

Capitol Campus Child Care Center Parent Handbook



232 Perry Street
Olympia, WA. 98502
360-754-7246

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Welcome to CCCCC Children's Center!

Capitol Campus Child Care Center is licensed by the State of Washington Department of Early Learning (DEL). This center is a non-profit organization designed for State Employees, their families and children subsidized by DSHS. The center is operated by 5C's Child Care Centers, contracted by Capitol Campus Child Care Center Parent Foundation.

Our Center is dedicated to providing high quality child care for all children. Our administration and staff of the Center strive to provide a positive transition for everyone into our program.

PHILOSOPHY

Capitol Campus Child Care Center provides quality childcare to help each child develop to his/her fullest social, emotional, physical, creative, and intellectual potential. We believe children need a safe, healthy, nurturing and stimulating environment to grow and develop. Children learn through play. Your child will engage in age and developmentally appropriate activities. The center incorporates the Washington State Early Learning and Developing Guidelines into the activities, routines, and schedules planned by the lead teacher(s) in each individual classroom. Each child's interest, culture, and social needs are met throughout each day.

Curriculum involves child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and intellectually. The center uses Teaching Strategies, Creative Curriculum for Infants, Toddlers, and Twos and the Creative Curriculum for Preschool for planning the curriculum in each of the classrooms.

ENROLLMENT

We accept children ages six weeks to five years old. Full and part time care (M.W.F or T.TH), are available. At the time of enrollment, an orientation will be scheduled and you will receive an enrollment packet which includes: the parent contract, child information sheet, allergy form, immunization record, tuition rates, field trip policies pesticide policy and disaster plan. Our emergency card form is posted on our website and we need two completed copies with your child's packet. We will set up transition dates for your child and schedule a time to review all paper work. The enrollment fee is due at this time. A tour of the Center will be given and parents will meet the staff.

All registration forms and the parent contract are to be completed and returned to the Director prior to the child's first day of care.

The Center does not discriminate on the basis of race, color or national origin in any program or activity.

ENROLLMENT WITHDRAWAL

5C's Child Care Centers requests a minimum of two weeks' notice in writing when withdrawing from the center.

TERMINATION POLICY

If we feel that our program does not meet your child's needs, you may be asked to leave the center, but only after the following steps have been taken: First, we will document the issues/behaviors of the child. These behaviors will be discussed with the parent to help support the child.

Secondly, if the behavior continues, we will arrange for a parent meeting to discuss the behavioral issues, and develop an action plan to support your child's needs to have consistency at home as well as in our program. Communicating with the parents is very important and supports the expectations that are important for the child to correct their behavior. We may feel the need to ask a specialist to observe the child and help to evaluate how we may improve the child's behavior. We will request the parent's consent first.

Finally, we will continue to document the behavior and review progress. If no improvement is observed or if the behavior is unmanageable in our program, parent will be notified verbally as well as a written notice of termination from enrollment. Resources are available for other programs in our area to help support your child's behavior upon request.

HOURS OF OPERATION

Currently the Center is open from **6:45 AM to 6:15 PM**, Monday through Friday. If parents arrive past closing time, the staff member on duty will remind them of the scheduled closing time and a late fee of \$25, plus \$1 per minute after closing time will be added to their bill. If two late pickups occur in a one month period, the parent may be asked to look for other child care with operating hours that meet the parent's needs. Closing time is defined as: Picking up your child, gathering their things and leaving the Center by closing time. Closing time is 6:15 pm.

Parents, please call the Center before 9:00 am if your child will be absent for the day. Also, please let your child's teacher know if your child will be coming in late, so that they will be added to the lunch count. We also appreciate a call to the Center if you will arrive later than their documented pickup time.

TUITION AND FEES

To register a child and secure a space at the Center, it is necessary to pay a non-refundable enrollment fee of \$75, which is the new student fee. For enrollment of children in the infant group, one half of the monthly tuition will also be paid at registration and will be applied to the first month's tuition charge. Only the registration fee is refundable if the child does not attend the center.

All tuition fees are due at the beginning of each month and are subject to a late fee of \$5.00 per day if not paid by the 10th of the month. Families with more than one child enrolled at the Center may be entitled to a discount on monthly tuition. This discount applies to full time children only.

In August, an annual fee of \$50/family and new Emergency Cards for each child are due. This is the opportunity to update and correct all of your child's emergency information. Please double check to verify all information is correct because this is what we use to contact in the event of an emergency.

TUITION INCREASES:

The Parent Board will notify parents of a proposed tuition increase 60 days before the increase takes effect. The notification will not necessarily include the specific amount by which tuition will increase.

The Parent Board will notify parents of a final tuition increase 30 days before the increase takes effect.

CLOSURES

The Center will be closed in observance of the following holidays:

- *New Year's Day
- *Martin Luther King Day
- *President's Day
- *Memorial Day
- *Independence Day
- *Labor Day
- *Veteran's Day
- *Thanksgiving Day
- *Day after Thanksgiving
- * Christmas Day

The Center is also closed two additional days during a calendar year for staff in-service training, building cleaning and maintenance.

Birthdays are celebrated at the Center. Parents are welcome to bring **store bought** treats to celebrate their child's birthday. We are a peanut free zone.

Holidays from all cultures are celebrated at the center. If there is a special holiday or family tradition that you would like to share with us please let your child's teacher or the director know. We would also appreciate knowing if your family doesn't celebrate certain holidays.

WEATHER

Capitol Campus Child Care Center follows the **Olympia School District's Inclement Weather Schedule**. If the district decides to open 2 hours late, then we will open at 8:45 am. If we open 2 hours late, *breakfast will not be served*. If the Olympia Schools are closed, we are also **closed**. We will still attempt to post updates on our website www.lotsoftlc.org.

VACATION POLICY

The Center requires tuition to be paid monthly regardless of your child's attendance.

ARRIVAL AND DEPARTURE

Arrival at the Center is an important part of the child care experience for parents, children and caregivers. Parents are responsible for signing their child in and out of the center daily. A full signature is required by the WA State WAC. Also, parents are responsible for getting their child to his or her classroom. In the infant room, parents are responsible for completing their part of the daily record sheet, stocking the diaper shelf and filling the cubby with necessary items. School age children will be signed out by staff when they leave for school and signed in when they return to the center. Children are not permitted to sign themselves in/out of the Center.

Parents are encouraged to spend time with their child in the Center before leaving. Parents are also encouraged to say a positive good bye, informing the child that they are leaving and letting them know that they will be returning to pick him or her up.

FRONT DOOR

To enter the Center, you must use a card key or be buzzed in. The security system helps us maintain a secure facility and protect our children. Parents at the Center are issued a card key during orientation and instructed to use their card keys when entering the building and not to let anyone in the Center. Also, only the office and two classrooms have front door monitors to allow access to the building. The Department of Enterprise Services maintains our card key system. If you lose your card key the state charges us a \$35 fee and \$20 fee if the card is broken.

Parents will be billed for lost or broken cardkeys. Please use your card keys to enter the building.

Parents are responsible for picking up diapers and other belongings that may need to go home for washing (nap blankets need to be taken home weekly for washing), and to check the cubby or art pockets/folders for any projects the child may have made during the day. Children will only be released to the parent or someone who the parent has authorized in writing to pick up the child. Photo ID is required if the person picking up isn't the child's parents. Staff members soon come to know which child belongs to which parent, but children will never be released to anyone that the staff member on duty does not recognize without proper identification and authorization for pick up from the parent.

TRANSPORTATION

Parents are responsible for arranging for, or providing transportation to and from the Center for their child. Transportation for school age children to and from elementary school is the parent's responsibility and we suggest contacting the local school bus transportation office.

Program

Our program is built around the concept that children are born ready to learn and that children learn through play. The Center strives to create a learning environment that is safe, stimulating and encouraging. The following principles are derived from the Washington State Early Learning and Development Guidelines and serve as the foundation for our curriculum.

- Children develop knowledge of their world through active interaction with our teachers, parents, peers, materials, and events.
- Learning through scaffolding, building on prior understanding and experiences.
- Learning proceeds at different rates in each area and each child, children will show a range of skills and understanding in any one area of development as they meet the age appropriate milestones.
- Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance,
- All children have the potential to achieve with appropriate support and instruction.

FAMILY INVOLVEMENT

We have an open door policy and parents are welcome to visit our program anytime during the day. We value communication with parents and we have several means of communicating with you as follows:

Monthly newsletter posted on our website

Infant daily reports

Accident/Incidence reports

Parent Board Bulletin Board

Transition Forms

Teacher Notes

Initial developmental screening of child within the first 90 days of enrollment.

Parent/Teacher Conferences

DAILY SCHEDULE/CURRICULUM

Curriculum involves child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and intellectually. The center uses Teaching Strategies, Creative Curriculum for Infants, Toddlers, and Twos and the Creative Curriculum for Preschool for planning the curriculum in each of the classrooms. The Teachers plan a developmentally appropriate curriculum which is reviewed by the director. The plans for the week are posted and made available for parents at the beginning of each week. The activities are planned for social, emotional, cognitive, and physical development. Children are encouraged, but never coerced, to participate in the daily planned activities. Children have the opportunity to choose independently activities they are interested in and want to plan with. Children may select from activities including, art, music, block play, dramatic play, science, story time, cooking, Legos, and listening to stories on tape.

We emphasize the use of learning through play experiences which contribute to the healthy development of the whole child. The learning environment is arranged with distinct and organized learning centers. Teachers provide opportunities for exploration and discovery to help the child develop his/her skills. Trained staff interact with children in supportive and positive ways throughout the entire day. Developmentally appropriate materials and activities are planned to assist the child as he/she progresses through various stages of development. Teachers, Assistants and Break Staff continually monitor the child's cues and add additional materials to enrich the child's interests, development and play. Children's activities are valued in the classroom by displaying, labeling and recognizing their individual efforts.

Parents play a significant role in their child's learning experiences as they are mediators of how those experiences affect their child's growth. Parents are encouraged and welcomed to become active participants in the Center's daily activities. Opportunities to be involved include field trips, fundraising, special events, and parent helpers. Parents are welcome to visit the Center at any time during open hours.

POLICY ON CHILD SCREENINGS

All children entering into our program receive an initial developmental screening within 90 days of enrollment and this information is shared with parents. We also conduct a formal assessment in the fall and two informal assessments in winter and spring.

Developmental screenings are conducted at:

2 months, 4 months, 6 months, 8 months, 12 months

18 months

24 months

36 months

48 months

72 months

If parents needed outside resources, we have a parent lending library, parent information section and information on contacting Child Find.

A General Activity Schedule for the center (excluding infants):

6:45	Arrival
8:00 - 9:00	Morning Snack
8:45- 11:00	Classroom Activities/Outdoor play
11:00 - 11:30	Starting Lunch
12:00-2:00	Nap time
3:00	Afternoon Snack
3:30-5:00	Classroom Activities/Outdoor time
5:00-5:30	PM snack
6:15	Closing

CONFERENCES

Conferences are available upon request in any classroom. If you would like to schedule a conference with your child's teacher, please check with their teacher or the director.

TRANSITION POLICIES

The following information concerns transitions into our program, transitions out of our program, transitions to kindergarten and transitions between classrooms.

Our policy when entering the center is for you to plan to have scheduled visits with your child to come and spend time (approximately one hour visits) in your child's classroom. This is an opportunity for you and your child to get to know the teachers, children and learning environment. Our goal is for you and your child to feel comfortable on your very first day of enrollment.

Our policy for transitioning out of the program is for you to provide us with a two week written notice so that the teachers and children can say good-bye to you and your child. (Please remember to return your card keys upon departure.) When transitioning to kindergarten, your child may remain at 5Cs until their first day of kindergarten is scheduled, since most school systems vary. Teachers will prepare children for the transition by having a graduation ceremony, providing summer activities in preparation for kindergarten, and plan a visit to a kindergarten if possible.

Our policy for transitioning children into the next classroom typically is based on each child's age and time of year. Parents will be given a transition sheet outlining the procedure which includes the name of the new teachers and their daily routines. Any special instructions for that particular classroom will be provided during the transition process. The transition procedure will be similar to when your child enrolled at 5Cs: visiting next classroom two weeks prior to anticipated start date, visiting during various times of the program day and visits will extend as the child is comfortable.

FIELD TRIPS

Field trips are a regular part of program activities. The Center does not currently have access to a vehicle and parents will be asked to help provide transportation for field trips or we utilize the City Bus. Children will be placed in age appropriate car seats or booster seats provided by each parent. Drivers must have current Driver's license, insurance, and good driving record; a parent or teacher with CPR/First Aid certification must ride in each vehicle. Parents will sign a field trip permission slip that allows their child to attend each specific trip.

PLAYGROUND

The Center is equipped with a completely fenced-in playground area. The playground is designed with structures and space to promote muscle development,

social activities and creative play in a healthy, safe environment. Children are always supervised while in the playground area.

Children are outside daily, even in cool weather. Outside play is an important part of a quality child care program and even young infants are taken outside on buggy rides to enjoy the outdoors. Other outside activities include climbing, riding tricycles, running and enjoying the outdoors.

Please dress your child accordingly to play outside in all types of weather conditions.

HEALTH

The Center's program promotes good health practices and monitors each child's health daily. Upon admission, health information is obtained and updated regularly. A nurse consultant is available to staff and provides monthly site visits, as well as reviewing health procedures, practices and reviewing immunization records.

Staff make every effort to maintain a healthy environment so that a minimum of absences occur due to illness. Good hygiene habits are reinforced at the Center, including frequent hand washing, proper use of facial tissues, and wearing appropriate clothing for the weather conditions.

When arriving at the Center, the priority after hanging up the child's coat is for parents to help their child wash their hands before engaging in any classroom activities. If the parent is planning to stay with the child for breakfast, then the parent needs to also wash his/her hands.

The State of Washington states that children must remain home if they display any of the following symptoms:

- *Temperature of 101 degrees or above
- *Severe cough
- *Colored discharge from the nose
- *Swollen glands
- *Questionable skin rash
- *Diarrhea - 3 loose stools or more in 24 hours
- *Vomiting
- *Head Lice
- *Too tired/sick to participate fully in activities

If a child becomes sick while at the Center, the parent will be notified. The child will be comforted and separated from the other children (if possible) while waiting for the parent to pick him/her up. The child is required to be **Symptom**

Free and FEVER FREE FOR 24 HOURS BEFORE RETURNING TO THE CENTER.

Medication may be administered with a signed consent from the parent. Prescription and non-prescription medication must be in the original container with the doctor or manufacturer's instructions on the label or box. Parents must list the dates and time the medication is to be administered. Unused medication or medication past the expiration date will be returned to the parent or disposed of properly.

MEDICAL EMERGENCIES

Staff will take appropriate measures to stabilize a medical emergency until medical assistance arrives or until the parent(s) assume responsibility. All center staff are trained in CPR, First Aid and will respond to any minor emergency. Incidents requiring treatment beyond TLC will be recorded on an incident report form and parents will be given a copy. Parents will complete an Emergency Contact section in the registration packet, listing local contact names and phone numbers.

CHILD ABUSE REPORTING

Child care providers are required by law to report any suspected child abuse to the Child Protective Service Agency. Reporting such allegations ensures that children are safe and protected from any harm.

STAFF/CHILD RATIOS

The Center cares for children from six weeks to six years of age. Each classroom is set up as follows:

Infants:	One adult to three infants
Wobblers	One adult to five wobblers
Toddlers:	One adult to six toddlers
Todd II:	One adult to six children
Preschoolers:	One adult to ten children
Pre - K	One adult to ten children

BOTTLES

For children who are only drinking from bottles, the parent will be expected to provide the juice/milk and the bottles. Children who are learning to drink from a cup/glass may either use the Center's juice/milk or parents may provide their own. All bottles must be labeled with the child's full name and date the bottle was prepared. Bottles are stored in the refrigerator in the child's room.

REST TIME

Nap time is just as important for a developing child as play time. Rest time is after lunch, until about 2:30/3:00PM. Children are encouraged to rest and take their naps on cots. Parents provide a covering for their child's nap mat. Quiet music is played, backs are rubbed and children are helped to unwind. Blankets and "cuddlies" from home are important for a child's comfort and encouraged to be brought to the Center. Children are not required to sleep but all children are offered a quiet time for resting.

Infants follow their own napping schedule. Infants are always placed to sleep on their backs as a SIDS prevention measure without any items in their crib. The Center recommends parents provide a sleep sack for their infant since blankets are not allowed in cribs.

All staff are trained with *Safe Sleep Curriculum* provided by the Department of Early Learning. If a child cannot follow these sleeping practices, written instructions from the child's health care provider must be provided for staff to follow the child's sleeping habits.

DIAPER CHANGING

Diapering is done on an as needed basis and diaper routines are in conjunction with state licensing requirements. Generally, changing times are every hour to hour and a half for infants, and every two hours for toddlers. We accept both disposable and cloth diapers. When using cloth, parents must supply the Center with a diaper pail and plastic sacks. Parents must furnish and stock the diaper shelf with their child's diapers each day.

Diaper wipes are supplied by the Center. Should an individual child require a particular kind of wipe, the parent must provide their own wipes.

Regulations require staff to place soiled cloth diapers and clothes in a separate bag, without rinsing, and for the diapers to be removed daily.

Toilet training is a natural part of development and is done with the cooperation of the parents. Teachers will consult with the parents and follow the parent's directions as to when to begin toilet training. A positive attitude will be maintained at all times regarding toilet training. Parents are asked to use cloth training pants and to supply at least 6 changes of underpants and clothes when the potty training process begins.

Your child is ready to begin potty training when they exhibit the following signs: staying dry during the night, letting you know when they need to go potty, and can assist with getting clothes up/down.

CLOTHING

Parents must dress their child in comfortable, washable, sturdy and suitable clothes appropriate for the weather. All clothing must be labeled with the child's first and last name. Please remember, we do messy art projects, and play outside in sand and dirt and we do get dirty. A child cannot participate fully if they are worried about their clothing.

Parents must supply extra clothes for their child to be left in the child's cubby. The staff will notify the parent if the clothes are soiled, so that the child will always have an extra set available.

TOYS AND PETS FROM HOME

Special toys and pets may be brought to the Center during show and tell time, or as part of a planned activity such as pet day or studying dogs. Cuddly toys that help during nap time or to ease the transition from home to Center may be brought at any time. We cannot take responsibility for toys that may become lost or damaged.

At no time will a weapon-like toy, such as a sword, gun or knife be allowed in the Center. There is only one way to play with these items, and that is aggressively. Please leave these at home.

DISCIPLINE

The Center takes a positive step by step approach to discipline. Discipline is the teaching of appropriate behavior and staff will assist children in becoming self disciplined. Corporal punishment is *never* used, while positive and appropriate behavior is consistently reinforced. Corporal punishment will not be permitted on the child care premises by anyone, **including parents**.

General inappropriate behavior shall be dealt with positive statements telling the child what behavior is appropriate, redirection of behavior to another activity and individual quiet time are the methods used for discipline. Removal from the group/activity may also be used as a form of discipline. The child may be removed from the group and/or activity and told that he or she may return when they are ready to get along with their friends. The child can make the decision when to rejoin the group.

Behavioral techniques used with the children are: taking turns, encouraging children to use their words, teaching children to stop when they hear words like "no, don't bother me, walk away," and to respect their friends' requests. We encourage parents to use these same terminologies at home so that children are hearing consistent messages.

Staff will discuss a child's behavior with parents and work with them to determine the cause of a problem and to find an appropriate method for handling any future problems. If a child's behavior continues to disrupt the group, parents may be asked to remove their child from care that day and if the problems continue, the parent may be asked to find a more appropriate child care setting for their child.

The daily activities have been designed to enhance a child's growth and development, and to keep children positively engaged so that they will not have time, energy or opportunity for inappropriate behavior.

NUTRITION

Nutritional needs of the children are provided through a morning snack, lunch, and two afternoon snacks. The monthly menu will be posted and copies available for parents in the monthly newsletter. The USDA standards are met for all food served.

Morning snack is available between 8-9:00 am; lunch is served between 11:00 -11:30 am, and a snack around 3:00-3:30 PM, and 5:00-5:30 depending on which age group of the classroom. Children who are in attendance during these times will be included in the meal service. Please help us with the difficult situation of children who arrive just after meal time, or even during clean up, and have not eaten. Children need to be at the Center in time for meals or need to have eaten before arriving.

If children are unable to eat what is on the menu, parents are responsible for providing for their child's needs. If your child has a restricted diet, parents are responsible for all the food; snacks and lunch. Parents of infants are to provide formula, baby food, and any other food type items they would like their child to have while in care. Mothers who are breast feeding are welcome to feed their child at any time.

Parents are also welcome to join their child for meals at any time, but we ask that, if possible, to let us know so you may be included in the meal count. Please do not bring your own lunch as this can cause problems for young children who may want what you are having.

Capitol Campus has the policy of a nut-free nutritional environment due to children being allergic to nuts. Please be sure that all food brought into the center does not contain any type of nut.

PET POLICY

Animals will not be kept on site at the Center. If a child would like to bring in their pet for show and tell, we will need to verify current shots and the pet's

health. Parents will be notified and children with allergies will be given special accommodations. Staff and children will practice proper hand washing procedures.

PESTICIDE POLICY

When using pesticides at CCCCC, we will follow the following guidelines:

1. we will notify parents 48 hours in advance before using pesticides and will post when, where and what type of pesticide will be used.
2. The pesticide applicator will provide a copy of the records required within 24 hours of when the pesticide is applied.
Notification will include the following:
 - a. Notification with the heading, "Notice: Pesticide Application"
 - b. Name of Pesticide being used
 - c. Intended time and date of application
 - d. Location where to be applied
 - e. Pest to be controlled
 - f. Name/number of contact person at the facility
3. When application is completed, markers will be placed at each primary point of entry to the center grounds and left in place for 24 hours following application.

CAPITOL CAMPUS CHILD CARE CENTER DIASTER POLICY

If a natural disaster occurs, we will follow the following procedures:

- Staff and children will remain in the building if it's safe
- If we have to leave the building, we will meet at the tennis courts on Perry St. facing the front of our building.
- Our out of area meeting place will be at the parking lot at the corner of Division and Harrison (In the event that it is necessary to relocate there, we would walk)
- Our out of area contact number is 1-256-536-3943 (Byron and Jean McLendon) Tina's parents
- Please contact this out of state number for updates on our situation or to leave information for us concerning the pick-up of your child
- We have enough emergency supplies to meet our needs for a minimum of three days
- It is the parent's responsibility to provide a three day supply of medication for their child to keep on hand at the center.
- Our emergency supplies are kept in the hallway by the kitchen and in the small supply shed outside of the kitchen
- A copy of your child's emergency card is kept in our emergency bag

WAIVER OF LIABILITY

If a parent asks a staff member to babysit in their home, they must have a *Waiver of Liability Form* signed. See the director for a form.

PARENT INVOLVEMENT

This Center has the unique challenge of mixing traditional group child care with parent cooperative care. Opportunities are available for parents to participate at many different levels of involvement.

You may bring a special item to share, be a part of the activities for the day by helping as a parent helper in the classroom, or just attend the parent board monthly meetings and give your input into the programming for the center.

Communication is essential between parents and the staff. Parents are welcome to ask for a teacher-parent meeting at any time. Notes for staff may be left in the classroom and messages for the Director may be left in the office mailbox.

Our goal is to make the child care experience a positive one for everyone involved. With your help, that goal can be met.

THANK YOU

Thank you for entrusting your child to Capitol Campus Child Care Center. We look forward to working with you.

PARENT LETTER OF UNDERSTANDING

I/we have received a copy of the CCCC Parent Handbook, which includes the centers' policies and procedures, Disaster Plan, Pet Policy and the Pesticide Policy. I/we also had an orientation of the center's program and have been given a copy of the child care fee schedule and typical daily schedule,

Parent Signature

Date:

Parent Signature

Date: