

Discovery Child Care & Preschool Parent Handbook Of Policies and Procedures

(206)271-1922

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Our Philosophy

We believe that each child deserves an opportunity to learn in an environment that promotes individuality and a strong caring community of learners. As educators we strive to meet these goals by creating an environment that celebrates both the diversity and similarities of our students and their families. Strong relationships are fostered in a safe, predictable and caring environment that encourages children to feel free to share their ideas.

The purpose of education is to provide opportunities for children to reach their full potential and develop into moral independent thinkers.

Our role as an educator is to guide and support the children's interests. We believe every child learns at their own pace and individual style. To meet these needs, we base curriculum on the children's current interests and integrate it to meet multiple learning goals, while offering guidance and hands on materials that are meaningful and culturally relevant. Play is a vital in our classroom. Research shows play is very important to language, self-regulation, cognitive and social competence. Some ways we enhance play are by using props, modeling and interacting in a constructive manner.

Jean Piaget has had great influence on how we teach. We base much of our role as an educator on many of his theories. Like Piaget, we believe children make sense of their experiences by building or constructing their own knowledge using hands on physical experiences and social interaction with peers and adults.

We will reach the diverse children in our classroom by taking the time to get to know and understand their interests and culture. We will observe the children throughout the day, speak with parents and other caregivers. The curriculum and environment are planned with learning materials for many types of learners. For example, the reading area will include books on a variety of topics and levels, while the science center will have hands on tools and multisensory items. Dual language learners are encouraged to develop their home language skills. Curriculum and the environment may be adjusted to meet individual variations. Using a

flexible schedule, visual aids, gestures or changing location of materials to make them easily accessible are common practices we use. In our inclusive classroom all students will have a sense community and belonging. Because children are unique a variety of strategies will be used to meet these goals. Some examples of strategies used are modeling, class meetings, and role playing, listening to each other's ideas and opinions and contributing to the problem-solving process.

Families are the child's first teacher and have much knowledge about their child. We believe in developing a partnership with families. To foster this relationship, we reach out to families in many ways. Learning about their culture beforehand including nonverbal rules, communicating with families and often times with a translator, home visits, inviting families to volunteer or share traditions, connecting families with community resources, and involving families in decision making are some examples.

It is our hope to make positive long-lasting impressions on the children and families we work with. We will be humble, tolerant and a good role model. We will continue to learn and collaborate with fellow educators. We are dedicated and work endlessly to empower the children with the love of learning.

Non-Discrimination Policy

Discovery Childcare and Preschool is open to children ages 2 months to 12 years of age. We do not discriminate against anyone because of race, creed, ability, age, sexual orientation, religion, marital status, or national origin.

Enrollment Procedures

After a prospective parent has met the staff and toured facilities; they may reserve a space on the waiting list. Once enrolled, a contract must be signed and accompanied with a \$500 nonrefundable tuition deposit. All registration forms must be signed prior to the child's first day at Discovery Child Care and Preschool. If an emergency arises, first aid will be administered and parent and/or 911 will be contacted. All associated medical costs are parent's responsibilities.

Child Guidance Policy

We begin by an anticipation of and elimination of potential problems by providing a variety of hands-on activities and a low child/staff ratio. Starting in young infancy, we constantly talk to the children as we care for them and as they interact with each other. Through our coaching and modeling, they learn to negotiate with each other. We respect each child's individual personality, temperament and their ability to question, grow, and develop at their own pace. We do not use competition, comparison, criticism, humiliation, shame, ridicule, or corporal punishment. We feel that what is most important is encouraging self-esteem and competence in children by giving them the freedom and responsibility to listen and negotiate with each other. We emphasize the use of problem solving as a method for guiding children's behavior. We do this by using techniques such as active listening, negotiation, and modeling to help children learn to develop an internal locus of control.

Fees- tuition is monthly-rate increases will occur on the 1st of each year.

Registration fee: \$50.00 annually

| Age Groups | | Drop-in |
|--|----------------|------------|
| Infants & Toddlers (2 months to 30 months) | \$1450 / Month | \$80 / Day |
| Toddlers & Preschoolers(31+months) | \$1300 / month | \$70 / Day |

Before and after school: \$675.00/Month

Before school only: \$400.00/Month

After school only: \$475.00/Month

ACTIVITY FEES ARE DETERMINED BY ACTIVITY

Monthly Tuition includes the following holidays and vacation days:

Monday, January 1st, Tuesday, January 2nd – New Year's Day

Monday, January 21st – Martin Luther King Jr. Day

Monday, February 18th -President's Day

Friday, April 5th- 12th – Spring Break

Friday May 24th and Monday, May 27th - Memorial Day

Thursday, July 4th -Friday, July 5th, - Fourth of July Break

Friday, August 30th and Monday, September 2nd – Labor Day

Monday, October 14th – Columbus Day

Wednesday, November 27th thru Friday, November 29th – Thanksgiving

Monday, December 23rd, thru Tuesday, December 31st – Winter Break

Discovery Childcare will take a two-week vacation during the year. Ample notice will be given to parents.

We may choose to close for an extra day along with a holiday. You will be notified in advance if this should occur.

Snow closures: Discovery follows the Seattle Public school snow closures. In the event of Seattle Public school is on a scheduled holiday we follow the South Seattle College snow closures.

Staff Absences

In the case of illness or unforeseen circumstances, we will not be able to give advance notification. We recommend you have a backup plan in case of an emergency.

Payment Plan

Tuition will be paid in advance on or before the 25th of the prior month. If the 25th is a weekend or holiday, tuition is due the prior business day. A late fee of \$10.00 per day is added to any payment received after the 25th. If accounts are past due two weeks, termination of child care can occur. There is a \$50.00 per child non-refundable registration fee. This is an annual fee due the first of each year. Tuition is based on scheduled days not attendance. Refunds and credits will not be given for days your child does not attend due to illness or other reasons. A parent must give a thirty-day written notice when withdrawing a child. The client is responsible for all tuition and activity fees due through date of termination.

Hours of Operation- Monday through Friday 7:00 a.m. – 5:00 p.m.

Daily Schedule

Infants (under 12 months of age) – We believe that infants should be able to follow their own internal cues for sleeping and eating. We will allow all infants to sleep and eat on demand. By listening and responding to their verbal and nonverbal cues we can help them build trust that their needs will be provided for. We try to take the infants outside at least once each day.

Waddlers and Older (12 months and older)

As children begin to become more self-reliant they need opportunities for practicing new skills and exploring their abilities within a safe environment. We believe that having a schedule for older children allows them the comfort of predicting what will

happen next. Our daily schedule is flexible, however, to allow for unplanned events or other opportunities that may arise throughout the day. The older children go outside every day to play or go on a neighborhood walk.

Bottles

All bottles, formula, and breast milk containers must be provided by you and labeled with your child's first and last name and the date. All infants are fed on demand. We ask that you provide enough bottles for your child's typical eating schedule and a container of formula or breast milk supply to be kept at Discovery Child Care and Preschool. Breast milk can be brought in fresh and/ or frozen. We can store frozen breast milk for two weeks.

Our Typical Daily Schedule

| Estimated Time | Activity |
|-----------------------|--|
| 7:00 am – 8:30 am | Arrivals & Free Play |
| 8:30 am – 9:00 am | Breakfast |
| 9:00 am – 9:30 am | Circle Time/ Story/Morning Group Activity |
| 9:30 am – 10:30 am | Diapers & Potty Time- Free Play Morning Snack |
| 10:30 am – 11:30 am | Outside Time or Neighborhood Walk |
| 11:30 am – 12:15 pm | Lunch |
| 12:15 pm – 12:30 pm | Diapers/Toilet Time & Story Time |
| 12:30 pm – 3:00 pm | Quiet Time (Naptime) Diapers & Toilet as they wake |
| 3:00 pm – 3:30 pm | Afternoon Snack |
| 3:30 pm – 4:30 pm | Outside Time |
| 4:30 pm – 5:00 pm | Diapers/Toilet & Free Time Free Play & Parent Pick up Late Afternoon Snack |

Meals & Snacks

Our goal is to offer food that is both wholesome and delicious. We serve breakfast, morning snack, and afternoon snack. Each child must bring their own lunch from home. For dietary needs or restrictions, it is acceptable for you to bring alternative foods for all meals and snacks.

Typical Weekly Menu

| | |
|------------------|--------------|
| Breakfast | Snack |
|------------------|--------------|

| | |
|---|--|
| -Oatmeal with raisins - Smoothies -Milk | -Apples -Cheddar cheese -Water |
| -Scrambled eggs -Bagels -Milk | -Rice crackers -Carrots -Milk |
| Toast fruit spread -Mango -Milk | -Crackers -Applesauce -Milk |
| -Pancakes -Oranges -Milk | -Yogurt -Pears -Water |
| -Cereal w/ milk -Strawberries -Milk | -Bagels w/ cream cheese -Grapes -Water |

Things to Know about Drop off

Please sign your child in and out each day. There is a sign-in sheet posted near the door. This sign-in sheet is used to keep a record of attendance each day and helps us do a head count during a fire drill.

Please let staff know about anything out of the ordinary. Let us know if your child had a rough night with sleep, is coming down with a common cold, has a diaper rash, or is being picked up by someone other than a parent/guardian. Please arrive by 9:30am.

Things to Know About Pick Up

Please remember to sign your child out at the door.

Please check to see that you have all clothing, socks, bottles, coats, etc. when you leave for the day.

It's usually a good time of the day to discuss any concerns, ideas, vacations coming up, schedules changes, etc.

If you want another person to pick up your child you must authorize them as an authorized pick-up on your registration form. We must also ask the person to show picture identification.

Open Door Policy

Parents and guardians have free access to all Discovery Child Care and Preschool areas used by your child, as well as your child's records.

Toilet Training Policy-

Stages -

Around age two, we begin talking about using the toilet and reading books about potties. Toddlers are interested in observing other children using the potty and may begin to want to try the potty out by themselves.

Part of using the toilet involves the ability to dress and undress themselves, climb onto the toilet, and wash their hands in the sink. We practice these skills even if the child shows no interest in the potty.

Once you feel that you (the parents) are ready to begin toilet training at home, you can provide underwear and we will have the child use the potty frequently.

We will encourage success by having the child use the toilet frequently throughout the day. Some children may need to continue wearing pull-ups while napping until they wake up consistently with dry pull-ups.

Child Protective Services

We are required by law to report to Child Protective Services in any situation where we suspect child abuse, neglect, or exploitation. We are, of course, governed by the same law and required to adequately supervise any staff members. Each staff person is required by law to submit a criminal history report check by the Police Department.

Smoking Policy

We are a non-smoking facility.

Pet Policy

We currently have a small dog and cat.

Religious Activities

Religious items may be displayed. However, religious activities will not be a regular part of the child care experience. Books and posters may represent various different religions and cultures in an educational manner. We are open to celebrating all holidays and birthdays. We also know it is some family's preference not to celebrate holidays at all. In this situation, we will meet with the parents/guardians to find a solution that meets everyone's needs. You are welcome to send special treats for your child's birthday celebration. Special treat ideas include: fruit, fruit roll ups, cupcake, stickers etc.

Immunization Records

We require a copy of your child's immunization record kept on file at Discovery Child Care and Preschool. We will ask you to update record if new immunizations have been administered.

Sleeping

Infants- We provide a crib for each infant, sheets and a sleep sack. We wash the sheets and sleep sacks weekly. Infants can be rocked, patted, or placed in their crib awake for sleep. We will work with the parents and with each child's temperament to find a sleep solution that can be agreed upon.

SIDS- Sudden Infant Death Syndrome-

To reduce the risk of SIDS deaths we place young infants on their backs to sleep.

We also do not permit the use of any toys or stuffed animals that may restrict breathing. Once they are old enough to turn over themselves we can allow for them to sleep on their stomachs.

Older Children- Once your child shows signs of needing only one nap each day, they will move to a napping cot. We provide the sheets for the cots and wash them weekly.

Field Trips

Children go outside each day. We often take walks through the neighborhood. You will be notified in advance of all field trips made by car or bus. A permission slip must be signed by parent or guardian.

Supplies and Clothing

Your child may be participating in activities that may get their clothes dirty. Please dress children in play clothes. Since we go outside rain or shine, we ask that you provide rain boots, warm hat, and warm coat when appropriate. Please check their cubby each day for dirty or wet clothes. Each child will be assigned a small cubby for shoes and their outerwear. Please label these items with your child's name.

Please provide the following:

2 changes of clothes, including socks

Diapers and/ or undies- enough for two weeks

Diaper cream- labeled with your child's name

Pacifier- if your child uses one

Sunscreen- labeled with your child's name

Appropriate shoes, boots, coats, and hats for all types of weather Items such as toys or candy should be left at home.

We are not responsible for lost or stolen items.

Illness Policy -

Please advise the director prior to 9:00 am if a child will not be attending for any reason, including appointments and illness. Parents agree that a child who is ill (with an unexplained fever of 100 degrees or more., infection, diarrhea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of other children. The parents further agree that should a child become ill while in care, immediate arrangements will be made to remove the child from the child care. Children will not be allowed to return to child care until they have been symptom free for 24 hours. In some cases, a note from a doctor may be necessary.

Late pick-up

We realize that unforeseen circumstances do come up. Please notify us by phone as soon as possible if you know you are going to be late. *Unless prior arrangements have been agreed upon ahead of time*, you will be charged a late pick-up charge of \$1 per minute per child past 5:00 pm or the allotted 10 hours per day.

Discovery Child Care and Preschool Financial Agreement

Child's
name _____

Parent/guardian
name _____
Email _____

Parent/guardian
name _____
Email _____

Please read handbook carefully and sign below, indicating that you accept these terms of payment, tuition, registration fees and late fees. A copy will be kept in your child's file.

My monthly financial responsibility is
\$ _____

Source of
payment _____

I agree to pay my child's Discovery Child Care and Preschool tuition, registration and activity fees. I agree to promptly notify the director in writing of any changes to the financial agreement in case of termination due to any reason. I have read and understand the policies and payment

procedures and Financial Agreement and will comply with the policies and procedures at Discovery Child Care and Preschool.

Signature_____Date_____

Signature_____Date_____