



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

## **Discovery Nursery at Legacy**

### **Handbook 2025-2026**



Administration Office

3115 W Clearwater Ave., Suite 100B

Kennewick, WA 99336

509-543-9980

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

Discovery Nursery at Legacy

4624 W 10th Ave-P2

Kennewick, WA 99336

# GREAT FUTURES START **HERE.**



PO BOX 1322 • PASCO, WA 99301 • (509) 543-9980 • [WWW.GREATCLUBS.ORG](http://WWW.GREATCLUBS.ORG)

## ***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

# GREAT FUTURES START HERE.



Location	Phone Number	Provider # (Needed for DSHS)
<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 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	504678

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## **Program Philosophy**

The Boys and Girls Clubs of Benton and Franklin Counties is committed to empowering 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**

The Creative Curriculum is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning. The curriculum helps teachers build children's confidence, creativity and critical thinking skills, and promote positive outcomes. Teaching Strategies (creator of Creative Curriculum) provides innovative, effective resources to teach and care for our youngest learners during the critical, formative years from birth through third grade. The curriculum provides high-quality, integrated resources; responsive, ongoing support; and research-based, research-proven solutions that enable us to open doors to lifelong learning. The Creative Curriculum is fully aligned with the Head Start Child Development and Early Learning Framework and state early learning standards. 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, go to [www.greatclubs.org](http://www.greatclubs.org). Additional forms that may be needed prior to your child's first day:

1. Certificate of Immunizations
2. Medication Authorization (If needed)
3. Health Care Plan (If needed)
4. Meal Plan (if needed)

5. Diaper Cream Permission (if needed)
6. ASQ Questionnaire
7. Intake Form
8. EIEA (USDA Food Program) Form
9. Early Achievers Permission Form
10. Sunscreen Permission Form
11. IEP (if applicable)
12. Parenting Plan (if applicable)

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.

### **Tier System**

Our Nursery uses a tier system for enrolling children in our program. Our tier system is as follows:

\*Tier 1: Children of teen parents currently enrolled in KSD.

\*Tier 2: All other children enrolled.

In the event that our infant or toddler classes becomes full with children whose parents fall into Tier 1, it will be necessary for us to give notice for children in Tier 2 that we must terminate child care. Children who have been enrolled in our program for the least amount of time will be given notice first. A minimum of two weeks advanced notice will be given in this situation.

### **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, positive social/emotional development, reducing challenging behaviors, trauma informed care 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.

### **Classrooms**

#### **Infant Classroom-4 weeks-1 year old**

##### **4:1 Child to Teacher Ratio**

The Infant Classroom is for children ages 4 weeks to their 1<sup>st</sup> birthday. During the first year of life, your baby will grow and develop at an amazing speed. Their weight will double by 5 to 6 months, and triple by their first birthday. They are constantly learning. Major achievements—called developmental milestones—include rolling over, sitting up, standing and possibly walking. No two babies are exactly alike. Your baby will develop at their own pace. Most babies reach certain milestones at similar ages. Our classroom will focus on exposure to stimulating activities and interactions, which can promote cognitive development, including problem-solving and learning skills. We will also focus on regular interaction with your infant to develop language skills through exposure to vocabulary and conversation. Additionally, we will provide a nurturing environment in order to contribute to secure attachment and positive emotional development. A monthly nurse visit, with all infants, 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 by creating goals and adjust curriculum. \*For the safety of all children, we do require infants to be able to crawl in order to move from the Infant Room to the Toddler Room.

## **Toddler Classroom- 1-3 years old**

### **7:1 Child to Teacher Ratio**

The Toddler Classroom is a mixed age classroom, for children ages 1 to 3 years old. The Toddler Classroom is designed to foster children's development in social/emotional, cognitive, language/literacy, independence and creative thinking through allowing them choices and freedom to explore their environment. The Toddler Classroom is where children also begin learning potty-training and self-regulation. For the safety of all children enrolled in the Toddler Classroom, children must be able to walk.

Teachers in the Toddler Classroom understand the importance of social play. Thus, the teachers provide many opportunities for children to experience fun, age appropriate, yet educational group activities. Teachers also encourage children to be self motivated thinkers and learners by providing time for children to have free play and encouraging exploration of the indoor and outdoor environment. Many open ended questions are asked throughout the duration of the day to encourage children's creative thinking.

### **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 6:30 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 inclement weather, we will follow the below process:

- If a school district is on a 2-hour delay, the nurseries and/or preschools that operate within the cities of those school districts will also be on a 2-hour delay.

- If a school district cancels school, the nurseries and/or preschools that operate within the cities of those school districts will operate on a delayed start.
- If inclement weather occurs on a district-wide no school day, Club staff will determine if it is safe for our nursery and preschool programs to operate. Staff will communicate the need for any delays or Club closures with families.
- If inclement weather occurs during the day after we have opened, Clubs may make the decision to close early.
- If you have a question, feel free to communicate with your Site Coordinator through the Remind app, ClassDojo, or call the site phone number.

### **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**

Transitioning to our facility: We want the transition into our program to be a smooth transition. It is not unusual for a child to be very excited the first few days, then, have second thoughts about you leaving them. (We call this the honeymoon period!) The following tips will aid in making this transition successful.

- Schedule a visit before your child's first day to meet the teachers and explore the classroom.
- Keep your goodbye short and to the point with a snappy hug, peck on the cheek and a "See you soon!" Body language can convey that you're just as sad, so be sure to smile.
- It is not unusual for a child to cling or cry at the time of drop off. Arrive a little earlier to help the transition. A child tends to stop crying after you leave and they become involved in activities very quickly.
- Read books that talk about school and separation from parents.
- Do not bring siblings at drop off during the first couple of weeks.
- Separation of parent and child may take one week, one month, or even several months to adjust.

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 another Boys & Girls Club Preschool: If a parent desires to move to another B&GC Preschool, the Legacy Nursery Coordinator will provide the parent with the Preschool contact information to bridge the gap between programs. It is the parent's responsibility to connect with the Preschool about the enrollment process, to include, but not limited to, a tour, Preschool program orientation, paperwork, etc. When possible, Legacy Nursery will provide the Preschool with any transferrable child documents.

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 (11:30am -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. All fees are due by the end of the month for that current month. We bill monthly. If the monthly fee has not been paid in total by the beginning of the following month, a \$30.00 late fee will be assessed.
2. ACH, checks and money orders are accepted. Please make checks payable to: Boys & Girls Club. Credit cards may be used for payment; however, a 3% fee will be assessed. If a cash payment must be made you can bring it to our Administrative Office in Kennewick.
3. A \$25.00 fee will be assessed for all returned NSF checks and declined ACH or credit card transactions.
4. A \$30.00 fee will be assessed for all requested refunds.
5. Any credit remaining on an account that hasn't been active for 12 months will be used towards scholarships of families in need.
6. Children may not transfer programs or sign up for a new Boys & Girls Club program with an outstanding balance at a previous program.
7. If payment is not received within 60 days and no payment plan has been arranged the account will be turned into collections.

## Tuition & Fees

Infant (1 month-12 months)	\$1,643 per month
Toddler (1-3 years)	\$1,404.50 per month

\*Tuition costs remain the same regardless of daily absence, holiday, staff training, or extreme weather days.

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 RSD or PSD
- 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.
- \$5 fee for attendance over 10 hours in 1 day

## Tax Information

Our tax ID number is 91-1673327. End of year tax statements can be accessed in the MyClubHub Parent Portal.

## Scholarships

Scholarships may be awarded to families based on income and/or circumstance. To apply for a scholarship, you can request financial assistance in the Parent Portal when registering or you may pick up an application at our admin office located at 3315 W. Clearwater Suite 100B in Kennewick or request one from the Site Coordinator. Scholarships are approved for one school year or for winter, spring or summer camp. Families must reapply each school year and summer to continue a scholarship.

## Leave Days

Each Full Time enrolled child (not utilizing WCCC) 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

AGES AND STAGES QUESTIONNAIRE (ASQ)

<http://www.brookespublishing.com/store/books/squires-asq/index.htm>

All families will receive an Ages and Stages Questionnaire, in their home language, (the ASQ-3, that we use, comes in English, French, Spanish, Arabic, Chinese, and Vietnamese), in the enrollment packet and at the beginning of every new school year (typically Fall Quarter). We ask families to complete this questionnaire with their child. The questionnaire helps us to know where your child is at in their development. This informs us on activity implementation and goal setting.

If we can be of any help to you in completing the questionnaire or you have any concerns, please let the Site Coordinator know as soon as possible. We are happy to provide you with any resources or literature on the process. Once we have received your completed questionnaire, we will review the information and will go over the results of the ASQ at orientation, prior to your child's first day. If applicable, we will provide referral information, within 45 days of the return of the questionnaire. Your child's teacher may also complete an Ages and Stages Questionnaire based on their classroom observations over time.

## TEACHING STRATEGIES

<https://teachingstrategies.com/>

In order to monitor each child's developmental progress, portfolios are created and assessments will be done throughout the year. Portfolios are created for all children enrolled for more than 90 days. Portfolios are kept in an easily accessed area for families and staff. Staff will administer ongoing assessments, using Creative Curriculum/Teaching Strategies Gold, 3 times a year. The teacher or Site Coordinator will share the results of the assessments and share the updates in the portfolio, with the family, during a prearranged meeting. The parents will receive copies of all assessments done. During the meeting, goals will be created together by the parents and staff, for the child, based on developmental progress. 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 by creating goals and adjust curriculum or investigate referrals.

## **Communication**

Daily communication with parents will be made in regards to how the child's day was, any concerns, or items needed. 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 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 in 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 5:30 PM for the 1<sup>st</sup> occurrence. A \$2.00 per minute per child late fee will be assessed after 5:30pm PM for the 2<sup>nd</sup> occurrence. A \$3.00 per minute per child late fee will be assessed after 5:30 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.

### **Child Guidance**

Discipline comes from the root word "Disciple" which means to teach. Everything we do within our day and how we organize our classroom setting is a form of discipline. We believe a child must feel physically and emotionally safe and secure in their environment to learn. Children crave clear boundaries and expectations.

Every Boys & Girls Club member is expected to respect their peers, staff and equipment. Our primary method of discipline is to reinforce positive behavior, teaching children strategies for successful relationships with peers and rewarding displays of good character. At no time will any physical means (restraint or corporal punishment) of discipline be used at our programs.

When children display concerning behaviors toward other children, staff, or equipment, staff will document those concerns on an incident/accident form at each occurrence. This form describes a narrative about the event, equipment or people involved, and how staff handled the behavior. This is shared with the parent. Both parent and Site Coordinator sign the form and it is placed in the child's file. If the behavior continues, and a pattern over time is discovered, the Site Coordinator will speak with the parent to gather more information and determine when/if similar behaviors are occurring at home, and what possible triggers may be. The parent, Coordinator, and child's teacher will meet to discuss alternative options to help redirect the behavior. We may also seek input from our Director of Behavior Health.

If trying alternative strategies does not appear to help the situation, the Site Coordinator will speak with the parent and suggest conducting a referral to our local Benton Franklin Health District or School District for further evaluation and input. If, after an evaluation by early learning professionals, a plan is developed to help support the child and family, the staff will do whatever part we can to assist with the child's plan: strategies are shared from evaluator/visitor to Site Coordinator and teacher, specific activities planned weekly for the child, classroom space is used (if necessary) for bi-weekly visits, ect.

Some behavior concerns may be out of our scope and expertise, in order to care for a child and the rest of the group on a day to day basis. If, after conducting a referral, seeking outside assistance from other professionals, trying alterative strategies, and the behavior continues, does not change, or becomes worse, our program may need to discontinue care for that child's best interest and the interest of the group at large. In cases where we feel that we can no longer safely care for a child, the Site Coordinator will work closely with the family to help select a new care facility that can better serve their child's need. The Coordinator will make them self available to help the parent in their child care search, to the degree that the parent wishes. Community Resources will be provided to families based on need. Community Resources for outside professionals may include, but are not limited to; Child Care Aware, School District, family counselor, Children's Developmental Center.

In rare cases where a child's behavior is so severe that it poses a significant risk to themselves, other children, or staff, or disrupts the safe and effective operation of the program, we may need to expedite the typical behavior support or intervention process. Our goal is always to work collaboratively with families to support each child's success, while ensuring a safe and positive environment for all.

### **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. 3315 W. Clearwater Suite 100B in Kennewick, or [jamie@greatclubs.org](mailto: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 Licenser 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 100.4 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 for any prescription or non-prescription medication, 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.
- g. Any homeopathic medications must be accompanied by a doctor note due to the fact they are not regulated by the FDA.

2. 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
3. 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 100.4 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 and PM 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 Similac Advanced or 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.
6. Menus are posted in each classroom.

In the Toddler Classroom, lunch is provided by the guardian. Use an ice pack to keep food cold. If a meal is not provided by the guardian, staff will make a balanced and healthy meal for your child and a \$5.00 lunch fee will be charged to your account.

\*Minimum licensing requirements for Child Care Center

## WAC 170-295-3160      What kind of food and menus must I have?

When meals are not provided by the center you must:

- (a) Notify parents in writing that meals they provide for their children must meet the daily nutritional requirements;
- (b) Each lunch and dinner meal the child eats at the center must contain:
  - (i) A dairy product (such as milk, cottage cheese, yogurt, cheese);
  - (ii) Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans);
  - (iii) A grain product (such as bread, cereal, bagel, or rice cake);
  - (iv) Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required). When juice is served in place of a fruit or vegetable it must be one hundred percent fruit or vegetable juice.
  - (v) Each snack or meal must include a liquid to drink. The drink could be water or one of the required components such as milk, fruit or vegetable juice.

## Items to Bring or Not to Bring

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.

1. Children are not allowed to bring toys unless special permission is granted from the staff.
2. No weapons of any sort should ever be brought onto the property.
3. Chewing gum is not allowed.
4. Any personal care product (ointments, sunscreen, chapstick, Tylenol, etc.) requires parental permission and a Medication Dispense Form. Please do not bring these to the Nursery.

## Nap/Rest Period

Infants and toddlers are allowed to sleep on demand. The length of daytime sleep sessions varies with age, and decrease as they increase in age. Sleep patterns are ever-changing across the first few years with wide individual variability. Sleep patterns start to develop more clearly around 6 months, when longer night-time sleep duration begins and sleep consolidation occurs. Daytime sleep patterns become more consistent and consolidated later in age than night-time sleep.

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.

### **Photography, videotaping and surveillance**

Photography and videotaping is a great way to document a child's progression in their learning process. In the event you do not want your child to be photographed, we will provide you with a denial form. To ensure the safety and security of all youth, staff, parents, and visitors Boys & Girls Club has installed security cameras at most club locations. Security cameras are in hallways, classrooms, and outside to operate 24 hours a day when motion is detected.

The following are some benefits of having video surveillance:

- Security cameras help to keep youth and staff safe and are an effective deterrent of crime
- Club management staff can better monitor the entire facility and supervise/observe staff and youth interactions
- They help to provide peace of mind to our parents and staff

Boys & Girls Club respects the privacy of our club members, parents, and staff and as such video surveillance is for internal staff use only. Surveillance footage will only be viewed by staff and not released to outside entities, including parents, unless required by state law. State law mandates that we release certain information when requested by state childcare licensing, law enforcement agencies, child protective services, or government health officials. Video footage will be stored for a minimum of 14 days.

Please remember that personal items brought from home are the responsibility of club members who bring the items. Boys & Girls Club staff will not watch surveillance footage to find lost, stolen, or damaged personal items. The Boys & Girls Club is not responsible for any lost, broken, or stolen items.

### **Sample Schedule**

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