



2016 Parent Handbook

ABC Learning Center Philosophy:

Dear Parents,

Welcome to ABC Learning Center! Our goal is to provide families with the best child care. We are a full service daycare built and developed to meet the need of the children as well as their parents

We provide a nurturing, caring environment that supports imagination and the love of learning. Your child will experience positive and encouraging support during these important developmental years. Here your child will be kept safe, cared for and nurtured both physically and intellectually. Each child is an important individual, and we respect that they each have individual needs.

We believe that a relationship based on mutual trust, confidence and respect between the parent and caregiver is the foundation to successfully meeting the needs of your child.

HOURS OF OPERATION & HOLIDAYS

ABC Learning Center is open from 5AM until 6:30PM Monday through Friday. We are closed Saturday's and Sunday's and the following holidays:

- *New Year's Day
- *Memorial Day
- * Independence Day
- *Labor Day
- * Thanksgiving Day & The day after
- *Christmas Eve
- *Christmas Day

ADMISSION AND ENROLLMENT PROCEDURES

ABC Learning Center provides care for infants and children ages 1 month through 12 years. Enrollment packets may be filled out and submitted at any time prior to the first day of care. If enrollment is full, parents will be placed on a waiting list and notified when space becomes available.

HEALTH REQUIREMENTS

Children must have all immunizations for their age as required by Washington state immunization law (W. A. C. 248-100-164 (2)), Parents or guardians expressing religious or personal objections will be accepted with a signed statement from their child's physician showing they have received information regarding the risks of not having their child immunized. Exception may also be granted by a physician's statement that a valid medical reason exists to withhold an immunization or if there is a laboratory proof of the child having the disease. Our policy is that children cannot be at ABC Learning Center if they have head lice or nits. If ABC Learning Center staff find any lice or nits you will be called and have to immediately be picked up. After two hours if child is not picked up, the Police and Child Protective Services WILL BE CALLED.

ABC Learning Center maintains the following health policies:

If your child shows sign of an illness ((2-more - temperature, rash, extreme listlessness, diarrhea) you will be contacted to pick up your child. It is important that you make arrangements with another person to accept responsibility if you are unable to do so yourself.

ABC Learning Center staff will give first aid for minor injuries such as scratches and abrasions (water and Band-Aid) or bruises (ice bag immediately). In the event of an accident that may

require further treatment, you will be notified promptly. For extreme emergencies, the Fire Department First Aid will be called and you will be contacted immediately

We will care for children with minor colds or coughs. We ask for the health of our staff and other children in our care that when your child's nose is runny with green or yellow discharge **and** has a fever of 100° or higher, please keep your child home.

EMERGENCY NUMBERS

It is important that you keep all emergency contact numbers up to date. In the event of an emergency or if your child becomes ill, our ability to contact you rests solely on the numbers we have on file. A yearly update of your child's emergency numbers, medical and dental visits and immunizations will occur each September.

NON-DISCRIMINATION POLICY

It is the policy of ABC Learning Center that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Vietnam Era Veteran status or the presence of any physical, mental or sensory handicap. This policy is consistent with the Washington State Laws against Discrimination R. C. W. 49.60. This policy applies to every aspect of the agency's programs, practices, policies and activities including client services and employment practices.

CONFIDENTIALITY

ABC Learning Center considers all information about your child confidential, and will not share it with anyone except as required by the facility in working with the child/ children or family, or by the licensing representative concerning the licensing of our facility. We will also provide information to CPS to help in their investigation of any complaint.

REPORTING OF CHILD ABUSE AND NEGLECT

Under Washington state law, ABC Learning Center is required to report immediately any of the following:

1. A death, serious injury requiring medical treatment, or illness requiring hospitalization of a child in care, by telephone and in writing, to the parent, licenser, and the child's social worker, if any;
2. An instance when the licensee or staff has a reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or child exploitation as required under chapter 26.44RCW, by telephone to child protective services or local law enforcement; or
3. An occurrence of food poisoning or communicable disease, as required by the state board of health, by telephone, to the local public health department.

OFF-SITE TRIPS

Field trips and off-site travel are part of the program at ABC Learning Center. The parent must submit a signed consent form providing medical information and emergency numbers and a field trip authorization form. This form is taken on every field trip and when we transport to and from school. For safety reasons, your child will not be allowed to participate without a signed consent form.

Parent consent may be:

1. For a specific date and location; or
2. A blanket authorization describing the full range of trips the child may take. In such case, the licensee shall notify the parent.

TRANSPORTATION

Transportation will be provided by a licensed and insured staff member to and from selected nearby schools, parks, and area business.

MEALS AND SNACKS

Children will receive a nutritious breakfast, lunch and 2 snacks each day. All meals and snacks meet the Washington state requirements and USDA guidelines. Children and staff wash hands before and after meals. Proper food services and sanitation procedures are followed to ensure the safety of the children. If your child has special dietary needs or is intolerant of certain food items, please contact your physician for equivalent food substitutes and provide this information in writing to the director. We are unable to provide special meals. If your child is on a special diet, please provide a balanced lunch and 2 snacks on a daily basis.

All menus and schedules are posted in your child's classroom. Due to allergies please talk to the director prior to bringing **any** food into the center

DISASTER PREPAREDNESS

ABC Learning Center has a disaster preparedness plan in place in the event of an earthquake or other disaster. We practice our disaster drills 4 times a year; in addition to our monthly fire drills. A complete disaster preparedness plan is available for your review on the sign in/out counter, if you would like a copy, one will be provided however; there will be a fee of \$3.00

In the event of an earthquake or other disaster ABC Learning Center will contact our out of area contact as soon as possible to let them know what our status is i.e., everyone is o.k. In the event of such a disaster it is imperative that you remember our focus will be on your child and the children in our care. The staff at ABC Learning Center asks that you call our out of area contact first. We will not answer the phone on site until a full assessment of all the children, staff, buildings, and surrounding area is complete and it is determined that it is safe to return to our classrooms. This policy is in place for the safety of your children and the staff that care for them.

In the event that you are unable to check-in with our out of area contact and we have not heard from you, we will call the out of area contact you provided if one was provided as well as those people you listed as emergency contacts.

BEHAVIOR AND DISCIPLINE POLICY

Each staff has been trained in proper discipline and guidance techniques. The use of physical, emotional abuse or the isolation of children is NOT permitted at any time. The staff at ABC Learning Center will:

1. Respond to a child by using his/her name, speaking in a normal tone of voice at the child's eye level.
2. Offer children choices and opportunities to make decisions and learn of consequences.
3. Use reflective time as a positive step in allowing children time to collect themselves.
4. Act as a role model for all the children

ABC Learning Center reserves the right to immediately terminate enrollment for any child that engages in behavior that creates a significant risk to the health or safety of other children or staff, and where appropriate we will use a behavior agreement/contract in identifying behavior expectations and strategies to help reach and meet goals and expectations.

If at any time you have a complaint or concern about our state licensed facility, and we are unable to resolve the issue you may call: Diane Smith, our center licenser at 425-339-1806.

INTOXICANTS:

If, at time of pick-up you or your authorized pick-up persons appear to be under the influence of alcohol or drugs we will, for the safety of the children, call 911 and/ or CPS.

All Late fees will apply.

MEDICATION MANAGEMENT

All medication must be signed in daily on our medication authorization form. ALL medications are stored in a locked area inaccessible to children. A refrigerator will be available. Medication will be administered by one designated staff member and witnessed and recorded by second staff member.

* In order to administer medications, staff must be provided with a physician's written instructions and with a written parent/ guardian authorization.

*all medications (prescription as well over the counter) must always be kept in the original labeled container from the pharmacy.

* Medication containers must label with the child's name and include directions from the manufacture or pharmacy or dosage and frequency that medications should be given.

* We will never apply any kind of ointment e.g. diaper rash, insect repellent, chap stick, petroleum jelly without a doctor note.

PESTICIDES

As a rule ABC Learning Center will not use pesticides or fertilizers in any of the classrooms, around the buildings, or on the playground. If a pesticide or fertilizer needs to be used we will post notification of intent to use on the sign in/out counter at least 48 hours prior to application. Any and all Applications if needed would take place after our center closes to prevent accidental exposure/contact to the children in our care. Further information is available upon request and any previous application notices will be available in our on-site policies/posting notebook on the front counter.

ATTENDENCE POLICY

It is the policy of this center that all children are in the center by 10:30 A.M. This policy is in place so that the children in our care remain on a schedule, with very little interruption to their daily routine. At 10 am excess staff will be sent home and no other children will be admitted to the program. This policy keeps our staff to child ratio with-in state guidelines. If your child has a Doctor or dentist appointment let us know in advance and we will still admit them to class.

ARRIVAL AND DEPARTURE

It is important that you bring your child(ren) to the center by **10:30AM** each day. **If you call inadvance we will accommodate until 10 AM thank you.** This policy is in place so that our teachers and students can work with fewer interruptions to their daily routine. Please also pick your child up before our 6:30 PM closing time. If you fail to do so, you will be assessed a late fee charge of \$1.00 per minute. If you fail to notify the center personnel within five minutes after the close of the center, we begin to contact the next individual on the emergency pick-up list. If at any time a child is left longer than 15 minutes after the center closes, and staff has not heard from parents, the police will be notified and the child may be taken into child protective custody.

All children will be accounted for at the end of the day and staff will never leave until all children are picked-up and in a safe place. Staff will thoroughly check the classrooms to make sure no child is left behind. Please escort your child/ children to their classrooms or the playground if that is where their class is. We have your child's safety in mind and want them in the care of their teacher. This will also give you the opportunity to relay information about your child and learn about the day's plan to your child's teacher.

PERSONAL BELONGINGS AND MONEY

The toys and educational materials used at ABC Learning Center are shared by all the children as part of learning. The center has enough supplies for everyone. So, please don't allow your child to bring things from home. Please understand that we cannot assume the responsibility for lost or damaged personal possessions including money.

CLOTHING AND SUPPLIES

Provide your child with clothing he/she can manipulate by him/herself. Large leather belts and overall hooks can slow a young child down too much when use of the bathroom is urgent. All sweaters, coats, gloves, boots, lunch pails, should be clearly marked with your child's name. Dress should be simple, comfortable, and appropriate for activities at school. In cold weather, or if your child has tendencies for ear infections, please supply him/her with a warm hat or beanie. We go outside even if the weather is cold or rainy. Be sure your child is dressed for outside activities, we go outside twice each day. Large muscle activity, preferably outdoors, and fresh air are vital to your child's physical growth, and we want to include these activities every day. All parents must provide one set of clean clothing, crib size sheet, blanket. All parents of infants and toddlers must also provide any diapers, wipes and if needed, a bottle with a cover. Any leftover milk will be disposed of and the bottle will be washed, sanitized and returned home with your child.

RIGHT TO FREE ACCESS

ABC Learning Center has an open door policy. You may have free access to any area of the center that your child has access to. You may visit your child's classroom at any time, for the safety of all the children in our care please stop by the office before entering the classrooms. At no time shall you or any parent of other children, or any person not having passed a criminal inquiry and that is not employed by our center have unsupervised contact with any child that is not their own.

CUTURAL & RELIGIOUS ACTIVITIES

Although, we do not teach religion at ABC Learning Center, we will celebrate the religious and cultural diversity of our families by incorporating ALL birthdays and holidays into our classroom curriculum. Please talk with the director or your child's teacher if you have any questions or concerns.

SANITIZING

To prevent the spread of germs the staff at ABC Learning Center will clean and sanitize all equipment and toys used in the center with a disinfectant solution (Clorox). The changing table in the toddler room and infant room is sanitized between each diaper change as described below.

DIAPERING & TOILET TRAINING

Please provide one diaper per every two hours your child is in care and one tub of community wipes a month. ABC Learning Center does not provide diapers or wipes. We will charge \$1.00 for every diaper we need to supply. Due to limited space please only bring what will fit in your child's cubby.

When diapering a child we follow these steps:

1. Wash hands & gather necessary items wipes, diaper, gloves (including diaper ointment if a signed medication form is on file) and place a small amount on a paper towel.
2. Put on gloves and place child on the changing table (a child is never left unattended on the table and children are not belted to the table as belts are neither safe nor sanitary.)
3. Remove soiled diaper and use 1 wipe per swipe front to back, remove soiled glove and diaper to the trash can.
4. Use new glove to apply ointment at this time.
5. Diaper the child with a clean diaper, re-dress the child and help them to wash their hands with soap and water.
6. Return the child to the play area.
7. Wash hands, wash table with soap and water, rinse table with water and then sanitize with bleach solution allowing table to air dry or bleach to set 2 minutes before drying with a paper towel.

When your child shows signs of being ready to toilet train you will need to provide several changes of easy to get up/down clothes to help your child succeed. It is also important to be consistent at home as well. Your child will only succeed if they have the opportunity to.

TODDLER ROOM

We allow toddlers to maintain their own schedules. Parents need to provide all diapers and wipes. If your child requires a bottle please mark it clearly with their name, date and time the bottle was prepared. If a pacifier or special blanket is necessary they will be kept in their cubby away from other children and offered during rest time for their comfort.

INFANT ROOM

Our Infant room has a NO SHOES policy. This policy is in place for the health and safety of the infants in our care.

ABC accepts infants into our center when they are 1 month old. Our infant room staff members interact regularly with each infant throughout the day. We will use simple sign language to encourage and promote speech and communication. We will use your infants name when talking to them. Your baby will be offered a variety of activities throughout the day that include and are not limited to tummy time, music, fine motor & large muscle activities, reading, talking singing, playing, sleeping, eating, outside activities, holding, rocking, hugs and quiet time. Your infant will follow their own schedule eating and sleeping on demand.

To help reduce the risk of SIDS all infants are placed on their backs to sleep. We will also practice these other safety guidelines:

1. We will remove an infant from their carrier immediately upon arrival. If they are sleeping they will be placed on their back in their crib.
2. When they are used, infants will not be allowed to sleep in swings or bouncers, they will be placed in their cribs on their backs.

Please provide four (4) bottles, labeled with your child's name, four (4) nipples in good repair, and covers. Parents are asked to provide 1 diaper for every 2 hours their infant is in our care. Parents are asked to supply 1 large pack of wipes 200 wipes or more per month, or (several small packs) Parents are asked to provide a minimum 3 day supply of formula, breast milk, (or solid food for their baby that is (6-8months or older and has had solid foods introduced). Parents are also asked to bring a crib sheet that will fit snugly on their crib mattress, several changes of clothes (to be kept in their cubby) and an appropriate jacket, coat, or sweater and hat for going outside.

We will have monthly consultation visits in the infant room from _____
They are currently licensed with training and experience in pediatrics. If you have any question or concerns or would like information about a particular topic please talk with your child's teacher or the director, we have many resources to help.

BREAST FEEDING

We have a freezer to store expressed milk for up to 2 weeks and offer breast feeding support (moms can come and nurse, dads can stop in and feed their baby). We will call you when your baby is hungry so you can pump. We also have information and resources for families to help with the transition into childcare. . Infants are held, facing the teacher when having a bottle. They are watched closely for cues that they are finished.

ABC Learning Center has developed the following parent policies for our families to explain our policies and procedures and to provide you with the necessary information about our program and classroom curriculum. Please keep it for your records, and if you have any further questions or concerns please do not hesitate to speak with the director.

We hope the services you and your child/children receive in our licensed childcare facility will be both positive and productive.

PARENTAL RESPONSIBILITIES:

The registration forms, including immunization form, and a copy of your child's birth Certificate must be submitted along with the registration fee prior to your child's first day at our center.

An annual filing fee of \$50.00 per child is payable upon enrollment and at the beginning of each school year by September 5th.

The operating hours of ABC Learning Center are from 5AM to 6:30PM, with a 10-hour state limit. After 10 hours or 6:30 PM, A late charge is payable directly to the teacher at the rate of \$1.00 per minute per child.

IF YOU ARE CONTINUALLY LATE OR OVER STATE LIMIT CPS CAN BE CALLED, AND DAY CARE MAY BE TERMINATED.

Please note: it is our policy that because germs and virus' cause illness and if your child is well enough to attend school they must be well enough to participate in all activities. This includes outdoor activities. Due to staffing we are unable to keep children inside when we are outside.

Keeping the above information in mind, Please keep your ill child at home. Sick teachers can't come to work, teachers that are wiping super runny noses every few minutes are spending more time washing their hands than teaching children. Healthy children.... happy teachers.

Please dress your child for the weather we go outside **every** day **twice** a day!

Bring a complete set of clothes to be left at the center in case clothing needs to be changed.

Sign your child/children in and out every day with your full signature in the spaces provided (this is a state requirement).

Please do not smoke, leave a burning cigarette, leave cigarette butts, or empty your ashtray in the parking lot, as this is a hazard to the children in our care.

Also please do not leave your car running in the parking lot

THERE IS NO CREDIT ALLOWENCE FOR ABSENT DAYS OR LISTED HOLIDAYS

ABSENSES	Full Time children are charged by the month regardless of their attendance.
ILLNESS	Full Price will be charged for the first week. Additional weeks will be at the half rate to hold space.
WITHDRAWAL	Two weeks written notice must be given prior to withdrawal or two additional weeks will be charged.
VACATIONS	After 6 months of continued full time care and a week notice you will receive up to 5 days credit for the days you will be gone. Each additional week will be at the half rate.
LATE RATES	After the state limit (10 hrs.) or 6:30pm there is a \$1.00per Minute, per child late fee payable to the teacher at the time of pick-up. If you are consistently past the 10 hours or here after 6:30P.M., C.P.S. can be called and daycare may be terminated.
BREAKFAST	Breakfast is served to those children in our center from 7:00 AM to 8:00 AM. Due to the possibility of food allergies please ask before bringing any food into the center. ¹

ⁱ Revised 2/28/2016