. The Fall Conference is an opportunity for teachers to share the results of the Ages and Stages Questionnaire, initial observations of classroom adjustment and participation and to participate in joint goal setting for the upcoming school year. Teachers also share the assessment plan, how they have been trained in using our assessment tools, and a chance for families to ask questions or raise concerns about how child assessments are conducted. The Winter Conference is an opportunity to review the child's portfolio, to discuss progress towards goals, and to discuss future classroom placement. The Spring Conference gives teachers and parents a chance to celebrate all of the growth and development over the past school year and reflect on the goals that were set together. A written conference report will be provided at the Fall and Spring Conferences.

The communication plan for each classroom is shared with parents both at the "Meet the Teacher" orientation meeting, as well as "Curriculum Night". Parents are encouraged to reach out to their classroom teachers if more information is needed, or if another form of communication is preferable. The administrative team is also available to families for information about program policies, challenging behaviors, or other issues of child development.

Confidentiality

Our formal assessment tool is accessible to you, your child's classroom teachers, the Curriculum Coordinator, the Assistant Director and the Executive Director. ASQs are filed directly in each child's file and are never shared with other families.

Representation and Use

Observations of your child and their documentation are used to help us determine how to best support your child's growth, development and learning while at Hutch Kids. If concerns about your child's behavior and/or development arise, these assessments

also help us to determine in collaboration with you, the parents, whether or not to seek an outside resource for extra support.

E. Child Assessments

Developmental Screenings

Child assessments begin when your child starts at Hutch Kids. Parents are required to complete an Ages and Stages Questionnaire (ASQ) as part of the enrollment process. It must be completed within 30 days of enrollment and signed by the parent. The classroom teachers will then score the ASQ and share the results with parents.

Observation/Documentation:

Informal assessments at Hutch Kids begin with teacher observation. The teachers in each classroom take time to observe each individual child in their classroom environment with peers, adults and materials. Important milestones and growth in development are captured with video or photos and documented in Teaching Strategies Gold. Teachers use child observations to enhance the environment, curriculum and activities to promote continued growth in all areas of development for each child at the group and individual level.

Teaching Strategies Gold

Teaching Strategies Gold (TSG) is a comprehensive, online tool that provides innovative and effective curriculum development, child observation and assessment, professional development, and family connection resources to programs serving children from birth through kindergarten.

F. Guidance and Discipline Policy

All aspects of the Guidance and Discipline Policy, as detailed below, are communicated to families and to the staff of Hutch Kids Child Care Center. This policy complies with federal and state civil rights laws.

Goal of Guidance and Discipline

The goal of guidance and discipline is to help the child gain self-control and problem-solving skills through learning appropriate behaviors rather than forcing the child to conform to adult standards. Children can be guided and disciplined in a manner that enables them to resolve conflicts with other children, teaches them effective problem-solving techniques, how to accept responsibility for their actions, and encourages cooperation. We re-direct inappropriate behavior and use positive discipline prior to acknowledging negative behaviors. Rearranging the physical space, identifying a situation that may be stressful for the child, or providing age appropriate directions to the child can eliminate many inappropriate behaviors.

Prohibited Measures

It is not permissible for staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Examples of physical punishment include:

shaking, hitting, spanking, jerking, pinching, excessive tickling, and pulling of arms, or requiring a child to remain inactive for a long period of time. Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection. Examples of coercion: rough handling forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up). It is the policy of Hutch Kids to not use “time outs”. The term “timeout” refers to the practice of requiring a child to be away from the group, including the teachers, for a predetermined amount of time.

Positive Guidance and Discipline Measures

The following guidelines are used for guidance and discipline:

- Model appropriate behaviors
- Reserve “No” for dangerous situations
- Talk with the child, not at the child
- Set reasonable goals for changing behaviors
- Be consistent with discipline
- Communicate at eye-level
- Praise good behavior
- State directions or suggestions positively
- Focus on the child’s actions rather than personality
- Make the child feel worthwhile and liked
- Use a kind, firm voice when disciplining, use words and a tone that will help the child feel confident and reassured.
- Corrective action should be immediate and logical. As much as possible talk with the child immediately after the inappropriate behavior.

Suspension and Expulsion

The goal of the Guidance and Discipline policy is to limit or eliminate the use of suspension, expulsion and other exclusionary measures. Hutch Kids does not suspend children or use “time-outs”.

Children may be temporarily removed from the classroom if they are presenting a serious safety concern for themselves or other children. The child would either remain with their teacher or a member of the administrative staff in another space (an office, the library) until such time the staff member feels it is safe to return the child to their group. This temporary separation is meant to serve as a support to the child as they have the opportunity to regulate their body and feelings in a safe space with an early childhood professional who is familiar and trusted to them.

In very rare circumstances, and if after following all of the steps as detailed in our inclusion policies (teacher identifies concern and documents what behavior is seen and how often, talks to parent/guardian for information about recent family changes and/or behaviors seen in the home, teachers and parents together develop behavior plans as an intervention, teacher notifies administration for further support and continued documentation, administration and teacher share further observations with parents and

strategies with teachers, a referral for outside services is made along with an invitation to partner with other child-serving professionals) the child exhibits behavior that presents a serious safety concern for that child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications a child may be expelled after there is agreement that expulsion is in the best interest of the child.

If it is determined that expulsion is in the best interest of the child, the Executive Director will review with the parent/guardian: the expulsion policy, documentation of the incidents that led to behavior plans, consultations with the parent/guardian and administrative staff, and incidents they led to the expulsion. Documentation will include the date, time, and staff members involved in the details of each incident that led to the expulsion. The Executive Director will offer assistance to the family in accessing services that may benefit the child and an alternative placement.

In the rare case of an expulsion, Hutch Kids Child Care must provide to the WA Department of Children, Youth and Families:

- (a) Child demographic data including, but not limited to, the age, race, ethnicity, and gender of the child;
- (b) The reason the child was expelled; and
- (c) The resources that were provided to the parent or guardian of the child.

G. Age Groups, Staff to Child Ratios & Group Size

Hutch Kids Child Care exceeds the Washington State Department of Early Learning (DEL) requirements for staff to child ratio and group size. The following chart outlines the HK goal ratios, which are directly aligned with the NAEYC criterion, as well as the ratios for the State of Washington. Please note that while some ratios are flexible depending on the classroom children are enrolled in, some are not.

HK/NAEYC Teacher-Child Ratio within Group Size									
Age Category	Age Range	Group Size							
		6	8	10	12	14	16	18	20
Infant	Birth – 15 months	1:3	1:4						
Toddler	12 – 28 months	1:3	1:4	1:4	1:4				
	21 – 36 months		1:4	1:5	1:6				
Preschool I	30 – 48 months				1:6	1:7	1:8	1:9	
	48 – 60 months						1:8	1:9	1:10

Washington State Teacher-Child Ratio within Group Size		
Age Range	Teacher-Child Ratio	Group Size
Birth – 12 Months	1:4	8
12 – 30 Months	1:7	14
30 – 60 Months	1:10	20

At HK children are grouped according to their age and development abilities; however, in keeping with developmentally appropriate practices, the child’s developmental abilities can be more of a determining factor than age when making a classroom placement decision. Teachers are expected to meet the developmental needs of all children in their classroom, this includes changing the curriculum and/or the physical environment of the classroom as needed. Parents should feel comfortable asking questions about these changes in order to further understand the developmental changes in the group of children.

H. Staff

Hutch Kids Child Care’s staff members are selected carefully to reflect the center’s values and commitment to quality. They are trained professionals who are committed to meeting the needs of all children. Staff meetings are held monthly to discuss policy and childcare issues as well as provide training and professional development. In addition, all staff participates in one full days of in-service training per calendar year. An annual minimum of twenty hours of professional development is required to maintain our NAEYC certification. Teachers have considerable education and experience in child development and are responsible for directing support staff to ensure consistency for the children.

The HK staff includes four pods/age-level groups: Infant, Waddler, Toddler, and Preschool. Within each individual classroom team there are two lead teachers, an assistant teacher and support staff. There is a Mentor Teacher assigned to each team pod or age-level group. All HK teaching staff report to either the Assistant Director or Curriculum Coordinator and the Executive Director. The Kitchen Coordinator, Curriculum Coordinator, Business and HR Coordinator, and Assistant Director report directly to the Executive Director. The Executive Director reports to the HK Board of Directors.

I. Transitions

Entering our Program

Prior to entering our program, families must complete a Child Development Form, detailing their child’s likes, dislikes, typical schedule, eating and sleeping routines, developmental strengths and challenges, and any other relevant information. Families are offered a new parent orientation with center administration, as well as detailed

welcome letters from classroom teachers outlining classroom schedule, routines, and other pertinent information. Additionally, to aid in the transition for the child specifically, it is highly recommended that families accompany their child for a minimum of two visits prior to their official start date. This allows the child the opportunity to meet their future teachers and peers and explore their new environment with the comfort of a parent nearby. All families must complete an Ages and Stages Questionnaire (ASQ) within their child's first month at Hutch Kids. The classroom teachers score the ASQ and share the results with families at the Fall Parent/Teacher Conference.

Annual School Year Transition

A center-wide transition occurs in early summer, marking the start of the new school year. Parents are notified about transitions as far in advance as possible. Each year transitions are tailored to meet the needs of the children enrolled, as well as current staff. Thorough communication about transitions is distributed to parents. Both parent and teacher feedback is taken into consideration when planning classrooms and child placement. All children stay in their same classroom for the entire school year – July through June.

All children are prepared prior to transition into their next classroom. Communication regarding transitions typically occurs through HK administration. Parents receive a written summary of the transition dates, teachers' names and hours, classroom phone number and daily schedule information. There will be an orientation for parents and an opportunity for parents to "meet the teachers."

Since the age ranges of children enrolled in each classroom vary slightly from year to year we do not refer to classrooms by the age of the children; instead, we use the following classroom names:

Tree Frogs, Ducklings, and Sea Turtles Dolphins and Sea Otters Starfish and Sea Horses Wildflowers and Sunshine Kids Moons & Stars. Trailblazer/Explorers & Rainforest Kids

Transitioning to Kindergarten

Support for children transitioning to kindergarten begins the fall prior to their entry into kindergarten with a Kindergarten Readiness Information Session for families. This information session is led by the Executive Director, the preschool classroom teachers, and includes guest speakers from local elementary schools and alumni families. The intent of this session is to educate families on what it means to be kindergarten ready, as well as walk them through the process of selecting and registering for kindergarten and the changes they may be faced with. A significant amount of time is allotted to a question and answer period with alumni families and school officials.

At the time of the Kindergarten Readiness Information Session, parents are also given a Kindergarten Information packet, which includes: *Characteristics of Children Entering Kindergarten* (WaKids), *What to Look for in a Classroom* (Kohn, 1996), enrollment

information from the districts enrolled children are eligible to enroll with, and a list of private/independent schools.

One-on-one meetings with school administration and/or classroom teachers can be scheduled at any time for parents who would like individualized assistance with the transition to kindergarten.

Because our center is not neighborhood specific, it is the expectation that families will take responsibility for sharing their child's information with their kindergarten teacher.

Transition to a New Center

When a child leaves Hutch Kids to attend a different child care center or preschool the parents are given their child's portfolio, which includes formal and informal assessments, work samples, and conference forms, to share with their child's future teachers.

Summer Camp

As the annual transition typically occurs at the end of June, the oldest children have the opportunity to attend the summer camp program at Hutch Kids. Summer camp is open to children who will be enrolling in kindergarten the immediately following fall. Summer campers and their teachers take advantage of our urban location and are frequently out and about in our community.

J. Inclusion and Care for Children with Special Needs

Meeting the Needs of All Children

Hutch Kids Child Care Center strives to be an inclusive child care center and we believe that children benefit from classrooms that reflect the diversity that is found in our greater society, including diversity in ability. Hutch Kids has and continues to serve children who have diagnosed behavioral and/or physical impairments or delays, children with noted but not diagnosed areas where additional support is offered, children with no or limited exposure to English, and children whose skills exceed those of their peers. In each case, children are best supported when teachers carefully observe the child, work in partnership with the parents, create individualized goals, build upon the child's strengths and interests, and implement a curriculum which encompasses these other measures. We believe this to be a truly "child centered" approach toward caring for young children.

Children who struggle with challenging behaviors receive additional support from a team of teachers, the administration and family members to provide intentional teaching of social problem-solving and other pro-social skills before outside interventions are sought. The "amount of time" is determined on an individual basis. Every family faces their child's challenges differently. Hutch Kids teachers and administration is sensitive to the whole family, including the parents. Our goal at Hutch Kids is to establish an alliance with families. In these cases understanding the volatility of parental feelings, sensitivity to individual characteristics as well as their culture, priorities and concerns is the best way to begin to establish trust that is necessary for collaboration, so to establish a timeline is difficult.

IDEA

With the passage of the Individuals with Disabilities Education Act (IDEA, 1997) by Congress, early childhood educators are expected to identify children with suspected disabilities so they can access evaluations and benefit from the entitlement for services created.

The Referral Process

Who is involved? The people involved in a child's life who work together to best serve the best interests of a child. The team may consist of, but is not limited to, the child's teacher, Mentor Teacher, the Curriculum Coordinator, the Assistant Director, the Executive Director, and the child's parents. Confidentiality is maintained at all times.

The role of the teacher is to observe the children. When a teacher's observations cause them to be concerned with regards to behaviors or developmental delays they begin to document concerns. Teachers check with parents for changes in routine or about similar behaviors seen at home.

1. Teacher identifies concern
2. Teacher documents what behavior is seen and how often (this can be done according to each teacher's style)
3. Teacher talks to parent(s) for information about recent family changes and/or behaviors seen in the home
4. Teachers and parents together may develop behavior plans as an intervention. Sometimes short term interventions are effective.
5. At the point that the teacher determines that the issues are consistent, teacher notifies the leadership to discuss concerns, and brainstorm further strategies based on documentation and interventions that might have already be tried, unsuccessfully.
6. Leadership works with teacher to find a way to let the parent(s) know that a "major" concern has arisen.
7. Teachers continue to observe and record strategies and effectiveness and together with parents work as a team to develop behavior modification strategies with a child.
8. If concerns stays the same or worsen teacher informs the directors and together work with the parents to determine whether outside resources are necessary. Parent will be contacted regarding effectiveness of strategies.

9. The administration may feel a referral is appropriate at this point and will work with the teacher to make a suggestion to parents to have their child evaluated.
10. When all center resources have been exhausted, Team - teachers, administration and parents continue to meet to discuss the situation and gather information.

Once a child is evaluated, it is determined what services would most benefit the child. Services could include:

- An Itinerant Teacher provided by the school district to work with the child at Hutch Kids or a therapist hired by the family to provide on-site therapy
- Attendance at a part-time special education program provided by the school district, with part time care provided at Hutch Kids (bus services included)
- Transitioning to a new program for full time attendance at a center that offers full developmental services

Our goal is to be consistent and allow the child to remain at Hutch Kids.

Developmental Services

For free developmental screenings for children birth to three:

Within Reach (King County)

Phone: 1-800-322-2588

Website: <http://www.withinreachwa.org/what-we-do/healthy-families/child-development/>

For free developmental screenings for children three through school age:

Child Find Seattle School District

Phone: 206-252-0805

Website:

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=12809945>

Every school district in Washington State offers Child Find. If you are outside of the Seattle School District, please see your district website for more information on Child Find.

K. Dual Language Learners

Dual language learners are supported in the following ways: We invite parents to share key words/phrases with teachers. We prepare peers with those same words, to build class community. Teachers share with families the words of English language songs frequently sung in class. Teachers encourage the child to share their home language with staff. Teachers incorporate home languages in their labeling of classroom items.

Section Two: Administrative Policies

A. Admission, Enrollment & Registration

Application for enrollment of children ranging in age from one month through six years will be considered without discrimination on the basis of race, color, national origin, marital status, disabled or Vietnam era veteran status, sexual orientation, gender, handicap, religion, creed or age. Priority for enrollment will be given to in the following manner:

- ❖ Fred Hutch and Seattle Cancer Care Alliance (SCCA) employees with siblings currently enrolled at Hutch Kids Child Care
- ❖ Fred Hutch and Seattle Cancer Care Alliance (SCCA) employees. Level two priority will also be given to affiliate or community families with siblings currently enrolled at Hutch Kids Child Care.
- ❖ Non Fred Hutch/SCCA employees with FHCRC affiliation (*i.e.*, University of Washington, Children’s Hospital) and HK employees
- ❖ Non-affiliate community members

The first step toward enrollment at Hutch Kids is to submit an “Enrollment Application” and the required non-refundable \$50.00 fee made payable to Hutch Kids Child Care. The “Enrollment Application” form is available at HK or via the website www.hutchkids.org. Parents are eligible to submit an application after they have received confirmation of their pregnancy or as soon as adoption paperwork has been submitted. Upon receiving the completed form and enrollment fee the child’s name will be added to the enrollment/waiting list. The *Preferred Enrollment Date* listed on the application is the preferred first date of attendance.

Acceptance to Hutch Kids is contingent upon the projected availability of a placement in the corresponding age group. If no placement is anticipated, the *Preferred Enrollment Date* listed on the Enrollment Application will be automatically moved to the next available opening date, which will require no additional application or fee. In this way, new applications do not jeopardize the opportunity for prior applicants to become enrolled after their *Preferred Enrollment Date*.

The waitlist is used to enroll a new child when a vacancy occurs (*i.e.*, a family withdraws from the program or we have a transition and group sizes increase). When a classroom opening occurs, HK must take into consideration the age and developmental abilities of the remaining children in that classroom before contacting families on the waitlist. Only parents on the waitlist with a child of the appropriate age to fill the vacancy will be contacted; therefore, a parent may be on the waitlist a very short time before they are offered a placement while others are never contacted. An infant vacancy, for example,

is filled with the first infant on the waiting list within the age range of the remaining children in that classroom. Children enrolled in each infant classroom differ only slightly in age so the first infant on the waitlist (*i.e.*, age 12 months) is not necessarily the child to be enrolled because the vacancy is for a child approximately six months old and it is not developmentally appropriate for him/her to be enrolled in that group.

The waitlist is also used to enroll new children during our annual transition when we know that vacancies will occur because the oldest children are “graduating” and leaving Hutch Kids for kindergarten. At this time of year, which is typically early summer, once the oldest children have gone to HK Summer Camp or left the center, the remaining children transition to their new classrooms. This often creates vacancies throughout the center, primarily in the infant classrooms. When vacancies occur, the waitlist is reviewed and placements are offered to parents with children of the appropriate age (range) to fill each vacancy

The Hutch Kids system for enrolling and transitioning children allows us to honor relationships, which we believe are one of the most important components to a quality early education program. Teachers have an opportunity to stay with their group for a full year, building genuine long-term relationships. Observing children throughout an entire year, and monitoring their development for that length of time allows staff to make comparisons over time which can be extremely important to understanding a child and helping him/her learn new skills. Similarly, children build these same bonds with their peers as they learn about their world, and have an opportunity to test the many steps in reaching competency in their social development. Parents also develop relationships with the teachers, other children, and parents in the classroom which fosters additional opportunities to support each other in parenting/teaching.

If a family declines an opportunity to enroll his/her child, they may remain on the wait list for a delayed preferred enrollment date. If they are offered enrollment a second time and decline the opportunity to enroll their child, their name will be removed from the waiting list. A new “Enrollment Application” and non-refundable fee will be required to apply for another placement. Approximately 30 days prior to an opening at Hutch Kids, a parent will be contacted regarding acceptance. When the enrollment opportunity is in turn accepted by the parent, they must send a non-refundable holding deposit of \$200. This enrollment fee does not apply to the child’s tuition. First month’s tuition is due in full on the first of the month and cannot be deducted from payroll until the following month. Once the non-refundable holding deposit of \$200 is received by HK, the enrollment paperwork and other enrollment forms are sent. Payroll deductions are only available for employees of Fred Hutch. Families who are offered enrollment before their preferred enrollment date and wish to hold the spot until their preferred start date must pay full tuition for that holding time or forfeit the enrollment opportunity. No child can be admitted until all forms are complete and fees have been paid. All enrollment forms are required no later than 10 days prior to start date.

B. Parent & Child Orientation and Children's Files

Once a start date has been determined, HK recommends that parents slowly transition their children into the center. This can include a visit to the classroom and a meeting with the child's teacher(s), as well as a half-day attendance, while the parent is present. Parents are encouraged to work with their child's teacher(s) and the HK administration to make a smooth transition for their child. A Parent Orientation meeting will be offered.

Parents are required to complete initial enrollment paperwork and annually reenrollment paperwork. Please keep the paperwork in your child's file current. Children's files include the following forms: enrollment application and agreement, consent for emergency treatment, parent/teacher communication, parent letter of understanding, parent permission form, enrichment permission forms, certificate of immunizations, food preference or allergy sheets (if applicable), medication/diaper/sunscreen forms, illness forms and doctors notes (if applicable), and injury and accident reports. We will keep the information confidential, and it is only available to your child's teachers, Hutch Kids administrative staff, employees of the WA Department of Children, Youth and Families, and accreditors from the National Association for the Education of Young Children.

C. Tuition, Payment Schedule, Late Fee, and Hardship Policy

A check for the first month's tuition must be received by HK no later than the child's first day of enrollment. After the first month, payroll deductions (when applicable) will be applied starting the second month. Payroll deductions are only available to Fred Hutch employees. Tuition for childcare is paid on a monthly basis, and it is only prorated if the child has been enrolled for less than 15 days during the month. Parents will receive an invoice 5-days prior to the first of the month.

Fees are due no later than the first of the month; in addition, if payment for tuition is not received by 6:00 PM on the 6th day of the month (or the first business day) parents will receive a reminder email after that a late fee of \$10.00 will be assessed. If the tuition is not paid by 6:00 PM on the tenth day of the month, an additional \$15.00 will be charged for a total late fee of \$25.00. Hutch Kids Child Care reserves the right to deny care if tuition has not been paid by the tenth day of the month. A fee of \$40.00 will be charged for checks returned by the bank for insufficient funds or closure of account. This fee will be assessed regardless if the child is still present at the center or not.

Tuition is based on four categories, Infants, Toddler One (young toddlers), Toddler Two (older toddlers), and Preschool. Full time and part time rates apply. Monthly tuition rates are set each year by the HK Board of Directors. Changes in rate structure (*i.e.*, sliding scale), age groups, etc. are decisions of the HK Board of Directors.

The Board of Directors has designated a limited amount of funds for temporary tuition assistance to support families who are faced with unexpected financial difficulty. The amount of designated funds is approved on a yearly basis as a part of the annual

budgeting process. The Finance Committee of the Board of Directors will conduct a yearly review to ensure equitable and fair application of assistance.

How do families qualify?

Qualifying events include, but are not limited to: parent or child medical leave, loss of a parent/guardian of an enrolled child, the unexpected and temporary loss of employment, environmental disaster, or a currently enrolled family on family leave offered a spot in the infant room for a younger sibling.

What determines the amount of support?

The amount of support is determined by the number of families with accepted applications for tuition assistance and the monthly budgeted amount. Unused funds may be rolled over from month-to-month within a fiscal year. Applicants whose requests span multiple fiscal years will have priority on funds for the following fiscal year.

How long can a family receive tuition support?

For any individual family request, the maximum length of assistance will be 2 months with the possibility to request a 3rd month. Families may apply for tuition assistance multiple times during their engagement with Hutch Kids, if the requests are for different hardship events. Families who have been offered tuition assistance will maintain their priority for enrollment.

How do families apply?

Families are required to submit a written application to the Executive Director, detailing:

1. The nature of the qualifying event and the negative impact on the financial wellbeing of the family. This may be accompanied by supporting evidence.
2. The amount and duration of the tuition assistance requested .

What happens after an application is submitted?

Review of submitted applications will take place on the 15th of each month. Applications will be fielded and approved by the Executive Director with consultation as needed. The Executive Director is responsible for all communication with families regarding hardship application decisions. Applications and decisions/discussions around them will remain confidential between the Executive Director and the individual family involved.

D. Part-Time Care

Part-time is defined as less than five days per week. Part-time options include two-days a week and three-days a week.

Parents choosing to change their child’s enrollment status must submit a written request no fewer than 30-days in advance; however, changes in tuition and enrollment may only occur on the 1st or 16th of the month. Parents choosing to change their child’s enrollment status from fulltime to part-time must give 30-day’s notice, regarding enrollment changes occurring on the 1st or the 16th of the month.

E. Vacation, Illness & Absence from Hutch Kids Child Care

Monthly tuition will not be pro-rated based on a child's attendance. HK staff members do appreciate notification of a child's vacation(s) or other planned absence(s). Whenever possible, parents should contact Hutch Kids Child Care by 9:00 AM when their child is not going to be attending.

Prior to the Thanksgiving, Christmas, and New Year's holidays, HK asks parents to complete an anticipated attendance form for each child. This allows the HK staff to take time off during low enrollment days.

F. Information from Home

In the event that a significant change occurs in the child's family and/or home, parents are encouraged to notify their child's teacher(s) as soon as possible. Likewise, the teacher(s) and/or administration will keep parents informed of any significant changes in the classroom/school environment that may affect their child. All information shared will be regarded as confidential. Common causes of distress include, but are not limited to: one or both parents being away from home for an extended time, a new baby or another person living in the home, illness of either a parent or sibling, any hospitalization, accident or death in the family, a new caretaker, moving, death of a pet, divorce or remarriage. Parents can use their own judgment as to the kinds of changes that may affect their child's behavior, security, and general well-being.

Parents should inform HK immediately if permanent and/or temporary changes occur with regard to telephone numbers, home address, emergency contact(s), physician's phone numbers, etc.

G. Withdrawal from Hutch Kids Child Care

Parents must provide Hutch Kids Child Care with a minimum of 30-days written notification when voluntarily withdrawing their child from HK. Notice is required to allow HK adequate time to fill the resulting vacancy. If the parents fail to provide such notice, they will be required to pay one month's tuition for each child whose care is terminated. Termination can occur at any time after proper notification; however, tuition fees are only prorated in half-month increments if a child is withdrawn prior to or on the 15th of the month. There is no fee reduction if the withdrawal occurs after the 15th of the month.

Section Three: Operating Policies

A. Hours of Operation

Hutch Kids Child Care is open from 7:00 AM to 6:00 p.m., Monday through Friday. The hours are established to serve working parents and their varying schedules. Parents are expected to observe these hours and pick up their children promptly. If a parent cannot

arrive at HK by 6:00 PM, they should call their child's teacher(s) so emergency plans can be made and the child can be reassured of his/her parent's arrival. If calling after 5:45 PM, please call the Hutch Kids mainline, (206) 667-5983. Families that arrive after 6 PM (HK closing time) will be charged \$1.00 per minute for every minute they are late. After 10-minutes there is an additional \$20 penalty added to the total cost/minute.

B. Holiday Closures

Hutch Kids Child Care is closed on all holidays recognized by Fred Hutch. These *typically* include the following:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day & the day following Thanksgiving
- Christmas Day & the day before OR after
- Internal HK Transition (typically in early summer, families receive a minimum of a 6 month notice of this closure)
- Professional development day(s)

C. Inclement Weather

It is the policy of Hutch Kids Child Care to close during severe weather conditions on days when Fred Hutch is closed, and to remain open on days when Fred Hutch is open to all staff. In some cases, HK will open one to two hours late on days when Fred Hutch is open, or close if Fred Hutch is not open to non-essential employees.

Hutch Kids will send an email alert to families when inclement weather impacts HK operating hours. Parents can also call Fred Hutch's emergency hotline at 888-667-2020.

D. Arrivals & Departures

All exterior doors and gates to the building are locked and can either be accessed via Fred Hutch issued security badge or by ringing the doorbell. Security cameras monitor the gates and exterior doors.

Upon entering Hutch Kids Child Care, parents must "sign-in" that their child has arrived. Hutch Kids uses a touch pad system for "signing" children in and out. Upon enrollment, the HR/Business Manager will assist parents in setting up their codes. When bringing a child to HK, please take the child directly to his/her classroom. Let the teacher know that he/she has arrived, help your child wash their hands and wash your own, help the child get settled, leave any information needed for the day, and prepare to leave. It is also important that parents always say goodbye to their child even if the child is having

difficulty with the separation. A parent should never sneak away from their child without following a goodbye routine. Infants should be handed to their caregiver rather than be placed on the floor, because very young children need to know who will be caring for them during their parents' absence.

Classroom teachers have a system (*either KidReports for Infant and Toddler classrooms or a note system for Preschool classrooms*) for parents to notify them in of information regarding their child that may be helpful; for example, a child's need for medication, different pick-up time or person, rough night and any other special messages. Parents are asked to include any special information they feel is necessary.

When picking up, parents are asked to please allow their child time to finish a project or group activity and collect their artwork, any soiled clothing and outerwear. Parents are also asked to prepare the child for leaving, notify the staff person of their departure and sign-out the child. Once a parent has brought their child out of the classroom, the parent is responsible for the child. Parents are not permitted to leave their child in another classroom and/or unsupervised anywhere on the HK premises; in particular, under no circumstances should parents leave children unattended in the stairwell, hallways, lobby, elevator, or outside. Children are to be supervised at all times while on the HK premises for their own safety. If parents need help with supervision, administrative staff is always available.

Since children will be arriving and departing at various times throughout the day, parents are asked to please enter in a respectful, calm manner as to not disturb activities in progress. Entrance to a child's classroom may include opening and closing hallway doors so please be aware that other groups of children may be sleeping and/or involved in quiet activities.

Please do not allow your vehicle to idle in either the loading zone or parking lot.

E. Authorized Releases

Hutch Kids Child Care will only release a child to his/her parent(s), legal guardian(s), or to persons authorized and identified on the child's "Authorization for Visitation and Pick-Up" form. Staff members of HK will ask for identification of a person picking up a child if that person is unfamiliar, including the child's parent(s) and/or legal guardian(s).

In the event that a person not identified on the "Authorization for Visitation and Pick-Up" form needs to pick-up a child, parents should provide advance written notification whenever possible. If an emergency or an otherwise unexpected need should arise for an unauthorized person to pick-up the child, precluding advance written notification, a telephone call from the parent(s) or legal guardian(s) must precede the arrival of the unauthorized person.

When only one parent has custody of a child and the other is not authorized to pick up the child, the authorized parent must instruct the Executive Director and their child's

teacher(s) of this fact, and must provide the Executive Director with a certified copy of the court order confirming that one parent does not have visitation rights. HK will follow the information outlined in the court order. To enforce such orders, HK will call local authorities (*i.e.*, 911) for assistance.

If there are any changes in the legal custody of the child while the child is enrolled at Hutch Kids Child Care, the parent must notify the Executive Director immediately, and must provide a certified copy of the court order confirming the change in custody.

Although this may be an inconvenience for parents, this policy is essential to protect the children from being picked-up by unauthorized persons and to protect HK against potential claims for releasing a child to an unauthorized person or for refusing to release a child to an authorized one.

F. Absences

Hutch Kids Child Care should be notified as soon as possible when a child will be absent. Consistency and routines are important to each child's adjustment to group care, and frequent or prolonged absences may make it difficult for a child to maintain a sense of security at HK.

G. Grievances

The sole purpose of this Grievance Policy and Procedures is to give each parent and the staff and board of directors of Hutch Kids a chance to clear up any problem, complaint, friction, or grievance and to evaluate parent suggestions. In order for this policy to work, each parent and each member of Hutch Kids staff must want it to work, and be willing to do whatever it takes to make it work.

1. See your Child's Teacher (one of the Co-leads) First

Questions, comments, and/or concerns, which pertain to a child's development, behavior, or the curriculum of a particular classroom, should be brought to the attention of the child's teacher(s). If parents are uncomfortable talking with the classroom teacher(s), the parent should contact the Executive Director or the Assistant Director. If the issue is not directly related to your child, go to step #2.

2. If the issue is not resolved after step one, Put It In Writing

Put your grievance/suggestion in writing – what you think the ideal condition should be, as well as some ideas for achieving your desired condition. Explain the present situation, the desired condition, and your proposed solution/suggestion. Submit this completed writing to the Executive Director.

3. Grievance/Suggestion Conference

The Executive Director will review the grievance/suggestion and meet with you, with or without the other staff members in question. Where applicable, the Executive Director will make a decision regarding the outcome of the complaint/grievance/suggestion.

4. Appeal to the Board of Directors

In very limited cases the decision made by the Executive Director may be appealed to the Hutch Kids Board of Directors by emailing the president of the board. The executive committee of the board will consider the grievance and respond in a timely fashion.

Section Four: General Policies

A. Items Needed from Home

FOR ALL CHILDREN

- Two complete sets of spare clothing, including socks & underwear (if applicable)
- Crib sheet & Blanket (linens will be sent home at the end of each week for washing) – does not apply to infants
- Stuffed animal, doll or other comfort toy (optional)
- Jacket
- Hat (Note: a hat is needed *all year*, one for wearing in the sun during spring/summer months and one that is warm to wear during fall/winter months)
- Mittens, if necessary
- Family photos
- Daily meals (see “For Infants Only” and “For Toddlers and Preschoolers” for additional information)
- PLEASE label all personal items with your child’s first and last name

FOR INFANTS AND TODDLERS

- Diaper ointment, as needed
- Disposable diapers, as needed

FOR INFANTS ONLY

- Enough bottles (i.e., bottle, liners, nipples, etc.) for a full day - a clean bottle is used at each feeding
- Formula and/or breast milk
- Enough jar and/or finger food (if applicable) for a full week* (See “Meal Suggestions” attachment)
- A sleep sack for children less than 12 months of age (Infants do not sleep with a blanket or other loose items)

FOR TODDLERS AND PRESCHOOLERS

- Daily lunch in an insulated container with an ice pack (See “Meal Suggestions” attachment)
- A blanket and a fitted sheet to cover the child’s nap mat (Note: these will be sent home at the end of each week to be washed)

Hutch Kids Child Care provides the following:

- Eating utensils, bowls, cups, and plates
- Milk at lunch
- Morning & afternoon snack & late afternoon snack

B. Sleep Protocol

Hutch Kids Child Care is committed to being a “Back to Sleep” environment in accordance with the recommendations of the Sudden Infant Death Syndrome (SIDS) Foundation as follows:

- Infants are placed on their backs to sleep
- Crib sheets fit snugly with no excess fabric to bunch or fold
- Infants less than 12 months of age sleep in a sleep sack or with no covering
- Cribs are kept clear of unnecessary items such as plush toys, bumpers, etc.
- Sleeping areas are kept cool
- Crib mattresses are sanitized regularly to prevent the build-up of allergens and to eliminate cross-contamination.
- Sleeping infants are monitored
- No car seats, bouncy seats or other infant carrying devices are placed in cribs

Children not sleeping in cribs sleep on mats that require a covering. A labeled fitted crib sheet, sheet, or sleeping bag and a blanket (for children 12+ months only) must be provided by the child’s family. Parents are asked to please make sure each item is labeled with the child’s first and last name(s). Bedding will be sent home at the end of a child’s school week for laundering.

C. Dress & Appearance

Children are active during the day and often paint, play outdoors, and/or get involved with messy activities; therefore, they need to wear clothes that are durable and washable. Parents are encouraged to dress their child in clothes that can get dirty. It is also important that the child’s clothing be simple and easy to fasten or unfasten, especially for young children learning how to dress/undress themselves.

When the weather is cold and/or there is precipitation, it is important that each child has appropriate clothing because children go outside every day even when it is raining. Each child must also have a hat available to wear throughout the year; for example, a sun hat during the spring/summer months and a warm hat during the fall/winter months. All children, regardless of age, are expected to spend time outside every day; therefore, if a child is too sick to go outside, he/she is likely too sick to come to HK. Please dress your child appropriately each day.

D. Birthday Parties

Children typically enjoy celebrating their birthday at HK with their friends so parents are encouraged to provide “treats” (*i.e.*, cupcakes, ice cream, bran muffins, yogurt, etc.) for their child to share with his/her classmates and to join the group in celebrating their child’s birthday. Parents should discuss and plan an appropriate time for the celebration with their child’s teacher(s) in advance and be aware of any allergies that may exclude certain ingredients.

Some limitations include, but are not limited to the following:

- The snacks provided by parents must be limited to store purchased uncut fruits and vegetables; and foods prepackaged in original manufacturer’s containers (see WAC 170-295-3160).
- Due to the risk of suffocation, regular (latex) balloons are not permitted; however, Mylar balloons, which do not explode, are acceptable.
- Please refrain from using children’s cubbies and/or parent mailboxes for distributing invitations to home parties unless all children in the group are invited; otherwise, the HK Parent Directory has children’s home address and phone numbers for such occasions.

E. Toys from Home

Often children desire to bring toys from home to school. Please note, we consider transitional objects/lovies/comfort items for nap time to be acceptable all of the time. Please consult with the child’s teacher(s) before allowing them to bring other toys from home.

HK recognizes a child's need and interest in bringing toys from home and that allowing a child to do so can be difficult for parents to resist; however, these items are often lost or broken when used in a group situation. Experience has taught HK staff that playing with toys brought from home can also become habitual and prevent children from developing self-confidence and exploring new materials and equipment.

Weapon and/or war toys such as guns, swords, knives, and handcuffs are not allowed at Hutch Kids Child Care. Although these toys may be a common part of a young child’s time away from HK, there is some research to suggest such toys lead to hostile play and aggressive behavior. In an effort to limit such behavior at HK, we ask that such toys remain at home.

HK is not responsible for toys or objects brought from home.

F. Community Walks and Off-Site Field Trips

Teacher(s) bring children on walks at their discretion, regardless of the weather conditions. Infant and toddlers may be placed in a stroller and/or front pack style carrying devise (appropriate for their age, height and weight) while older toddlers and preschool children may be required to hold onto a rope during walks. Since our outdoor

space is limited, the teacher(s) often take walks with the children on the Fred Hutch Campus, around the boat docks of South Lake Union, and to South Lake Union Park. When on a walk with the children there are always a minimum of two teachers present. Parents are welcome to participate in these walks and can locate a group already on a walk by referencing the teachers' "walk" book located at the front desk.

Field trips are sometimes taken by the preschool-aged children. Parents are notified and required to sign a field trip permission slip in order for their child to participate. The field trip permission form includes information about the destination, the time of departure, time spend in transportation to the destination and returning to the center, how the children will be transported, and what time the children will be returned to the center.

G. Smoke & Fragrance Free Environment

Hutch Kids Child Care emphasizes good health and supports the right of all to be in an environment free of recognized hazards. As the childcare facility for a regional cancer center, we respect and abide by the Fred Hutch smoke free environment. Smoking is not acceptable within two blocks of Fred Hutch premises, either outdoors or indoors. Parents who choose to smoke should make provisions to not smell like smoke while around HK staff, children or other parents.

Fragrances can provoke allergic reactions in staff, parents and children. Under these circumstances HK staff and parents will be asked to refrain from wearing such fragrances (*i.e.*, perfumes, colognes, lotions).

H. Babysitting Policy

We take great pride in the safe and high quality child care services that we provide at Hutch Kids Child Care Center. At HK, staff and volunteers work under the supervision of the Executive Director and staff professionally trained in early childhood education. However, we have no opportunity to supervise staff and volunteers who might provide private babysitting services outside working hours and/or away from Hutch Kids Child Care premises, we must ensure that HK does not become responsible for children or the acts of staff and volunteers while engaged in such outside work activity. As a result, HK does not allow any of our staff or volunteers to perform outside babysitting or similar care away from HK premises for children who currently or formerly attended HK.

Failure by staff or volunteers to abide by this policy will be subject to appropriate disciplinary action including termination of employment or volunteer activity. Families who do not honor this policy may be asked to leave Hutch Kids without tuition compensation.

We recognize that teachers and families often form true bonds and lasting relationships. HK does not prohibit families and staff from socializing *together* outside of the center or center events.

I. Permission for Photography, Videotaping, and Surveillance

The staff of Hutch Kids will use the tools of photography and videography to document children's engagement in the learning environment and their specific growth and development. Photographs will be used in the child's portfolio as well as included in the observations shared through Teaching Strategies Gold. In addition, teachers may use photographs to share information through classroom newsletters. Photographs may also be displayed in the classroom and hallways for documentation purposes and to encourage children to reflect on their learning.

As required by our accrediting body, the National Association for the Education of Young Children, photographs may also be included in our classroom and program portfolios for inspection by the accreditors. These portfolios do not leave the premises and are not reproduced.

Annually, a yearbook is also produced which includes images of the children.

Enrollment in Hutch Kids Child Care Center is consent for your child's photograph or video to be used for these purposes as stated above.

Special permission will be asked to use your child's image in slide shows, trainings, on the web site, or in other publications or media.

Through our security cameras, children are observed by administrative staff. These images are not recorded and stored for a 24 hour period only and are not reproduced.

J. Divorced/Separating Families

If divorced or separated parents share custody, every effort will be made to see that both parents receive communication from HK. If one of the parents has restricted access for custody or visitation and those restrictions will effect HK arrangements, please furnish the office with a certified copy of the custody/visitation arrangements. HK does not become involved in custody disputes. Please do not ask the staff to document and or discuss any actions or behavior of either parent. We will provide copies of any documents from your child's file (pick-up/drop-off records, illness reports, conference forms, etc.) that are requested.

SECTION FIVE: Health & Safety Policies

A. Illness Policy

Children who become ill while at HK will be isolated from the other children until parents are contacted and can arrange for the child's departure. Parents are expected to be considerate of their child and the other children enrolled at HK and respond promptly if called. Parents are also expected to arrive within 45 minutes after receiving a call about exclusion.

Children who become ill while at home with an infectious or contagious disease should not be brought to HK until the disease is cured or runs its course. Parents should notify HK immediately if children contract infectious or communicable diseases. Hutch Kids will then notify all parents via a posting at the parent sign-in area of the infection or communicable disease that has been reported.

If a child has a contagious disease, whether it is listed below or not, the child may not be brought to HK. Parents are also asked to please keep their child at home under any of the following conditions:

- Ancillary temperature of 100.4°F or higher for children younger than 2 months and 101 F and a second symptom for older children. Keep the child home until the temperature has been normal (*i.e.*, 98.6°F) for 24 hours without medication (Note: Children are not allowed to return to HK while being medicated for a fever)
- Severe cold with sneezing and excessive nose drainage
- Two or more instances of diarrhea (*i.e.*, watery or foamy bowel movements) within a rolling 24-hour period, especially if a child acts or appears to be ill and any blood or mucous in the stool
- Two or more instances of vomiting (*i.e.*, more than usual "spitting up") within a rolling 24-hour period.
- Body rash that has not been determined to be "not contagious" by the child's physician and not related to allergic reaction, diapering or heat
- Other usual childhood contagious diseases, including, but not limited to: Measles, Mumps, Rubella ("German measles"), Chicken Pox, and Roseola.
- Oozing open sores or wounds
- Untreated head lice, ringworm or scabies
- Unusually tired, low activity, pale, lack of appetite, cranky, crying more than normal"

By helping Hutch Kids Child Care observe good health standards, parents will be protecting their child and the other children at HK. We thank all parents for their cooperation.

B. Medication

Prescription medication is administered only at the specific request of the parent or guardian and with an action plan from the child's physician. A *Medication Form* (see Attachment A) must be completed by the parent/guardian. Information on the form must include the child's name, reason for medication, the name of the medication, when and how to give the medication, the dosage, when the treatment should be stopped, if the medication requires refrigeration, possible side effects and special instructions/suggestions. The parent/guardian must sign and date the form. Physician must sign the form unless the signature is on the prescription label.

Since all medication given to children at Hutch Kids Child Care must be in its original container, parents are encouraged, when obtaining prescription medication, to ask the pharmacist to put the medicine in two separate labeled containers.

HK does not administer over the counter medication. Parents are welcome to self-administer nonprescription medication, but it cannot be stored at HK.

The *Medication Form* is available at the front desk. Please give the medication and completed *Medication Form* to the teacher, preferably to your child's primary teachers. Never leave medication on the counter or in the child's cubby, basket (if applicable), lunchbox, or diaper bag. There is a designated space in each classroom for storing medication. Please see the child's teacher for specific location.

There is a *Medication Record* (see Attachment B) on the back of the *Medication Form*; it must be completed by the person(s) administering the medication throughout the day. This record documents the date, time, dosage given to the child, reason not given (if applicable), side effects observed (if any), and the name of the staff person who administered the medication. The Executive Director, Assistant Director, Curriculum Coordinator, and the individual child's primary teachers are the only HK staff authorized to administer prescription medicine.

C. Emergencies & Accidents

Hutch Kids Child Care will strive to maintain a safe environment free of health hazards. Should a child have a minor accident (*i.e.*, a small scratch or scrape), a staff person will administer first-aid. If a more serious accident occurs (*i.e.*, head bumps, cuts etc.), a staff person will administer first-aid and the parent will be notified. Should a child require more than routine attention and cannot be treated completely by the HK staff and/or members of the administrative team, appropriate action will be taken and the parent will be notified immediately.

First-aid kits are located in each classroom, on the playground and in travel backpacks that are taken with staff members who are leaving the HK premises with a group of children. All staff authorized to take children offsite are expected to maintain current Infant/Child CPR and First-Aid certification.

D. Incident Reports

Parents will be notified in writing via an “Incident Report Form” when their child has been injured or involved in an incident while at the center. This includes bumps and scrapes, and when the child has been hurt by another (*i.e.* biting, hitting, scratching, kicking, etc.) or has hurt another child. The identity of the aggressor will not be disclosed; however, staff will continue to work with the aggressive child and his/her parents to redirect the child's behavior in socially acceptable ways. The aggressor's family will also receive an incident report alerting them of the incident. Whenever possible, teachers will touch base verbally in-person at pick-up or by telephone to let the family know about the incident.

E. Emergency Preparedness Procedures

Hutch Kids Child Care conducts monthly fire drills for the entire center. Disaster (*i.e.*, earthquake) drills occur at least quarterly, but may occur monthly, in each classroom, but are not always done as an entire center. Parents are asked at the time of their child's enrollment to complete an information sheet that teachers keep with their child's classroom's disaster supplies in the event of a disaster.

Hutch Kids Child Care is included in a “Comprehensive Emergency Management Plan” that is maintained and evaluated by Fred Hutch; in addition, Hutch Kids participates in Fred Hutch safety drills.

The following contains highlights of the Hutch Kids Emergency Preparedness Procedure. The full policy is available on the Hutch Kids website (www.hutchkids.org).

The purpose of Hutch Kids' Disaster and Earthquake Policy is to reassure all involved that we have a plan and that we are as prepared as possible for unforeseen emergencies; to reduce confusion and redundancy in the event of an earthquake emergency; and to maximize efficiency and lifesaving potential.

Each classroom or classroom pair has an emergency supply backpack. Additional supplies are stored in the blue barrel in the storage room downstairs and under the parent sign-in desk. Supplies for the school include:

water and food	bucket toilets	battery operated radios
solar blankets	hard hats	work gloves
first aid kits	light sticks	ice packs
rope	dust masks	ponchos
flashlights	crow-bars	gas shut-off wrench

Parents are expected to be prepared with their own supplies and not rely on Hutch Kids supplies if at all possible. Fire drills are conducted monthly and disaster drills quarterly. The drill procedure for disasters varies depending on the age of the children in the classroom. As much as they are able to understand, children are taught to move away from windows, drop, and cover.

Parent Responsibilities

1. In the event of a disaster, parents are asked NOT to call HK. The phone lines will probably be down. If you are unable to come directly to HK, and want to determine the status of the emergency, please attempt to call Fred Hutch command center, 667-6000, which will provide information relevant to HK. Information may be conveyed to you through the SMS Emergency Text Messaging System.
2. We will be staying in the HK building until told differently by the Fred Hutch Incident Commander. If we are instructed to move to another location, we will leave a note, on the main entrance, stating when we left and where we have gone.
3. The Red Cross recommends that people stay put until given an all clear because of hazards possibly encountered while en route to HK. If you do leave your work place, please leave written and verbal notification of when you left and your destination. If coming to HK, please remember to bring your own emergency kit as food and supplies will be limited.
4. If you are able to pick up your child, you will be asked to sign out with the following information: date and time of departure, address of where you are going, and message to spouse or partner.
5. Hutch Kids will remain open and staffed until every child has been picked up. If for some reason we suspect that something has happened to a parent or guardian and he/she will be unable to come for the child, arrangements MAY be made for a staff member to take the child home.
6. In the event that an earthquake happens when HK is closed, please call the Fred Hutch Incident Commander BEFORE bringing your child into HK. Even for a small tremor, do not assume that Hutch Kids will be open.

Executive Director Responsibilities

The following chain of command will determine who is in charge during an emergency. If one person in the chain is not at HK during the emergency, the responsibility will be passed on to the next person(s) on the list.

1. The Executive Director
2. The Assistant Director
3. Mentor Teachers and the Curriculum Coordinator

The person in charge will follow the protocol listed below.

1. One person will be appointed to serve as the medical representative. This person will be relieved from his or her classroom to set up a first aid clinic in a protected area of the building. This person will be in charge of attending to the medical needs of the staff and children and has the authority to recruit additional qualified adults into medical services if necessary. A triage routine will be established and any medical care deemed necessary will be provided.

2. One person will be appointed as the facilities representative. This person will also be relieved of classroom duties and will tour the facility to assess damage and determine if there has been damage to the gas or electrical systems which would be of further danger. The area by the water heater will be checked first for signs of a gas leak. If necessary, this person will turn off the gas main. The electrical main will also be assessed, and turned off if damaged or instructed to do so. As part of the tour of the center, he/she will instruct staff to remove any dislodged fixtures that are in danger of falling. This person is also responsible for listening to emergency information from the battery-operated radios and instructing staff as to the recommendations for where they should relocate their classrooms.
3. The person in charge will calmly tour the facilities and establish that a staff person is in place in each classroom to assist and calm the children. Those needing medical attention will be directed to the impromptu clinic designated by the medical representative.
4. The person in charge will phone into the Fred Hutch command center to determine the extent of the emergency and learn the recommendations of the disaster response team. He/she will also leave a message as to the situation at HK. Response teams from Fred Hutch will come to Hutch Kids in the event of any emergency at Hutch Kids.
5. The person in charge will again tour the center, making changes and adjustments as necessary.

HK Staff Responsibilities

Each caregiver will stay with or return to the group of children in his or her care, calmly instructing the children to follow earthquake emergency guidelines. These will include, but are not limited to:

1. If inside--move away from glass and find a covered area such as a cubby or under a table. Stay alert for aftershocks and stay calm.
2. If outside—stay outside, clear of trees, glass or power lines.
3. Account for all children in the group. Determine if any children require medical attention and get them to the impromptu medical clinic.
4. Assess the physical situation of the classroom. Remove any objects from the walls or ceiling that could pose a danger during aftershocks.
5. In coordination with the Executive Director, distribute supplies from barrels, realizing that food, water and batteries may need to last for several days.
6. Communicate with the person in charge as to the status of the classroom and to receive further instructions.

F. Health Screening

An occupational health nurse is available on a monthly basis to review immunization records, developmental records, and to conduct any screening requested by HK staff or parents, and provide consultation to staff. Prior to any screening, parents will sign a permission slip detailing the process.

G. Toileting

Children typically start learning to use the toilet when they are two to three-years-old; however, formal practice begins with child's awareness of the diapering process and the use of the toilet, not necessarily with a child's second birthday. It is our belief that it is better to wait until a child shows signs that he/she is ready to learn how to use the toilet. These signs may include, but are not limited to remaining dry for two-hour blocks of time, the ability to understand simple directions, a demonstrated interest in being independent and enjoyment of doing things on their own, and an awareness of the process of elimination (*i.e.*, acknowledging a puddle of urine on the floor and/or acknowledging a wet or soiled diaper).

Older toddlers are given the opportunity to sit on a toilet and/or watch their friends use the toilet at diaper changing times throughout the day. These children often enjoy imitating behaviors of friends and adults; therefore, they can learn a lot about using a toilet by simply watching their friends.

Children are never scolded or punished in any way for toileting accidents, regardless of their age. We recognize that many children often go through a period without accidents and then regress back to having accidents before they are able to sustain accident-free toileting from day to day. Many families encourage their children to wear plastic pants over their training underwear; in addition, once a child has successfully started using the toilet for a period of time typically diapers should not be used again. Parents with questions about toilet training should speak with their child's teacher.

Learning to use the toilet is a process that takes time and patience. Male children often take longer than females, and first-born children often take longer than their younger siblings to complete the toilet learning process. It is also common for children to master urinating in the toilet before they are able to master having bowl movements while sitting on the toilet. Each child's readiness cues and/or needs related to toileting are communicated with the child's parent(s) prior to formal toileting practice at HK. Parents of children showing an interest in using the toilet are encouraged to talk to their child's teacher.

H. Diaper Changing

Children are diapered on an "as needed" basis throughout the day. Infants who eliminate more frequently are often changed every hour or hour and a half while older children, who have more control of their bladder, are typically changed every two to three hours. All children will use disposable diapers provided from home. HK staff use diaper wipes to clean children during diaper changes; therefore, a parent must notify their child's teacher(s) if the child has an allergy to these.

Staff members are trained on the proper diaper changing procedures, including sanitation (*i.e.*, hand-washing, disinfecting, and discarding of the diaper). Parents are encouraged to ask a staff person to demonstrate the appropriate procedures before

using the diaper changing station(s) in a classroom. Under no circumstances may parents or staff use the diaper cream/ointments of one child for another child.

I. Meals & Snacks

Hutch Kids Child Care provides three snacks to children daily, including a morning, afternoon, and late afternoon snack (see Attachment C). Menus are available for viewing on our web site, hutchkids.org. Parents with children who have special dietary needs and/or allergies should alert their child's teacher and complete additional paperwork.

Each day parents are required to provide a nutritious lunch for their child. Classroom teachers may be able to make suggestions of alternative foods if needed. A child's lunch, in accordance with WAC 110-300-0185 must contain: a dairy product such as milk, cottage cheese, yogurt, or cheese; a meat or meat alternative such as beef, fish, poultry, legumes, tofu or beans; a grain product such as bread, cereal, bagel, or rice cake; and two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required. When juice is served in place of a fruit or vegetable it must be 100% fruit or vegetable juice (WAC 170-295-3160). Teachers will notify parents and supplement a child's lunch if the lunch provided does not meet these requirements.

Lunch boxes/bags and containers used to store foods should be labeled with the child's first and last name.

HK also provides whole milk to children under the age of two years and 2% milk to children two-years-old and above with lunch and at least one other time during the day. Children with allergies and/or other special diets that require an alternative milk source must have a physician's authorization on file if they are less than two-years-old.

J. Infant Foods, Formula & Breast Milk

Parents of children in an infant classroom must provide all formula and/or breast milk, clean bottles (including nipples, liners, lids, etc.), and finger foods for their child. Parents are also required to label all items with the child's first and last name(s); in addition, containers containing formula, breast milk, or finger foods must also be labeled with the content and date and time packed.

HK staff will prepare bottles using powered formula and tap water if requested by parents; however, they must throw away the contents of any bottle not fully consumed within one hour (WAC 170-295-4040). Parents preparing formula at home must label the bottle with the date and time the formula was made and staff must throw away any unused bottle contents within 12 hours of preparing or arriving at HK (WAC 170-295-4040).

Frozen breast milk must be stored at or below 10°F in the center for no more than one month. Breast milk may either be thawed in the refrigerator, under warm running water or in a pan of warm water. Thawed breast milk can then be stored in the HK refrigerator

for up to 12 hours, but cannot be re-frozen. Freshly pumped breast milk must be used within 24 hours.

Other baby food (*i.e.*, purchased jar food, finger food from home, etc.) will be opened and served as needed. Parents are encouraged to keep a supply at HK. Once a jar of baby food has been opened, it must be used within 24 hours. Infants are not fed from the jar however; instead, a portion of the jar food is put into a separate bowl and the infant is fed from the bowl. When the infant is finished eating, any food remaining in the bowl must be discarded immediately; however, any food remaining in the jar (as long as it has not been in contact with saliva) may be refrigerated and then used within 24 hours. Anyone who opens a sealed jar of baby food is expected to label it with the date and time it was opened.

Prepared formula, breast milk and other foods that exceed the time limits stated above will not be served.

K. Security and Weapons

Hutch Kids Child Care wants all the children to be safe during their time at the center. To maintain a safe environment, it is necessary for parents to observe HK's policies regarding arrivals, departures, and authorized releases as previously stated in above sections of this handbook.

Parents and/or guardians are welcome at HK anytime and are encouraged to visit their child during the day. Parents who discharge their child for any reason during the day are required to sign him/her out and then in again upon their return to the center.

Visitors are permitted access to children only with a parent's written or verbal authorization given to a HK staff member, preferably the child's teacher(s) and/or a member of the HK administration. All visitors should expect to be required to show valid photo identification and sign-in as a visitor before access is given.

The Hutch Kids an access badge for entry. All HK Parents are able to get an access badge from the Fred Hutch Security and Transportation office. Main entrance access is granted to visitors through a buzz-in system at the front desk. The lobby entrance is monitored by security cameras to ensure the utmost safety of our children, families, and staff. The back door, used only for emergency exits and service delivery is also monitored by security camera.

All other doors at Hutch Kids are for exiting and/or emergency exiting only. We ask that children, families and staff enter Hutch Kids from the main lobby doors only.

No weapons are permitted or stored on the site of Hutch Kids Child Care Center.

L. Alcohol, Tobacco, and Cannabis Use and Illegal Drugs

The use of tobacco and cannabis by employees or parents/guardians is prohibited on the site of Hutch Kids Child Care Center. The use of alcohol is prohibited during center operational hours for employees.

The use of and/or possession of illegal drugs by staff members is prohibited and grounds for immediate termination. The possession and/or use of illegal drugs by parents/guardians on the site of Hutch Kids Child Care is grounds for separation from the program.

M. Child Abuse Reporting Act

HK staff will comply with the provisions of the Child Abuse Reporting Act by reporting immediately all suspected cases of abuse and/or neglect to Child Protected Services (CPS). Hutch Kids staff are mandated reporters and it is their duty to report incidents including suspected child abuse, neglect, sexual abuse or maltreatment. All staff members receive an annual training on their mandated reporter status.

N. Other Policies

Parents/guardians may request to review the following policies by contacting the Executive Director:

1. Health Policy
2. Personnel Policies
3. Inspection reports by WA Department of Children, Family and Youth
4. A copy of our liability insurance certificate

SECTION SIX: Parent Involvement and Communication

A. Parent Participation & Obligation

Hutch Kids Child Care's children, families and staff appreciate and benefit from the contributions made by families. Parent/family participation enhances the quality of HK without adding to the cost. It is also a wonderful way for families to keep in touch with what is happening during their child's day and to provide support for the staff that is creating a nurturing environment for their children. As a part of our enrollment paperwork parents are asked to complete a *Parent Information Form*, which includes information on special talents, career work, hobbies/interests, and cultural and family traditions that parents would be willing to contribute to the classroom learning.

One parent from each class is asked to volunteer for the Hutch Kids Parent-Teacher Committee (PTC), which meets monthly to plan, review, and implement fundraising and community building events. Families will be asked to volunteer in classroom activities such as music, art, cooking projects, sharing special talents,. When there is a need for additional family involvement, the PTC may contact families. Ideally, it is the role of the class parent, but it does not have to be.

Parents and family members are encouraged to participate on the HK Board of Directors and/or committees.

Since fundraising is an important source of income for Hutch Kids Child Care's extra-curricular and/or enrichment programs for children, all families participate in fundraising by supporting our annual Fall Harvest Festival through soliciting items for donation to the raffle baskets and silent auction.

B. Parent Education

Each school year parenting classes are offered on variety of topics identified by the parent community as a topic of interest, through a monthly "Lunch and Learn" program.

C. Parent Visitation

HK welcomes parents at any time during the day and has an "Open-Door" philosophy with regards to parent visitation; therefore, parents are issued a Fred Hutch badge that enables them to enter the building during operating hours. Parent(s) who do not have their badge to gain access may ring the doorbell for assistance.

Parents are encouraged to visit and share as many HK experiences with their child as considered feasible and/or desirable. A child's teacher(s) may suggest that parent(s) change the frequency or duration of their visits based on his/her observations of the child's response to the parent's departure; for example, multiple visits and departures may be upsetting to a child, particularly a newly enrolled child.

Staff members provide reassurance to all children expressing sadness about a parent's departure from HK, regardless of how long the child has been enrolled. Once a child has adjusted to the routines at HK, particularly the routine of parent(s) leaving for the day, parents can usually be more involved with their child's daily activities and can participate more fully in their early learning experiences.

Parents who wish to bring a family pet to visit on HK premises, must speak with the child's teacher(s) before a visit occurs. State licensing regulations have several stipulations regarding visiting animals and classroom pets. For more information please see WAC 170-295-5170.

D. Parent / Teacher Conferences

Teachers are required to offer each family a minimum of three "Parent / Teacher Conferences" each year; The purpose of these conferences is to give parents and their child's teacher(s) an opportunity to share ideas and observations of the child's development and progress at HK. Parents may request additional conferences if necessary. In addition, the Executive Director and/or another member of the HK administrative team may be involved in conferences when deemed necessary. The conferences are private and do not include children.

E. Communication with Staff

Parents are encouraged to communicate with staff, especially their child's primary teacher(s) on a daily basis. If it is not convenient to speak with a teacher or another member of the HK staff (*i.e.*, Assistant Director, or Executive Director) at the time of drop-off and/or pick-up, parents may leave the teacher(s) a written note and/or send an email.

Because parents are their child's best advocates, it is critical that the lines of communication between parents and HK staff be open. Parents are especially urged to notify their child's teacher(s) and/or the Executive Director if the child is having difficulty at HK or if changes have occurred at home or in the child's life that may affect the child's mood and/or behavior. Parents are also urged to notify staff if their child enjoyed a particular event or project and/or they appreciate something done at the center.

F. Confidentiality

As parents, you entrust us with important information related to your family. All information regarding children in our care and their families is strictly confidential. Teachers are not permitted to discuss your child or family with any other parent, personal friend, or family member, unless with their direct supervisor or team Mentor Teacher. Likewise, written documents and files regarding children and families are shared with essential personnel only (*i.e.*, your child's classroom teachers; the team Mentor Teacher, when needed; the Administrative Assistant, for filing and data entry purposes; the Assistant Director and the Executive Director).

If you have reason to want to share documentation with a health care provider or a party outside of Hutch Kids, we will need a written release. The only exception to this rule is in the case of legal subpoenas.

Staff employment with the center assumes an obligation to maintain confidentiality, even after they leave our employment.

G. Parent Code of Conduct

Hutch Kids is a community of learners where children, their families, and educators work together to build a supportive environment where joy, play and learning are celebrated. This code of conducts outlines the type of practices that we require of all of the staff members and families of Hutch Kids in order to ensure the safety and well-being of our entire community.

The general guidelines for participation in our community include:

1. Complying with all of the policies and procedures as outlined in the parent handbook.
2. Always acting in the best interest of the children, families, and educators in our community.
3. Using courteous and respectful verbal and non-verbal communications, and written communications that refrain from the use of profane, insulting, harassing, offensive, aggressive, or discriminatory language or actions.
4. Respecting the confidentiality of other families in observations of the behavior of children.
5. Refraining from taking photographs or videos while on site of Hutch Kids.
6. Addressing matters of concern directly with your child's teachers and with administrative staff as needed.

Failure to comply with the guidelines stated in the parent code of conduct may result in consequences up to and including the dis-enrollment of the child(ren) from Hutch Kids.

SUMMARY

The contents of this Parent Handbook are intended to provide a broad base of understanding and clarification of the policies and scope of Hutch Kids Child Care (HK). Although it is not possible to foresee every possible situation or to relate to individual circumstances in such a document, it is hoped that the handbook will be helpful and informative. Parents are encouraged to keep this handbook as a reference and to check it when they have questions. Additional inquiries or expressions of concern are welcomed.

Welcome to Hutch Kids Child Care!

ATTACHMENT C – Example Snack Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Saltines 5 Monetary Jack Cheese Squares Milk	Cheerios 6 Apricots-A, C Milk	Oatmeal with Raisins-Homemade, A 7 Milk	Whole Wheat English Muffins 8 Rhubarb Jelly-HM, C Milk	Cornflakes 9 Grapefruit-C Milk
Homemade Blueberry Muffins- C Water	Whole Wheat Grilled Cheese Water	Breadsticks Orange Slices-C Water	Pita Homemade Hummus Water	Tortilla Chips Salsa-A, C Water
Ritz Crackers Banana Chips Water	Oyster Crackers Dried Mango Water	Goldfish Dried Starfruit Water	Animal Crackers Raisins Water	Hard Pretzels Prunes Water
Rice Crispies 12 Milk	Homemade French Toast Syrup Milk 13	Scrambled Eggs 14 Milk	ORGANIC DAY 15 Organic Vanilla Yogurt Organic Oranges-C Milk	Mini Bagel 16 Apricot Preserves Milk
Homemade Zucchini Bread-A, C Water	Homemade Taco Pie-A, C Water	Whole Grain Pasta with Tomatoes-A, C Cheddar Cheese Water	Organic Graham Crackers Organic String Cheese Water	Homemade Vegetable Chili-A, C* Water
Butter Crackers Dried Apricots Water	Sesame Crackers Sun Dried Tomatoes Water	Giant Cinnamon Whole Grain Goldfish, Craisins Water	Wheat Crackers Dried Diced Dates Water	Water Crackers Dried Diced Pineapple Water
Hutch Kids Close for Martin Luther King Jr. Day 19	Raisin Bran 20 Milk Wheat Thins Monetary Jack Cheese Squares Pineapple Juice-C Oyster Crackers Dried Mango Water	Homemade Cream of Rice Blueberries-C Milk 21 Homemade Carrot Bread-A Water Goldfish Dried Starfruit Water	Whole Grain Toast Cream Cheese Milk 22 Cucumber Slices-C Homemade Hummus Water Animal Crackers Raisins Water	Homemade Oatmeal Pancakes-A Butter Milk 23 Soft Pretzels Marinara-A, C Water Hard Pretzels Prunes Water
Cheerios 26 Pineapple-C Milk Whole Grain Grilled Cheese Water	Homemade Cinnamon Oatmeal-A 27 Milk Homemade Vegetable Soup-A, C Water	ORGANIC DAY 28 Organic Oatbran Cereal Organic Applesauce Milk Organic Carrots and Broccoli-A, C Organic White Bean Dip-HM Water	Corn Flakes 29 Orange Juice-C Homemade Pumpkin Cranberry Bread-A Milk	Homemade Granola-A 30 Raspberry Yogurt Milk Saltines Grapefruit-C Water
Butter Crackers Dried Apricots Water	Sesame Crackers Sun Dried Tomatoes Water	Giant Cinnamon Whole Grain Goldfish, Craisins Water	Wheat Crackers Dried Diced Dates Water	Water Crackers Dried Diced Pineapple Water
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Cottage Cheese 2 Organic Apples Milk	Scrambled Eggs 3 Orange Slices-C Milk	Homemade Sweet Potato Pancakes-A** 4 Butter Milk	Crispix 5 Milk	Graham Crackers 6 Milk
Cheese Quesadilla Salsa-A, C Water	Cheddar Squares Breadsticks Water	Broccoli-A, C Kidney Bean Dip Water	Homemade Zucchini Bread-A, C Water	Pesto Pasta with Broccoli and Peas- A, C Water
Ritz Crackers Banana Chips Water	Oyster Crackers Dried Mango Water	Goldfish Dried Starfruit Water	Animal Crackers Raisins Water	Hard Pretzels Prunes Water
Toddler Substitutions: HM=Homemade tortilla chips = soft corn tortilla oranges = mandarin oranges hard pretzels = saltines			Portion Sizes (per child): fruits/vegetables = 1/2 cup (4 oz.) bread = 1/2 slice bread (4 oz.) HUTCH KIDS CHILD CARE	

ATTACHMENT D – Typical Classroom Schedule

Typical Classroom Schedule

7am-8am	Breakfast Club
8am-9am	Free play in classrooms
9am-10am	Morning Snack & Diapers/Potty
10am-12pm	Playground, Bike Room, Centers, Project work, circle time, etc.
12pm-1pm	Lunch & Diapers/Potty
2pm-3pm	Nap/Rest time w/quiet activities
3pm-4pm	Afternoon Snack & Diapers/Potty
4pm-5:30pm	Playground, Bike Room, Free Play, Project work, centers, etc.
5:30pm-6pm	Late afternoon snack
5:45pm-6pm	Children to the lobby while teachers shut down classrooms

**Infants and Young Toddlers Sleep on Demand*

**Infants Eat on Demand*

**Hutch Kids hours of operation are
7am to 6pm
Monday—Friday
Year-round**