

# DAYCARE PARENT HANDBOOK

## NON-DISCRIMINATION STATEMENT

Chapel Children's Center, a child care center providing care and education for children in our facility, declares that the services of our Center will be made available to all persons regardless of race, color, national origin, gender, age, or disability within the scope of our staffing capabilities and availability.

## RELIGIOUS ACTIVITIES

Chapel Children's Center is owned and operated by Colbert Chapel. We are a Christian center, providing a Bible-based curriculum to all aspects of the Center's daily routine. We celebrate Christmas and Easter, as well as practice and teach Christian morals and standards to the children enrolled in the Center.

## DAY CARE CENTER HOURS

The Center's hours of operation are from 6:30 a.m. TO 6:00 p.m., Monday through Friday. (Toddler age classroom available from 7:00am to 5:00pm) We are closed *New Year's Day, Martin Luther King Day, President's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving & the day after, and Christmas Eve Day\* through December 31<sup>st</sup>*. If a major Holiday falls on a Thursday, there **may** be a possibility that the Center will be closed on Friday. If a major Holiday falls on a Saturday, the Center will be closed on the Friday before. If a major Holiday falls on a Sunday, the Center will be closed on the Monday after. The Center is closed for two separate weeks during the summer (please see DAYCARE CLOSINGS information sheet enclosed in your packet), as well as the last two days of the Mead School District Spring Break. The Center will follow the Mead school district policy for severe weather (i.e. snow days). We will notify local television and radio stations, and post information on our Facebook and Instagram pages, if the Center will be closed due to severe weather. For all other closures, parents will be notified in advance.

## REGISTRATION

A Washington State Certificate of Immunization Status form along with a completed Chapel Children's Center registration packet, to include a Registration Form, must be filled out for each child. Please complete all of the forms, including an authorized signature and date. **The Center must be notified as information changes.** At the time of initial registration, a non-refundable enrollment fee ~ \$150 per family, will be due upon initial enrollment, and renewed every August thereafter.

## CLOSING TIME

The Center closes promptly at 6:00 pm. Charges for arriving after 6:00 pm are \$1 per minute, **per child.** We realize there can be emergencies and we will always take that into consideration.

## **SIGNING IN & OUT**

We are required by the State of Washington to have a parent, guardian, or an authorized person sign the child in and out each day. A **FULL LEGAL SIGNATURE** is required at the time of arrival and again at departure. The *Sign In/Sign Out Daily Log* is located at the Front Desk. Please sign in only **one** child per line.

## **MEALS AND SNACKS:**

Menus for the current week and the following week are normally posted on the bulletin board next to the front entrance. All meals and snacks served are approved by the State as nutritionally balanced. Breakfast is served starting at 7:45 a.m., and lunch is served starting at 11:30 a.m. till 12:15 p.m. Two afternoon snacks are provided, one after rest time, and the second around 5:00 p.m. All meals and snacks are included in most all of the rates (unless otherwise noted). We endeavor to serve well-balanced meals including plenty of milk/dairy products, fresh meat/protein food, fruits and vegetables. We would appreciate it if food were not brought in by the children except a home prepared lunch, which is to be eaten at lunchtime only. If you would like to send special treats for all the children at birthdays and/or holidays, please notify the Center prior to discuss the quantity and type of food so it can be included in our daily routine. **No gum at anytime please.** If your child has any special food needs due to allergies or other reasons, it is up to the parents to provide this information to the Center. Home prepared lunches may be sent with your child, in which they will not be served anything other than the lunch you provide, and milk upon request. Upon arrival to the Center (*or a prior phone call if your child will be arriving by bus or Center van*) it is **required** that you notify a Center Staff Person that your child has a home prepared lunch with them to eat at the Center.

## **CHILDREN WITH FOOD ALLERGIES:**

It is impractical to achieve complete avoidance of all allergenic foods in the Center. We can help to reduce the child's exposure to allergenic foods through education, supervision and the following guidelines:

- ☒ Parents of an allergic child are required to provide notice to the Center, adequate information of the child's condition, and an emergency response/health care plan on file;
- ☒ Hand washing upon arrival to the Center, as well as before and after eating snacks and meals will be highly encouraged. Surfaces such as tables, toys, etc. will be washed clean of allergen-contaminating foods;
- ☒ Educate and encourage other parents to assist in ensuring a safe environment at the Center for all children, to include ones with possible life-threatening food allergies;
- ☒ Restrict the type of foods used in crafts and served at snacks and meals by the Center depending upon the allergies of the child.
- ☒ Providing a safe eating place for the allergic child to sit during snacks and meals.

Parents of an allergic child must understand and agree that they send their child to the Center at their own risk ~ Chapel Children's Center cannot and will not guarantee against accidental exposures and cannot accept liability. It is now a state requirement to provide our center with Benadryl to keep on the premises for your child if they are allergic to anything.

## **WHAT TO (and what not to) BRING:**

**Parents of toddlers** must bring disposable diapers, and a **labeled** weather appropriate, full change of clothing. If the child is potty training (see *Potty Training* section), a minimum of two full changes of clothing are required. Extra clothing can be kept in the child's personal basket (clothing size up to date please) or provided in a diaper bag, if one is brought with child. The child's immunization form must be updated each time an immunization is received.

**Parents of preschool children** must bring a **labeled** backpack and a **labeled** weather appropriate, full change of clothing. Worksheets and projects that they have done that day usually are sent home with them, so a backpack is very helpful for this. The child's immunization form must be updated each time an immunization is received.

**Before and after school children** (grades K - 6) are recommended to bring a **labeled** backpack. The child's immunization form must be updated each time an immunization is received.

When in attendance at the Center, please have your child dressed for the current weather, to include coats/jackets, hats, boots and mittens when needed, as ALL children will spend a portion of each day outdoors except in very extreme weather. Please mark all of your children's outerwear with their names.

## **POTTY TRAINING**

We will work with your toddler in the area of potty training when you decide to begin at home and they are showing signs of potty training readiness. Some of the indicators are (1) he/she are able to tell if their diaper is wet or soiled; (2) they make you aware of a wet or soiled diaper on a regular basis. Please remember we cannot use toddler potty-chairs so the child must be able to use the regular size toilet with or without a potty seat. We will never make it a forced issue for a child to use the toilet. Trying to train a child that is not ready (whether at home or at the Center) causes added stress to parents, teachers and the child as well. When your child is graduated to, or begins in, the Beginning Preschool Room (age 2 ½) we introduce potty training into our daily routine. Please note that in order to move into the Preschool age group/rate your child must be 3 years of age and fully potty trained. We define being fully potty trained as a child being able to know when to go in and use the toilet, fully in underwear, and seldom, IF ANY, accidents.

## **FIELD TRIPS:**

When field trips are scheduled, a **Field Trip Notice/Permission Form** will be available by the Sign In /Sign Out Log on the front desk for parents to sign. This must be signed prior to the time the field trip will be starting. Transportation will be by Center van, private vehicle, or an authorized and approved school bus. Some of the scheduled field trips may require an additional charge, in which this will be posted on the permission form.

## **TRANSPORTATION:**

School children may catch the bus in the morning to, and in the afternoon from, Colbert Elementary and bus service is also provided by the Mead District to both morning and afternoon sessions of Kindergarten at Colbert Elementary. At this time, the Center provides transportation to and from Meadowridge, Midway, and Chattaroy Elementary schools and, with special arrangements, the NW Christian campus. There is an additional charge for transportation (see *Transportation Rates*).

## **TOYS**

The Center provides age-appropriate toys and learning materials for the children. If your child brings their own toys, they are brought with the understanding that they may be lost or broken and the Center accepts no responsibility for such loss or breakage. If they choose to play with it during free time, they must be willing to share it with others, or else keep it stored in their backpacks or at the Front Desk until they go home. Please mark all belongings with your child's name.

## **CHILD ABUSE:**

We are required by Washington State Child Care Licensing to report any form of suspected child abuse, neglect or exploitation to Child Intake Services. If your child has an accident at home, and has a visible mark, please inform us of the injury so it can be documented.

## **TERMINATION OF CHILD CARE:**

If you will no longer need childcare, a two (2) week written notice is required, unless otherwise agreed to by the Director. Chapel Children's Center will strive in every way possible to help your child's daycare experience to be a positive and growing one. However, in extreme circumstances, Chapel Children's Center reserves the right to suspend or dismiss a child for unsatisfactory behavior or for behavioral, educational, or medical problems in which the center is not able to successfully serve the needs of the child. Under these circumstances, the parent may be entitled to a two (2) week notice before child care will cease. Reasons for immediate termination can be, but are not limited to:

- ❑ Failure to pay child care fees on time (on a recurring basis);
- ❑ Failure of parent to pick the child up by 6:00 PM on a recurring basis;
- ❑ Bringing the child to the Center when knowing the child is ill.

## **BEHAVIOR/DISCIPLINE/EXPULSION POLICY:**

Chapel Children's Center strives to build a loving Christian environment where children can learn and be nurtured. We believe God made and planned for the whole person to grow to maturity and to enjoy the development of their potential - spiritually, mentally, emotionally, physically and socially. To that extent, we must first provide for the safety of all of the children entrusted to our care. Children are a work in progress and part of this growing process is learning social interaction and the rules surrounding acceptable behavior. Appropriate social skills are learned, in part, by interacting in the social setting at the Center. The children are encouraged to work and play, in various size groups, reinforcing and developing important social skills. As they learn, children will make mistakes and engage in behaviors that don't meet acceptable norms. In such cases it is the job of the Center staff to redirect a child to prevent such further behaviors, while teaching, modeling and encouraging proper social behaviors and working with parents to resolve such challenges. The Center reserves the right to take the necessary steps of discipline as prescribed in our disciplinary policy posted on the bulletin board.

The policy is as follows:

- ☒ *Explain rules to all children.*
- ☒ *Implement any and/or all applicable behavior strategies*
- ☒ *Remind the child of the misbehavior as it occurs, then help and encourage them to choose a good choice of behavior.*
- ☒ *If misbehavior continues, the child will be directed to another area of play.*

After all of the above steps have been used, or if warranted immediately, a (supervised) time out is used. The child may return when they feel they are ready, with staff helping them to be more successful with their choices of behavior/actions.

We do not believe in reporting minor misbehaviors to parents unless it becomes a recurring problem where resolution is beyond scope of what we can address here at the Center. Examples include, but are not limited to:

- ☒ Cases where Chapel Children's Center Discipline Policy guidelines are no longer effective in correcting the behavior(s).
- ☒ Behavior challenges that require solutions beyond the scope, training or capability of the Center staff.
- ☒ Cases where the Center staff receives inadequate or no support from parents/guardians to reinforce socially acceptable behaviors and/or discourage unacceptable behaviors.
- ☒ Notable harsh or violent reaction by a child to correction from the Center staff.
- ☒ Behaviors that cause physical harm to the child or to others or behaviors that harm the emotional well being of other children.
- ☒ Behaviorally challenging cases where a risk vs. benefit analysis by Chapel Children's Center indicates that the child presents more harm to him/herself and others than the Center can safely and adequately manage.

Our goals are to insure a safe environment for all of the children at Chapel Children's Center to learn and grow in. In cases that appear to test the scope of our capabilities, our staff will notify parents as soon as possible of the behavioral problem(s). We will then prepare an age appropriate Development Assessment for the child, giving any available recommendations on where the parent can get child assessed and/or therapies. If we see it necessary, the child may not be allowed to return to the Center until an individualized behavior modification plan can be written up and discussed between parents and the Center. When such a plan is developed, Chapel Children's Center will work that plan but must see efforts from the home environment as well to solve the challenge and ensure a safe environment for all. In some cases, the situation may demand that the child be removed from the Center until the behavioral challenge has been clearly corrected, a documented professional medical course of action has been completed, or substantial observable progress has been made toward the child's behavior modification.

Chapel Children's Center realizes the limitations of our facility and staff and is forced to admit there might be cases we cannot resolve. Should we deny a child involvement at the Center, it will only be because we cannot reasonably guarantee the safety of that child or others in the Center. Safety of the children has to be our first and foremost concern.

## **INSPECTION AUTHORITY:**

Since Chapel Children's Center is a State Licensed Daycare facility, the Department of Children, Youth & Families has the authority to inspect our Center, its records, speak with the staff and children at any time. Regular licenser inspections are done annually for state license continuation.

## **EXCLUSION OF ILL CHILDREN / MEDICAL EMERGENCIES**

Included in your NEW FAMILY REGISTRATION PACKET is our updated Covid-19/Health Policy form. As new changes come from the CDC, DOH, and the Spokane Regional Health District, we will update the policy and distribute it to you.

Per State Child Care Licensing laws, Chapel Children's Center will not allow children with any of the following symptoms to be or remain in care:

- ☐ Fever of 100 degrees (under arm) or higher
- ☐ Vomiting on 2 or more occasions within a 24-hour period
- ☐ Diarrhea of 2 or more watery stools within a 24-hour period or 1 bloody stool
- ☐ Open or oozing rash or sore, unless properly covered with bandages/cloths
- ☐ Eye discharge or pinkeye – children/staff may return 24 hours after starting antibiotic treatment; this includes impetigo and scabies as well.
- ☐ Coughs - A child with a persistent cough should be seen by a physician and should remain out of child care until written authorization by doctor is given for child to be able to return to daycare.
- ☐ Lice and scabies – children/staff may be readmitted, after treatment, and if there are not nits visible.
- ☐ Earache/Headache/Sore throat/Rash or fatigue that prevents participation in regular activities.

If your child becomes ill while at the Center you will be notified and expected to make arrangements to have them picked up as soon as possible. In the meantime the child will be kept restricted from the other children, under supervision, until picked up. We cannot keep school children at the Center if they are not well enough to go to school. All of our employees are trained in CPR and first aid. We will provide temporary emergency care until more qualified personnel arrive. On your enrollment form is a place for you to give your permission for the Center to get your child emergency treatment when you cannot be reached.

## **DISPENSING OF MEDICATION:**

If a child is recovering from an illness and must continue to be on medication after the contagious period, the following guidelines are required:

- ☐ Provide written and signed instructions, including the correct dosage and exact times to be given, on a **Medicine Authorization Form**, and then given directly to the Director or the Caregiver in charge.
- ☐ Label and date all medications.
- ☐ Leave all medication in original containers.
- ☐ Make sure child's name is on container.
- ☐ Take unused portions home each day.

The instructions left with us must agree with what is printed on the bottle. Unless otherwise noted, all medications must be taken home nightly. This applies to both prescription and non-prescription medications.

## **REPORTABLE DISEASES (Includes COVID, colds and flu):**

Chapter 246-100 WAC Control of Communicable (Reportable) diseases was designed & implemented for the purpose of governing the presence on or about any school or day care center premises of susceptible person(s) who have, or have been exposed to a reportable disease. The law also intends that appropriate recommendation be made to the parent when medical treatment is necessary and that the parents be guided to the appropriate source of community sponsored medical care. In order to protect the health of both children and staff, upon return to the Center we are asking for a signed medical release from your doctor for a child who has been infected with a reportable disease.

## **POLICY CHANGES:**

State and Federal laws mandate many of the policies here at the Center. As the need arises, policies and rates/charges may be updated and/or changed, or new policies added. When this occurs, prior notification will be made available to you. If you have any questions regarding a Daycare policy, please feel free to speak with the Director, Holly Bojorquez, or Assistant Director, Jackie Anderson.

## **THANK YOU... THANK YOU, THANK YOU**

Thank you for giving us the opportunity to help take care of your child. We realize this is a very important decision for you and hope that you will feel comfortable.

Please feel free to drop by at any time to visit your child. You are welcome to join us for breakfast or lunch. Just let us know so we can prepare an extra plate. The staff at Chapel Children's Center feels that it is most important for parents to monitor the progress of their children. We are available to discuss your child's adjustment, development and progress at the Center anytime. Please feel free to schedule a time with us should you have any questions.



## DAILY SCHEDULE:

*For children ages 3 ~ 5 years*

Our basic schedule is as follows (*activities and times may be adjusted to meet the needs of each child*):

<b>6:30 – 7:45</b>	Arrival & greeting; <b>**FREE CHOICE**</b>
<b>7:45 – 8:45</b>	Wash up, Breakfast served during <b>**FREE CHOICE**</b> to include playdough, sand & water, music & movement, planned activity
<b>8:45 - 9:30</b>	Outside Play ( <i>usually most days except in extreme weather</i> )
<b>9:30 – 10:30</b>	Family Meeting (Pledge of Allegiance, Calendar & Super Star), Fine Motor, Sensory, Small group Art project activity at table or free choice centers & Wash, morning snacks served
<b>10:30 – 11:00</b>	Outside Play ( <i>usually most days except in extreme weather</i> )
<b>11:00 – 11:25</b>	Group Circle Time (Bible Story, Math/Science activities, Library, Community Awareness & songs)
<b>11:25 – 11:50</b>	Clean-up; Wash up; LUNCH ( <i>a.m. ECEAP ~ lunch served upon arrival</i> )
<b>11:50 – 12:30</b>	Outside Play ( <i>usually most days except in extreme weather</i> ); <i>*Napping children will come in to potty/change diapers ~ wash up ~ transition to nap time with books to read</i>
<b>12:30 – 2:30</b>	Nap time for those children who still take naps Non-Nappers: wash up ~ transition to Quiet Time (30 minutes) then do quiet activities such as books, Legos, table games, coloring, etc.
<b>2:30 – 2:45</b>	Wash up ~ Afternoon Snacks.
<b>2:45 – 4:00</b>	Outside Play ( <i>usually most days except in extreme weather</i> )
<b>4:00 – 5:00</b>	<b>**FREE CHOICE**</b> to include sensory, small group &/or skill building center activities
<b>5:00 – 5:15</b>	Clean-up & Wash for Late Afternoon snacks
<b>5:15 – 6:00</b>	<b>**FREE CHOICE**</b> or small group activities as parents arrive

**\*\*FREE CHOICE\*\*** = to include dramatic play, fine motor activities, blocks, library, Nature & Science, cozy area, art, space for privacy, music or math and numbers

During the summer months (mid-June through Labor Day in September) this is the basic framework schedule that will be followed by school-aged children. There will also be additional age-appropriate activities to include off premises field trips. Children ages 4 years through 4<sup>th</sup> grade will participate in a 4 or 5 day long Vacation Bible School. VBS week is sponsored by Colbert Chapel.



## **DAILY SCHEDULE:**

*For children ages 12 mos. ~ 24 mos. (2 years)*

Our basic schedule is as follows (*activities and times may be adjusted to meet the needs of each child*):

<b>6:30 – 7:00</b>	Not Available unless arrangements have been made
<b>7:30 – 7:45</b>	<b>**FREE PLAY**</b> in Toddler Room
<b>7:45 – 9:00</b>	Clean up, Wash up, Breakfast served, (diaper checked) <b>**FREE PLAY**</b> Tot room
<b>9:00 – 9:45</b>	<b>**FREE PLAY**</b> ( <i>indoor/outside</i> ) Tot room
<b>9:45 – 10:00</b>	Wash up ~ Morning snacks.
<b>10:00 – 11:15</b>	<b>** FREE PLAY**</b> ( <i>indoor/outdoor</i> ) Class Time ~ Art project activity offered during free choice centers *diapers checked
<b>11:15 - 11:30</b>	Circle Time ~ to include stories, music & free movement activities
<b>11:30 – 12:00</b>	clean up ~ LUNCH time
<b>12:00 – 12:15</b>	Clean-up & diaper changes ~ transition to Nap time
<b>12:15 – 2:30</b>	Nap time ~ quiet activities for any early risers
<b>2:30 – 3:00</b>	Wash up & diaper changes ~ Afternoon Snacks.
<b>3:00 – 4:00</b>	<b>**FREE PLAY**</b> ( <i>indoor/outside</i> )
<b>4:00 – 5:00</b>	<b>**FREE PLAY**</b> while diapers are changed
<b>5:00 – 5:15</b>	Late Afternoon snacks/ Wash up as parents arrive
<b>5:15 – 6:00</b>	Not available unless special arrangements have been made

**\*\*FREE PLAY\*\*** = to include cozy area/books, fine motor activities, blocks & dramatic play  
Large Motor & Focused Developmental Skill play activities

**\*\*OUTDOOR PLAY\*\*** activities available = large motor, blocks, cars & trucks, mud kitchen & books, Cozy area

## **DAILY SCHEDULE:**

*For children ages 2 ~ 3 years*

Our basic schedule is as follows (activities and times may be adjusted to meet the needs of each child):

\*Indicates time child is taken potty

6:30 – 7:45 Arrival & greeting; **\*\*FREE CHOICE\*\*** Big room/tot room  
7:45 – 8:15\* Wash up, Breakfast served during free choice in Big room  
8:15 – 8:45 \* **\*\*FREE CHOICE\*\*** to include playdough, sand/water, music & movement  
8:45 – 9:45 Guided Play in BP Room to include group activity, small group/experiment & Skill building play; Free play is available to kids not wanting to join group activity  
9:45 – 10:00 \* Wash up for morning snack/snack  
10:00 – 10:15 Circle Time in BP Classroom (Bible Story, Math/Science activities, Library/Literacy, & Songs)  
10:15 – 10:45 \* Class Art project at table offered during free choice  
10:45 – 11:15 Outside Play (usually most days except in extreme weather)  
11:15 – 11:35\* Wash up; LUNCH  
11:35 – 12:15\* Outside Play (usually most days except in extreme weather)  
12:15 – 2:30\* Wash up, transition to Naps with books to read, Quiet time  
2:30 – 2:50 \* Wash up; Afternoon Snacks  
2:50 – 4:00 \* Guided Play in BP Room to include group activity, small group/experiment & Skill building play; Free play is available to kids not wanting to join group activity  
4:00 – 5:00 \* Outside Play (usually most days except in extreme weather)  
5:00 – 5:15 \* Wash up; Late Night Snacks  
5:15- 6:00 **\*\*FREE CHOICE \*\*** in Big Room

**\*\*FREE CHOICE\*\*** = to include dramatic play, fine motor activities, blocks, library, Nature & Science, cozy area, art, space for privacy, music or math and numbers

**\*\*OUTDOOR PLAY\*\*** activities available = large motor, blocks, cars & trucks, mud kitchen & books, Cozy area

## CHAPEL CHILDRENS CENTER CURRICULUM PHILOSOPHY & GOALS

At Chapel Children's Center it is our philosophy to work towards development of the whole child. The purpose of early childhood education is much more than academics. Our goal is to nurture all domains of child development to provide a strong foundation for learning throughout their lives. This includes children's social & emotional, physical, cognitive and spiritual development. Underlying all of the Center's activities are basic Christian truths and standards.

Our curriculum philosophy is based on the premise *children learn through positive role modeling, play and active involvement*. Play is extremely important to children's learning because it is through play that children learn and grow. Children who are allowed blocks of un-interrupted time for self-initiated play have time to pretend, imitate, experiment, explore, problem-solve, develop cooperation with others, work on relationships, and create their own learning experiences. Under the positive role-modeling and guidance of our teachers children can practice skills, achieve goals, and experience success so that they gain self-confidence, feel proud of their accomplishments, and learn to love exploring education and learning about Jesus!

In our classrooms, there are various learning centers that children can choose from. These centers include: art, writing and drawing, puzzles, dramatic play, sensory, blocks, reading and relaxing, science, music and manipulatives. Teachers suggest play possibilities through the arrangement of materials and having various props available.

Although we do have activities that are teacher-directed, the majority of children's learning occurs during free exploration and child-led play. We provide a wide range of hands on, interactive materials allowing children to experiment and explore their surroundings. The various projects that they engage in will stimulate creativity and build a positive self-image in each child, as well as encouraging interaction with our communities, our environment and our families. It is also our goal to teach and demonstrate to each child that they are special because God made them...and He loves them!