

A New Day
Learning House
LLC

**Parent
Handbook**

2027-2028

First and foremost, thank you for considering A New Day for your childcare needs. We are excited to get to know your little one!

This handbook explains how our program partners with families, cares for children, and responds to health and safety needs.

Program contact:

• Skye Shutler • business line: 425-642-4660 • cell: 206-327-8360 License number: [upon issuance]

Welcome & Background

A New Day Learning House is a small family home early learning program for children approximately 18 months through 6 years. Having been a preschool teacher, tutor and career nanny; my passion for working with children has always been present. I was the oldest of four children and was raised in Anacortes, WA. I found my passion for children and love of the outdoors at an early age. I attended Western Washington University in Bellingham, WA and received my Bachelor's in Psychology. Then Antioch University in Seattle, working on my Master's in Mental Health Counseling and Child, Couple & Family Therapy.

In my spare time you'll find me hanging out with my husband and two children. We created A New Day Learning House in the East Renton Highlands with the utmost care put into every detail. We wanted the best parts of a daycare and preschool put into one. This is why we have a dedicated indoor space of nearly 1000 square feet and a half acre of outdoor space for children to call their own.

When I first considering opening A New Day, I found I wasn't familiar with the licensing process for Washington state for in home childcare's. In order to educate those parents who would like a little more information about what being licensed means, I've included references to the WAC guidelines in this handbook. Any information you'd like to know? Just ask. All questions are welcome.

Our Learning House Rooms/Areas

Indoor (960 square feet dedicated space):

Rainbow Room..... individual activities, math, science and culture.

Cloud Room.....art, crafts, large group activities and cooking.

Sensory Room.....tactile learning, quiet activities and transitions to a dark room for nap.

Polka Dot Room.....reading, dress-up and make believe play.

Outdoor (half-acre):

Playground.....3 swings and a slide

Airplane Teeter-totter with room for 9 children

Sandboxes.....the Pirate box and the Flower box

Driveway.....4000 square feet of asphalt for riding toys

Canopy Room 10' x 12' canopy with furniture

We welcome children and families across race, color, national origin, religion, sex, disability, family structure, language, and income. We will discuss reasonable accommodations and an individual care plan with each family and consider the child's needs and our ability to provide safe care under the license.

Our home setting supports predictable routines, close relationships, and hands-on exploration. We invite families to tell us how their child communicates, finds comfort, learns, and celebrates important traditions.

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0300](#) • [WAC 110-300-0355](#)

Curriculum and daily rhythm

Our approach blends play based learning, selected Montessori practices, and age appropriate STEM exploration. Children choose purposeful materials, practice

practical life skills, ask questions, build, sort, count, observe nature, create art, read, sing, and move. Adults model language, guide social problem solving, and adapt activities to each child's stage and interests. We use the Washington State Early Learning and Development Guidelines to plan for social, emotional, physical, language, and cognitive growth.

A typical day with us:

8:00 to 9:00am.....Arrival and Free Choice

9:00am.....Circle Time -Welcome Song

9:15am.....Morning Snack - Fruit/ Dairy/ Grain

9:30am.....Potty Break

(please let us know if you are potty training so we can support you).

9:45am.....Small Group -STEM project OR Music

10:15am to 11:30am....Outdoor Time (rain or shine)

11:30am to 12:30pm.... Lunch - Protein/Dairy/Veggie/Fat/Grain (outside in canopy room)

12:30pm.....Potty Break

12:45pm to 2:45pm.....Rest or quiet activities

2:45pm.....Afternoon Snack - Dried Fruit/Dairy/Grain

2:45pm to 3:30pm...Outdoor Time or Free Choice

*Washington rules: [WAC 110-300-0305](#) • [WAC 110-300-0360](#) • [WAC 110-300-0295](#)

Family partnership and communication

We exchange short updates at arrival and pickup and use the BrightWheel App for routine messages, meals, photos if authorized, and program notices. We will discuss development and care goals at enrollment and twice each year or whenever a family requests it. Please tell us promptly about sleep changes, illness, major transitions, family concerns, or a change in pickup plans. We arrange interpretation or another accessible way to communicate when needed.

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0300](#)

Language culture faith and holidays

We welcome home languages and invite families to share words, songs, and customs. We use pictures, gestures, books, and simple signs as helpful; English is the primary program language unless a separate language plan is agreed. We will include a range of cultures in everyday materials without asking a child to speak for their community.

We mark seasons and family traditions with inclusive books, art, food and conversation. Families may opt out of an activity; we will provide an equally welcoming alternative. The annual closure and celebration calendar is shared before enrollment and updated when needed.

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0305](#)

Kindergarten transition

During the year before kindergarten, we support independence, language, friendship skills, early literacy and math through play. With parent permission, we discuss the child's strengths and supports with the receiving school or share a family prepared summary. We provide families with records of our observations on request and plan a positive goodbye routine.

* Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0305](#)

Enrollment and records

Enrollment is offered after a tour, availability check, discussion of individual needs, completed agreement, and all required records and permissions. We collect the child's date of birth, parent contacts, emergency contacts, authorized pickup people, health history, provider contacts, immunization documentation, medical treatment authorization, individual care plans when needed, and applicable activity permissions. We update records at least annually and whenever health or contact information changes; families must report changes immediately.

Records are kept confidential and accessible to the staff who need them for care or an emergency. A parent or guardian may review their own child's records. We share information with authorized staff, the parent or guardian, DCYF or another agency entitled to it by law, and emergency or health professionals as necessary. We verify legal custody restrictions using documents supplied by the family.

*Washington rules: [WAC 110-300-0460](#) • [WAC 110-300-0450](#) • [WAC 110-300-0210](#)

Capacity staffing and mixed ages

Our licensed capacity is [_____] children ages [_____] as printed on our license. The group may include toddlers and preschoolers in the same care space. We plan activities and materials for the youngest children present, supervise transitions, and separate small parts or activities that pose a risk to younger children.

We maintain the staff to child ratio of 1: 6 and any age mix limits on our license and in WAC. Skye is the primary provider; and one assistant _____ supports the group. Staff children present in care count toward capacity.

*Washington rules: [WAC 110-300-0355](#) • [WAC 110-300-0345](#) • [WAC 110-300-0450](#)

Hours closures and attendance

We are open Monday through Friday, 8:00 a.m. to 3:30 p.m. and are closed for the following:

May 31st	Memorial Day
July 2nd	Skye's Birthday
July 5th	Independence Day
August 23rd-27th	Summer Family Vacation
September 6th	Labor Day
November 11th	Veteran's Day observed
November 24-26th	Thanksgiving Break
December 24-25th	Christmas Eve & Christmas
January 1st	New Year's Day
February 21-25th	President's Day & mid-winter break

We notify families of planned closures at least days in advance when possible. We have a wired-in generator which comes on automatically in case of a power outage due to weather. If an unexpected closure due to illness, utility outage, unsafe conditions, or emergency, we contact families by [text/app/email] as soon as practical. Tuition treatment for closures appears in the signed enrollment agreement.

Please tell us by 9:00am if your child will be absent or arrive late. A parent or authorized adult records the child's actual arrival and departure using BrightWheel

on an iPad. This includes their name or signature. Children must be handed directly to a staff member; never leave a child at the gate or door. Staff confirm identity before release and contact a guardian if an unfamiliar authorized adult arrives.

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0455](#) • [WAC 110-300-0345](#)

Arrival pickup access and custody

Parents and guardians may access the licensed child care areas during business hours while their child is in care, subject to safety, supervision, and any court order. Please enter through the black gates, park and walk around to the front entrance of the childcare and check in with staff. Other parts of the residence are private and are not licensed child care space.

We take your children's safety seriously. Only people named in the child's record may pick up. Bring identification if we have not met you. Provide court orders affecting access or pickup and notify us of changes. If an adult appears unable to transport a child safely, we will seek another authorized pickup or emergency help as needed. A child is never released to an unauthorized person.

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0455](#) • [WAC 110-300-0460](#)

Tuition fees and subsidies

Tuition includes a variety of educational and hands-on, play-based materials. It also goes towards cleaning supplies, snacks and meals as well as providing a living wage for our staff who provide attentive childcare for your child.

Monthly tuition is:

Ages 18 months to 2.5 years-old

\$1920 for five days per week, M-F.

\$1170 for three days per week, M, W, F. Ages 2.5 years-old to 6 years-old

\$1800 for five days per week, M-F.

\$1100 for three days per week, M, W, F.

A \$150 registration fee and first month tuition is due upon enrollment.

Payments are due on the 1st of each month and a late payment fee of \$50 is applied on the 6th after the grace period of five days.

Late pickup is a \$20 fee at 3:45pm and a \$40 between 3:45pm and 4:00pm.

The signed enrollment agreement specifies charges for absences, holidays, closures, vacations, returned payments, and any sibling or part time arrangements. We give 30 days written notice of price changes unless law or a subsidy contract requires otherwise.

We do accept Working Connections Child Care or other subsidy. Families remain responsible for their copayment and any charges permitted under program rules and their written agreement. We do not promise a subsidy rate or eligibility. Payment plans must be documented in writing.

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0485](#)

What families bring

Please provide labeled:

- Weather appropriate spare clothes in a gallon zip-lock bag
- Outdoor clothing (rain suits are encouraged during Fall/Spring and snowsuits during Winter, swimsuits and towels during Summer)
- Indoor slip-on shoes or slippers
- Diapers or training pants and wipes when needed
- A washable comfort item for rest (stuffy/lovey/binkie)
- Nap mat with pillow attached (goes home weekly to be washed)
- Water bottle (goes home weekly to be washed).
- Any authorized medication in its original container.
- Please leave small choking hazards, toys that look like weapons, valuables, and food outside the program unless arranged in advance.

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0265](#)

Positive guidance

We build trust through predictable routines, clear expectations, choices, co regulation, and teaching the skill a child needs. We describe behavior without labeling the child, protect those involved, and reconnect after conflict. We talk with families about patterns, triggers, and support strategies.

A preschool child who needs space to regain control may be supported in a calm, supervised place for the shortest useful time. We explain the reason in a way the child can understand.

*Washington rules: [WAC 110-300-0330](#) • [WAC 110-300-0331](#) • [WAC 110-300-0450](#)

Physical restraint

We believe in reinforcing behavior we would like to see more of and ignoring behavior we would not like to see. We do this whenever possible. If a child's immediate behavior creates a serious risk of physical harm, only a person authorized under the rule may use the least restrictive physical intervention. We follow training, supervision, documentation, parent notification, and reporting requirements. We review what led to the incident and revise supports.

*Washington rules: [WAC 110-300-0335](#) • [WAC 110-300-0490](#)

Inclusion and individual care plans

We partner with families of children with disabilities, health needs, developmental differences, allergies, or an IEP, IFSP, 504 plan, or IHP. When required, we create a parent signed individual care plan with the child's supports, trained staff, medication or emergency steps, and accommodations. The plan is updated annually and when needs change. Visiting specialists may work with a child here with written parent permission. Enrollment and care are subject to license limits and safe staffing.

*Washington rules: [WAC 110-300-0300](#) • [WAC 110-300-0450](#)

Preventing expulsion and ending care for safety

We do not expel a child for ordinary developmental behavior. For repeated safety concerns, we meet with the family, document incidents and strengths, adjust the environment, routine and staffing where feasible, seek specialist or community support with consent, and share each step and review date in writing. Examples of a serious concern may include repeated attempts to leave the supervised area or aggression that risks significant injury despite supports.

Expulsion is considered only when a serious safety concern for the child or others cannot be reduced or eliminated with reasonable modifications. If it occurs, we review this policy with the family, provide a written record of incidents and prevention steps, offer community resources, and report to DCYF as required. Immediate emergency action may be necessary to keep children safe, but the required documentation and support steps still apply.

*Washington rules: [WAC 110-300-0340](#) • [WAC 110-300-0486](#)

Termination of services

A family may end care with two weeks written notice; tuition during notice is the normal rate. The program may terminate the contract for unpaid bills, ongoing late

pickup, or unsafe or inappropriate conduct by an adult after written notice and an opportunity to resolve the issue when practical. We document the reason, effective date, balance and transition arrangements. A child's behavior is handled under the separate expulsion policy above, not treated as a routine contract violation.

*Washington rules: [WAC 110-300-0485](#) • [WAC 110-300-0486](#) • [WAC 110-300-0340](#)

Toileting diapering and hygiene

We change diapers promptly in the designated area, use gloves and handwashing as required, and keep clean supplies separate from soiled materials. We agree with families on a positive, developmentally appropriate toilet learning routine and provide privacy when a child needs it. Families supply diapers, wipes, and several changes of clothes. Bathing or showering is only for a permitted reason and with specific parent consent.

*Washington rules: [WAC 110-300-0220](#) • [WAC 110-300-0221](#) • [WAC 110-300-0200](#) • [WAC 110-300-0450](#)

Rest and sleep

After lunch, children have a quiet rest period in our designated dark room with a stuffy, a mat and labeled bedding from home. We supervise rest and offer quiet books or activities to a child who does not sleep. We follow individual toddler sleep patterns. Each bedding is cleaned with Zum natural amber laundry detergent on a weekly schedule.

*Washington rules: [WAC 110-300-0265](#) • [WAC 110-300-0290](#) • [WAC 110-300-0331](#) • [WAC 110-300-0450](#)

Meals snacks and drinking water

Weekly Menus are posted on the BrightWheel app. If you need substitutions for your child, please let us know. Drinking water is available throughout the day. We encourage children to listen to hunger and fullness cues and encourage them to try new foods.

Tell us about allergies, special diets, texture needs, and cultural or religious food choices before the first day. We make a signed food plan as required and avoid cross contact. Parent provided meals must meet the applicable meal pattern or we supplement as required. For shared celebration food prepared by another family, we obtain each child's written parent permission before serving. We follow safe storage and preparation practices.

*Washington rules: [WAC 110-300-0185](#) • [WAC 110-300-0186](#) • [WAC 110-300-0190](#) • [WAC 110-300-0195](#) • [WAC 110-300-0197](#) • [WAC 110-300-0500](#)

Illness exclusion and return

Common colds and congestion are part of childhood and we check for signs of illness each day and contact families if a child becomes ill. A child who cannot comfortably participate, needs care beyond what staff can safely provide, or meets a WAC exclusion criterion must be picked up promptly and may return when the applicable rule or public health guidance is met. We use the current DCYF approved health policy for symptom specific thresholds and return rule. Families must report communicable diseases and follow exclusion instructions. We notify families of exposure while protecting the ill child's privacy.

*Washington rules: [WAC 110-300-0205](#) • [WAC 110-300-0210](#) • [WAC 110-300-0500](#)

Immunizations and health information

Before attendance, families provide a current Washington immunization record or legally accepted exemption documentation and update it as required. We keep the child's health history, medical and dental contacts, consent for emergency treatment, and any care plan current. We do not disclose another child's medical information.

*Washington rules: [WAC 110-300-0210](#) • [WAC 110-300-0460](#) • [WAC 110-300-0500](#)

Medication

We administer medication only under the current WAC requirements, with required written authorization and instructions. Families give medication directly to staff in its original labeled container; we store it securely and record each dose, person, time, and any reaction. Emergency medication and individual care plans must be ready for staff and available during evacuation or off site activities. We do not accept medication in a child's bag without a staff handoff.

*Washington rules: [WAC 110-300-0215](#) • [WAC 110-300-0300](#) • [WAC 110-300-0500](#)

Injury and medical emergencies

Bumps and bruises are normal parts of childhood. For minor injuries, we provide appropriate first aid, document the event, and notify a parent under the reporting requirements. For a serious emergency, we call 911, give first aid within training, contact the parent, and follow the child's emergency plan. Staff maintain current

required CPR and first aid training and a stocked kit. We document and report events to DCYF or public health when required.

*Washington rules: [WAC 110-300-0230](#) • [WAC 110-300-0475](#) • [WAC 110-300-0500](#)

Cleanliness

We practice stopping the spread of illness through handwashing. We use soap and warm water whenever possible and hand sanitizer when off-site. Staff and children wash hands at required times. We clean, sanitize, and disinfect toys, surfaces and toileting equipment according to the written health policy; use protective barriers for blood and body fluids; keep cleaning supplies inaccessible; and use safe pest control. No pets have access to licensed space.

*Washington rules: [WAC 110-300-0200](#) • [WAC 110-300-0205](#) • [WAC 110-300-0220](#) • [WAC 110-300-0500](#) Supervision and Outdoor play

We believe in getting children outdoors rain or shine. This means your child needs to come to A New Day dressed for the weather. Layers are great! We have ample outdoor space and encourage children to have a full sensory experience when playing with the mud kitchen, sandbox and foam areas. We actively supervise children both indoors and outdoors. We count children before and after moving between areas. Outdoor play and equipment are chosen for the ages present; children are supervised around gates, climbing equipment, and hazards. We adjust or cancel outdoor time for unsafe weather (storms) or air quality (unhealthy for sensitive groups).

*Washington rules: [WAC 110-300-0345](#) • [WAC 110-300-0145](#) • [WAC 110-300-0165](#)

Water play

We love the water! Sprinklers and water tables are a treasured play experience. We have a warm water hose and use it during Spring and Fall months to extend water play past Summer. We empty and clean water play materials after use and closely supervise.

*Washington rules: [WAC 110-300-0350](#) • [WAC 110-300-0450](#) • [WAC 110-300-0460](#)

Transportation walks and field trips

We plan field trips with two weeks advance notice and transport children to and from the destination. Popular destinations include: Kid's Quest Children's Museum in Bellevue, Safari Indoor Play in Tukwila and The Sandbox in Issaquah. We obtain written parent authorization, give at least 24 hours written notice for a field trip, carry emergency records, medication, phone and first aid kit, maintain ratios

and supervision, and count children at every transition. Vehicle travel will meet the additional driver, restraint, vehicle, and insurance requirements.

*Washington rules: [WAC 110-300-0480](#) • [WAC 110-300-0450](#) • [WAC 110-300-0460](#)

Photos video and surveillance

We request separate written choices for (1) photos and video used privately for family updates, (2) display within the program, and (3) public marketing or website use. A family may decline public use without affecting enrollment. We use outdoor Ringcams for surveillance with one Ringcam located pointed at the Playground, one in the Canopy Room and one in the Parking Lot. Only Staff can view recordings. Parents may update permissions in writing. We do not publish names with images without express permission.

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0460](#)

Alcohol tobacco cannabis drugs and weapons

Smoking, vaping, alcohol consumption, cannabis use, and illegal drug possession or use are prohibited in licensed child care space and during care. Staff may not work while impaired. Families and visitors must follow program safety rules at drop off and pickup. If firearms, weapons, or ammunition are on family home premises, they are secured as WAC requires, inaccessible to children; staff and visitors do not bring weapons into licensed space.

*Washington rules: [WAC 110-300-0420](#) • [WAC 110-300-0450](#) • [WAC 110-300-0165](#)

Emergency preparedness and reunification

Our written emergency plan covers fire and evacuation, earthquake, lockdown or shelter in place, severe weather, utility failure, provider emergency, and care if families cannot reach us for up to three days. Staff take attendance, emergency contacts, first aid supplies, and needed medications. Primary evacuation meeting place: Top of the cul-da-sac. Reunifica. We contact families by phone, then the listed emergency contacts, and follow emergency officials' instructions. The floor plan and complete plan are reviewed with families at enrollment and when updated and are available at the postings wall.

*Washington rules: [WAC 110-300-0470](#) • [WAC 110-300-0450](#)

Reporting and child protection

We are mandated reporters. When we have reasonable cause to believe a child has experienced abuse or neglect, we report to law enforcement or DCYF as required;

we do not investigate on our own or promise confidentiality that would prevent reporting. We also report missing children, medical emergencies, poisoning, fire, and other specified incidents to 911, DCYF, public health, or the poison center within the rule's time frames. Families receive notice when their child is affected, consistent with safety and investigation requirements.

*Washington rules: [WAC 110-300-0475](#) • [WAC 110-300-0450](#)

Policies records and updates

Families may review the current health policy, staff policies that are available for review, consistent care policy, menus, liability insurance information, inspection reports, notices of enforcement action if any, and other relevant policies at postings wall during business hours or request an electronic copy from Skye. We keep the current handbook available and provide revisions to families. Substantial policy changes are communicated in writing and signatures are renewed when appropriate.

The consistent care plan aims to keep children with familiar caregivers and predictable routines. During breaks or an absence, a qualified staff member takes over after a handoff of the child's individual needs. We maintain required ratios and background checks.

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0495](#) • [WAC 110-300-0465](#) • [WAC 110-300-0505](#)

Parent permissions and acknowledgment

Thank you so much for taking the time to read this Handbook. Feel free to reach out to Skye for any questions or concerns.

Private photos and video for family communication: Yes ☐ No ☐

Photos for in-program display: Yes ☐ No ☐

Public website or marketing images: Yes ☐ No ☐

Surveillance as described above: Yes ☐ No ☐

Off-site walks or trips: Yes ☐ No ☐ Specific authorization attached ☐

Vehicle transportation: Yes ☐ No ☐ Specific authorization attached ☐

Sunscreen permission: Yes ☐ No ☐

Food prepared by another enrolled family on special occasions: Yes ☐ No ☐

Visiting health professional services (if applicable): Yes ☐ No ☐ Plan attached ☐

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0460](#) • [WAC 110-300-0190](#) • [WAC 110-300-0480](#)

Child name:

Date of birth: _____

I received and reviewed the current parent handbook and related policies, including the health and emergency plans and the enrollment agreement. I know where to review program records identified in this handbook. I understand that the signed permissions above and any individual plans are separate from this acknowledgment.

Parent or guardian name (printed):

Signature: _____ Date:

Provider name: _____

Signature: _____ Date: _____

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0470](#)

Rule map for editing this handbook

Each section has a direct link to its main Washington Administrative Code provisions. WAC 110-300-0450 is the master parent handbook checklist; WAC 110-300-0500 requires a separate health policy, and WAC 110-300-0470 requires a program specific emergency plan. The handbook summarizes those plans and tells families where to see the full versions. Check the current code and licensing feedback whenever a policy changes.

*Washington rules: [WAC 110-300-0450](#) • [WAC 110-300-0500](#) • [WAC 110-300-0470](#)

WAC codes can be found at dcyf.wa.gov

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