

# LEARN. LIVE. LEAD.

## Discovery Preschool at Richland Early Learning Center

### Handbook 2022-2023



Administration Office

2110 W. Henry St.

Pasco, WA 99301

509.543.9980

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

Richland Early Learning Center Preschool

1525 Hunt Avenue

Richland, WA 99352

509-948-8719



**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 #</b> <b>(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> 2030 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 Preschool at Early Learning Center 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 a diverse curriculum that instills a sense of belonging, usefulness, influence and confidence.

The teachers provide a consistent schedule with a balance between teacher-directed and child-centered activities. By providing a setting which fosters self-esteem, builds confidence and is based on respect, it is our goal that the children will be empowered to take risks in their learning. Through guided discovery and hands-on learning, children will be involved in a fully integrated curriculum. The children will be introduced to multidisciplinary experiences including: children's literature, dramatic play, listening center, arts & crafts, science discovery & nature, sensory activities, social skills development, music & singing, fine & large motor activities, and early math skills. In addition, the curriculum may be enriched by special guests.

## **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.

### **\*Social & Emotional**

Receptive & Expressive Language  
Social Relationships  
Self Regulation  
Small and large group work  
Identify feelings  
Experience pride and confidence  
Develop independence and self control

### **\*Approach to Learning**

Initiative & Curiosity  
Persistence & Attentiveness  
Reasoning & Problem Solving  
Cooperation

### **\*Physical**

Gross & Fine Motor Skills  
Health Knowledge & Practice  
Music & Movement

### **\*Academic**

Book Appreciation  
Alphabet Knowledge & Phonological Awareness  
Book Appreciation  
Art  
Early Writing  
Number Concepts and Quantities  
Shapes, Patterns & Colors

### **Early Achievers Participant**

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**

Welcome to Discovery Preschool! Our program is licensed for children 3-6 years of age who attend the Early Learning Center Preschool Program operated by the Richland School District. In partnership with the Richland School District, the Boys & Girls Club provides supplemental Preschool Programming for the other half of their day.

Each child will start with a 2-week trial period to ensure they are able to be successful in our program. If the Site Coordinator has concerns with how your child is transitioning into the program, parents will be notified and a meeting will be scheduled to discuss whether your child will be able to continue attending the program. We want each child to have a successful preschool experience and we always keep the best interest of the child as our number one priority.

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

1. Registration Form
2. Certificate of Immunizations
3. Registration Fee (covers September – August)
4. Medication Authorization (If needed)
5. Health Care Plan (If needed)
6. Meal Plan (if needed)
7. ASQ Questionnaire
8. Intake Form
9. EIEA (USDA Food Program) Form
10. Early Achievers Permission Form
11. Sunscreen Permission Form
12. IEP (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.

### **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 1:10 ratio for Preschool aged children. We have a Site Coordinator, Lead Teacher and Assistant Teacher/s who work during hours of operation.

## **Preschool Room- 3-6 years old**

### **10:1 Child to Teacher Ratio**

The Preschool Room is for children ages 3 to 6 years old. Our Preschool program follows a play-based philosophy. Through play, children will develop many important skills to help guide them through their adult lives. Play has many different components. Each one helps children develop different skills. Motor or physical play promotes development in gross and fine muscle strength and coordination. Social play helps children progress through different social stages and help children understand social rules such as, sharing, cooperation, and turn taking. Constructive play helps children learn the basic knowledge of building, crafting, manipulating and experimenting with materials. Pretend or fantasy play helps children develop flexible thinking where they can stretch their imagination and create a whole new world with endless possibilities. Games with rules helps children develop an understanding of rules and social contracts, which are important elements that help children comprehend the social rules of life.

The teachers provide many opportunities for children to engage in a variety of indoor and outdoor play. Our teachers also understand that children at this age learn by doing, and doing requires hands-on activities. By providing preschoolers with different interest centers, children will be able to interact and participate in what they choose to work on.

### **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**

Monday-Friday                      7:00am-6:00pm                      Discovery Preschool at Richland Early Learning Center

### **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 Years 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 school delay due to snow, Early Learning Center Preschool will also be on a 2-hour or 3-hour delay opening at 8:00 AM or 9:00 AM instead of 6:00 AM. Tune into the local radio station KONA if weather looks questionable. Information will also be posted on our Facebook page.

In the event of severe weather conditions or other emergencies, our programs will not be open. Parents are responsible for making alternative arrangements.

### **School District Closure Days and Breaks**

On school district closure days and breaks, when the Boys & Girls Club is open for care, there is a possibility of our program combining with the Jason Lee Preschool program at their facility, located at 1702 Van Giesen. This may include, but is not limited to: Winter Break, Spring Break, Summer Break. In the event this does take place, notification will happen in advance and parents will be asked to sign up for care to ensure space is available.

### **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. Do not carry your child in as this makes separation more difficult. 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.
- Some children regress in behavior by wetting again or asking for security items. This is normal and will pass.

Transitioning to another childcare facility: The Site Coordinator will work with parents, at their request, to find an alternative child care provider for their child. 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.

### **Kindergarten Transition**

We believe a child's transition to school relies upon relationships with, and within, a wide array of contexts and persons, including family, elementary schools and teachers, peers, and Discovery Preschool. Investment in transition activities builds coherence and supports adjustment to Kindergarten. With your permission, the May Formal Assessment along with the Washington State's Kindergarten Transition Summary Form will be shared with your child's Kindergarten placement.

Transition activities may include:

- Field trip to the neighboring Elementary School, tour of the entire elementary school to include Kindergarten classrooms, cafeteria, gym, library and introduction of school faculty
- Activities informing children about Kindergarten
- Provide parents with resources (list of books to read with your child, registration information, extended care for delayed Kindergarten start)
- If the parent knows what school their Preschooler will attend, we will provide school specific Kindergarten Registration information.

For all School Districts in Benton and Franklin Counties, registration takes place at the school and you may pick up an application packet in-person. For school specific information, please contact your child's school directly or call the District Office.

For registration, you will need to bring the following information with you:

- **Birth Certificate** - All children must be at least five years old by August 31st.
- **Proof of Residence** - You may provide a utility bill (water, electrical, garbage), rental/lease statement, income tax return statement, proof of home ownership (including a mortgage statement) or any official document showing both your name and address.
- **Immunization Records** - Must be current.

### **Drop Off Policy**

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 -2:15pm) as this may be disruptive to the group as well as possibly difficult for your child.

### **Parent Education**

Club Discovery Preschool has 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.

### **Potty Training**

All children are required to be fully potty trained when entering the preschool. Fully potty trained is defined as: child wears underwear while at Preschool and can get to the bathroom on his/her own - does not need reminders from anyone, can pull down own pants, wipe reasonably well, and pull own pants back up without assistance.

Accidents occurring more than 2 times in a week for weeks in a row, is not considered potty trained. If Discovery Preschool determined that a child is not potty trained, we will ask the child to return when they are completely potty trained. Children in the preschool classroom, having potty accidents must be able to change and clean themselves. If they cannot, the parent will be called to come and assist them.

### **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) that allow him or her to move freely. We believe in messy hands on 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. In our program we go out in all types of weather including rain and snow. 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. We ask that you do not put your child flip flops, rather sandals that have a strap around the back.

### **Billing Procedures**

1. We bill weekly. If payment has not been received by Wednesday, for the previous week's 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 and Fees**

Preschool-3-6 years  
(Potty trained is required)

Weekly Rate  
\$235 Full Day  
\$118 Half Day

\*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 school district
  - have multiple children enrolled in Boys & Girls Club programs
  - are enrolled in the military (active or reserve)
- 
- 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

## **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 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 number:

### **Discovery Preschool- Early Learning Center - 187310**

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.

## **Scholarships**

Scholarships may be awarded to families based on income, DSHS denial and circumstance. To apply for a scholarship, you may pick up an application at our admin office located at 2110 W. Henry St. in Pasco or request one from the Site Coordinator. Scholarships are approved for one school year or for Winter, Spring or Summer Camp. Families must reapply to continue a scholarship.

## **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.

## **Screening & Assessing**

Each child will receive 2 Formal Assessments throughout the year to track their progress and growth within the program. Parents will receive a copy of each assessment. If a child's development is not on course with typical developmental milestones staff will work with parents to develop a plan to meet their child's needs. There will also be an informal assessment done mid-year. This will consist of parents having the opportunity to take home their child's portfolio, review the contents and sign off on the review and bring it back until it goes home for good at the end of the year.

When we assess children it simply means that we take a good, solid look at your child and gather information about what he/she is doing and how he/she is progressing in relation to developmental milestones and our program goals. We use a variety of tools to do this. We ask you many questions about your child when you first enroll in our program. While your child is involved in ordinary, every day work and play in our facility, we collect evidence. Evidence may be art or a writing sample; notes of words or conversations your child has said; photographs or observations of your child at work and play. The information we gather has developmental and educational significance. This evidence is collected continually so that we can compare what we've seen or recorded today with what we've seen in the past. This allows us to gain a good understanding of your child and to look for growth over time.

Assessment is really the driving force behind everything we do. It helps us, as teachers, to plan, design and establish our curriculum and environment. When the evidence shows us that our children find a certain topic appealing, we can address this by designing the curriculum and environment to meet this interest. Children learn and gain so much more when they are focused and fascinated. When we are able to integrate necessary concepts and skills into an interesting theme, we support their growth and learning. When the evidence indicates that our children may be lacking a skill that is viewed as typically developing for a particular age, we can integrate this need into the curriculum or environment. When we have a question or concern about a child's growth and development, the evidence gathered helps us provide a focus to address the concern. It is also very rewarding to share with parents our observations of their child's growth over time.

What's your role in this? As stated previously, you know your child best. We know the developmental milestones of young children and we work with your child as a part of our school. Building partnerships between school and families is one of the strongest foundations for success in learning for your child. The sharing of information between us - what you know and what we know - builds this strong foundation.

We look forward to sharing information and observations with you through conferences, email messages, notes, phone calls and informal conversations. All information that is gathered concerning your child's growth and development is kept in an area accessible only to center teaching and administrative staff. All children's records are kept confidential. Access to this information by anyone other than a parent or guardian is done only with the parent/guardian's written approval.

#### **STANDARDIZED TOOLS USED TO PLAN CURRICULUM AND AUTHENTICALLY ASSESS CHILD DEVELOPMENT WASHINGTON STATE EARLY LEARNING & DEVELOPMENT GUIDELINES**

<http://www.del.wa.gov/development/guidelines/>

<http://www.del.wa.gov/publications/development/docs/guidelines.pdf>

In 2012, the Department of Early Learning; the Office of the Superintendent of Public Instruction & Thrive by Five all worked together to develop the Early Learning & Development Guidelines for children birth through third grade in Washington State. The Club Discovery Preschool uses the information in the document to train teaching staff and to develop our philosophy and curriculum.

#### **AGES AND STAGES QUESTIONNAIRE**

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

All families will receive an Ages and Stages Questionnaire upon initial enrollment 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 and how to plan activities based on the information you provide. 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, provide referral information if applicable, within 30 days of the return of the questionnaire. Your child's teacher may also complete an Ages and Stages Questionnaire based on what they are observing in the classroom.

#### **Washington Kindergarten Inventory of Developing Skills (WAKIDS)**

<http://www.k12.wa.us/wakids/>

The Washington Kindergarten Inventory of Developing Skills (WaKIDS) is a transition process that helps to ensure a successful start to the K-12 experience and connect the key adults in a child's life. We use components of this tool to guide our curriculum planning.

### **Communication**

Daily communication with parents will be made in regards to how your child's day was, any concerns or items needed. A monthly newsletter will be available with program updates and highlights. During the school year, you are welcome at any time to request a conference to discuss your child's development and/or any concerns you might have.

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. To discuss any questions or concerns, you may contact the Site Coordinator. If the Site Coordinator is unable to assist, you may also contact Jamie Luce, Director of Early Learning at 509.543.9980 x413.

Class Dojo is a free communication platform built for teachers and parents. Class Dojo 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. Class Dojo provides an efficient way for teachers, students, and parents to be on the same page about what's going on at school. The Site Coordinator will provide information to join the class.

### **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. We are not responsible for the children until you have documented their arrival in our program. Children may not sign themselves in.

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 6:00pm. 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 6:00 PM for the 1<sup>st</sup> occurrence. A \$2.00 per minute per child late fee will be assessed after 6:00 PM for the 2<sup>nd</sup> occurrence. A \$3.00 per minute per child late fee will be assessed after 6:00 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.

### **Run Away Children**

If a child runs away from the center or from their group on a field trip:

- An attempt will be made to call the child back.
- Staff are NOT instructed to leave their group to follow a child who has run away.
- Guardians and/or emergency contacts will be notified of the child's last location. Staff will remain in the same location unless it is unsafe to do so.
- Staff will notify police of a runaway child and give their description and whereabouts.
- In running away, a child has placed themselves, the staff and other children at risk. This is grounds for immediate suspension and possible expulsion from the program.

### **Discipline**

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.

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, etc.

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 alternative 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 be 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.

### **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 or other standards of policy indicated in this handbook. In such cases, tuition and any registration fees paid will not be refunded.

### **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.

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. 2110 W Henry St. Pasco, WA 99301, [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 Coordinator. 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 have access to information provided by the parent/guardian and we do not share information regarding a child's placement, education records, medical 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 or local health agencies as requested or needed.

### **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 quarterly drills on how to care for children during an emergency situation. 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.

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.

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 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 by a parent for any prescription or over the counter 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.

A parent or guardian may sign an authorization for the following non-prescription medications: antihistamines, non-aspirin fever reducers/pain relievers, decongestants, anti-itching ointments, chapstick, diaper cream, sunscreen, lotion or hand sanitizers.

Non-prescription medications must be in their original container and will be given only when the dosage and frequency are on the label and listed as age-appropriate for your child.

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:
    - Minor cuts, scrapes , bruises or bumps
    - Low grade fever, headache
    - The need to lie down and rest
  - b. Steps we follow:
    - Provide first aid treatment
    - 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:
    - Vomiting
    - Severe Pain
    - Fever of 100.4 or above
    - Cuts that may require stitches
  - b. Steps we follow:
    - Provide first aid treatment
    - 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:

- Uncontrolled bleeding
- Seizures or shock
- 2<sup>nd</sup> and 3<sup>rd</sup> degree burns
- Allergic reaction to known allergen
- Fractured or broken bones

b. Steps we follow:

- Provide first aid treatment
- Call 911
- Staff will contact parents
- 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**

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**

Occasionally we like to plan field trips that support our programming or to offer a fun experience and get a break from the daily routine. A field trip permission slip will be provided to parents with detailed information about the location, times, form of transportation, etc. The fees for a field trip may be in addition to your regular tuition. Children may walk, take the transit or use a Club vehicle for field trips. When we provide the transportation, we will follow chapter 46.61 RCW, Rules of the road and other applicable laws regarding child restraint.

### **Nutrition**

We provide breakfast at 8:30am and an afternoon snack at 2:30pm. We abide by the USDA Nutrition Standards for CACFP meals and snacks. Monthly menus are posted on the parent board.

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.

We eat lunch at 11:30am and lunch must be 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

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.

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. Because we are not responsible for the child's belongings, your child should not bring valuable to the Club. This includes but is not limited to cell phones, iPods, electronic gaming devices, mp3 players, cameras, jewelry, etc.
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. Cough drops, hand sanitizer, ointment, Tylenol, sunscreen, etc. all require parent permission. Please do not pack these in your child's backpack. In the event your child needs one of these personal care items, please notify us as we will have you fill out a Medication Dispense Form.
6. We discourage children from wearing flip flops as they break easily, can be hard to play in and do not offer good protection.
7. Weather permitting; we do play outdoors on a daily basis. Please be sure your child is dressed appropriately for the weather.
8. Each child will need to bring a blanket for nap time. The blanket will go home every Friday to be washed.
9. Each child will need a change of clothes left in their cubby.
10. Each child will need a packed lunch daily unless parents are notified that we will be serving lunch.

### **Nap/rest period**

Our nap/rest period allows for children in our care to get the appropriate amount of rest for their age. Children will sleep on a cot assigned to them and provided by the preschool. A cot sheet will be issued at registration. Parents are responsible to launder the sheet and a small blanket from home, at the end of every week, or more often if soiled. Lost or damaged sheets will be replaced for a fee of \$10.

### **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**

7:00 AM – Free Choice Center

8:45 AM: Breakfast and Care Routine

9:00 AM: Outside/Gym

9:45 AM: Circle Time

10:00 AM: Curriculum Centered, Teacher Directed Activities, Free Choice Centers

11:00: Lunch

12:00 PM: Nap/Rest

2:00 PM: PM snack

3:00 PM: Outside/Gym

4:00 PM – 5:00 PM: Curriculum Centers, Free Choice Centers

5:00 PM: Late Snack

5:30 PM – 6:00 PM: Structured free play and closing

**Early Learning Center Class Schedule- ECEAP and Developmentally Delayed (DD)**

Monday – Thursday AM programs: 8:00 am – 11:00am

Monday – Thursday PM programs: 11:45am – 2:45pm

Monday – Thursday Full Day Programs: 8:00 am – 2:30 pm

Monday – Friday TK programs: 8:45 am – 3:00 pm (Friday Dismissal is at 2:00 pm)