

# LEARN. LIVE. LEAD.

## Discovery Nursery at Legacy

### Handbook 2022-2023



Administration Office

2110 W. Henry St.

Pasco, WA 99301

509-543-9980

[www.greatclubs.org](http://www.greatclubs.org)

Discovery Nursery at Legacy

4624 W 10th Ave-P2

Kennewick, WA 99336



**BOYS & GIRLS CLUBS**  
OF BENTON AND FRANKLIN  
COUNTIES

## ***Welcome Boys & Girls Club Families!***

Thank you for entrusting us with the care of your child. We look forward to working with you and providing a wonderful experience for your family.

**Our mission is to empower all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.** As youth development professionals, we take this role very seriously and actively look for ways in which we can lift each individual child up to become the best versions of themselves. As caring mentors and program facilitators, we build ongoing, supportive relationships that foster a sense of belonging and purpose for young people every day.

While at the Boys & Girls Club, youth will participate in a variety of activities that fall under our three pillars of focus: **Academic Success**, **Healthy Lifestyles**, and **Good Character and Leadership**. Clubs offer a variety of tested, proven and nationally recognized programs designed to empower youth to exceed in school, become good citizens and lead healthy, productive lives.

Thank you for choosing us for your childcare needs.

Sincerely,

Your Boys & Girls Club Team

**LEARN. LIVE. LEAD.**

# GREAT FUTURES START HERE.



<b>Location</b>	<b>Phone Number</b>	<b>Provider # (Needed for DSHS)</b>
<b>Discovery Preschool at Pasco Clubhouse</b> 801 N. 18 <sup>th</sup> Ave Pasco, WA 99301	(509) 316-9623	337839
<b>Discovery Preschool &amp; Nursery at CBC</b> 2600 N. 20 <sup>th</sup> , A Building Pasco, WA 99301	(509) 416-7411	012898
<b>New Horizons Nursery</b> 2020 W. Argent Rd. Pasco, WA 99301	(509) 543-6770 x4925	087649
<b>Discovery Preschool at Early Learning Center</b> 1525 Hunt Ave Richland, WA 99354	(509) 948-8719	187310
<b>Discovery Preschool at Jason Lee</b> 1702 Van Giesen Richland, WA 99354	(509) 947-0712	206438
<b>Discovery Preschool at Kennewick Clubhouse</b> 910 W 7 <sup>th</sup> Place Kennewick, WA 99336	(509) 581-5044	213938
<b>Discovery Nursery at Legacy</b> 4624 W 10th Ave-P2 Kennewick, WA 99336	(509) 222-5417	

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## **Program Philosophy**

The Boys and Girls Clubs of Benton and Franklin Counties is committed to the enabling all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of *Respect, Integrity, Stewardship, and Passion for Youth*; we provide a broad range of programs and activities focused on our priority outcomes of **Academic Success, Good Character and Citizenship**, and **Healthy Lifestyles**.

We believe children learn best through meaningful play. Our play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self-help, and encourages curiosity, discovery and problem-solving which allows individual growth and development of a positive self image.

We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

## **Curriculum Philosophy**

It is the philosophy of the Discovery Nursery to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We encourage youth to develop positive habits, attitudes and behaviors by learning from adults who engage and stimulate intellectual curiosity while impacting social skills. The curriculum respects both the age and the individual needs of the child. We provide your child with diverse curriculum that instills a sense of belonging, usefulness, influence and confidence. By providing a setting with a consistent schedule which fosters self-esteem, builds confidence and is based on respect, it is our goal that the children will be empowered to take risk in their learning.

## **Curriculum**

Frog Street is designed around the latest scientific early brain development research, Frog Street Infant curriculum is designed to build strong foundations for young children. This child-centered program includes easy-to-use activities that:

- Equip caregivers to nurture the little ones in their care.
- Optimize key windows of opportunity for growth and development.
- Are designed with intention and purpose and organized around developmental learning domains.
- Feature Dr. Becky Bailey's Conscious Discipline® strategies to enhance social and emotional development.

Lesson plans are developed on a weekly basis and are posted on the parent board. Our curriculum identifies goals in all areas of development.

## **Early Achievers**

We strive to provide a quality Early Learning experience for your child, preparing them for success in school. Our goal is that your child arrives to school prepared and ready to learn by exposing them to a set of experiences to get them used to a classroom setting and know how to engage with adults and other children.

We are a participant in the Washington Early Achievers Program and these are the areas we focus on.

- Nurturing and supportive relationships between adults and children
- Care and education that meets each child's individual needs
- Facility that is safe, well-organized, and has age-appropriate resources
- Program that supports the development of the whole child
- Open communication and genuine engagement with families
- Meaningful efforts to embrace diversity

## **Enrollment**

To enroll your child, complete and return to us prior to your child's first day:

1. Registration Form (to include photography and surveillance information)
2. Certificate of Immunizations
3. Registration Fee (covers September – August)
4. Handbook Receipt

5. Medication Authorization (If needed)
6. Health Care Plan (If needed)
7. Meal Plan (if needed)
8. Diaper Cream Permission (if needed)
9. ASQ Questionnaire
10. Intake Form
11. EIEA (USDA Food Program) Form
12. Early Achievers Permission Form
13. Sunscreen Permission Form

It is very important to keep information on enrollment documents current. In the event there are any updates that need to be made, it is the parents responsibility to notify us immediately and make the appropriate changes.

### **Staff**

Our program employs qualified, professional staff who have a passion for early childhood education and building trusting relationships with youth. Prior to being hired, each staff member must undergo a criminal background check, reference check and a staff orientation. They must meet the Washington Administrative Code with regard to experience and education. Teachers are required to attend an initial 30 hours of training as well as at least 10 hours of training related to child development, program administration, safety or disaster preparedness, and cultural awareness each year. Training certificates are kept on site and may be reviewed upon request.

In accordance with the Washington State Administrative Codes our programs are staffed at a 1:4 ratio for Infants and 1:7 for Toddlers. We have a Site Coordinator, Lead Teachers and Assistant Teachers who work during hours of operation.

### **Children's Records**

Children's records are kept in the Site Coordinator's office and will be reviewed upon registration and every 3 months after to ensure immunizations; contact information, health information, etc. are current and up to date per the Washington State Administrative Codes. It is the responsibility of the parent to notify the Site Coordinator of any update to the child's record.

### **Orientation**

Prior to a child's first day, families are required to go through an orientation and facility tour with the Site Coordinator. During this orientation the center policies and procedures and other important information will be shared. We will discuss how we can best accommodate your child's individual characteristics, strengths and needs (more detailed information is gathered on the Intake Form).

During orientation, we will also go through enrollment paperwork to ensure completion. We require at least 24 hours from the completion of paperwork to the child's first day. This allows us time to prepare the classroom and teachers for your child's first day to make it a smooth transition for all.

### **Program Hours**

Hours of operation are 7:00 AM to 5:30 PM

### **No School/Closure Days**

Our programs are closed on the following days during the year:

- Labor Day
- Veteran's Day- for staff training
- Thanksgiving and the day following
- Christmas Eve and Christmas Day
- New Year's Day
- President's Day- for staff training

- Memorial Day
- Fourth of July
- In addition to our program being closed on Veterans Day and President's Day, we may also close early 4 days per year for staff meetings and trainings. These days will be announced at least 2 weeks in advance.

### **Snow Delays and Closures**

In the event of a 2-hour or 3-hour delay due to snow, child care will also be on a 2-hour or 3-hour delay and follow school schedule start times. Tune into the local radio station KONA if weather looks questionable. If school is dismissed early, due to severe weather conditions or other emergencies, our programs will not be open. Parents are responsible for making alternative arrangements.

### **Anti-Bias, Non-Discrimination Policy**

We do not exclude anyone

- During hiring of staff or enrollment of children
- During activities we promote
- On the grounds of race, country or religion
- On the grounds of personal creed
- Because of the color of someone's skin
- Because of gender or disability
- Because of personal religious practices
- Because of sexual orientation

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

Under the guidelines of the USDA Food Program, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Based on the program set up, location, staff to child ratios, program equipment, etc. our programs may not be the best fit for children with significant personal care needs, if one-on-one support is necessary or if they have severe difficulty managing their behavior in group environments. Our goal is to be as inclusive as possible and to provide equal access while treating each child with dignity and respect. For children with special needs, we request that staff be provided with a copy of the IEP and a meeting with parents and staff take place prior to attendance to develop a plan for success.

### **Transitions**

While in the nursery, there are many times that children go through transitions. Transitions are handled in the following ways.

1. Going from bottles/breast to solid foods: Staff work closely with parents and discuss with them what they are doing at home, and when they have or plan to start solid foods. The nursery supplies all food, formula (Kirkland Iron Fortified), snacks, and juice for their infant to eat while in the nursery. Breastfeeding moms provide breastmilk. When parents indicate that they wish to have their infant start eating solid foods while in care, we will introduce it into their daily meal pattern. Any feeding preferences that the parent may have (such as: feeding only cereal to start with) are followed by staff.

2. Moving from Infant Room to Toddler Room: As the child approaches their first birthday, we will begin preparing the parents for the transition to the next classroom to take place. Will work closely with the parents during this transitional phase by doing the following:

- . A tour of the Toddler Room
- . The child and parents will be introduced to the new teacher
- . Teacher will prepare items for the new child such as cubby tags attendance information, cot, etc.

Teacher will be given the child's enrollment information containing child's name, birthdate, schedule, emergency contacts and allergies or health concerns

3. Using diapers to toilet training: Staff observe older toddlers for signs of toilet training readiness: staying dry for longer periods of time, indicating with words or signals that they have gone or need to go, disliking wearing a dirty diaper, or asking to use the toilet. Staff communicate with parents to see if the child is doing the same actions at home. With the parents blessing and cooperation at home, staff will take the child to use the bathroom and give them the chance to go when a diaper change would take place. Children are not required to sit and try, if they don't want to. During this time, children are still required to wear a pull up or diaper, until mastery of toilet use has occurred. Children are rewarded with stickers for trying and for going. Food is never used as a reward. When the child has shown mastery of toilet use, by staying dry and requesting to use the toilet when they need to go, they may then transition to underwear.

4. Moving from Toddler Room to Kennewick Club Preschool: When possible, Legacy Nursery will provide Kennewick Clubhouse Preschool with the child's enrollment documents. The parent will be allowed to visit the new classroom with their child at agreed upon dates/times to help the child become comfortable in their new classroom prior to the first day of attendance. \*Children that attend Kennewick Club Preschool are required to be potty trained.

5. Moving from Toddler Room to another facility: The Site Coordinator will work with parents, at their request, to ensure a smooth transition. This can be done by sitting at the computer together to do an on-line search or by simply sharing names of known child care providers. Parents are encouraged to call the provider and ask to visit the facility, and to speak to the staff, so they can make an informed decision about their child's care. The Site Coordinator will participate at the level that the parent requests.

### **Drop Off**

In order to uphold the integrity of the children's daily schedule, we request that children be dropped off no later than 10:00 am with the exception of doctor's appointments, occasional needs and emergencies. Please notify us as soon as possible in advance of changes to drop off time.

We ask that drop off not occur during nap (12:00pm -2:00pm) as this may be disruptive to the group as well as possibly difficult for your child.

### **Parent Education**

We have the 1,2,3 Magic DVD and workbook available for check out. The DVD offers information on controlling difficult behavior, encouraging good behavior, developing independence, fostering competence and a healthy self-concept and running effective family meetings.

### **Diapering**

We have a designated diaper changing area in each classroom. Diaper changing procedures are posted at each station. Health and sanitation procedures are closely followed to protect the health of the children and teachers. Parents are responsible for providing a supply of diapers, wipes, and diaper ointment (if you would like a different brand than provided by the center.)



## **Restroom Policy**

Practices and procedures used by Clubs include: Mixed age groups (children, teens and adults) are prohibited from sharing a restroom.

- Separate restrooms for youth, teens and adults will be provided when possible.
- Adults (including staff) and Club Members shall not use the restroom at the same time. Adults will only utilize the restroom when no youth are in the restroom, and youth will only use the restroom when no adults are in the restroom.
- Only one youth will be permitted into a single-use restroom at a time.
- For multi-stall restrooms, only the number of children will be allowed in the restroom that there are stalls for at any given time.
- Staff will position themselves near restroom entrances for supervision.
- When possible, staff will monitor and clear public restrooms when out on field trips to ensure the facility is free of adults, and clear of youth not with the program, before allowing Club youth to use the restroom. Alternatively, staff members will stand in the doorway and/or hold the door at least partially open, when supervising Club Member use of public restrooms.

## **Dressing for School**

Children should wear comfortable clothes (not pajamas) and shoes that allow him or her to move freely. We believe in messy hands in exploration and play! We suggest that children not dress in anything that would upset the child or family if it were stained or soiled. We ask that each child bring an extra set of labeled clothing. Please check the clothing occasionally to make sure it still fits and is seasonal. Whenever we need to change a child at school, please be sure to bring extra clothes for the following day. Dress your child appropriately for the weather as we do take the kids out for outdoor play. Please label your child's clothing and belongings with the child's name so that we can make sure your child's items are not misplaced.

## **Billing Procedures**

1. We bill weekly. If payment has not been received by Wednesday, for the previous weeks tuition, a \$10.00 late fee will be assessed.
2. Checks, cashier's checks and money orders are accepted. Please make checks payable to: Boys & Girls Club.
3. Credit cards may be used for payment; however, a 3% fee will be assessed.
4. Bank transfers are also accepted and are free of service fees.
5. A \$25.00 fee will be assessed for all returned NSF checks and ACH rejections.
6. If 2 weeks goes by with no payment or a satisfactory arrangement with the Director, your child will be withdrawn until account is current and a spot is available.
7. If payment is not received within 60 days, the account will be turned into collections.
8. If for any reason a refund is to be issued there is a \$30.00 processing fee.
9. Any credit remaining on an account that hasn't been active for 12 months will be used towards scholarships of families in need.
10. Children may not transfer programs or sign up for a new Boys & Girls Club program with an outstanding balance at a previous program.

## **Tuition & Fees**

The weekly rate will be due in full if the child attends at least one day in a given week, once 10 Leave Days have been used. Rates will be prorated to a daily rate, if care is not available for a full week due to center closure (example: school closures or holidays) or if parents wish to use allotted Leave Days. Kennewick School District parents will receive a 10% discount on listed weekly fees.

### **Weekly Rate:**

Infant (1 month-12 months)

\$350 per week

Toddler (1-3 years)

\$300 per week

10% discount applied to childcare fees (registration fee not included) for parents/guardians that:

- are employed by the Kennewick School District (discount only applied at the Nursery at Legacy and the Kennewick Clubhouse Preschool)
- are employed by CBC

Annual Registration Fee: \$50.00 per child or \$75 for multiple children enrolled in an early learning program

- Registration fees are nonrefundable. The Registration Fee is due in order to be placed on the enrollment list, the registration fee must be paid when your enrollment paperwork is received

### **Tax Information**

You can track your payments made to Boys & Girls Club using the statements provided after payments are received. These statements also include our tax ID number: 91-1673327. End of year tax statements will be printed by request within five business days.

### **Leave Days**

Each child is allowed 10 Leave Days per year. Leave Days may be used in various day increments September 1<sup>st</sup>-August 31<sup>st</sup>. Unused days do not carry over to the following school year. You must notify the Site Coordinator of Leave Days by filling out a Leave Request Form. The Leave Request Form must be filled out no later than 3 days following the absence.

### **Subsidies**

We accept state (DSHS) funds as childcare payments. To see if you qualify for state subsidies call 1-844-626-8687 or visit <https://www.washingtonconnection.org/home/>. If approved, they will ask you for the childcare provider which can be provided by the Site Coordinator.

Please make sure that you get approved for a registration fee if approved for childcare coverage. All copayments for DSHS MUST be paid by the 1<sup>st</sup> of the month, and no later than the 15<sup>th</sup> of the month. Should your co-pay become overdue, we reserve the right to contact DSHS and inform them of this delinquency. You will also be responsible for any unpaid tuition if DSHS does not pay. In the event you leave with an unpaid balance, we will inform DSHS and a hold will be placed on childcare coverage.

### **Screening & Assessing**

In order to monitor each child's developmental progress, portfolios are created and screenings and assessments will be done throughout the year. An initial screening, the "Ages and Stages Questionnaire" (or "ASQ"), will be administered by staff, in conjunction with parents, in the first 90 days of the child's attendance at the nursery. Ongoing assessments, using "Frog Street Infant" or "Toddler Developmental Checklist", will be administered by staff 3 times a year. The results of these will be shared with the parents by your child's teacher or Site Coordinator. The parents will receive copies of all screenings and assessments done. A monthly nurse visit will also be done and any concerns will be communicated to parents. If a child's development is not on course with typical development milestones, staff will work with parents to develop a plan to meet the child's needs.

### **Communication**

Daily communication with parents will be made in regards to how the child's day was, any concerns, or items needed. A monthly newsletter will be available with program updates and highlights.

Please check the parent board, and the sign-in table for postings daily. Statements will be placed in your parent file. If your child receives a minor injury or has an incident regarding behavior there will be a form for you to sign with a description and steps that were taken.

Remind.com is a free communication platform built for teachers and parents. Remind is safe and easy because teachers can engage students and parents. Personal contact information isn't shared between teachers and students, or teachers and parents. Remind provides an efficient way for teachers, students, and parents to be on the same page about what's going on at school.

Remind Legacy account-Discovery Nursery at Legacy

Joining codes:

Infant Class: @legacybaby

Toddler Class: @legacytods

### **Program Access**

Parents are welcome to spend time in the classroom, visit for lunch, or share any talents they have with the children. Parents are always welcome with no notice required, but may want to notify the teachers when they plan to visit, so that the child and the group can be prepared for the visit.

### **Sign-in and Sign-out Procedures**

All children are signed in and out via an electronic system called KinderSign. Upon enrollment, the Site Coordinator will begin the set up process and you will finish the set up process on the child's first day.

State law requires children to be signed in and out of licensed childcare programs.

Because safety is a priority, documentation regarding a change in who is allowed to pick up the child is required. If someone other than a guardian, emergency contact or another person authorized on the registration form will be picking up your child, please provide the following:

- a. The date the change will take effect
- b. The child's name
- c. The name and phone number of the person you are authorizing to pick up your child
- d. Your printed name and signature

\*For anyone picking up a child, they will need to have photo identification ready to show the staff before taking the child from the program until staff become familiar with and are able to recognize and know that they are authorized to pick up that child.

### **Custodial & Family Safety**

Children of parents/legal guardians who are divorced/separated must legally be released to the non-custodial parents under Washington Laws, this also includes releasing information to the non-custodial parent. The only way we cannot do so is if we have a signed court document in the child's file stating otherwise. If there are any problems or questions, please contact the Coordinator. In cases where a child has parents/legal guardians that were not married, we still ask for a copy of any custody arrangements to be kept in the child's file. In the event there is an individual in the child or family's life who poses a safety risk we ask families to provide us with any restraining or no contact orders. If at all possible we also request a photograph of the person.

### **Late Pick-up**

Late pick-up procedure:

Our programs close promptly at 5:30pm. If you know you are running late, please contact us and let us know the anticipated time of pick-up. It is helpful for teachers to know if advance so they can help your child adjust to the late departure. It also helps the teacher plan for staff coverage during for the extra time past the end of their shift. If a parent has not contacted us by the time we close, we will follow the contact protocol below:

1. First the parent/guardian will be called.

2. If the parent/guardian cannot be reached, we will call from the child's authorized emergency contact list. We will continue to attempt contact with the parent/guardian and or/the authorized emergency contacts for ½ hour past closing. If by then, we are still not able to reach a parent/guardian or authorized emergency contact, we will have to place the child with Child Protective Services. 509-737-2800.

At late pick up:

1. Parent must sign out their child via the Electronic System.
2. The teacher will complete a Late Pickup Report that will be given to the Site Coordinator indicating the total for the late pick up fee.
3. The late fee must be paid prior to the child attending program the next day unless other arrangements have been made with the Site Coordinator.
4. A \$1.00 per minute, per child, late fee will be assessed after 3:05 PM for the 1<sup>st</sup> occurrence. A \$2.00 per minute per child late fee will be assessed after 3:05 PM for the 2<sup>nd</sup> occurrence. A \$3.00 per minute per child late fee will be assessed after 3:05 PM for the 3<sup>rd</sup> occurrence.
5. If a child is picked up late more than 3 times in a 12-month period (September-August), this may be grounds for suspension from the program until a solution is identified. Late fees are evaluated on a year to year basis. Each family starts the year over with a \$1.00 late fee for their first occurrence.

### **Termination of Services**

Suspension or removal from the program may include; failure by parents or children to comply with site policies, chronic late pick-up, failure to pay tuition, failure to complete requirements for enrollment, a parent/guardian/family member's inappropriate or unsafe behavior in or near the early learning program space, or other standards of policy indicated in this handbook. In such cases, tuition and any registration fees paid will not be refunded.

In the event a parent chooses to terminate care, we ask to be notified, but we do not require advanced notice prior to termination.

### **Attendance**

Consistent attendance is vital to your child's growth. In the event your child has not attended our program and there has been no communication about the reason for lack of attendance, after 30 days, we will fill the voided spot.

### **Grievance Procedure**

Parents and guardians are encouraged to bring their concerns to the attention of the Site Coordinator by asking to set up a time to meet with them when children are not present. You may call the Site Coordinator or Jamie Luce, Director of Early Learning 509.543.9980 x413 during non-program times. The following more formal procedures can also be used:

- Address a letter or email to the Site Coordinator or Jamie Luce, Director of Early Learning describing the situation you would like to discuss. PO Box 1322, Pasco, WA 99301, jamie@greatclubs.org
- The Site Coordinator or Director of Early Learning will either reply with a written message or schedule a time to meet with you.
- All decisions regarding the resolution of a grievance remain in our discretion.

Because our goal is to provide a quality, safe place for youth, this procedure does not include the option of airing grievances while children are present. Any situation deemed a threat to the safety and wellbeing of the children in our care will not be tolerated.

### **Parent Code of Conduct**

We work to provide a positive environment where a child can grow, learn and develop. For this reason, we ask parents and other family members to behave in a manner which shows courtesy, decency, and respect. Individuals who violate this Code of Conduct will not be permitted in the facility thereafter.

1. Dropping off and picking up your child is one of the most important things you do every day. Please refrain from using your cell phone during this time.
2. No person is permitted to curse or use other inappropriate language on the grounds at any time, whether in the presence of a child or not. At no time shall inappropriate language be directed towards, or during a conversation with staff.
3. All threats to persons or property will be taken seriously and reported to the appropriate authorities. Adults are asked to take control of, and responsibility for their behavior at all times. Threats of any kind will not be tolerated.
4. Parents and other family members are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If an adult should witness a child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, concerns should be directed to the staff or Site Coordinator.
5. It is inappropriate for one parent or family member to seek out, telephone or email another parent to discuss a child's alleged behavior. All behavior concerns should be brought to the attention of the Site Director. Keep in mind; because families are protected by our confidentiality policy, staff are strictly prohibited from discussing anything about a child with an individual who is not their parent or guardian.
6. We will not release a child to a parent or guardian who appears to be intoxicated.

### **Prohibited Substances**

Smoking, vaping, or similar activities is prohibited by anyone in or within 25 feet of the program entrance, exit, window or ventilation intake of the facility. We prohibit any person from consuming or being under the influence of alcohol, illegal drugs or misused prescription drugs or cannabis products in any form, while on licensed space, during business hours. We strictly follow the school districts drug free zone policy.

### **Weapons**

Firearms, guns, weapons, and ammunition are not allowed on the premises of a center early learning program. The only exception to this policy is exemptions included under RCW 9.41.280.

### **Child Abuse and Neglect**

Washington state law requires a childcare provider having reason to suspect the occurrence of physical, sexual, emotional child abuse, and child neglect or child exploitation to report their suspicions to Child Protective Services.

### **Confidentiality**

Families enrolled in our programs have a right to privacy and protection of their information. Only staff has access to information provided by the parent/guardian and we do not share information regarding a child's placement, education records, attendance, home life, contact information or development. We will not discuss behavior issues related to a student with others without the permission of their parent/guardian. School and childcare staff are, however, on a "need to know" basis regarding children in our care. Exceptions to this are the release of information to appropriate child regulatory authorities as requested.

### **Emergency Response Plan**

We are committed to providing your child with the best care possible at all times. While the staff is skilled at caring for the children under normal situations; we hold yearly drills on how to care for children during an emergency situation.

1. In the event of a natural disaster, such as an earthquake, we have emergency preparedness plan for the children and staff while they are on site. If the school becomes uninhabitable, and we are instructed to move to a safer place, we will post our location and means of transportation.
2. After a disaster, we will continue to care for your child until you or an emergency contact listed by you on the enrollment form is able to pick them up.
3. Check in with staff before removing your child from our care. It will be very important we keep accurate, written records when releasing children. Taking your child without notifying staff will put your child on the missing list. This will cause needless delays for searchers who need to be looking for children truly in crisis.

### **Policy Binder for Parent Review**

In a binder near the check in desk, you will find a Policy Binder for parents to view at any time. Included policies are:

- Emergency Preparedness Plan (Crisis Response Plan)
- Safety Management Plan
- Health Policy
- Employee Handbook
- Parent Handbook
- Liability Insurance Policy

Upon request, parents may also review our centers inspection reports from our Child Care Licensor with the Department of Children, Youth and Families.

### **Illness**

The Department of Health requires us to exclude children with symptoms of communicable diseases. If it is evident your child shows any of these symptoms while in our care you will be contacted to pick them up immediately to prevent spread of the illness.

- Diarrhea (two or more times in the previous 24 hours)
- Vomiting (twice or more in the previous 24 hours)
- Body rash (not from diapering, heat or allergies)
- Pink eye or eyes with pus or mucus draining from them
- Open sores or wounds discharging bodily fluids that cannot be adequately covered with dressing or mouth sores with drooling
- The presence of lice or nits (may return to program as soon as all presence is eliminated and after 24 hours)
- Ringworm or scabies
- Pertussis (whooping cough)
- Appearance of severe illness, which may include lethargy, persistent crying, difficulty breathing or significant change in behavior or activity level indicative of illness.
- Fever above 101 degrees

All symptoms must be clear for 24 hours before your child returns to our care. Some illness symptoms will require clearance from a doctor stating the child is no longer contagious and cleared to be around other children.

If your child shows these symptoms prior to entering our program, please keep them comfortable at home.

During a pandemic, our program will follow the guidance established by the Department of Health and recommendations by CDC to ensure the safety of the families we serve and our staff members.

If it is a communicable disease, it is important and expected you inform us by telephone or email when your child has an illness or head lice. While your names will remain confidential, we may be required by the Department of Health to share with others the nature of the illness.

### **Immunizations**

Registration to our programs requires medically verified immunization records. Medically verified records include a CIS printed from the IIS, a physical copy of the CIS form with a healthcare provider signature, a physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by school staff, a CIS printed from MyIR.

Before attending, a child must be vaccinated against or show proof of acquired immunity for required vaccine preventable diseases on a current Certificate of Immunization Status (CIS) or Certificate of Exemption (COE). In most cases, parents or

guardians requesting a medical, personal/philosophical, or religious exemption must have the signature of a health care practitioner (MD, DO, ND, ARNP, PA) licensed in WA State confirming that they received information about the benefits and risks of immunizations. WA DOH only allows a Medical or Religious COE for the MMR Vaccine.

If an outbreak of a vaccine-preventable disease occurs, we must notify the parents or guardians of children exempt from immunization for that disease. We may exclude the child from the child care premises for the duration of the outbreak of that vaccine preventable disease.

### **Medications**

A "Medication Authorization" form must be completed by a parent for any prescription before we can administer a medication. We are required by law to only accept medications in their original prescription containers. The labels must be clearly labeled with:

- a. Child's full name; first and last
  - b. Name and strength of medication
  - c. Storage instructions (i.e. "to be refrigerated")
  - d. Time, dosage and method of administration
  - e. Length of time to be given ("from" date and "to" date")
  - f. Physician's name on the container is required for all prescription medications.
2. Nonprescription or over the counter medication must be administered by the parent.
  3. For life threatening medication such as inhalers, epi pens, etc. a health plan from the doctor must be on file. We must have this on file before the child may attend program.

### **Accident Policy and Emergency Treatment**

1. First Aid Treatment Only
  - a. Examples of some first aid only injuries or illnesses:
    - i. Minor cuts, scrapes , bruises or bumps
    - ii. Low grade fever, headache
    - iii. The need to lie down and rest
  - b. Steps we follow:
    - i. Provide first aid treatment
    - ii. Document incident and treatment provided on an accident form for parents to sign
2. Non-Emergency Treatment
  - a. Examples of some non-emergency accidents or illnesses:
    - i. Vomiting
    - ii. Severe Pain
    - iii. Fever of 101 or above
    - iv. Cuts that may require stitches
  - b. Steps we follow:
    - i. Provide first aid treatment
    - ii. Involve the director or lead staff to assist and contact parents/guardian to pick up the child
3. Emergency Treatment
  - a. Examples of emergency treatment incidents:
    - i. Uncontrolled bleeding
    - ii. Seizures or shock
    - iii. 2<sup>nd</sup> and 3<sup>rd</sup> degree burns
    - iv. Allergic reaction to known allergen

- v. Fractured or broken bones
- b. Steps we follow:
  - i. Provide first aid treatment
  - ii. Call 911
  - iii. Staff will contact parents
  - iv. Document incident on an accident form for parents to sign

### **Pesticide**

In accordance with state law, we provide written notification to parents or guardians and employees describing our pest control policies and methods. It is the policy of this business that the health and safety shall be our primary concern when pesticides are used to control weeds, molds, moss, fungus, rodents, insects and other unwanted pests. Pesticides are applied in the outside play area, and areas around the facility. Notification will be provided at least 48 hours before applying a pesticide if the facility will be occupied within 48 hours of application. This notification will be posted in a prominent place in the site and on the outside of the door.

### **Water Activities**

Water play activities are not conducted with infants.

In the event we plan a day for outdoor water play, we will communicate with parents in advance of the activity so appropriate supplies can be supplied. Also during water activities, we will increase staffing to ensure safety.

### **Consistent Care**

Consistent care represents consistent, dependable relationships, which helps children build secure attachments. Children should have consistent caregivers in order to build a sense of security and trust. For all young children to grow and thrive, they need stable relationships with caring adults who are invested in their healthy social, cognitive, physical and language development. Each classroom has a designated Lead Teacher and Assistant Teacher/s to work with the child for much of the day with the goal of building long-term, trusting relationships.

### **Field Trips**

1. From time to time, we may take the kids on short outings around campus. Staff will not leave campus property with any child at any time.
2. We do not use personal vehicles, BF Transit, or Club vehicles to transport children.

### **Nutrition**

1. We provide breakfast, lunch, PM snack and a late snack. We abide by the USDA Nutrition Standards for CACFP meals and snacks.
2. Infants are fed "on demand" (ie. When they are showing hunger cues). Each feeding is documented on the white board at the bottle prep station.
3. Parents are required to bring breastmilk (if breastfeeding) and bottles for infants under the age of 1. The center provides Kirkland formula and baby food (cereal, meats, veggies, and fruit). If you opt out of the nursery provided food, you are also required to bring your choice of formula and baby food. Please make sure to check your child's supply frequently, so that we don't run out of food.
4. A written food plan must be developed and signed by the Site Coordinator and parent or guardian when; accommodating a child's allergies, special feeding needs, special diets, religious or cultural practices, family preference or other needs.
5. Birthday party treats may only be shared if they are store bought and arrive with the food label intact so we may check ingredients for allergens.



### **Items to Bring or Not to Bring**

1. Each child needs to have a supply of diapers, wipes, bottles, change of clothes, and diaper ointment if you would like a different brand than provided by the center.
2. Children are not allowed to bring toys unless special permission is granted from the staff.
3. No weapons of any sort should ever be brought onto the property.
4. Chewing gum is not allowed.
5. Any personal care product (ointments, sunscreen, chap stick, Tylenol, etc.) requires parental permission and a Medication Dispense Form. Please do not bring these to the Nursery.

### **Nap/Rest Period**

Our nap/rest period allows for children in our care to get the appropriate amount of rest for their age.

We follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics. Infants will sleep in a crib and toddlers will sleep on a cot assigned to them and provided by the program. We supply all necessary equipment/supplies for nap. When applicable by age, staff will follow safe sleep training requirements.

### **Celebration of Holidays**

The Boys & Girls Club is a non-sectarian, multi-cultural organization. Holidays are recognized for their celebration value rather than their religious significance. One-way staff honors diversity is by teaching children how different cultures celebrate their holidays. Information, rituals, and customs vary from culture to culture and beliefs and practices are shared and celebrated.

### **Sample Schedule**

Classroom schedules are posted on the parent board in each classroom for parents to view the typical, daily schedule and activities.