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Revised August 2025

ABOUT CECE'S PLAYHOUSE

My goal as a child care provider is to combine the best of what I have learned and offer it to your child in an environment that is creative, nurturing, healthy, and safe. Although I have lived in the U.S. now for many years, I am originally from Spain and I will incorporate my cultural heritage into a bilingual child care program. I further hope to provide a loving, caring home program where the children will grow in their understanding and respect for each other and learn to make positive choices towards independent growth and development. No program can be completely successful or beneficial to a child without parental involvement. We encourage parents to get involved as much as their schedule allow.

We are a team of three dedicated women. Together with an art teacher and gymnastics movement expert, we will give your child the tools they need to start their young lives with love, knowledge, and energy that will keep them busy, entertained, and happy while preparing for the next step in their lives - Kindergarten.

HOURS OF OPERATION

We are open Monday through Friday, 7:30 a.m. - 5:30 p.m. State law mandates that children must be accompanied into the house by the parent when arriving and be picked up inside the house when leaving. **If there's no adult visible when you bring your child make sure you find one of us and let us know that your child has arrived before leaving.** You will need to sign-in and out your child everyday.

No child will be released to anyone other than parents unless there is written information telling us to do so, there is a note book at the sign-in table. We will ask for I.D. and write down in our note book.

Parents have access to all areas used by the day care during business hours while their child is with us. Attendance may be on a full or part-time basis. If possible please let us know ahead if there will be any changes in the child's daily schedule. If you are going to be delayed picking up your child please let me know.

OUR DAILY SCHEDULE

7:30-OPEN. Free Play Time.
8:00-8:30 Breakfast. Free Play
9:00 Art on Thursdays
9:30- Circle time. Spanish with Mari on Wednesdays
9:40 Stretch N' Grow on Tuesdays
10:00- Hand washing. Snacks. Diaper change
10:30-Pre-school activities, outside play, walks, art, gym, cooking
12:00-Hand washing. Lunch.
12:45-Prepare for naps-quiet time. Diaper changes. Reading.
1:00-Nap Time. Soft music.
3:00-Wake Up. Diaper Changes. Hand washing. Snack.
3:45-Free Play. At this time we may do some art, outside play, music, story time.
5:30-CLOSE.

The limit of daycare hours per day for a child is ten hours. If a child has not yet been picked up by the agreed time for part time children or closing time for full time children, or you go over the ten (10) hour limit, a late pick-up fee of \$5.00 plus \$1.00 for every minute will be charged payable on the spot to the person staying with your child.

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

Before care begins, parents and child are invited to visit the program at least twice. The first time would be a "get-acquainted" visit to look at the place and ask questions about the program, without your child; next you may make an appointment with your child for observing and interaction. If you are interested I will give you the proper forms to fill out. Please limit your visits to no more than one hour.

Sometimes there may be apprehension the first several days of daycare. It is normal for some children (and parents) to shed few tears. However, they will probably stop before you get to the car as your child busies themselves. It takes about ten days at day care to feel comfortable with all the children and providers. Rest assured, if your child is unhappy or sits in a corner all day, we will let you know. We do not want any child to be unhappy.

From time to time they may not feel like coming to "school", but your quiet confidence will reassure them. Children are very sensitive to their parent's feelings. If the parent tells the child over and over how much she is missed, the child may feel that liking daycare will mean hurting the parent's feelings. You can help by bringing your child on time in the morning so he can start the day along with everybody else. Say goodbye and quickly leave. Routines work best for children. In the event that your child is not able to settle in comfortably in our program, I will give you one month's notice to find a new child care provider. If I feel that the behavior is too disruptive to others, I reserve the right to allow two weeks notice only. There will be no refund.

BUSINESS PRACTICES

A \$250.00 registration fee (non-refundable) is due upon agreement to enroll your child to reserve a spot. Once the agreement is signed you have one week to change your mind and \$150.00 will be refunded. I will keep \$100.00 to cover my time and paperwork.

A deposit of \$800.00 is required to start childcare as well as full month's tuition when care starts. The **Deposit** will be applied to last month of care after I receive a termination letter from you 1 full paid month prior to last day of care. **In the event that you withdraw you child before vacation, the deposit will be applied to summer vacation.**

A yearly fee of \$180.00 to cover art supplies, paper goods, wipes and cleaning supplies through the year will be added to tuition every September and when you sign-up your child to attend our program. **There will be a yearly tuition increase every January.**

You are welcome to get on our WAITING LIST if you like a spot for a later date

2025/2026 TUITION, EXTRACURRICULAR FEES, PAYMENT PLANS

\$1,600.00 Full-time (5 days / week, up to 10 hours / day)

\$90.00 Per Day, up to ten hours

\$15.00 Hourly Rate (minimum of four hours)

Preschool: \$40/month

Art: \$40/month

Stretch N' Grow: \$40/month

Supply Fee: \$90 biyearly (September and March)

Tuition rate includes breakfast, two snacks, and lunch.

Tuition payment is made for the spot that the child holds and you contracted for, not the actual hours that your child is in attendance. Tuition will not be adjusted for late arrivals, early pick-ups, vacations or sick or otherwise missed days.

Payments are due on the first of each month. Let me know if you prefer to pay biweekly. Payment by cash, check, venmo, or Zelle.

When you go on vacation I expect for you to still pay tuition on time.

Tuition is due on the first of the month. If the first falls on a weekend or holiday, please pay by the Friday before by 5:30 pm.

For example, if October 1 falls on a Sunday, tuition is due Friday September 29 by 5:30pm.

A late fee of \$25.00 will be applied if payment is not made by the 1st of the month by 5:30 pm. \$5.00 additional for each day afterwards.

A **paid one month written notice** is requested from the parent prior to termination of care. There is no refund for early withdrawal.

I reserve the right to change these policies at any time.

I ask that if you have placed your child in another childcare's waiting list, please let me know so I can plan accordingly.

NON-DISCRIMINATION POLICY

WAC 0015 - CECE'S PLAYHOUSE HAS A POLICY OF NON – DISCRIMINATION AND DOES NOT AND SHALL NOT DISCRIMINATE ON THE BASIS OF: RACE, COLOR, RELIGION (CREED), GENDER EXPRESSION, AGE, NATIONAL ORIGIN (ANCESTRY), DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, OR MILITARY STATUS, IN ANY OF ITS ACTIVITIES OR OPERATIONS.

All families are welcome at Cece's Playhouse.

We will protect the confidentiality of staff and clients at all times

We will provide reasonable accommodations to staff and clients who need medical or religious considerations. We will provide prompt attention to any complaints and help to resolve them, with corrective and future preventable action.

FAMILY ENGAGEMENT AND COMMUNICATION PLAN

WAC 0450 - LICENSEE WILL ENGAGE AND COMMUNICATE WITH FAMILIES IN THE FOLLOWING WAYS:

1. Via monthly newsletters.
2. Sending videos and picture updates via FB private group page and phone texting.
3. We will direct clients to our website for any changes in policies and procedures, and give hard copies at annual parent meeting.
4. Annual parent meeting each August, will include a calendar of events, closures, vacations and family roster for all families to be able to communicate outside of daycare hours.
5. We encourage family engagement with annual winter holiday get together and our graduation party, **FIESTAVUS** in June or July.
6. Individual meetings will be scheduled twice yearly to discuss any issues, update families on developmental milestones and educational goals.

MEALS

We are regulated by The City of Seattle Food program assuring well-balanced meals for your child. Breakfast, lunch, and two snacks are included with tuition for children over one year old. Children that are younger than one should bring food from home. Please let me know of any allergies your child may have. If your child has a special diet I may request that you supply the meals.

WAC 0190 - WRITTEN FOOD PLAN

A WRITTEN FOOD PLAN MUST BE DEVELOPED BY THE PROVIDER AND CHILDS PARENT, SIGNED BY ALL PARTIES AND FOLLOWED WHEN ACCOMMODATING A CHILDS NEEDS. PLAN WILL FOLLOW THE USDA FOOD REQUIREMENTS

SAMPLE MENU:

Breakfast: Pancakes, oranges, milk

Snack: Graham crackers, apples

Lunch: Tuna Casserole, Broccoli, Carrots, milk

Snack: Sopapillas, Pears

WAC 0281

POLICY FOR BREAST FED AND BOTTLE FED

PARENTS WILL PROVIDE THE DAILY SUPPLY OF BOTTLES FOR THE DAY.

THESE BOTTLES WILL BE PRE-MADE AND LABELED WITH THE CHILD'S FULL NAME AND CURRENT DATE. CECE'S PLAYHOUSE STAFF WILL STORE BOTTLES IN FRIDGE AND WARM BOTTLES IN A WARMER POT. MOTHERS ARE ENCOURAGED TO BREASTFEED AND MAY NURSE IF THEY CHOOSE UPON ARRIVAL.

WHAT TO BRING TO DAYCARE

Parents are responsible for providing the following items as needed:

- Formula, food, and labeled bottles for children under 1 year old.
- Diapers and changes of clothing according to seasons.
- Label items with child's name, especially coats.
- An emergency kit.
- Each child has a personal box to keep their belongings.
- Nalgene water bottle with spout (no straw please)

WHAT TO INCLUDE IN EMERGENCY KIT

No perishable items or boxed juices.

The containers should be easy open and non-glass. Try to choose items with long shelf life. All these items should fit in a gallon size Ziplock bag. Emergency kits will be returned to you every August to update the food as long as your child remains in our care.

- * Small Mylar blanket in container
 - * Food (cans of tuna, beans, vegetables, fruit, meats, dried fruit, breakfast bars, formula, baby food jars etc.)
 - * Any needed medication with permission to administer
 - * A small flashlight with batteries
 - * A small stuffed animal or toy
 - * A picture of your family and house pet
 - * A letter from you to your child
 - * Out of state phone number of family or friend. Your friend or family from out of state should have our phone number.
 - * It's a good idea to put money in an envelope. \$20.00 is a suggested amount. We hold monthly fire/emergency drills to ensure a safe evacuation in case of fire or disaster. We keep a 3 day supply of food and water on hand as well as a first aid kit, battery operated radio, emergency booklet in the premises at all times.
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HOLIDAYS & VACATIONS

Cece's Playhouse will be closed on the following days:

September: Labor Day
October: Indigenous Day
November: Veteran's Day
November: Thanksgiving and the day after
December: Christmas Eve (early closure) through New Year's Day
January: Martin Luther King Jr. Day
February: President's Day
May: Child Care Provider Day (Friday before Mother's Day) and Memorial Day.

June: Juneeteenth
July: Independence Day

**In the event that a holiday falls on Saturday or Sunday, we will close on the Friday before or Monday after.*

There are three (PAID) vacation weeks. One during the December Holidays and two during the Summer. (dates will be announced a year ahead). In the event your child has been in care the entire year and you decide to pull your child from care before vacation, it is still expected that you pay vacation time.

There will be no payment reduction for sick or closure days.

INCLEMENT WEATHER / UNEXPECTED CLOSURES

Cece's Playhouse follows Shoreline School District's inclement weather policy - meaning if Shoreline school district is closed or late start for a snow day, Cece's Playhouse will open at 10:00 AM and close at 4:00 pm, unless there is a power loss. In that case we will not open at all. If we lose power during operation hours, we will call families and ask that they pick up their child as soon as possible.

Childcare will not close unless there is a major emergency, like a death in the family. I will do my best to find a substitute for myself when sick or otherwise needing time off

IN THE CASE OF LICENSEE ABSENCE

WAC 0015 - LICENSEE ABSENCE

WRITTEN PLAN FOR OFF PREMISES FOR LONGER THAN 10 DAYS WITH CHILDCARE OPEN. I AGREE TO SUBMIT WRITTEN NOTIFICATION TO THE DEPARTMENT OF LICENSING AT LEAST 2 BUSINESS DAYS PRIOR TO ABSENCE. EACH FAMILY IN MY CARE WILL BE NOTIFIED IN WRITING AT LEAST 2 BUSINESS DAYS PRIOR TO THE PLANNED ABSENCE. MY LEAD TEACHER, CECILIA CASTILLO, WILL BE IN CHARGE AND LORNA BURRELL AND KARIN ALDERSON WILL BE HER ASSISTANTS.

ALL OF THEM ARE AWARE OF ALL LICENSING REGULATIONS AND ABIDE BY THEM

NAPPING AND TRANSPORTATION POLICIES

NAPPING

At Cece's Playhouse we follow the state recommendations for SIDS.

"I will always put your baby to sleep on his/her back in a safe crib with a firm mattress. I will not keep your baby in his car seat, swing or other "container" for long periods of time and I will change your baby's position often. I will not allow anyone to smoke around your baby. I will make sure your baby does not get too warm by keeping the room temperature comfortable and not dressing her in too many layers."

Except for infants that have individual napping schedule, all children nap or rest at the same time. Our regular nap time is from 1:00 –3:00 PM. This is a good time to call me with questions or concerns. Nap mats and clean sheet and blanket will be provided for rest times. Each child has a cubby to keep diapers and/or clothes. Please check everyday for soiled clothes that may need to be replaced.

If your child has an appointment scheduled during our nap hours, please plan to pick up or drop back off your child before 1:00pm or after 3:00 pm as to not disrupt other children sleeping.

TRANSPORTATION

I do not drive the children to field trips. When we have a field trip we ask for parent volunteers to drive. A sign-up sheet will be posted. (Only parents that have had their background checked will be allowed to drive the children)
I do not provide transportation for before and after school children.

HEALTH CARE POLICIES

It is required to inform us if someone in your household is infected with COVID-19. If someone in your home has COVID-19, children must stay home for at least 5 days before returning for care.

A licensed day care must follow the state regulations on keeping the children home because of illness. Due to the fact that the children are in very close proximity, colds and flu are passed around easily. We would like to keep illness to a minimum. If one or more of the following symptoms apply you will need to find alternative care for your child. Body rash not associated with diapering heat or allergies, vomiting two or more times within the last 24 hours, fever of 101 or higher, pink eye or any discharge from the eyes, sore throat if associated with a fever or swollen glands, ("Pink eye" is O.K. to come after 24 hrs of medication) diarrhea or stomach ache, appearance/behavior unusually tired, pale, lack of appetite, difficult to wake or confused. If a child is not well enough to follow our daily routine, he/she will be more comfortable at home with family.

WAC 0180.

TOOTH BRUSHING

CECE'S PLAYHOUSE BELIEVES THAT TOOTH BRUSHING IS THE RESPONSIBILITY OF THE PARENTS OF THE CHILDREN IN OUR CARE.

WE ENCOURAGE FAMILIES TO BRUSH THEIR CHILDREN'S TEETH IN THE MORNING BEFORE CHILD CARE AND AS OFTEN AS THEY ARE ABLE.

WE WILL PROVIDE THE CHILDREN IN OUR CARE TOOTH BRUSHING EDUCATIONAL ACTIVITIES AND LEARNING EXPERIENCES.

PARENTS ARE RESPONSIBLE FOR THE DENTAL CARE AND TOOTH BRUSHING OF THEIR CHILDREN.

I OPT OUT OF THE LICENSING REQUIREMENT TO HAVE CECE'S PLAYHOUSE BRUSH MY CHILD'S TEETH DAILY. CECE'S PLAYHOUSE IS NOT RESPONSIBLE FOR MY CHILD'S DENTAL CARE. YOU WILL BE GIVEN A FORM TO SIGN.

WAC 0500

HEALTH POLICY

Prevention exposure to blood and body fluids plan:

Treat all blood and body fluid spills as if they were infectious.

When providing first aid or CPR, protect yourself first, then treat victim.

Wear appropriate personal protective equipment: gloves, goggles, etc.

Meals, snacks, food allergens:

Wear gloves when handling and serving food.

Hand washing:

Frequent hand washing with soap and water during food prep/serving, all cleaning, toileting and diaper changes.

Observing children for signs of illness daily:

Each child will be observed and checked upon arrival for illness. If the child has any symptoms the parent will be asked to remove the child or called to return to the child care.

Exclusion and return of ill children, staff, or parent.

They will not be allowed to return until they are free of all symptoms of illness.

Contagious disease notification.

Parents will be notified if a contagious disease have been introduced to child care. If it is a communicable disease that is required to be reported to the health department we will do so.

In the case of impetigo, lice, ringworm, pinworms, rashes, chicken pox, thrush etc your child must be NON CONTAGIOUS before returning to child care.

WAC 0120

HEALTH PLAN FOR DIRECTOR, STAFF, THE DIRECTOR AND STAFF WHO HAVE A HEALTH ISSUE THAT IS COMMUNICABLE WILL REMAIN HOME UNTIL THE ILLNESS IS OVER. SHOULD A STAFF PERSON BECOME ILL DURING CHILD CARE HOURS THE STAFF WILL LEAVE AND PARENTS CALLED TO PICK UP THEIR CHILDREN FOR STAFF TO CHILD RATION. SICK STAFF PERSON WILL BE ISOLATED FROM THE CHILD CARE IF POSSIBLE. ALL MEASURES WILL BE TAKEN TO ENSURE THAT STAFF WILL NOT PASS SICKNESS ALONG TO CHILDREN BY WEARING A MASK AND USING GLOVES IF NECESSARY.

Medical emergencies, injury treatment and reporting:

In case of a medical emergency 911 will be called, we will administer injury treatment to the best of our ability until medical services arrive. Then we will make a written report and contact licensing of the event.

Immunization tracking:

Records will be kept up to date on immunizations of all children in our care.

Medication management, storage, administration and documentation: All medications given to children will be stored in our locked medicine cabinet, labeled with child's name, date and how much to give. Staff will be trained in how to administer medication and we will document the medication given.

General cleaning, food contact surfaces, kitchen equipment, toys, toileting equipment and laundry:

All of the above will be cleaned, sanitized and disinfected.

Children with special needs, health needs, allergies:

All children with special needs will be attended to and cared for in the manner directed by their health care professional and parent.

Please schedule your under two-year-old child vaccine appointments during the late afternoons, or Fridays. Keep them home after the vaccine appointment so you can monitor for any reactions and give them extra TLC. They can return the next day.

Health Records:

The child's immunization records and date of last physical examination change of address and phone numbers, pick up permission, name, and must be kept up to date in order to comply with state law. We should be notified of any special health concerns (including allergies, contagious illness, and special needs)

Medications:

We recommend that you ask your doctor to prescribe a "twice a day" medication for your child, but when this is not possible, all medications must be in their original containers. No prescription medication will be administered to your child without physician's writing instructions. We have forms indicating dosage, duration and whether refrigeration is necessary which you must sign to provide authorization.

Life Threatening Emergencies:

We reserve the right in the event of extreme illness or accident to contact MEDIC 1 if we cannot immediately locate the parents. We are trained in CPR, First Aid and HIV procedures. We at Cece's Playhouse have also been trained on emergency planning to keep your child safe in the event of a disaster such as: earthquake, storm, snow storm, bombing or fire. We are equipped with emergency food and water. If a major disaster occurs that will require for us to evacuate, we will follow instructions of the Emergency Broadcast System.

Minor Emergency Procedures:

Will be assessed and treated as necessary by the childcare providers. Parents will be notified and given an Injury/Incident Report form explaining the incident to be signed by parent and provider. Ill children will rest quietly until picked up.

Hand washing:

Will be done (by children and providers!) as we come in to the daycare, prior to all meals, snacks, food preparation and immediately following toileting and diaper changes. We take extra precautions when cleaning up messes from, blood, bodily fluids, waste etc. We have a clean up kit for this purpose with: gloves, plastic bags, paper towels and bleach.

Diapers and Toilet Training:

Parents bring the diapers. You should bring a new supply of diapers each Monday, along with changes of clothing as needed. Toilet training will be introduced and encouraged in coordination with parent's efforts at home. When we start toilet training we encourage the use of cloth thick underwear. We teach the children to change their own clothes when they have an accident and/or put on or take off underwear/diaper for naps.

Bites:

All children at one point in their young lives bite other children or adults. We try to eliminate these incidents by keeping them busy and happy with each other so they

don't get so frustrated that they feel the need to bite. In the event that this still happens we clean the area well with soap and water and write a report to both families.

Child abuse reporting:

Children are not hit or spanked by the staff and we request that you observe this when you are here. As child care providers, we are required by law to report suspected child abuse and/or neglect. We also must report any communicable disease to the Health Department.

BEHAVIOR MANAGEMENT & DISCIPLINE POLICY

Spanking or any form of corporal punishment is prohibited. Individual behavior concerns will be discussed with the parents to promote a consistent response from both the child's home and the day care providers. "Time-outs" will be used sparingly. Redirection of energies to more positive play will be encouraged. Use of words to express feelings will also be encouraged along with helping the children think through their own ways to solving problems. We teach the children to use inside feet, inside voices, no claiming on tables, chairs or small furniture. Putting away toys or "work". Please help us enforce these guidelines when you are around and upon arrival and dismissal.

WAC 0490 - PHYSICAL RESTRAINT POLICY

I have been caring for young children for many years and with our behavior management strategies we hardly ever have needed to physically restrain a child. Usually we can defuse the situation before it escalates. Common issues come up where a child needs to be removed from the group for temper tantrum, or refusing to follow instructions or move. This is usually done by picking up the child and gently moving them to another area. The use of physical intervention/restraint is sometimes needed for the safety of the child and other children. Before using any restraint, we will give a warning and communicate in a calm manner to help defuse the situation. However, when necessary and appropriate control will be used to restrain a young child who is out of control, gently but firmly holding them from harming themselves or others. Using just enough force to restrain them safely and will speak in a reassuring, calm voice.

We will restrain a young child only as a last resort in time of crisis and never as a substitute for behavior management. We will use the minimum restraint needed to achieve our desired result. Restraint will only be used after calming and defusing strategies have failed. Our goal is to calm the child, and help them regain a sense of security and safety while promoting clear expectations of acceptable behavior. The health and safety of all the children in our care is of the utmost importance to us.

TERMINATING CHILDCARE POLICY

We reserve the right to terminate childcare services for the following reasons (but not limited to):

- * Failure to pay or continuous late payments.
- * Lack of parental cooperation.
- * Child's inability to adjust after a reasonable time.
- * Physical or verbal abuse of any person or property by parent or child.

- * Consistent discipline problems that do not improve.
- * Lack of compliance with this guidelines
- * Continuous late pick-ups

WAC 0486 - EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our child care. Sometimes children and parents are just not a good fit for what we offer and our philosophy. This is why I stress in interviews that communication and being a good fit in our community is important to me. I want you to know that we will do everything possible to work with a family in order to prevent this policy from being enforced. The following are reasons we may have to expel or terminate services:

IMMEDIATE CAUSES FOR EXPULSION:

The child is at risk of causing serious injury to other children or him/herself.
A parent threatens physical or intimidating actions towards a child or staff members.
Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

Failure to pay/habitual lateness in payments. Failure to complete required licensing forms including child's immunization records. Habitual tardiness when picking up your child. Verbal abuse to staff. Inability of parent to effectively work with us as a team to problem solve.

CHILD'S ACTIONS FOR EXPULSION:

Failure of child to adjust after a reasonable amount of time. Regular uncontrollable tantrums/angry uncontrollable outbursts. Ongoing physical or verbal abuse to staff or other children. Prior to expulsion, parent will be called and we will discuss what the problem is, and every effort will be made by us and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve and we find that we can no longer accommodate the child, the parent will be asked to remove the child from our child care.

Feel free to ask any questions you might have! Thank you!