

***THE CHILDREN'S HOUSE OF LEARNING  
CHILD CARE PARENT HANDBOOK***

**291 Spokwes Drive  
Port Angeles, WA 98363  
(360)504-3141**

**PROGRAM PHILOSOPHY**

We believe that parents are the primary educators of their children. The goal of our program is to assist the parent(s) in the care and education of each child. We believe in a strong parent/teacher partnership. Children learn through play, so we believe that a child's work is their play and their play is their work. Our educational program is based on sound principles of child development. We want the children to have a sense of self-worth by helping them develop at their own individual pace, while learning basic skills. We want the children to feel confident and secure enough to explore and grow in a stimulating educational environment.

We are committed to promoting and supporting all aspects of a child's growth in an atmosphere of respect. Your child is an individual who is an integral member of a group, and whose uniqueness is acknowledged and appreciated by that group.

Children participate in a variety of individual and group activities designed to develop language and reading readiness skills, enhancing physical, social, emotional, and intellectual growth, skills and attitudes which will increase their ability to succeed in school.

Please remember that children learn through play and that at times they may get messy or dirty. Please dress them comfortably, so they are free to do so, and neither you nor they will have to worry about getting dirty. Please feel free to share your ideas and visit us at any time. I hope your child will be happy, secure and healthy in our facility.

**HOURS OF OPERATION**

The Lower Elwha Child Care Center is open from **7:30 am** until **5:00 pm**, Monday through Friday. We are closed on weekends and for all State, National, and Tribal holidays, and other Tribal closures. During the winter months, please follow Port Angeles School District for any information on power outages and/or snow closures. When the power is out, we are unable to provide care until the power is returned. All other closures will be posted ahead of time to allow parent to make other child care arrangements. Unless it becomes a health issue, then we will inform parents as soon as possible.

**ENROLLMENT & ADMISSION REQUIREMENTS**

- A. The Lower Elwha Child Care Center serves children from the ages of 1 month to 12 years Old.
- B. We encourage parents and their children to come in for a trial visit to familiarize them selves With the classroom, the staff, and the other children.
- C. We do accept part-time and drop-in children when space is available, but our full time Children have first priority. We suggest you phone us first to find out if there is space Available that day.

- D. We do accept children whose child care is subsidized by DSHS or the CCDF grant. If you would like to find out about these subsidies, please feel free to talk to the Director.
- E. All parents must meet with the Supervisor and/or Director before their children start attending the child care to exchange information and complete all the necessary forms.
- F. The following forms must be completed by the parents at the time of enrollment:
  - Registration Form
  - Child Care Agreement
  - Complete Record of Immunization, signed
  - Signed consent for your child to participate in field trips
  - Signed consent for your child to receive emergency medical care
  - Signed consent for the child care provider to furnish transportation for your child. Transportation may include a ride on the public transit system, a tribal van, or staff and parent vehicles
  - USDA food program enrollment
  - Emergency evacuation plan

**COMMUNICATION POLICY**

Please communicate with the child care staff daily on any specific needs for your child. There will be bulletin boards in every classroom where schedules and activities, weekly menus, along with other notices tucked inside of the sign in/out book or posted on top of the book.

Please pick your child up in their classroom or on the playground, making sure to sign the in/out book.

At drop off time, please share information with the teacher: how long will the child be there during the day, any family situations that might be going on, any change in eating/sleeping/ potty habits, etc.

**FEE AND PAYMENT PLAN**

A. <u>RATES:</u>	<u>FULL DAY</u>	<u>HALF DAY</u>
Infants 1-11 months old	\$ 66.12	\$ 33.06
Toddlers 12-29 months old	\$ 59.16	\$ 29.58
Pre School 30-60 months old	\$ 54.52	\$ 27.26
School Age 5-12 years old	\$ 41.66	\$ 20.83

***Anything over 5 hours is considered a full day. If your child's time runs into the next hour after that first 5 hours, you will be charged for a full day rate.***

B. There is an annual \$50.00 registration fee per child; this fee is due at the time of registration and yearly in September.

C. We will bill you for child care fees at the end of each month. Statements will be out by the 10<sup>th</sup> of the following month, with payments made before the last day of the month, unless prior arrangements have been made. Any NSF checks will be charged an additional \$25.00.

D. There will be a \$25.00 late fee charged if payments are not made before the first day of the following month. In the case of a non-payment, you could lose your child's space at the child care.

- E. There will be a late pick up charge of \$1.00 per minute after 5:10 pm. This needs to be paid at the time of pick up, if this is not possible, the late charge will be added to your bill.
- F. We will re-evaluate the payment rates as costs go up. When the rates change, we will give parents two weeks prior notice.
- G. In the case of a non-payment, a late charge will be applied, along with the possibility of losing your child's space at the child care. The Director will notify parents through verbal or written communication of the loss of your child's space or termination.

### **TERMINATION OF SERVICES**

There are many reasons for termination of services, some were mentioned above, others are; unsafe behaviors, inappropriate biting, or parent behavior (communication, non-payment, excessive late pick up, etc.). Each child is unique and we need to be confident we are meeting the needs of your child and family. There is a probationary period of 10 working days for either party to determine if our center is the right place for your child(ren). Termination of services may be determined at a later date.

### **DAILY SCHEDULE**

Each classroom daily schedule may differ due to the children's needs, specific activity, weather, etc. Except for meal times and snacks, all classrooms with the exception of the infants will be on the same schedule for meals.

### **MEALS AND SNACKS**

- A. We will provide your child with a USDA approved breakfast, morning snack, lunch, and an afternoon snack. We do not provide dinner at the center, this meal is the responsibility of the parent after departure.
- B. Breakfast will be served from 7:30 am until 8:00 am. A typical breakfast includes: Toasted English Muffin, Fruit and Milk.  
AM Snack will be served from 9:30 am until 10:00 am. A typical snack includes: crackers with grape juice.  
Lunch will be served from 11:30 am until 12:00 pm. A typical lunch includes: spaghetti, with meat sauce, green salad, fruit, and milk.  
PM Snack will be served from 2:30 pm until 3:00 pm.
- C. Please do not send your child with pop, gum or candy. If a child comes in eating something from home and it is not nutritionally adequate, we will try to encourage them to eat what is being served to meet with the USDA requirements.
- D. Menus will be prepared at least one week in advance, and displayed in each classroom on the parent information board. At times, we may need to vary the menu plan, depending on the children present on any given day, or if a field trip is planned.
- E. Whole milk will be served to children 1-2 years of age, and 1% will be served to children ages 2 and up.
- F. Infants will be on their own schedules for meals until a time that is deemed appropriate to transition them into the foods that we serve. The child's Teacher will discuss with the parent before transitioning older infants to table foods.

### **PARENT ACCESS**

The Lower Elwha Child Care encourages parents to come and observe their children any time during operating hours. Please be respectful during nap/rest time, the children need their rest. Parents may review current center checklist, facility licensing agreement, and monitoring checklist, these are on the premises at all times.

### **SIGNING IN AND SIGNING OUT REQUIREMENTS**

- A. For licensing and billing purposes, parents are required to sign their children in and out in the classrooms on the electronic tablets. If you do not sign your child out, the staff will sign your child out at 5:00.
- B. All parents are required by state law to sign their full legal signature when signing their children in and out.
- C. The staff will sign school age children in and/or out when leaving or returning from school by the bus.
- D. Children will NOT be allowed to sign themselves in or out of the center.
- E. The children will NOT be released to minors or to people who are not on the child's pick up list. You can update your pick up list at any time.
- F. The Lower Elwha Child Care staff will notify the child's emergency contact person along with the police if a parent or any other person seems to be under the influence of drugs or alcohol comes to pick up any child.

### **CHILD ABUSE AND REPORTING**

- A. The entire staff at the Lower Elwha Child Care Center is required by Washington State Law and by the Lower Elwha Klallam Tribe to report immediately to the Police or Child Protective Services when they suspect that physical, sexual, or emotional abuse, child neglect, or exploitation has occurred.
- B. The staff **may not** be able to notify parents when the police or CPS is called about a possible child abuse, neglect or exploitation. The decision to notify parents is up to the police or CPS not the child care staff.

### **BEHAVIOR MANAGEMENT AND DISCIPLINE**

- A. The Lower Elwha Child Care will not use any form of corporal punishment including biting, jerking, shaking, spanking, slapping, hitting, kicking, or any other means of inflicting physical pain.
- B. Any and all forms of corporal punishment are not permitted on the premises of the Child Care Center by anyone, including parents.

- C. The Director, Supervisor and Lead Teacher will meet with the parents regarding children who have behavior management problems, and together they will decide on steps to take to resolve those problems.

### **DISCIPLINE POLICY**

Discipline is of great concern to care givers, at the Lower Elwha Child Care Center, we believe in behavior guidance. Children have the freedom to interact comfortably, happily, safely and productively with one another. We believe consistent guidelines and routines assist in the development of responsible and self-controlled people and help to develop attitudes that are considerate and respectful to the rights of others.

#### **BEHAVIOR GUIDANCE AND DISCIPLINE METHODS:**

1. Focus is on the behavior, rather than the child
2. Establish limits, -- limit actions that are unacceptable – provide reason(s) for stopping behavior.
3. Provide channels, alternatives to detour/change unacceptable behavior into a more acceptable outcome.
4. Use of natural and/or logical consequences:  
NATURAL – When you forget to put your sweater in your cubby, you cannot find it when it is time to go home.  
LOGICAL -- If you cannot play on the climber safely, you must find something else to do.
5. Removal from the situation or removal of equipment (when safety is an issue).
6. Thinking Time – When a child has lost all control and the ability to accept reason, the child will be removed from the “main” play area. If necessary, physical restraining (holding/carrying) may be used for a limited time with the concern for the safety of others. The dignity and self-respect of the child must be kept in mind at all times.

### **NON-DISCRIMINATION POLICY**

The Lower Elwha Child Care will provide child care to any child regardless of their race, sex, national origin, religion, or physical, mental or sensory abilities.

### **RELIGIOUS ACTIVITIES**

Religious activities may include holiday, cultural events and birthdays. If you do not want your child(ren) to participate in certain holidays, please let us know ahead of time. We will provide an alternative activity.

### **TRANSPORTATION AND FIELD TRIP ARRANGEMENTS**

- A. The Lower Elwha Child Care will not provide transportation to and from public school. This is the sole responsibility of the parents and/or the school.

- B. Field trip transportation may include walks, riding the public transit system, using a tribal van or parent and/or staff vehicles.
- C. When transporting children in any vehicle, they will use seat belts at all times in accordance with State laws. For children requiring booster/car seats, the parents will be responsible for providing them for use on field trips. During field trips, there will be staff who are trained in first aid and CPR, and in addition, a first aid kit and fire extinguisher will be provided in the vehicle.
- D. A copy of each child's emergency information will be taken on all field trips and at least one of the Teacher's will have a cell phone on them for emergency use.
- E. All drivers who will be transporting children are required to have a current Washington State driver's license, medical and liability insurance and a vehicle in safe operating condition.
- F. If you sign the field trip consent form, you have given permission for your child to come on planned field trips. If for any reason (e.g. an illness) you do not want your child to go, you will need to notify the staff ahead of time. Also, if the entire staff is going on the field trip and you do not want your child to participate, you will need to make other arrangements for the care of your child.

### **PRACTICES CONCERNING AN ILL CHILD**

- A. Upon the arrival of each child, the staff will conduct a daily health check to insure your child is in adequate health to remain at the center.
- B. Ill children will not be allowed to remain at the center due to possible transmission to other children. If your child is showing one or more of the following symptoms, you will need to make other child care arrangements:
  - ❖ Fever of 100 degrees Fahrenheit or higher.
  - ❖ Vomiting on 2 or more occasions within the past 24 hours.
  - ❖ Diarrhea – 3 or more watery stools in a 24 hour period.
  - ❖ Draining rash or open wound that is draining.
  - ❖ Eye discharge or Pink eye.
  - ❖ Too tired, sick or lethargic to participate in daily activities.
  - ❖ Head Lice or Nits.
- C. If a child becomes ill at the center, that child will be separated from the other children cared for in the office. The parents, guardian, or emergency contact person will be notified immediately of illness and will be required to come and pick up that child as soon as possible. Any illness that occurs at the center will be logged in the child care log book and journal by staff, including as much detail as possible.
- D. The Lower Elwha Child Care staff will report any communicable diseases to the local department and notify all parent so that they can take appropriate action to protect their children.
- E. Any staff member who becomes ill will be sent home.

### **MEDICATION MANAGEMENT**

- A. If your child is recovering from an illness (and no longer contagious) but still requires medication, the parent will be required to fill out a medication authorization form for the

staff. This authorization form is required for prescription (e.g. penicillin, eye drops, etc.) and non-prescription medication (e.g. Tylenol, cough syrup, diaper creams, etc.).

- B. Medications will be stored either in a locked medication box in the refrigerator, or locked boxes for internal and external use, above the refrigerator. All medications must be in the original container and will be given according to the directions unless a doctor's note is included. All unused medication will be returned to the parents on Fridays except asthma medications, diaper creams, and other non-daily medications.

### **EMERGENCY POLICIES & ACCIDENT PROCEDURES**

- A. A trained first aid staff person will be on duty at all times. Adequate first aid supplies will be kept readily available. All employees will be knowledgeable as to their whereabouts.
- B. In case of an extreme emergency, 911 will be called. The child will be accompanied by a familiar adult to the Emergency Room by the quickest means available – staff car, tribal van, ambulance, etc. Authorization for treatment must be on file. Repeated attempts will be made to contact parents, guardians or other persons listed on the emergency contact form.
- C. In case of serious injury the parent will be contacted and informed of the child's condition and need for medical attention. If unable to contact the parent or other persons listed for emergency, staff will take the child to the Emergency Room. Authorization for treatment must be on file. The center will continue to try and contact the parent or guardian.
- D. In case of seemingly minor injuries (e.g. bumps, scratches, abrasions, etc.) the child will be treated with the first aid supplies provided (e.g. cold compresses, clean dressings, etc.). The child may be kept quietly resting as needed. The child will be closely observed for complications or signs of shock for a minimum of 20 minutes. If complications arise, the parents will be contacted and advised of the child's condition. The supervisor and/or director, together with the parent will decide if the child needs to be picked up immediately for further treatment. Parents will be notified upon arrival of any injury, and made aware of signs of complications to be watched for.
- E. For all injuries, serious and/or minor, an accident/incident report will be filled out by the staff, signed by the parent and put into the child's file.

### **POLICIES REGARDING INFANTS & TODDLERS**

#### **Activities:**

For infants, the daily schedule is flexible, adapting to the needs of the individual children. Activities include, but are not limited to: Hands on activities, manipulatives, creative arts, sensory exploration, tummy time, reading stories, nursery rhymes, chants, music, large and small motor skills, outdoor activities (e.g. walks, playing outdoors on a blanket, etc.), and rest times.

#### **Feeding:**

- A. If your child still takes a bottle, it will be the parent's responsibility to supply the center with the type of bottles that the child uses if it is different than the ones that we have available.
- B. For breast fed babies, please supply the center with enough bottles to last the entire day. Please label and date the containers. You are always welcome to come in and feed your child, this goes for breast fed and bottle fed babies.
- C. We will normally feed infants when they indicate that they are hungry, but if you want them to be on a certain schedule, you will need to discuss this with the staff.
- D. Babies will always be held while being bottle fed, bottles will not be propped for any child.

**Sleeping:**

- A. Infants are not permitted to sleep in car seats. If a child comes to child care asleep in his/her car seat, they will be moved to a crib/playpen.
- B. Infants must be put to sleep in cribs/play pens, on their backs with a light blanket. Infant's normally do not share cribs, but if in the case of not having enough cribs for all the children, the sheets will be changed before another child is put into a crib. The mattress will be sanitized between children also.

**Diapering:**

- A. All parents with children in diapers need to provide the center with an adequate amount of diapers, wipes, powder, creams, and at least one complete change of clothes. If diaper creams or powders are to be used, the parent will need to sign a medication authorization form. There will be a fee of \$1.00 per diaper charged for any diapers that the center has to provide.
- B. Our diaper changing procedure is to change the children on the changing table during specified toileting times or as needed. The mat on the changing table is sanitized after each diaper change, and the staff will wash their hands after each child has been changed.

**Toilet Training:**

- A. If your child is being toilet trained at home, we will provide as many opportunities for them as we can to keep up with what they are learning. Of course, with toilet training there will always be accidents, so please provide an adequate supply of clothes for your child, including socks and shoes.
- B. Soiled clothes will be placed in a bag to be taken home. We are not allowed to rinse them at the center. These will be placed in a selected area to be sent home with the parent. If your child is wearing different clothes than when you dropped them off, please be sure to ask for their soiled clothing. If left at the center, they will need to be thrown out.

**CLOTHING & PERSONAL ITEMS**

- A. All parents must ensure that their child is dressed appropriately for the changes in the seasons, as outdoor time is a daily part of our program. We request that parents dress their children in play clothes, as the daily routine may get messy (painting, etc.).



- B. Parents are required to provide the child care with a complete set of clothes (underwear, socks, pants, shirt, etc.) clearly labeled with the child's name. During the winter months, some additional clothing may also need to be provided, (e.g. boots, mittens, hats, etc.), please label these also.
- C. It is best if children NOT bring toys from home, this causes conflict among the children, and the child care cannot be held responsible for the loss or damage that may occur. The only exceptions would be if the teacher's decide to have a Show & Tell day or an event like Teddy Bear Week, pajama day, etc. The parents will be notified of any of these events in advance.

### **TOOTH BRUSHING POLICY**

Tooth brushing will be done at least once a day. Children will be issued their own toothbrush on their first day. It will be labeled and stored appropriately.

Children will be given a small amount of toothpaste; an adult will assist the children in brushing their teeth as needed.

Children will be issued a new toothbrush every three months.

### **INFECTION CONTROL POLICY**

At the Lower Elwha Child Care Center, we strive to keep the spread of germs to a minimum, which, as you know, is an uphill battle in any childcare facility. Our policies to achieve this goal include hand washing procedures, as well as cleaning and sanitizing procedures. They are as follows:

#### **DAILY:**

- ❖ Every child will wash their hands upon arrival, after toileting, certain art projects, and playing outside, as well as before and after meals.
- ❖ Every staff member will wash their hands upon arrival, after toileting, and changing each diaper, as well as before preparing any food.
- ❖ The tables, chairs, rest mats, and changing table will be sprayed with a sanitizing solution and wiped down after each use.
- ❖ Bathrooms (including sinks, counter tops, and toilets) will be sanitized daily.
- ❖ The dishes will be washed according to Health Codes as follows: wash, rinse, sanitize and air dry.
- ❖ The garbage will be dumped daily.
- ❖ All rugs will be vacuumed daily.
- ❖ All floors will be swept and washed at the end of each day.
- ❖ Toys will be sprayed to sanitize daily and left to air dry.

#### **Weekly:**

- ❖ Crib sheets, sheets, and blankets will be washed at the end of the week or as needed. Infants will use the same crib throughout the week so as not to spread germs.
- ❖ The toilets will be scrubbed with abrasive cleaner daily and as needed.
- ❖ All counter tops, cubbies and chairs will be cleaned with a sanitizing solution.
- ❖ All toys will be scrubbed with bleach and water and left to air dry.

**Monthly:**

- All carpets will be steam cleaned on a monthly basis.

**PESTICIDES**

These are the steps that we will follow if pesticides are used around our center.

- Notify parents, guardians, and any other interested parties 48 hours in advance of the application of pesticides.
- Notify people that a pesticide has been used and place a marker at each primary point of entry to the center grounds.

**PROHIBITED SUBSTANCES**

Smoking is **NOT** permitted within 50 feet of any tribal building or in view of the children within or near Tribal Business Facilities. Failure to abide by this resolution is in violation of Tribal Ordinance number 9.23.19.

Smoking is **NOT** permitted by staff, parents or volunteers on premises, field trips or in vehicles when children are present.

Alcohol or illegal drugs are **NOT** permitted by staff, parents or volunteers on the premises, field trips or in vehicles.

**EMERGENCY EVACUATION DISASTER PLAN**

In case of an emergency evacuation, we will transport the children in personal or tribal vehicles to the Lower Elwha Police Station. We will carry emergency information in binders/backpacks with us so we will be able to contact parents. In the event that we cannot reach you, we will contact your emergency contacts. Someone from the Child Care Staff will stay with the children until they are all picked up. Listen to KONP 1450 for emergency information.

This is the Emergency Evacuation Plan for the Lower Elwha Klallam Tribe and community.

**COMPLAINTS**

If you have any questions or concerns, please feel free to contact the site Supervisor, Director, or any of the Staff at any time. We encourage parents to give as much feedback as possible, positive or negative. We cannot fix it if we do not know what needs fixed.