

Parent Handbook

Policies & Procedures

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INTRODUCTION

Child's Time would like to welcome you to our center. We want to thank you for choosing us for your child's early learning and after school care. We pride ourselves on making Child's Time a stimulating, safe, secure and emotionally supportive environment for your child to grow within. Our daycare centers are licensed by the State of Washington, and employees must go through qualification background checks before they are hired. We adhere to "Best Practice" standards communicated throughout the early learning industry.

Child's Time does not discriminate based on a person's race, national origin, sex, age, disability, or religious preference. Here at Child's Time, we will make reasonable accommodations to support the needs and development of your child.

Included in the following pages is a description of the philosophy of Child's Time and how our centers function. Also, we enclose a brief description of how children may react to being left in another, non-parental, persons care and how they may react to new environments. You will also find Child's Time procedures and policies, programs, hours of operation, payment, etc.

If at any time you have questions or concerns about how your child is doing, about the center, its programs, or staff, please feel free to contact our Site Directors.

CURRICULUM PHILOSOPHY, IMPLENTATION AND PROGRAM DESCRIPTION

Child's Time consists of 7 active early learning centers throughout our community to serve your child care needs. All of our early learning centers are licensed; however each center is unique in the amount of children enrolled. Each early learning center is carefully arranged, staffed, and supplied to create a positive educational environment for your child. Our teacher's goal is to promote each child's intellectual, emotional, physical and social development.

Child's Time implements IGNITE, our in-house curriculum, which is aligned with the Washington State Early Learning Guidelines. This research-based curriculum provides our framework for planning developmentally appropriate learning experiences across all domains. At least one lead teacher in each classroom has completed training in our curriculum approach to ensure consistent, high-quality implementation. Our curriculum coordinator works closely with staff to support implementation.

Our philosophy is to let children learn that they are responsible for their actions and they should be free to interact with other children to the greatest extent possible. At Child's Time, children will learn that life is give and take, and compromises must be reached in order to enjoy daily activities. From time to time children get into verbal confrontations with each other, if that occurs we try to stay back and let them work out their disagreements. We will however, intervene if we see it escalating to a harmful level or a solution that they can both amicably agree on is not reached. Please understand that physical confrontations sometimes happen, but that they will not be tolerated.

Children are encouraged to learn by using all their senses; sight, sound, smell, touch and taste. Learning is the activity that takes place when children are allowed to use as many of their senses as possible. A child's work time is play, so it is important that they are allowed to experience objects and interactions first hand. Child's Time provides an environment full of objects for them to feel, taste, touch, smell and manipulate. The children at our centers are also involved in outdoor activities where they can utilize their senses and develop understanding of nature and society as a whole.

As it happens, children have a higher exposure limit to common illnesses when attending public forum, than when at home. When your child first enters the daycare, they will come into contact with these illnesses. However, once they become exposed to the environment in which these illnesses are, they are more likely to build up immunity and become less susceptible to illness as they grow. If one of the students at the center has a highly communicable illness; then we will notify all the parents as soon as possible.

It is important to note that most children go through an adjustment period when first enrolled. During this time you may see a personality change in your child. It has been our experience that children do adapt easily to most new situations. In addition, we have learned that children are socially minded and like to be around other children. It will not be unusual for your children to cling to you when you drop them off, be shy or afraid to enter the center, rest assured that this is completely normal. While this is always a concern for parents, we urge you to keep in mind that this behavior is common. Our experience has been that once you are out of sight, your child falls into the routine of the center and enjoys their time here. If your child should display any unusual behavior due to your temporary departure, we will inform you so that a solution can be reached.

The teachers and staff of Child's Time are with your children a large portion of their waking day. We encourage open lines of communication between the parents and staff and invite you to inquire about your child's activities. We feel that a parent active in their child's learning will only help to strengthen their development.



FAMILY ENGAGEMENT AND PARTNERSHIP COMMUNICATION PLAN

At Child's Time, we believe that strong family partnerships are essential to supporting children's development and learning. We encourage consistent and meaningful parent involvement with our teachers, classrooms, and programs. Parents are welcome to schedule conferences at any time to discuss their child's progress or specific needs. For our infant program, parents may request daily written updates about their child's activities, meals, naps, and milestones. Our open-door policy invites parents to visit the center whenever they wish, and we are available via phone or email to answer questions or provide support.

To enhance communication and transparency, Child's Time utilizes Procure, a parent engagement app. Through Procure, families receive real-time updates and photos of their child's daily activities and can directly message their child's teacher. Details about using the app are provided in the Enrollment Packet. This tool strengthens the connection between home and school, allowing families to feel actively involved in their child's early learning experience.

As part of our commitment to continuous quality improvement and meaningful family engagement, Child's Time uses a structured self-assessment tool—such as the Strengthening Families Self-Assessment—to evaluate our current family partnership practices. This tool helps us identify areas of strength and establish specific goals for enhancing our relationships with families. We use the results to plan targeted improvements, support staff development, and ensure inclusive, equitable practices. Families are invited to participate in social, educational, and community-building events held throughout the year, designed to foster strong connections between staff, children, and families.

FACILITIES, POLICIES AND PROGRAMS

Child's Time encourages parents/guardians to stay informed about the various policies that govern our early learning program. To facilitate this, the following documents are always available for viewing:

- **Health Policy**
- **Staff Policies**
- **Menus**
- **Liability Insurance**

These items can be reviewed upon request at each site. Parents or guardians wishing to access these documents should speak with their center's site director who will assist in providing the necessary information. Menus are also posted in each classroom. Parents may also request a copy of their own

Admission Requirements

- *Student Enrollment Form
- *Tuition Agreement Form
- *ACH Tuition Express form
- *Tooth Brushing Opt-Out Form
- *Immunization Record

All forms above must be turned in along with your Nonrefundable \$50 annual registration fee (per child) and 1st month tuition prior to your child / children starting school. If you receive state assistance, we must have prior approval from your case worker, along with your 1st month's copayment.

1. All documents must be completed and signed before your child attends his/her first day at the center.
2. You must provide proof that your child is current on all immunizations, please update your Director as needed.
3. You must be interviewed by the Site Director, together with your child, before being accepted to the daycare center.
4. You must pay the enrollment registration fee(s) and one month tuition in advance.
5. You must provide Child's Time with a copy of any court orders that pertain to custody, guardianship, or restraining orders (signed by a judge). If we do not have court orders, we will be forced to release the child to that parent.

***It is important for a variety of reasons, that you notify Child's Time, if your address or telephone number changes. This includes home telephone numbers, work telephone numbers, and address. If you have authorized another individual to pick up your child, then we must have that individual's current telephone number and address. We need actual phone numbers, not just cell phone, and full address of parents and emergency contacts. Child's Time has a policy that criteria for enrollment will not discriminate against children with disabilities. We also will make reasonable accommodations for the physical and/or mental limitations, of disabled children in care or seeking care.**

All students are enrolled under a **thirty (30) day probationary period**. This will allow the student as well as the parent, to orient him / herself with the center, and its policies and procedures. If during the first thirty (30) days either party finds that the student is not integrating well within the center and / or classroom, enrollment may be terminated without giving a thirty (30) day notice.

Adjustment

What is Normal: It is normal for our child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new and unfamiliar situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new experiences your child will have. If you are enthusiastic, soon your child will be too.

First Experience: If this is the first time your child has been separated from you, it is natural for them to be hesitant. A cheerful good-bye kiss, a smile, and reassuring word that you will be back after work is all you need to do. Our teachers will take it from there. **PLEASE do not sneak out when your child is not looking.** Usually, your child will settle down shortly after you leave. If they do not settle within an hour, we will give you a courtesy call

Common Behaviors – Depending on their age, some children will “act out” their feeling by

- *Clinging to you and refusing to let go
- * Having tantrums
- * Not eating
- * Waking up at night or having bad dreams
- * Thumb Sucking
- * Bedwetting
- * Expressing a desire to stay home

What to do: Usually these problems are only temporary. If your child is treated lovingly but firmly, this behavior should subside quickly. Please feel free to call anytime to check on your child. Chances are, your child will busy playing!

Absence Policy

If your child is absent on a day they are scheduled to attend please notify the center by 7:00am that day.

If your child is absent due to illness or any other personal matters please keep in mind that we do not issue refunds for days that your child is absent (refer to “Vacation / Summer Withdrawal” on page 8).

If your child is absent from the center for more than **14 days**, without notice, your child's spot will be automatically terminated.

Animal Policy

Some of our centers may have small animals/fish in their classrooms. See your Site Director for more information.

In accordance with (WAC) 110-300-0225, Child’s Time recognizes the importance of maintaining a safe and healthy environment for all children in our care. Therefore, we implement strict guidelines regarding the interaction between children and pets/animals that have access to licensed space. All pets and animals must and will be properly vaccinated and free from any communicable diseases to minimize health risks. Staff will supervise all interactions between children and animals to ensure safety, while also educating children about proper handling techniques to reduce the risk of bites, allergies, or other health issues associated with animal contact. Parents are encouraged to disclose any known allergies or fears related to animals prior to enrollment.

Arrivals and Departures

You are required to escort your child in and out of the center and from your vehicle for their own safety. Please be sure to sign them in and out of the center, there will be a \$10.00 charge for non-signature on the attendance sheets & our electronic tablet per occurrence. You may park in the spaces provided in front of each center. Do not leave your child in the vehicle or the vehicles idling when dropping off or picking up. The road in front of Sites II, III, IV, VI, VII, IX, X, and XI are highly traveled highways, use caution when pulling in or out of the parking lots. Drop off is not permitted after 9:00am, unless preapproved by a director at least 24 hours prior. A note/letter from a physician may be required if the reason for late arrival is due to a medical/professional appointment. Your child may / will be turned away if they arrive after 9:00am. Please drive 10mph in our parking lots.

Attendance Records

It is crucial to keep precise attendance records to ensure the safety and welfare of every child entrusted to us. This section details the protocols that both parents and staff must adhere to for the correct sign-in/out procedures of children.

Sign-In/Out Procedure Requirements:

Physical Sign-In/Out Sheet- Parents, guardians, and/or any persons dropping off or picking up children at our facilities are required to sign their children in upon arrival and sign them out when leaving. This process includes locating the child’s name, recording the time of arrival or departure, and providing a signature on the designated spaces on the sign-in/out sheet located at the entrance of the facility.

Electronic Sign-In/Out (Tablet/Mobile Device): In addition to the physical sign-in/out sheet, parents, staff, or persons dropping off or picking up children at our facilities are required to electronically sign their child in and out using our tablet or the Procure app. This dual system enhances our tracking capabilities and allows for real-time updates on attendance.

Fee for Non-Compliance: To encourage adherence to these procedures, there is a fee of \$10 for every occurrence where parents do not sign their children in or out properly. This policy is in place to promote accountability and ensure that all attendance records are accurately maintained.

Cancellations for Childcare Aware Nontraditional Childcare program (NTC) Weekend Care – Military families will be charged the full day rate if they do not provide notice within 10 or more days. Non-Military families will be charged the full day rate.

Closing of each center

After closing time, you will be charged \$2.00 for each minute that your child / children are at the daycare center after that time, this fee is per child. (Example: if you pick up your child at 7:10pm and we closed at 7:00pm, you will be charged a \$20.00 late fee). Late fees can be payable at the time of your arrival or billed on your next statement. If you are habitually late, care may be terminated or not allowed after 6:00pm.

Disaster Plan

Should a disaster happen, Child's Time will evacuate, secure the building and make sure all the children are present and accounted for. If we need to leave the premises we will meet at the closest and safest place. Child's Time Off of Mountain Highway will meet at Elk Plain Elm School and Child's Time III will meet at the fire station located behind the building. We will transport the children either by van or if safe, by walking. If our phone lines are down due to a disaster, please contact the American Red Cross at 800-RED-CROSS 800 (733-2767). Please ask your Director about our detailed Disaster plan.

Discipline, Guidance, & Expulsion Policy

Acceptable guidance techniques include talking with the child, temporarily removing the child from the situation or limiting the child's participation in some activities. Only an employee may correct the child's behavior, not another child. There will be no humiliation or frightening punishment for any reason. Child's Time Early Learning Center does not condone the use of any type of force or physical punishment.

Restraint Policy

- The use of physical restraint is strictly limited to situations where a child poses an imminent risk of harm to themselves or others. In such instances, staff members are required to implement restraint techniques only after completing a DCYF-approved Restraint Training course.
- Following any incident involving restraint, the child's parent or guardian will be contacted immediately to inform them of the situation and the actions taken by staff.
- Only employees who have successfully completed the approved training program are authorized to perform restraints, ensuring that all interventions are conducted safely and appropriately.
- If physical restraint is used, Child's Time staff will report the use of physical restraint to DCYF Licensing and assess any incident of physical restraint to determine if the decision to use physical restraint and its application were appropriate. Your child may require a written plan from their primary care or mental health provider and parent/guardian(s) to address underlying issues and reduce need for further physical restraint if physical restraint has been used more than once; and a plan is not already a part of the child's individual care plan.
- DCYF will be notified once a written plan has been developed.
- All incidents involving restraint will be documented in detail, including the circumstances leading to the restraint, duration, and any follow-up actions taken and placed in the child's file.

Unacceptable behavior would be behavior that presents serious safety for the child, other children in care, or staff members, and the program is not able to reduce or eliminate the safety concern through reasonable modifications the childcare will be terminated.

Examples of this behavior would be a ***child biting beyond toddler ages *throwing objects at others, hitting others with objects *leaving the classroom or building without supervision *spitting at children or staff *children beyond toddler age who refuse to be changed out of soiled diaper or clothing.**

Behavior Support Plan Implementation

Child's Time will implement a Behavior Support Plan for children who exhibit challenging behaviors prior to disenrollment, when the behavior does not present an immediate and serious safety risk and when reasonable modifications may reduce or eliminate the concern. Behavior Support Plans are developed collaboratively with families and may include individualized strategies, reasonable accommodations, increased communication, and referrals to community resources.

Steps that will be taken:

1. A parent meeting will be held with the Lead Teacher and Site Director
2. A parent meeting will be held with our Family Advocate
3. Documentation of the incidents that led to the expulsion.
4. Give parents the steps we have taken to make reasonable accommodation to avoid expulsion.

If a parent fails to show to 2 scheduled meetings or follow the steps that are provided from the Site Director / Family Advocate the child will be automatically expelled from the center.

Immediate Disenrollment and Trial Period Exception

In limited circumstances, including during a trial enrollment period, a Behavior Support Plan may not be implemented prior to disenrollment if a child's behavior presents an immediate and serious safety concern to the child, other children, or staff, and the program determines that the safety risk cannot be reduced or eliminated through reasonable modifications. In these situations, immediate disenrollment may occur to ensure the safety of all children and staff and is consistent with *WAC 110-300-0340*.

When feasible, documentation of observed behaviors, attempted interventions, and family communication will be maintained.

According to WAC 110-300-0340

1. An early learning provider may expel a child only if:
 - (a) The child exhibits behavior that presents a serious safety concern for that child or others; and
 - (b) The program is not able to reduce or eliminate the concern through reasonable modifications
2. As the early learning provider, we must report to the department when children are expelled. The information must include.
 - (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.

Child's Time's teachers and support staff are required to complete annual training that focuses on positive social and emotional development, reducing challenging behaviors and trauma informed care. In the event that behavioral concerns are presented, we may contact arrange plans to contact a mental health consultant, behavioral coach or other professionals that specialize in child behaviors and development.

If your child is asked to leave, they may not attend another affiliated center.

Dual Language Learning

Child's Time recognizes the benefits of dual language learning and supports bilingual development among children from diverse linguistic backgrounds. We incorporate dual language opportunities into our curriculum through:

- Bilingual books and storytelling sessions.
- Songs and rhymes in both languages.
- Activities that encourage language use in context

Electronic Policy

Children are not allowed to bring any form of Electronics to the center. This includes Cell Phones, Tablet's, Switches, iPad or any recording device.

Facilities

Child's Time has ten childcare centers located in Spanaway, Graham, Tacoma and Centralia, Rochester, and Eatonville (coming soon). Each center is funded solely by parents' payments.

Facility Access

At Child's Time, we are committed to fostering a safe, respectful, and professional environment for all children, families, and staff. In support of this, we maintain the following policy regarding parent conduct and facility access.

This policy applies to all parents, guardians, and individuals listed on a child's pick-up list. While on our premises or in communication with staff, behavior such as yelling, swearing, intimidation, or speaking negatively about staff members will not be tolerated. Any reports of inappropriate conduct may result in the immediate termination of care.

We expect all interactions within our community to reflect mutual respect and professionalism. We kindly ask that all adults model the behavior we wish to instill in our children by treating staff, other families, and children with courtesy and respect at all times.

During business hours, families have the right to access all licensed areas used for childcare. Parents are welcome to visit or drop in unannounced to observe their child. In addition, parents have the right to review their child's file, provider training logs, Department of Early Learning (DEL) inspection checklists, and Facility Licensing Compliance Agreements upon request.

If you would like to meet with the director, program supervisor, teacher, or other staff member, we ask that you schedule an appointment in advance. This ensures we can provide you with our full attention in a private setting away from the children.

We also strongly encourage family involvement in class activities, off-site field trips, and parent events. Your active participation strengthens the connection between home and school, creating a more enriching experience for your child.

Grievance Policy

In the unfortunate event that an active staff member or a child enrolled at Child's Time Learning Center passes away, the center may close for a period of time to allow staff and families the opportunity to grieve and honor the individual's memory.

If the center is closed due to such a loss, families will be notified as soon as possible through Procure messages, email, or posted notices at the center. Regular tuition will still apply during this period, as outlined in our Parent Handbook under "Closures."

Child's Time is committed to supporting our staff, children, and families through difficult times while maintaining a caring and respectful environment. Additional time off for staff will follow Washington State regulations, and staff may use available leave in accordance with those guidelines.

Homework Policy (school age)

Each afternoon we will offer up to 30 minutes of block time after they have eaten snack to do their homework. Staff will encourage children to do homework and the teacher will assist a child if they are available to, however we are not responsible for making any child finish his / her homework

Individual Specialists/Therapists

Visits with specialists/therapists will need to be conducted off-site. Parents/Guardians are encouraged to coordinate with their child's specialist/therapist to arrange appointments that take place off-site. This policy is designed to minimize disruptions and maintain the overall environment of our center, ensuring that all children receive uninterrupted care and attention.

If parents/guardians do arrange for their child's specialist to conduct an appointment off-site, they must complete a permission form provided by Child's Time. This form will authorize Child's Time staff to release the child to the specialist for their scheduled visit. The permission form must be signed by a parent or legal guardian before any off-site visit can occur.

To facilitate the safe transfer of children during these appointments, specialists must be added to the child's pick-up list. Parents/guardians are responsible for informing us of any specialists who should be authorized to pick up their child from the center.

When picking up and returning a child for an off-site appointment, specialists are required to sign the child out when leaving and sign them back in upon return.

Lockdown

Our lockdown procedure will be to secure the children away from windows, lock all doors and call 911. If possible, we would send an email to the parents informing them about the lockdown. We will remain in lockdown until the situation is resolved or notified it is safe to resume daily routine.

Lost & Found – Any items left in our center for more than one week will be donated to a local charity

Meal Policies

Child's Time provides all meals (Provided meals vary at each site). We will post a menu at the beginning of each month for breakfast, lunch and snack. We only serve meals at the designated times. Child's Time is affiliated with USDA / CACFP food program, and we require that all families complete the Enrollment Income Eligibility Application (EIEA) form upon enrollment at Child's Time. If your child is enrolled before October 1, you will need to complete the form at enrollment and submit a new one in October. The EIEA form must be filled out in its entirety, with all required sections completed. Forms with missing information cannot be accepted and will be returned for completion. We follow the guidelines of the USDA / CACFP. If you have any questions about the USDA food program, please speak to the Cook or the Site Director of your child/children's center. Whole milk will be served to children 12-24 months old. 1% Milk for ages 25 months and up. We also serve Infant meals / formal with parent consent.

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

***If your child is on a special diet, please let us know, you will be required to provide all of their food. (i.e. Allergies to milk or to certain foods)**

In our commitment to promoting healthy eating habits and ensuring the well-being of all individuals within our facility, we have established guidelines regarding the consumption of food brought from home. It is essential that any food items brought into the facility comply with the nutritional standards set forth by the Office of Superintendent of Public Instruction (OSPI) food program. This ensures that all meals contribute positively to the health and nutrition of our community.

Nutritional Food Components:

- Fruits/Vegetables
- Whole Grains
- Protein Sources (poultry, fish, beans/legumes, etc)
- Dairy/Dairy Alternatives

To maintain a safe and healthy environment for all individuals in our facility, certain foods are restricted from being brought in from home due to allergies. Each site may vary. Please contact your center's director to verify any food allergy restrictions at your child's site.

Peanut Free outside food may be brought into the center as a substitute for a documented allergy. **Children that arrive early AM may bring a small snack before breakfast, we ask that it follows the food program guidelines, peanut free, no fast food or hot items.**

We request that you not provide dessert snacks for your child while he/she is at the daycare center unless there is a special occasion, i.e.

Birthday or special holiday- If there's a special occasion and you would like your child to have a special treat please inform the Site Director & Teacher. The treats must be store bought to release liability from the individual providing the treat. Please make sure you bring enough for the entire classroom building

Media Release

I acknowledge that pictures may be taken of my child – I hereby give Child's Time permission to use my child or family photos which may include, but not limited to, social networking, Web sites, YouTube or the Child's Time Facebook / Website. I agree that Licensed Materials may be combined with other video, text and / or graphics, and may be modified, altered or cropped.

I acknowledge and agree that I have No rights in the Licensed Materials and that all rights to the Licensed Materials belong to Shumway LLC DBA as Child's Time, I acknowledge and agree that I have no further right to Consideration or accounting and that I will make no further claim for any reason against Child's Time or its employees.

I represent and warrant that I am at least eighteen (18) years of age and have the full legal capacity to execute this Release or, if the Participant is a minor child that I am the legal parent or guardian of the minor child enrolled in Child's Time Inc. and have the full legal capacity to execute the

release.

I also understand that security cameras may be located on the exterior and interior of the buildings. The cameras will record 24 hours a day 7 days a week. These cameras are to secure the safety for the Children, Parents and Staff. Video footage is the property of Child's Time, LLC

Screen Time

Only our school age classrooms allow limited screen time, movies are rated G or PG. Your child may bring in a movie from home if it is first authorized by his/her teacher and is rated G or PG. We are not responsible for any lost, stolen, damaged or broken movies.

Nighttime / Overnight Care

We do not offer overnight or nighttime care

Open Door Policy

You may visit your child at any time. You may schedule an appointment if you wish to discuss the care your child is receiving. You may only have access to your child.

Pesticide Control

We may have a monthly pesticide spraying. This takes place when needed on a Friday evening after closing and is safe for the children to be around by Monday morning. If you have any questions in regards to this please speak to your Site Director.

Picture Taking

On occasions pictures may be taken of your child while at field trips, birthdays, special occasions. We will not take pictures of the children for personal reasons. Also, during the spring and fall of each year a private portrait studio comes to the centers for individual and class pictures, these pictures are at the expense of the parent or guardian if they wish to purchase.

Programs / Transition to Kindergarten

We offer many areas of interest for your children to explore. We work on social skills, self help skills, and large and small muscle coordination. Children learn math concepts such as size, weight, direction, quantity, matching, classifying, number concepts, counting and identifying. They are offered creative activities using paint, clay, crayon, felt pen, paper, scissors, glue and other materials. Children learn about themselves and their relation to the world around them. They learn to make choices and learn to be responsible for their actions. They learn to problem solve, take care of their bodies, and be part of a group.

Transition to Kindergarten – As children enroll in our center and reach the age of 4 years old and will attend Kindergarten in September, we begin the process of preparing them for skills they will need to have. We will work closely with the school district Kindergarten teachers so we can instruct our children the skills and knowledge that the teachers desire for them to have. When it becomes time to get the children enrolled into the school system we help and inform parents of the items needed and the information on how to enroll in kindergarten.

Religious and Cultural Activities

Child's Time recognizes the importance of fostering an inclusive environment that respects and celebrates the diverse religious and cultural backgrounds of all children and families. Our policy aims to promote understanding, acceptance, and appreciation of various traditions, beliefs, and practices. We believe that by embracing diversity, we can enrich the learning experience for every child. Holidays will be celebrated in a manner that is respectful and inclusive of all cultures represented within our community

Reporting Requirements (CPS)

As a childcare provider, we will protect children from all forms of child abuse or neglect. We have a duty to report and are required by mandatory reporting laws to report any suspected physical, sexual or emotional child abuse, any suspected child neglect, child endangerment, or child exploitation, a child's disclosure of sexual or physical abuse and maltreatment to Child Protective Services (CPS) and our local law enforcement agency immediately (without prior notification to the parents involved). We will also inform our licenser. All staff or volunteers in this program are trained on prevention and reporting of child abuse, neglect, sexual abuse, maltreatment or exploitation.

Child's Time is required by law to report to the appropriate authorities any suspected case of child abuse or neglect, including the non use of seat-belts or car-seats.

Rest Time

All children attending during the day will be offered a rest time between the hours of 12:00pm and 2:00pm. The children that do not rest are allowed alternative quiet activities. No child will be forced to sleep. You'll need to provide a small blanket and crib size sheet with your child's name on it. Every week the bedding must be taken home and washed. You may also provide a small, washable pillow for your child's use. Please drop them off no later than 9:00am. Children 29 months of age or younger will follow an individual sleep schedule. All parents must provide a sheet (crib size) and blanket for rest time ages 1-5.

Child's Time Early Learning Centers follows safe sleep regulations stated in Washington Administrative Codes (WAC) for early learning programs, (WAC 110-300-0290).

Infants (4 weeks-12 months):

Child's Time will provide a single level crib for your infant for resting periods. All infant sleeping equipment must meet current safety standards as outlined by the Consumer Product Safety Commission (CPSC). Cribs will be equipped with firm mattresses that fit snugly without gaps, ensuring that there is no risk of entrapment or suffocation. To promote safe sleep practices, infants will always be placed on their backs to sleep, which is the recommended position to reduce the risk of Sudden Infant Death Syndrome (SIDS). The cribs will remain free from soft bedding, pillows, toys, and bumper pads that could pose choking hazards or increase the risk of suffocation. Staff members

trained in safe sleep practices will monitor infants during rest periods to ensure their safety and comfort. Regular checks will be conducted every 15 minutes to observe sleeping infants and ensure they are in a safe sleeping position.

Toddlers and Preschoolers (Age 1-5):

For toddlers aged 1-5 years, designated rest areas will be provided where children can lie down comfortably on their mats or cots. Each child's mat or cot will be spaced appropriately to allow for personal space while still being supervised effectively by staff members. Children who do not wish to sleep may engage in quiet activities such as reading books, coloring, or playing with soft toys that do not disrupt others who are resting. Staff members will facilitate these activities while maintaining a calm environment conducive to relaxation. Parents are encouraged to discuss any specific needs or concerns regarding their child's rest time with staff members during enrollment or at any time thereafter.

Security Cameras and Video Recording

Child's Time does not have cameras installed on the interior of our buildings, this is for the protection of our currently enrolled foster and CPS Clients. We do have cameras installed on the exterior of the buildings and are for Child's Time use only.

Staff Plan, Classroom Types, Ratios & Consistent Care Policy [WAC 110-300-0495]

We will maintain the state required staff to child ratios at all times. For consistency of care a permanent staff member will be assigned to care for your child with the goal of building a long-term trusting relationship. Any staff who covers due to a staff member being absent will meet all State requirements to care for the children and be fully trained according to State requirements and will be trained on the policies and procedures of our program. You may ask for access to our staff training and professional development records. If the director, assistant director, and program supervisor are simultaneously absent the program will remain open for the care of children. We will have a fully qualified staff member that meets the Department's qualifications covering during our absents. We will notify all parents in writing with the name of the staff member who will be in charge and we will also notify the Department. If the director, assistant director, and program supervisor are simultaneously absent for more than ten consecutive operating days, we will have a fully qualified staff member covering. We will notify all parents in writing at least one week before the absent of the name of the temporary staff member and we will also notify the Department.

Classrooms (programs may vary by location)

Infants | (6 weeks-12 months): 1 staff for every 4 children

Toddlers | (12 months-29 months) 1 staff for every 7 children

Preschool/Pre-K | (30 months- 6 years): 1 staff for every 10 children

School-Age | (5 years- 12 years): 1 staff for every 15 children

Transitions

Child's Time implements a thoughtful and comprehensive transition policy designed to support smooth, developmentally appropriate transitions for children and families across all learning environments and program levels. Our approach emphasizes continuity of care, strong communication, and individualized planning to ensure each child feels safe, confident, and supported during periods of change. We partner closely with families and educators to foster positive experiences that build trust and promote long-term success.

• Entering the program

Welcome signs are posted in the classrooms, cubbies and name tags ready on their first day, we will send you a Welcome letter in ProCare and through mail on how to enroll in our Parent Engagement app called ProCare. You will also register your fingerprint with ProCare for signing your child In and Out of the center

• Moving Classrooms

When your child is ready to move up to the next classroom a letter will be sent out to the family 2 weeks before the child moves up. This letter has details on how this transition looks and any changes the family will need to be aware of. Your child will have a visit to their new classroom 2 weeks prior to the final transition.

• Developmental Delay or Retention in Current Classroom

In some cases, families may request that a child remain in their current classroom even after they have aged out, due to developmental concerns. Such requests require:

1. **Director Approval** – Parents/guardians must obtain written approval from the Site Director confirming that retention is in the child's best interest.
2. **Space Availability** – Continued placement in the younger classroom depends on space availability for age-eligible children who are ready to transition.
3. **Physician's Letter** – Parents/guardians must provide a letter from the child's licensed physician outlining developmental concerns and explaining why it is recommended that the child remain in their current classroom rather than transitioning to the designated age group classroom.

Tuition and Rates

- Private-pay families will continue to be billed the tuition rate associated with the classroom the child remains in, rather than the reduced rate based on chronological age.
- For families receiving DSHS subsidy, parents/guardians will be responsible for paying the difference between the DSHS-approved rate for the child's age and the classroom tuition rate charged by the program. This ensures decisions balance the child's developmental needs with program capacity and fairness in tuition practices.

• Transition to Kindergarten

Child's Time is committed to supporting families as their children prepare for the exciting transition to kindergarten. We provide up-to-date information about local school district registration, orientation events, and enrollment procedures to ensure families are well-informed and confident during this important phase. Our team works closely with parents and caregivers to connect them with community and school district resources that promote kindergarten readiness.

When a child is preparing to leave our program, we engage with the family to offer personalized support and assistance throughout the

transition process. Teachers will prepare and share the child's portfolio, along with any developmental assessments completed during their time at Child's Time, so families can carry forward a record of their child's growth and achievements.

Graduating from our Pre-K program is a special milestone, and we honor it by presenting each family with their child's portfolio during our Pre-K graduation ceremony. For families in need of continued care, Child's Time also offers school-age care options, which we proudly recommend as children move into their kindergarten year.

- **Leaving Child's Time**

To assist families transitioning to other early learning programs, Child's Time offers guidance and connects families with trusted community childcare resources. We provide referrals and access to tools such as Child Care Check, an online resource from the Washington State Department of Children, Youth, and Families (DCYF), which helps families find licensed childcare providers that meet their needs. For more information, visit: <https://dcyf.wa.gov/services/earlylearning-childcare/child-care-check>.

Tov Policies

We do not allow any toys brought into the center from home. We will not be responsible for any lost, stolen, damaged or broken toys. Only days that the teachers say, can toys be brought in and only on those designated days. If your child maliciously breaks a toy or equipment of Child's Time Inc. you will be responsible for replacement by paying the dollar amount of the retail price. Your account will be billed

Vacation / Summer Withdrawal

If you plan to take vacation with your child, you must provide written notice at least 30 days prior to the time you leave. Child's Time will then hold your child's place for five working days at no charge, after five days you will be charged for each scheduled day not attended. If you do not provide one month's written notice, then your child's place at the daycare center will not be held after thirty days of no attendance. You may have your child excused from the daycare center for five days each year. Each year is counted from the anniversary date from when you first enrolled. You may use your first five vacation days after your Child has been at the center for at least six months. Vacation days are specifically designated for planned time off and cannot be applied retroactively or in cases of sudden illness.

**(Non School-age children)- Unfortunately, Child's Time cannot guarantee a place for your child in the fall if you choose to withdraw your child during summer vacation. If you wish to reserve your child's spot if they will not be attending for a period of time, you will be expected to pay the full rate mentioned on your financial agreement contract (enrollment form). Non-payment will result in automatic withdrawal. Upon availability, families with school-age children may elect to pay a hold spot fee to guarantee placement in the fall. This is a \$75.00 fee that is billed monthly for school-age children only.*

Weather Conditions

When there has been an adverse weather condition, telephone your child's center before arriving to make sure that the center is operating as usual, opened on a delayed or limited schedule, or closed because of the weather conditions. If we experience a power outage for more than one hour you will receive a phone call or email to come pick up your child/children. We follow the weather schedule of Bethel and Franklin Pierce school districts. **You may request up to 50% tuition credit for weather conditions**

What is provided at Child's Time

You pay one charge which includes:

- * Breakfast- (varies at each center)
 - * Morning/ afternoon snack. - (varies at each center)
 - * Lunch along with milk. - (varies at each center)
 - * Art supplies for projects.
 - * Preschool activities in the morning.
 - * Safe and caring environment.
 - * Easy access to school.
 - * Transportation to local Elementary Schools (might be a small fee)
- (An annual Enrichment Fee of \$25 per child is required to be paid each September)



What to bring from home?

Infants:

- Baby food, labeled with child's name and dated
- Unopened Formula, labeled and date (*expired formula will not be accepted*)
- Baby bottles, labeled and dated
- Pacifiers, labeled
- Disposable Diapers, labeled on box
- Wipes
- At least **TWO** (2) changes of clothes, labeled
- Security items (if applicable & approved)

[For infant care, blankets are not allowed per WAC 110-145-1610]

Toddlers:

- Blanket, Sheet (standard crib/twin size) and Pillow, labeled
- Disposable Diapers, labeled on box
- At least **TWO** (2) changes of clothes, labeled
- Sweater or Jacket, labeled
- Wipes

Preschoolers:

- Blanket, Sheet (standard crib/twin size) and Pillow, labeled
- At least **ONE** (1) change of clothes, labeled
- Sweater or Jacket, labeled

What Not to Bring From Home

(please check with classroom staff as well)

- Outside food (see page 3 meal policy)
- Toys of violence
- Candy
- Chewing gum
- Anything unlabeled
- A frown

Who May Pick up Your Child?

Unless there is written permission from you, no child shall leave with anyone other than the guardian who enrolled them. Please be sure to sign your child out when they are picked up. Remember to bring photo ID with you for identification purposes. If there are custody papers denying a parent visitation or denying them to pick up their child, we must have official court documents upon enrollment or when this action takes effect. We will not accept phone calls authorizing / or adding people to a child's pick-up list.

Withdrawing from the Center

If you plan on withdrawing your child from the center you must give the Center & Billing Department/Billing Specialist, at least two weeks written notice. Failure to give a written two week notice will result in paying the full tuition.

RATES / PAYMENTS POLICY

Vacation Credits

The days you enroll for are the days you pay for, we do not offer absent credits or refunds. If you plan to take vacation with your child, you must provide written notice at least 30 days prior to the time you leave to receive vacation credits (up to 5 vacation/absent credits every fiscal year).

Cancellations for Childcare Aware Nontraditional Childcare program (NTC) Weekend Care – Military families will be charged the full day rate if they do not provide notice within 10 or more days. Non-Military families will be charged the full day rate

Child Care Rates

Rates vary at each Site; rates will be provided to you at enrollment.

(1) Full Time (5 days a week)

6 weeks - 12 months	\$.00/month
12 months – 3 years	\$.00/month
3 years - 5 years	\$.00/month
Kindergarten	\$.00/month
Before and After School	\$.00/month
Before OR After School	\$.00/month
Summer Care	\$.00/month

When school age children are at the center extra hours due to 1/2 day at school, no school or late arrival to school, then you will be billed an extra **\$15** for those days.

(2) Part Time 2 to 4 days a week we do not offer half day rates

(3) Non-Traditional Child Care / Weekend childcare this rate is higher than our Monday - Friday Rates – see rate sheet (If available)

(4) Annual Registration Fee -Non-refundable **\$50 per child**

(5) Late fee of \$35 will be applied if not paid by the required due date and will rebill every 30 days your balance is past due.

(6) Hold Spot Fee – If your child will be absent for 14 days or longer, you can opt to pay a monthly hold spot fee of \$75 to reserve their spot. This is currently only offered to families with school-age children and children who are enrolled for full-time (5 days/week)

Divorced or Separated Parent Contracts

We are a Divorce free center; we will not bill two different parties. The guardian that enrolls will be responsible for the tuition.

DSHS Clients

DSHS clients are responsible for paying their copay on time and to notify the center/billing department if their copay has changed. Child's Time is authorized to back bill copays to the child's start date, if needed. All payments will go to the client's Private Pay account before it's applied to their copays. Failure to pay your co pay will result in your DSHS child care to be turned off until your account is in good standing with the center. This includes late fees, co-pay and private pay billing

Enhancement Fee

The annual Enhancement Fee is **\$25 per child**, billed every September (or upon enrollment depending on date). This fee is utilized to fund various improvements and enhancements within the facility. The enhancement fee contributes to upgrading educational materials, maintaining playground equipment, and implementing new programs that benefit the children's development. Each family is required to pay the enhancement fee (***not covered by DSHS***).

Holiday Fee

Holiday fees are not reduced during the Months/ Weeks that have holidays or vacation closures

Late Fee

Accounts not paid in full by the 5th will result in late fee charge unless you made prior arrangement approved by the billing Specialist. The late fee is \$35 and billed every 30 days past due.

Miscellaneous Fee

A miscellaneous fee may be charged to cover unexpected or non-routine expenses not included in regular tuition, such as late pick-up fees, field trip costs, or special event materials.

NSF Fee

Returned payments will be charged a \$40 NSF fee. After two NSF fees you will be required to pay by cash, money order or debit.

Pandemic Refund

Child's Time will offer a 50% refund credit to the account if we are required to close in a pandemic, full refunds will not be given. Copays are still due for the full amount, per DSHS.

Payments

The guardian that enrolls the child is responsible for payments. Bills are posted by the 3rd and are due by the 5th of each month. If the 5th lands on a weekend, holiday, or any day we are scheduled for closure, the bill is due on the day prior to the closure date. **Accounts are billed & paid a month in advance.** Your care can and will be terminated for non-payment and turned over to our collections department for non-payment.

DSHS clients-Copays are due by the 5th of each month. If the 5th lands on a weekend, holiday, or any day we are scheduled for closure, the bill is due on the day prior to the closure date. If you decide to discontinue your childcare services without paying your current balance, DSHS services will not open your care to another center. All payments must be made through our Tuition Express program. See below for more information. **You may review & pay your bill at www.MyProcure.com (register using the email addresses you provided on your child's enrollment form).**

Price Matching Policy

Child's Time will price match with any other Licensed Child Care facility within the area that Child's Time routinely services. The criteria associated with doing a price match must be of the following; the competing center must provide all meals at no additional charge, transportation to and from their facility to an area school we currently service, and the facility's operating hours must be those of Child's Time. In addition, an official quote to service from the competing Licensed Child Care facility must be furnished in order for Child's Time, to honor any pricing adjustments.

Rate Increase

Rate Increases will take effect every January – rate increase will be anywhere between 5%-10% of your monthly tuition - Any time we have a rate increase, we will give you ten working days notice in writing. If you wish to permanently remove your child from the center, you must provide ten business days written notice. If you do not provide that notice, you will be charged for ten days.

Records

Maintaining accurate and up-to-date information in a child's record is crucial as it ensures that all stakeholders involved in the child's care have access to the most relevant data necessary for making informed decisions regarding the child's well-being. This includes medical history, educational progress, and any special needs or interventions that may be required.

To keep your child's information current, Child's Time will conduct regular reviews of children's files to verify accuracy and completeness. Child's Time staff will also notify parents/guardians to update critical information such as changes in health status, address, or emergency contacts.

Confidentiality is paramount when handling children's records. Our plan for maintaining confidentiality includes access control secure storage.

- *Access to children's records will be restricted to authorized personnel only—this includes teachers, administrative staff, healthcare providers involved in the child's care, and parents/guardians when appropriate.*
- *All physical records will be stored in locked cabinets within*

Records Request

If you are needing a copy of your child's records, i.e. sign in sheets, file, shot record, etc. there's a fee of \$25 per hour, billed in 15 min increments

Refunds

No refunds will be given, this includes circumstances such as termination. If your care is terminated your deposit will not be refunded.

The following are conditions that may cause childcare to be immediately terminated:

- A. Non-receipt of co-pay
- B. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the childcare facility, staff or policies
- C. Continual late payments or unpaid balances.

Transportation

Families that require their child / children to be transported to and from school by our private vehicles will be charged a \$0.00 monthly transportation fee, per family. If your child will be absent and doesn't need transportation please notify the office or a \$25 no fee will be applied the account.

Tuition Express

Child care accounts are required to be paid thru our Tuition Express program. Payment will be pulled on the 5th of each month. A TE enrollment form is included in the enrollment packet.

10 Hours

Children may not be in our centers for more than 10 hours per day, unless the parent has a note from their employer stating that their shift requires their child / children to be in our center more than 10 hours per day. (Note: A fee will be applied for care longer than 10 hours.)

Withdrawal

If you plan to withdrawal your child, we require that you provide at least two weeks' notice prior to your child's last day. If a notice is not provided within the required timeframe, you will not be eligible for a prorated amount and will be expected to pay the full tuition amount outlined in your financial agreement.

DEVELOPMENTAL SCREENING & ASSESSMENT

Screening Process

Child's Time utilizes the "CDC Developmental Milestones" screening tool to assess each child's growth and developmental progress across key learning domains—including gross motor, cognitive, social, and emotional development. This evidence-based and nationally recognized tool provides an accurate snapshot of a child's current abilities and helps identify potential developmental concerns at an early stage. By identifying these needs early, we are better equipped to connect families with appropriate support services and ensure every child has the opportunity to thrive.

Screening Timeline

Initial Screening

All children from birth through kindergarten entry will receive a comprehensive developmental screening within 45 calendar days of their enrollment at Child's Time Early Learning Center. This ensures early identification of developmental needs and supports timely intervention if necessary.

Annual Re-Screening

Each child enrolled in our program will undergo an annual developmental screening. This recurring assessment helps monitor growth over time and ensures that we continue to meet each child's individual needs as they progress through early childhood.

Ongoing Developmental Monitoring

In addition to formal screenings, our staff will conduct monthly tracking of developmental milestones for every child. This ongoing monitoring allows us to recognize developmental patterns, celebrate progress, and address concerns promptly in collaboration with families and specialists when needed.

Home Language Accommodation

Child's Time is committed to providing inclusive and culturally responsive care. Whenever possible, we will conduct the screening process in your child's home language to ensure accuracy and comfort for both the child and their family. Our staff will collaborate closely with families to identify appropriate language support, such as interpreters, translated materials, or bilingual staff members. This approach helps us better understand your child's developmental needs and ensures that all children receive equitable and respectful care from the very beginning.

Sharing Screening Results with Families

Primary Communication Method

Screening results will be securely communicated to families through the Procure Family Engagement app. This platform ensures timely, confidential, and user-friendly access to important updates, supporting clear and consistent communication between families and our teaching team.

Home Language Support

When sharing screening results, Child's Time will make every effort to provide information in the family's home language. This may include the use of translated documents, interpreter services, or bilingual staff support. Our goal is to ensure that every family can fully understand their child's developmental progress and actively engage in their learning journey.

Parent-Teacher Conferences

Families are welcome to request a conference at any time to review screening results or discuss their child's development. Child's Time staff may also suggest conferences when appropriate. Conference schedules and procedures may vary by location.

Ongoing Assessment

Child's Time utilizes the Ignite Assessment tool, aligned with WaKIDS' Whole-Child Assessment, to monitor children's developmental progress and guide individualized learning plans. Formal assessments occur three times a year (Fall, Winter, Spring) for children enrolled at least 90 days. Informal observations, including daily anecdotal notes, work samples, and photos, support continuous documentation for all children.

Assessment results are shared with families three times annually through the Procure Family Engagement App, parent-teacher conferences, and portfolios. Bilingual staff or interpreters assist to ensure all families fully understand and participate in these discussions.

At least one lead teacher per classroom is trained on Ignite, and all lead teachers with over six months of tenure complete certification and reliability training to ensure consistent, accurate assessments.

All assessment data is confidential and used to set individual goals in partnership with families, based on formal assessments, observations, developmental milestones, and family input.

Child Assessment and Ongoing Developmental Evaluation

Child's Time conducts ongoing child assessments to support healthy development and instructional planning. In addition to required initial and 90-day CDC developmental assessments, the program uses the IGNITE Curriculum Assessment System to evaluate child development on a monthly basis. IGNITE assessments are aligned with WaKIDS and the Washington State Early Learning and Development Guidelines. For infants ages 6 weeks to 12 months, CDC developmental assessments are used in conjunction with IGNITE observations to monitor growth during the first year of life and to evaluate how infants respond to curriculum experiences and caregiving interactions. Assessment information is used to individualize instruction, support responsive caregiving, guide curriculum planning, and promote ongoing communication with families.

Formal Assessment Results/Informal Observation & Documentation

To ensure ongoing communication and transparency, formal assessment results will be shared with families at least three times a year. These reports will offer a comprehensive overview of the child's academic achievements, skill development, and any adjustments made to support their learning progress. This regular exchange of information aims to keep parents informed about their child's progress in various areas such as cognitive skills, emotional well-being, and social interactions.



HEALTH, SAFETY, & MEDICAL POLICY

Allergies

If your child has an allergy diagnosed from a physician, we will require a **Heath Care Provider Report of Food Allergies** packet. This packet must be filled out by the parent and physician before the child can start at the center. You may obtain the packet from your child's center / director.

Blood Borne Pathogen

All staff caring for children in my program have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care.

Cleaning, sanitizing and disinfecting practices

Sanitizing all toys and eating utensils that are mouthed by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Carpets within the childcare space are vacuumed daily and undergo a deep clean at least once a year. Bedding, blankets and other laundry will be cleaned, sanitized and disinfected weekly or more often if soiled. If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow department of health's current guidelines for mixing bleach solutions for child care and similar environments.

Dental

As a service to our parents, we will be offering resources to families who are seeking dental services. As part of our curriculum, staff will be implementing and offering developmentally appropriate tooth brushing activities through stories, conversation and practice. If you would like your child to brush their teeth during the day please make sure you provide the necessary items to leave at the center (age-appropriate toothbrush labeled with your child's name, toothbrush cover, toothpaste). Children with specific dental conditions or allergies **MUST** inform the staff prior to the activity.

If you choose to have your child not participate, please sign the waiver form provided in the enrollment packet.

Fire Evacuation

We will practice monthly fire drills to include evacuating the building, having a child count ensuring all children are acted for. We will sound the alarm or yell fire. We will meet out front by the garbage dumpsters. Each teacher will be responsible for grabbing the sign in sheets before evacuating the building and check the roster to make sure all the kids are accounted for.

First Aid

We will provide first aid for minor injuries such as scratches, abrasions, and bruises. These types of injuries will be cleaned with warm soapy water and covered with a sterile Band-Aid. Accident reports are documented and signed by parents and staff a copy will be sent home with the parent upon request. All Staff will have current First Aid / CPR, HIV and Bloodborne prevention class. All child injuries will be reported to the guardian by an incident / injury report form. Head injuries will be reported to the guardian by phone and report.

Guns or Weapons

We do not have firearms, guns, weapons, or ammunition on the premises and do not allow anyone to bring a weapon on the premises

Hand Washing Practices

To reduce the spread of germs and infections we will help direct, assist, teach, and coach, your children to wash their hands. We will use the following steps:

Wet hands with warm water, apply soap to the hands, rub hands together to wash for at least twenty seconds, thoroughly rinse hands with water, dry hands with a paper towel, single-use cloth towel, or air hand dryer, turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and properly discard paper single-use cloth towels after each use.

We will have all children wash their hands at the following times:

- (a) When arriving at the early learning premises;
- (b) After using the toilet;
- (c) After diapering;
- (d) After outdoor play;
- (e) After gardening activities;
- (f) After playing with animals;
- (g) After touching body fluids such as blood or after nose blowing or sneezing;
- (h) Before and after eating or participating in food activities including table setting; and
- (i) As needed or required by the circumstances.

Staff will wash their hands:

- (a) When arriving at work;
- (b) After toileting a child;
- (c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);
- (d) After personal toileting;
- (e) After attending to an ill child;
- (f) Before and after preparing, serving, or eating food;
- (g) Before preparing bottles;
- (h) After handling raw or undercooked meat, poultry, or fish;
- (i) Before and after giving medication or applying topical ointment;
- (j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;
- (k) After handling bodily fluids;
- (l) After using tobacco or vapor products;

Individual Care Plan & Special Needs Accommodation

We will ask all parents and guardians to have a written individual care plan for each child with special needs including allergies. The individual care plan must be signed by the parent or guardian and must contain the following

- 1. The child's diagnosis, if known;
- 2. Contact information for the primary health care provider or other relevant specialist;
- 3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
- 4. Directions on how to administer medication;
- 5. Allergies;
- 6. Food allergy and dietary needs, pursuant to WAC [110-300-0186](#);
- 7. Activity, behavioral, or environmental modifications for the child;
- 8. Known symptoms and triggers;
- 9. Emergency response plans and what procedures to perform; and
- 10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:

- a. Physician or physician's assistant;
 - b. Mental health professional;
 - c. Education professional;
 - d. social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
 - e. Registered nurse or advanced registered nurse practitioner.
11. If the child has one of the following it must accompany the child's service plan.
- (a) Individual education plan (IEP);
 - (b) Individual health plan (IHP);
 - (c) 504 Plan; or
 - (d) Individualized family service plan (IFSP).

*We will make reasonable accommodations for your child

Development of Individual Goals Based on Assessment Results & Observations

Developed goals for all children will be based on a combination of formal assessment results and informal observations and documentation. Formal assessments may include but will not be limited to developmental screenings or evaluations conducted by professionals. Informal observations will be made by teachers and other support staff during daily interactions with children. These observations will be documented to track progress and identify areas for growth. These individualized goals shape our daily teaching strategies and learning activities, ensuring that every child benefits from tailored instruction.

Partnership with Families in Individual Goal Development

Child's Time will actively partner with families to develop individual goals for their child. Lead teachers and support staff may conduct written questionnaires or hold meetings with families to learn about the child's strengths, interests, and needs. This collaboration ensures that the goals set for each child are meaningful, relevant, and reflective of their child's individual and unique characteristics.

Insurance Coverage

We carry insurance for our company

Injury Prevention

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products, chemicals, and personal hygiene products will be inaccessible to the children and stored. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

Health Policy / Exclusion / Removal

Our center operates for well children and staff only. Children who are mildly ill (e.g. minor cold symptoms) may remain at the center only with the Site Directors approval. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so children do not become chilled or overheated. Snow pants and boots are needed for snowy days. Light sweaters or jackets should be made available, as well. Sunscreen / Diaper area lotions may be applied by staff, with the written permission of the parents on a center supplied form. Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but after 15 minutes we will contact the emergency contacts indicated by the parents. School age children that stay home from school may not attend the center during school hours.

We will not serve children with:

- A fever of 101 degrees F or above, auxiliary
- A fever of 100 degrees F – 100.9 degrees F, auxiliary, if combined with another sign of illness
- A skin rash that has not been identified by a written form by a physician who has seen the rash
- Diarrhea and / or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis
- Unusually dark urine and / or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck
- Infected skin patches
- Pain of which a child complains and interferes with normal activity
- Evidence of infection
- Excessive fatigue
- A moist or open cold sore



Children may be readmitted:

1. With a physician's statement that the child is free from communicable disease and that returning poses no risks to the child or others.

AND

2. If visibly free from communicable disease, fever free without benefit of fever reducing medications for up to 72hrs hours, and free of vomiting / diarrhea for 24 hours while on a normal diet.

The center retains the right to continue to exclude a child despite a physician's statement if that statement contradicts the center's policies.

Staff with symptoms of illness will remain away from the center.

Children that are absent for surgical procedures may be readmitted back into the center with a Doctor note releasing them to normal activities.

Lice Policy

In the event that your Child/ Children are found to have or has come into contact with someone confirmed to have head lice, Child's Time requires that evaluation and treatment is required from a professional lice clinic before returning to the center. Documentation associated with said treatment of lice and nits is required for attendance to restart for your Child/ Children.

Lockdown

We will have monthly lockdowns drills to practice safety in case of a harmful sition. Children will be out of sight of wimdows and doors. The staff will speak to the children in a calm voice reassuring them that are safe. In case case of an actual lockdown parents will be notified by phone or email

Medication

We will not distribute medication unless it is classified as a rescue medication (for example: Epipen, inhaler, etc.) or a child that is protected by the American with Disabilities Act (ADA). Any over the counter medication or non-rescue medication (examples being: Tylenol, Benadryl, etc.) will need to be given by the child's guardian or someone appointed by the guardian. In addition, Child's Time will not store any of these non-emergency medications on the premises. All medication must bein the orginal package, labled with the child's name, Dr information and current date. Medication will be documented if given to the child.

Medical Emergencies

The center obtains written emergency transportation authorization from each parent or guardian before the child begins attending the program (emergency medical and surgical care consent form must be signed). We will not accept any children whose parents or guardian refuse to grant permission for emergency care. If a child is injured and needs treatment immediately, the center will call 911. A staff member will go to the hospital with the child, and take the child's records. The parents will be called to meet the child and staff at the hospital. The staff member remains at the hospital until parents arrive or longer if possible. You will be responsible for all expenses associated with the medical emergency.

Safe Water

We have a copy of the water testing results on the premises. We have the water tested yearly and can be found on file. All facilities have hot and cold running water.

Special Needs

We accept children with special needs. We meet with the parents and make an evaluation as to whether our program and your child's needs are a good fit. We will then proceed to provide reasonable accommodations for your child.

Sun Block

All children are **required** to have sun block (minimum SPF 50) applied at the center during the summer months. Sun block will be provided by the parents along with a consent form. Sunblock may be provided by the center with parent permission. Sun block may not be shared

Tobacco, Vaping, Cannabis, Alcohol and Illegal drugs

The use and visual possession of tobacco, vaping, alcohol, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property, including, but not limited to:

- Indoor and outdoor licensed space.
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.
- In motor vehicles while transporting children, on field trips, to and from school or other child care related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

No illegal drugs, alcohol, vaping and Cannabis are allowed on the premises. Prescribed medications for staff will be locked up. Our staff will not consume, or be under the influence of cannabis, alcohol or illegal drugs in any form while working at our facility. The licensee, staff, assistants or volunteers will not, or allow others to:

- Have or use illegal drugs on the premises.
- Consume alcohol or cannabis during operating hours.
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
- Be impaired as to not be able to respond promptly and care for children.
- There will be no alcohol, including closed and open containers on the premises.
- Cannabis and/or Cannabis products are not allowed on the premises.
- We will not have tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue in the licensed facility.
- All vaping devices will be stored inaccessible to children and out of the view of children.
- Our staff will not have smoking or vaping tobacco within the reach or view of children. All products that are used during business hours will not be used in a "public place" or "place of employment," as defined in RCW [70.160.020](#), in a motor vehicle used to transport enrolled children. Used by any provider who is supervising children, including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW [70.160.075](#)

Toddler Biting Policy

Toddler's bite; it is a natural part of being a Toddler. A Toddler can bite out of frustration, to show affections, to get attention, because of emotional instability, or simply because they cannot communicate their needs and wants. Though this is normal, **we absolutely do not tolerate biting**. If a student bites another student and breaks it bruises the skin, an Accident/Incident report will be filled on the student that was bitten and the student that bit. The parent of the biting child will be called to pick up if the child has bitten 3 or more times in one day. We will work as diligently as possible to keep the biting at bay, and to keep every child safe. Unfortunately, it can happen very fast, which can make it impossible to stop in certain situations. If a child continues to bite on a consistent basis, then there will need to be conference between the parents, the teacher and Director to come up with a solution to stop the biting. If the child bites and breaks the skin of another child **5 or more times in one week**, then that is grounds for immediate termination from the center. Please keep in mind that we will work as hard as possible to prevent terminating a child, but we have a responsibility keep the other children safe.

DIAPER CHANGING/TOILET PROCEDURES

For children that are still in diapers, Child's Time adheres to the following procedures for diaper changing:

1. Staff washes hands with soap and warm water
2. Gather supplies needed
3. Lay child on changing area.
4. Remove diaper and clothing if necessary.
 - * Put Disposable diaper in plastic lined receptacle
 - * Put cloth diaper in separate plastic bag (un-rinsed) for parents to take home at the end of the day (State requirements prohibit us from rinsing out diapers or soil clothes; instead, they will be put into a plastic bag.)
5. Clean child using a damp paper towel or pre-moistened towelette (supplied by parents).
6. Diaper and dress child, wash child's hands
7. Place child in safe area.
8. Clean and disinfect diaper changing area (bleach)
9. Staff person wash hands with soap and warm water.

Diapers will be checked every two hours and/or changed as needed. Child's Time asks that you provide a complete change of clothing for your child. All such supplies must be provided in a box that is clearly labeled with your child's name. If you do not provide diapers or wipes for your child, you will be charged \$1.00 per diaper change, payable that day.

Infant Diaper Changes:

Some Child's Time locations provide diapers for infants only. If you feel that your child requires more frequent changes than our standard policy mentions, you will be asked to provide all necessary diaper changing supplies for your child. This ensures that we can accommodate their individual needs while maintaining our supply for all children in our care. Please note that any diapers supplied by Child's Time are intended solely for use while your child is in our care and cannot be sent home.

Toilet Training

1. Toilet training is initiated after consultation with the parent to communicate and identify:
 - * Use positive reinforcement
 - * Family culture practices
 - * Routine established between the parent and provider
2. Food will not be used as reinforcement for toilet training
3. Potty-chairs will be located in the bathroom or similar area with a moisture impervious and washable floor.
4. Potty-chairs will be immediately emptied into a toilet and cleaned in a designated sink or utility sink separate from classrooms and sanitized after each use.
5. The sink used to clean and sanitize the potty-chair will be cleaned and sanitized after cleaning potty-chairs.

****Note: Solid clothes will be put in a sealed plastic bag and labeled with the child's name to be sent home. We CANNOT rinse out bowel movements from clothes or even blood. If your child is in different clothes when you pick up please check for a plastic bag to take home and wash.***



INFANT SCHEDULE- Ages 6 weeks-1 Year

6:00am-6:00pm (may vary by location)

We follow the infant's individual schedule for feeding and sleeping

We provide items for:

- *Small and Large motor skills
- *Outside Time
- *Art projects (teacher directed for projects, for parents)
- *Tummy Time
- *Individual self-feeding skills
- *Work on crawling
- *Help with walking
- * We will provide Formula and Food - per parent permission
(hold onto hands)

These are done throughout the day based on the child's schedule.

We also have a health nurse that visit the room monthly to support parents, staff and to monitor the progress of the Infant room.



Infant Feeding

We support families as their children transition from formula and breast milk to eating solid foods at the table. We will consult with the parent or guardian to implement a feeding plan for infants and toddlers at each step of this process. We will provide educational materials and resources to support breastfeeding mothers and nutritional information on infant formulas. We will have a designated area for nursing and bottle-feeding mothers. All infants and toddlers will eat when hungry according to their nutritional and developmental needs, unless medically directed. We will serve only breast milk or infant formula to an infant, unless the child's health care provider offers a written order stating otherwise. We will hold infants and toddlers while making eye contact with them. We will stop feeding the infant or toddler when he or she shows signs of fullness. We will not allow infants or toddlers to have propped bottles or given a bottle or cup when lying down. We will transition a child to a cup only when developmentally appropriate and with the permission of the parent or guardian.

In consultation with the parent or guardian we will begin introducing solid foods. We will not introduce solid foods sooner than four months of age, and it will be based on an infant's ability to sit with support, hold his or her head steady, close his or her lips over a spoon, and show signs of hunger and being full, unless identified in written food plan pursuant to WAC [110-300-0190](#) or written medical approval. We will not add food, medication, or sweeteners to the contents of a bottle unless a health care provider gives written consent. We will not serve juice or any sweetened beverages (for example, juice drinks, sports drinks, or tea) to infants less than twelve months old, unless a health care provider gives written consent, and to help prevent tooth decay we will only offer juice to children older than twelve months from a cup. In consultation with the parents or guardians we will increase the texture of the food from strained, to mashed, to soft table foods as a child's development and skills progress between six and twelve months of age. Soft foods offered to older infants will be cut into pieces one-quarter inch or smaller to prevent choking. We will allow older infants or toddlers to self-feed soft foods from developmentally appropriate eating equipment.

Placing infants or toddlers who can sit up on their own in highchairs or at an appropriate child-size table and chairs when feeding solid foods or liquids from a cup, and having an early learning provider sit with and observe each child eating. See policy for storing and serving breast milk. Infants and toddlers will not be served food from polystyrene (Styrofoam) cups, bowls, and/or plates.

FIELD TRIP ACTIVITIES AND TRANSPORTATION PROCEDURES

Field Trips

Children (ages 3 and up potty-trained) may go on field trips with their classrooms. Parents will be notified in advance, and they must sign the Field Trip release form in order for the child to participate (some field trips may require a small fee), fee is paid to the office. On occasion, children will be taken to parks, etc., but will return to the center at the time posted on the notice. Also included in the enrollment form and policy we have a standing field trip release form. Car seats and booster seats are provided by the parents in order for them to participate.

Public and Private Transportation

Children at Child's Time may be transported by private daycare vehicle or public-school buses to and from school. If your child is suspended from the Child's Time van, the parents must find their child alternative transportation until the suspension is lifted. If your child is suspended from the public-school bus, you must find alternate transportation other than Child's Time Inc. to transport your child to and from school (your child may not stay at the center during school hours).



Water activities

We do offer off-site water field trips per parents' permission. All activities that involve swimming will have a lifeguard on duty. At least one staff member on the activity will have their required service cards to include CPR, HIV and Blood Bourne.

HOURS OF OPERATION & ACTIVITY SCHEDULE

Each center has varied hours of operation. **We may close up to 5 days a year for staff in-service training.** We will notify you 30 days in advance. Our earliest opening site is 5:00am and the latest closing site is 6:00pm. We are closed the following holidays:

New Year's Day	January
Martin Luther King Jr. Day	January
President's Day	February
Memorial Day	May
Juneteenth	June
Independence Day	July
Labor Day	September
Columbus/Indigenous Peoples' Day	October
Veterans Day	November
Thanksgiving Day	November
Native American Heritage Day	November
Christmas Eve (close early)	December
Christmas Day / Break	December
New Year's Eve (close early)	December

During the week of Christmas Break our hours of operation will be from 6am-6pm, unless otherwise noted.

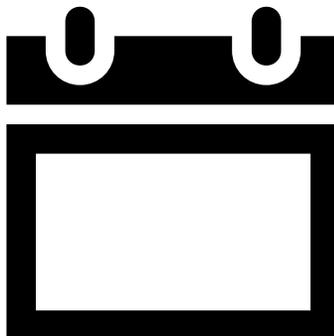
We DO NOT prorate tuition for the months we are closed for holidays or staff training

ACTIVITY SCHEDULE

Although each classroom's daily scheduled activities alternate between quiet, active, free play, and total group experiences, daily lesson plans are posted in each classroom. Infant schedules are the baby's preference. An example of a daily schedule for older groups is:

6:00am – 8:00am	arrival, warm greeting, play with friends and parents
8:00am – 9:00am	wash hands, breakfast, older kids leaving for school
9:00am – 11:00am	preschool time, outdoor time, or gym time
11:00am – 11:15am	preparation for lunch, wash hands, toileting
11:15am – 12:00pm	wash hands, lunch in small groups
12:00pm – 2:15pm	arrival and departure of kindergartens, soft music, nap time or quiet time for younger children
2:15pm – 2:30pm	toileting, wash hands, preparation for snack some departures and second shift arrivals
2:30pm – 4:30pm	snack time, preparation for outdoor time
3:00pm – 3:30pm	outdoor time or gym time
3:30pm – 4:00pm	group time in small and large groups
4:00pm – 5:00pm	free choice of activities
5:30pm – 6:00pm	late pm snack, ready to go home, arrival of parents

(varies by site due to each center operational hours, please check with your centers Site Director)



Ongoing Teacher Training and Support

At Child's Time, we are dedicated to offering high-quality early learning experiences by continually strengthening our teaching practices. We support our educators through structured, in-classroom professional learning opportunities, ensuring that training happens within the context of the teaching environment. Our program leaders provide in-depth, hands-on support to lead teaching staff with the goal of improving both curriculum delivery and the quality of teacher-child interactions.

This professional development happens in a variety of ways, including in-class coaching and modeling by supervisors or directors, collaborative group and individual staff meetings, team planning sessions with site leadership, and regular curriculum review meetings. The focus of these activities is to enhance key teaching strategies such as child-led inquiry, project-based learning, language development through conversation, positive behavior guidance, emotional coaching, classroom management, and inclusive, culturally responsive instruction.

All professional development sessions are carefully documented through instructional leadership logs, coaching notes, professional growth plans, and meeting records. These documents track essential details such as the date and time, instructional leader involved, participants, the type of interaction (live or recorded), and the specific topic covered. In addition, regional

Professional Development Schedule

Sessions can occur on a daily, weekly, monthly, or annual basis, with additional quarterly reflection and planning meetings. These sessions may include:

- In-classroom modeling and coaching by a supervisor or director
- Group or one-on-one staff meetings
- Group-based planning with lead teachers and site leadership
- Curriculum calibration sessions to align practices across classrooms

Additional training may be embedded during center-wide in-service days.

Each of our staff has a minimum of the following credentials:

- Stars training
- First Aid / CPR certified in Adult, Child and Infant
- TB test
- Aids Training
- Food Handlers Card
- 30 hours Stars Training and continuing 10 hours Stars (childcare classes) every year.
- Criminal Background Check by Washington State
- Constant continuous education through local colleges, tech school, conferences and seminars.
- Restraint policy as approved by DCYF
- Infant safe sleep training – annually
- Annual staff training to support positive social and emotional development, reducing challenging behaviors and trauma informed care.

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs)



A Few Words from Us!

Since 1987, our family-owned and operated childcare organization has been dedicated to nurturing and inspiring young minds throughout the Puget Sound area. Over the decades, we have grown with intention and care, now proudly operating nine vibrant centers across seven welcoming locations, including Spanaway, Graham, Tacoma, Centralia, and Rochester. Our journey has been fueled by a deep passion for early childhood education and a commitment to providing exceptional care in a safe, warm, and stimulating environment.

In January 2021, we embarked on a new chapter under fresh ownership, bringing renewed energy and vision while honoring the rich legacy we have built. Today, our team consists of over 70 highly qualified, compassionate educators who pour their hearts into supporting the growth and development of more than 320 children daily. Every day, our teachers engage with each child thoughtfully, encouraging curiosity, creativity, and confidence through a carefully crafted blend of learning and play.

At the core of our mission is a genuine belief that childhood is a precious and formative time. We take immense pride in fostering an environment where your child feels safe, valued, and inspired to explore the world around them. Our centers are not just places of care — they are nurturing communities where children can flourish socially, emotionally, and intellectually. We are honored to partner with families on this incredible journey, providing a joyful foundation for lifelong learning and success.

We operate in an environment of open communication.

CONTACT INFORMATION

Administrative Contact Information

Tamera Shumway, President / Owner | T.Shumway@childstime.org
Anita Thomas, Regional Director & Billing Specialist | A.Thomas@childstime.org
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Caitlynn Mosselli, Assistant Director- Spanaway (II, IV, VI) | C.Mosselli@childstime.org
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Jermery Wilson, Site Director- Graham (VII) | J.Wilson@childstime.org
Jennifer Christian, Site Director- Centralia [Marsh St] (VIII) | J.Christian@childstime.org
Josie Laughlin, Site Director- Centralia [S Tower Ave] (IX) | J.Laughlin@childstime.org
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Michael Chavez, Curriculum Coordinator/Family Advocate | Michael.Chavez@childstime.org
Tracey Anderson, CACFP Coordinator | T.Anderson@childstime.org

CHILD'S TIME EARLY LEARNING CENTER LOCATIONS						
CENTER	ADDRESS	PHONE	INFANTS	TODDLERS	PRESCHOOL	SCHOOL-AGE
CHILD'S TIME II, IV, VI	21323 Mountain Hwy E Spanaway, WA 98387	(253) 847-4266	X	X	X	X
CHILD'S TIME III	11415 Pacific Ave S Tacoma, WA 98444	(253) 531-0240		X	X	X
CHILD'S TIME VII	9716 224 th St East Graham, WA 98338	(253) 271-7148		X	X	X
CHILD'S TIME VIII	1011 Marsh Ave Centralia, WA 98531	(360) 736-9500		X	X	X
CHILD'S TIME IX	604 S Tower Ave Centralia, WA 98531	(360) 807-4690	X	X	X	
CHILD'S TIME X	9929 Highway 12 SW Rochester, WA 98579	(360) 858-7338			X	
CHILD'S TIME XI, XII	10119 Highway 12 SW Rochester, WA 98579	(360) 858-7452	X	X	X	X
CHILDS TIME XIII	560 Center St E Eatonville, WA 98328		X	X	X	X

Main Office

21323 Mountain Highway East, Spanaway, WA 98387

1 (833) 901-7131

Website: www.ChildsTime.org

Facebook.com/childstimeinc Instagram: @childstime



If you have any questions in regards to your child's care, please feel free to contact us.