

All Blessed Children Early Learning Center

Parent Handbook

We welcome your family to All Blessed Children Early Learning Center.

To facilitate a greater understanding between us, we have created this Parent handbook for our families. This handbook covers our childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with us any questions that you may have.

MISSION STATEMENT

Our mission is to provide a safe, caring, and clean environment to aid in the growth and development of young children. We aim to teach them socially acceptable means of behavior. Children learn by a combination of self-directed and teacher-directed activities, which include: dramatic play, arts and crafts, music, as well as sensory-developing activities, language development activities and physical activities comprised of both large and small motor skills; and learning social skills that will give them the capacity to care about themselves, others and the community.

COMMUNICATION

Communication is very important to us. When we accept a new family into the center we like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours either by conference or by telephone.

Parents will receive a daily note. Some typical things you may find on this paper would be things to remember, rest schedule, activities, temperament and meals.

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HOURS OF OPERATION

Normal hours of operation are Monday through Friday from 6:00 AM to 7:00 PM. All Blessed Children Early Learning Center is licensed to care for children the ages of 12 months- 6 years (not attending public school). **ABCELC** provides full time and part-time care.

ADMISSION/ ENROLLMENT POLICY

There are several forms that need to be completed before we can assume the responsibility of caring for your child, NO EXCEPTIONS. This is to ensure that your child will get the very best care possible from us. The forms are as follows:

- Signed Contract and Rate Agreement
- Parent/Provider Agreement
- Medical Permission Slip
- Emergency Medical Authorization
- Permission to Administer Medication (if applicable)
- Release of Child Permission
- Food Program
- Emergency Kit (**needed by the end of your child's first week of care or a \$15 fee will be charged for us making them one**)

Electronic Communication Tool: It is mandatory that all parents register for our "Class Dojo" communication application via cell phone or computer. It is our centers direct communication with parents. Parents have 48 hrs. to register or termination may be considered. If you have no way to access this communication tool, you must talk with the Director immediately. _____ **Initial**

You are **required** to keep us informed of any changes in your address, telephone number, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

Your specific hours will be outlined in your Contract and Rate Agreement.

You are responsible for paying all fees for your contracted days regardless of whether your child comes.

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STAFF

We conduct State background and fingerprint checks on all staff members.

All teachers are required to take ten to twenty clock hours of continuous education (related to early childhood) each year. There are also on-site training opportunities. Classroom staff members are trained in First Aid and CPR.

ACTIVITIES & CURRICULUM

At **ABCELC** we recognize that each child is an individual. We provide an environment that promotes the complete development of children by preparing them to advance to a school age education program.

The center will provide all participating children with developmentally appropriate early childhood experiences that stimulate learning in all developmental areas and focus on age appropriate learning environments and individual needs. All Blessed Children Early Learning Center will provide an atmosphere that will facilitate a balance between child-initiated, child-directed, and teacher-supported interactions for all activities.

The staff at **ABCELC** plan all activities according to the developmental needs, and individual goals of the children within their classroom. The teachers plan according to our five developmental objectives:

- Physical skills
- Intellectual skills
- Emotional/ Social skills
- Cognitive skills

Each of these developmental skills is incorporated into the Emergent Curriculum system that we use at **ABCELC**. The teacher's daily schedule and lesson information will be posted in your child's classroom.

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CHILDREN CHOICE STATIONS

During children choice time the children play while learning at the various educational play stations, as they rotate between play stations. Each week the stations have different equipment added to keep the stations fun and interesting. Examples of play stations include:

- Arts/Crafts Center
- Music and Movement Center
- Math/Manipulative Center
- Nature and Science Center
- Block Center
- Dramatic Play Center
- Literacy Center

FAMILY BULLETIN BOARD

Parents/Guardians, please take a look at the bulletin board when you are at **ABCELC**. That is where you can find information about programs, resources, and activities at **ABCELC**.

PARENT INVOLVEMENT

ABCELC encourages our parents to be involved in all aspects of their child's learning by: volunteering in the classroom and/or participating in field trips or planning events.

FAMILY SUPPORT

ABCELC's Director are available to help families find useful resources offered by public agencies, such as the Washington State Department of Social and Health Services. We can refer people to hotlines, public offices, or other useful resources.

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SPECIAL ACTIVITIES

Television

Television is not a part of the daily program. On occasion an educational video will be shared with the class. We do not promote television viewing in our classrooms.

Music

ABCELC allows limited music in the classroom because it is an element to the developmental needs for children during such times as transitions, music and movement and “rest your body time.” We do not allow the radio to be played unless it is a jazz, classical, or Disney radio station. **ABCELC** plays age appropriate music or enrichment music in lessons intended to teach children about different musical styles and cultures.

CELEBRATION AND RELIGIOUS ACTIVITIES

The children are taught to recite a simple, non-religious expression of thanks. Parents have requested that this be part of our family-style meal. The grace is: We fold our hands/and softly say/Thank you for/our food today. Please inform the center Director or Teacher if you object to your child participating in grace.

ABCELC celebrates a variety of cultural events, including children’s birthdays, during the year; no child will be forced to engage in any activity. No religion or culture will be presented to children as being superior to others. Please inform program Director if you have an objection.

ABCELC respects and honors the diversity of the families who are a part of our center and we will provide opportunities for families to share their experiences with our families. If we have an event that is held at another location, we will provide notices to the parents at least two weeks prior to the event

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FIELD TRIPS

Developmentally and age-appropriate field trips are fun and help to enrich the children's program! Field trips must be carefully planned in advance. The teacher should discuss the desired venue in advance with the Director. The teacher and/or Director will contact the desired venue and secure transportation. Teaching staff are expected to attend field trips. If a field trip occurs on a date that a staff member is not scheduled to work, she/he will be paid for their hours worked.

All children must have a signed permission slip in order to participate. Permission slips will be provided two weeks prior to field trips. All children must have center contact information on their person on any offsite trips. This information is to contain the name of the center, Executive Director name, and telephone number the contact can be reached. Parents are encouraged to chaperone field trips. Siblings are welcome on some, but not to all, field trips.

Our center uses private or public transportation (with the exception of walking field trips). Each car will be equipped the necessary insurance and car seats. The Director brings a Travel Bag which includes a complete 1st Aid Kit, Emergency contact forms for each child and signed field trip permission forms for each child.

The Director is responsible for the coordination of this transportation. The teachers, Director and parent/guardian chaperones are responsible for the supervision of the children while being transported. Children MUST remain seated and seat belted during the trip. In the event that a child refuses to remain seated or seat belted, the car will pull over and bring the car to a stop until the situation is corrected by the center staff.

PHOTOGRAPH/ VIDEO CONSENT

I/we give **ABCELC** permission to take pictures and videos of my child. I understand that the pictures will be used for the child care centers scrapbook, bulletin boards, art, advertisement on the center's social media sites such as Facebook, Instagram, and Website, etc. I understand that any videos taken will be used for the same purposes.

I AGREE _____ Initial
I DO NOT AGREE _____ Initial

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CENTER CHILD CARE RATES:

- **ANNUAL REGISTRATION FEE** **\$50 (non-refundable)**

- FULL TIME STUDENTS
 - A. TODDLER 12 months- 29 months \$1100 MONTHLY
 - B. PRESCHOOL 30 months- 5+ years \$1000 MONTHLY

- PART TIME STUDENTS (no more than 3 days per week)
 - A. TODDLER 12 months- 29 months \$800 MONTHLY
 - B. PRESCHOOL 30 months- 5+ years (not in school) \$700 MONTHLY

*****Rate increase notices will be given 30 days prior to the effective date.**

*****DCYF FAMILIES:** In order for your child/children to attend **ABCELC** the Director must have an authorization letter from DSHS via fax, e-mail, or mail. Families receiving assistance, it's your responsibility to keep your eligibility current. If at any time you let your eligibility laps and/or you are not approved for subsidy, you are 100% responsible to pay our rates in full. _____ **Initial**

FEES/CO-PAYMENTS are due by the **1st of each month**. If this day is a holiday, payment is expected on the previous business day. If this day is on a Saturday, tuition is due Friday. If this day is on a Sunday, tuition is due on Monday. If tuition is not paid on the 1st a **late fee of \$25.00** will be applied to your account (see "Late Tuition/Copay and Unpaid Childcare Fees" section for more information).

*****PRIVATE PAY FAMILIES:** You must pay in advance before childcare services are provided. You can choose to make your payments bi-weekly you pay on either the 1st/15th or the 10th/20th. If you are making one payment you can choose your date. If payment dates are not kept, a **late fee of \$25.00** will be applied to your account, your child will not be able to attend until full payment has been made, and the center will decide what your payment date(s) will be moving forward. _____ **Initial**

*****We only accept payments by cash, cashier's check, money order, electronic payment, and Cash App. NO PERSONAL CHECKS ARE ALLOWED.**

EXTENDED CARE (over 10 hours a day): Must be approved and there are some additional rates that will apply. Please talk with the Director if extended care is needed. _____ **Initial**

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LATE PICK UP FEES

It is your responsibility to have your child picked up on time, per the daily schedule form you filled out. If you know you will be unavoidably late it is your responsibility to have an authorized alternate person to pick up your child. Bad traffic or weather (except in extreme situations) will not be an accepted excuse and you will be billed accordingly. Please remember that it is your responsibility to allow ample time to get to the center to pick up your child on time.

The extended care and after centers closed hours, late fee rate is \$5.00 per child/per minute, and the late pick up fee is \$2.00 per child/ per minute, if you are late per your schedule.

_____ Initial

LATE TUITION/COPAY AND UNPAID CHILDCARE FEES

*****DCYF FAMILIES:** Late Copay/Tuition Policy: If payment isn't made by pick up on the **1st of each month**, then a **\$25 late fee** will be applied to your balance. You will have a 3-Day Grace Period, which begins the first day after the payment due date. Our **"NoPayNoStay"** policy will go into effect the morning of the **4th day** that your payment is late. Tuition/Copay along with the late fee must be paid in full **AT DROP OFF** or the child **cannot** stay at the center.

*****PRIVATE PAY FAMILIES:** There is no grace period for late payments.

If you are having financial problems or need a "special payment arrangement", we will work with you (this must be discussed **BEFORE** your payment is due). If a "special payment arrangement" is made but the agreement is not kept, we will not be able to make any more 'special payment arrangements' for you in the future.

If there are repeated problems with late payments and/or refusal to comply with the late fee policy your childcare privileges will be terminated.

All outstanding tuition will be sent to collections.

_____ Initial

VACATION: If you go away on vacation, we need a two-week notice, and your tuition payment is due **BEFORE** you leave.

_____ Initial

ILLNESS: In cases of illness, your payment is still expected unless other arrangements have been previously made.

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DAILY CUT OFF TIME: Is at **10:00 AM** unless arrangements are made with Director. If you will be late dropping your child off, you must call 30 minutes prior to drop off time. **This cannot be a reoccurring situation.** _____ **Initial**

CHILD DAILY SCHEDULE: All parents are required to have a set schedule for their child. If you need to change your schedule in any way, a request must be submitted through Class Dojo at least 24 hrs prior to the need. All approvals are given by the Director.

Part Time children: Once accepting a part time slot, changes in your child's schedule may not be available. Availability is based on vacancies in your child's class. All approvals are given by the Director. _____ **Initial**

ELECTRONIC ATTENDANCE SIGN-IN/ SIGN-OUT

The person bringing or picking up your child is required to sign-in/out using our electronic attendance system. If you need to add a person to your pick-up list you must let us know 24 hrs in advance, not the same day, unless it's an emergency. If we find your child is not signed in/out there is a **\$10 fee every time.** _____ **Initial**

*****PICK UP:** If someone other than the child's parents will be picking up your child the parents **MUST** let us know via Class Dojo or in person. We will **NOT** release your child to anyone that is not on the "Pick Up form" if we don't have permission from the parent/guardian. We will ask for photo ID that matches the name on the pickup list or the information that was given via Class Dojo. _____ **Initial**

SUBSIDY PARENTS: Per the WAC 170-295-7030 SIGN IN THE CHILD ON ARRIVAL AND SIGN OUT THE CHILD AT DEPARTURE, USING THEIR FULL SIGNATURE AND WRITING THE TIME OF ARRIVAL AND DEPARTURE; MISSING SIGNATURES WILL RESULT IN A **FINE OF \$10.00 PER SIGNATURE TO THE PARENT(S) AND OR A TERMINATION OF CARE!** _____ **Initial**

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WHAT HAPPENS IF A CHILD IS NOT PICKED UP?

IMPORTANT: If a parent/guardian or emergency contact cannot be reached thirty minutes after the end of your day or closure of our childcare center we will consider this to be a Child Abandonment situation. We are mandated reporters and are required by law to call Child Protective Services (CPS) and report that the child was left abandoned at childcare.

It is important to call the center at least thirty minutes in advance if you are going to be tardy picking up your child(ren) from our center. Please ensure that you have provided reliable emergency contact information to the staff the childcare center.

If there are repeated problems with late pick up and/or refusal to comply with the late fee policy your childcare privileges can be terminated. _____ **Initial**

TAXES

ABCELC will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January of each year whether you have an active or inactive child at the center.

If you need a copy of your itemized bill you may request a statement at any time, unless you have a balance owing. Past due balances owed must be satisfied in order to receive a statement. Requests can take up to 24-48 hours' process.

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TERMINATION POLICY

We reserve the right to terminate for the following reasons **(but not limited to):**

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation, including people listed on any of your contact forms
- Failure of child to adjust to the child care after a reasonable amount of time
- Physical or verbal abuse, harassment, slander, etc., including property, of any type, from the child's parents or anyone connected to the family
- Lack of compliance with handbook regulations
- Serious illness of child
- False information given by parent either verbally or in writing

*****TWO WEEK NOTICE: You are required to give two-week's written notice when you decide to terminate childcare. If a two-week's notice is not given the parents will be expected to pay the equivalent of two-week's child care private fees (private pay families only). Termination notice from parents will not be accepted while provider or parents are on vacation.**

_____ Initial

Part Time Care Termination Policy

Part Time care will be reviewed month to month based on enrollment availability. **ABCELC**, gives families who want full time childcare priority. If the center is not able to allow part time childcare for the following month we will give the parent(s) adequate notice of termination.

_____ Initial

Refund policy

We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of staff or other children in attendance. ***Upon termination by the center, tuition refunds are on a case by case basis, depending on why the child was terminated. If tuition is refunded, it will be up to two weeks maximum of childcare costs.***

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OPEN DOOR POLICY

We maintain an open-door policy for parents. This means that you are always welcome to call or drop in to see your children at any time during regular child care hours.

ABSENCES

You must contact the center in the event that your child will not be in attendance for more than a day. If your child is out due to an illness and/or a doctor's request, **they must be out for a minimum of a full 24 hours and you must bring a doctor's note in order for your child to return.** This is for the health safety of everyone at the center.

There will be no refunds or adjustments made to your child care fee for your time missed due to illness, holidays, or days off. It will be your responsibility to obtain substitute care on such occasions and to arrange payment to the substitute.

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HOLIDAYS

All Blessed Children Early Learning Center will be closed on the following holidays:

- New Year's Day
- MLK Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the following day
- Christmas Day and the following day

*****Additional closure days may apply.**

When the holiday falls on a Saturday, **ABCELC** will be closed the preceding Friday, when a holiday falls on a Sunday, **ABCELC** will be closed the following Monday. You will pay for these days if that would be a normally scheduled day for your child.

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CUBBIES

Each child will be furnished with a cubby for storage of his/her materials, and clothing articles. Although we are very careful, the program will not take responsibility for lost or stolen articles such as: earrings, barrettes, ribbons, bows, rings, toys, etc.

_____ Initial

TOYS

We are asking that your child do not bring any toys or electronics to the center unless we are having a special occasion. Bringing outside toys and/or electronics causes the children to fight over them. We don't want to add distractions that will cause friction between children and we don't want to be responsible if personal belongings get broke.

CELL PHONES: IF YOUR CHILD HAS A CELL PHONE AND YOU ALLOW YOUR CHILD TO BRING TO THE CENTER, WE ARE NOT RESPONSIBLE. IF IT'S LOST, STOLEN, OR DAMAGED IN ANY WAY, WE ARE NOT RESPONSIBLE. WE WILL NOT STORE AND KEEP THE CELL PHONE IN OUR POSSESSION.

ELECTRONICS/TABLETS/KINDLES/NINTENDO DS: IF YOUR CHILD HAS ONE OF THESE ELECTRONIC DEVICES AND YOU ALLOW YOUR CHILD TO BRING THE DEVICE TO THE CENTER WE ARE NOT RESPONSIBLE FOR THESE ITEMS. SHOULD THEY GET LOST, STOLEN, OR DAMAGED IN ANY WAY, WE ARE NOT RESPONSIBLE.

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SUPPLIES

BEFORE YOUR CHILD'S FIRST DAY OF SCHOOL PLEASE BRING YOUR CHILD'S, FILE FILLED OUT.

You are responsible for supplying diapers or pull-ups (**Velcro sides**), a full change of clothing (**including socks and underwear**) appropriate for the weather, and any other supplies that your child may need. You may bring a whole package of diapers/pull-up's to be stored on the changing table shelf (we will let you know when your child's supply runs low).

You are required to bring a cot (twin) size blanket and sheet for your child to be kept at the childcare center. **All blankets and bedding will be sent home to be laundered every Friday and must return on Monday for continued use.**

Preschool children will need 2 sets of changing clothes

Toddler children will need the following need supplies for class:

- 2 sets of changing clothes bagged with child's name
- Diapers/ Pull ups
- Box of Baby wipes

*****MISSING ITEM FEES:**

- **Diapers/Pull ups-** The center cannot guarantee they can provide these items. We will contact the parent to bring these items if the center doesn't have any to provide. Failure to provide these items after verbal and written notice has been given you will be charged a \$2.00 fee per diaper/pull up that the center has to use.

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*****All items need to be labeled with your child's initials.**

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DAILY SCHEDULE

6:00 AM 8:00 AM	ARRIVAL/ WASH HANDS – FREE CHOICE CENTERS
8:00 AM 8:30 AM	BATHROOM TIME/WASHING HANDS (DIAPERING)
8:30 AM 8:45 AM	BREAKFAST
8:45 AM 8:55 AM	BATHROOM TIME/WASHING HANDS (DIAPERING) FREE CHOICE CENTERS
9:00 AM 9:15 AM	CIRCLE TIME- BOTH CLASSES
9:15 AM 10:20 AM	TODDLER: SENSORY AND/OR FREE CHOICE CENTERS/ PRESCHOOL: ART/SENSORY BATHROOM TIME/WASHING HANDS (DIAPERING)
10:30/45AM 11:00/15 AM	OUTDOOR PLAY (EXERCISE TIME) BOTH CLASSES
11:00/15AM 11:20 AM	BATHROOM TIME/WASH HANDS (DIAPERING)
11:20 AM 12:00 PM	LUNCH BATHROOM TIME/WASH HANDS (DIAPERING)
12:00 PM 2:15 PM	REST YOUR BODY TIME
2:15 PM 2:30 PM	BATHROOM TIME/WASH HANDS (DIAPERING)
2:30 PM 3:00 PM	SNACK TIME/ BATHROOM TIME/WASH HANDS (DIAPERING)
3:00 PM 3:30 PM	TODDLERS: SMALL GROUP TIME PRESCHOOL: OUTDOOR PLAY (EXERCISE TIME)
3:30 PM 4:00 PM	PRESCHOOL: BATHROOM TIME/WASH HANDS SMALL GROUP TIME TODDLER: OUTDOOR PLAY (EXERCISE TIME)
4:00 PM 4:15 PM	TODDLER: BATHROOM TIME/WASH HANDS
4:15 PM 4:30 PM	SNACK TIME
4:30 PM 5:00 PM	BATHROOM TIME/ WASH HANDS (DIAPERING) MUSIC/MOVEMENT TIME
5:00 PM 7:00 PM	COMBINE CLASSES/ QUIET ACTIVITIES CLOSE

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MEALS

All Blessed Children Early Learning Center provides a nutritious breakfast, lunch, and two snacks in the PM. Well balanced meals are necessary for children to meet their daily energy needs and develop healthy bodies and strong minds. Proper nutrition is an essential ingredient of good health. Menus are provided weekly and are created with the children's tastes in mind.

Breakfast and lunch time is part of the learning experience, since meals are served family style, children will help with the table setting, clean up, and we will practice proper table manners. The teachers will encourage the children to taste every food item.

OUTSIDE FOOD: Children **cannot** bring outside food to the program, unless a special arrangement has been made with the Program Director.

We celebrate holidays and birthdays during afternoon snack time. You are welcome to share party cookies, cupcakes, or some other food and drink. Items must be package, NO homemade items. **Peanut-free products only.**

If you choose to celebrate your child's birthday, you must make arrangements with our Director prior to bringing items to the center, the items must be store bought items that have a food label to show nutrition facts and ingredients, please schedule the date with your child's teacher prior to the day you want to have your celebration. NO favors or gifts can be given out.

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CLEANLINESS & HYGIENE

Hand Washing: We do our best to maintain strict cleanliness and hygiene standards. Children's hands are required to be washed upon entering the building after outside play or changing center activities that requires it, as well as before and after meals and after toileting.

We use paper towels for drying hands, so children do not have to use the same towel. We wash our hands frequently and also use antibacterial soap.

Napping Cots: Each child has a separate napping cot with sheets and blankets. They are washed weekly (unless soiled, then they are washed as often as necessary). Bedding is to be taken home on Friday and returned on Monday.

Eating: Children use separate cups, plates, bowls and eating utensils. Tables are disinfected with a bleach water solution after each use.

Soiled Clothing: If your child should become exceptionally soiled while at the center, we will change them into the extra clothing you have provided and send soiled clothing home bagged. We do not wash soiled linen or clothing on premise.

If your child has NO extra clothing and if the center has some we will use the center's extra clothing. If the center's extra clothing is used, the clothing needs to be returned the following Monday washed. If not there will be a \$5 fee per item/ per week until the clothing is returned.

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General Hygienic Policy:

- We use liquid antibacterial soap and hand soap
- Washable toys will be washed and sanitized with a disinfectant
- All equipment is disinfected weekly
- Carpets are vacuumed daily and vinyl floors are mopped daily
- Program Directors conduct routine inspections of the facility both inside and outside to ensure facilities meet quality standards

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TOILET TRAINING

Toilet training will be done **only with** the collaboration of the family. If potty training begins when your child is ready, the task is quick and easy.

In addition, your child must have a complete change of clothes (don't forget the socks!) The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers and belts, overalls, and onesies. These are difficult for children to remove in a hurry.

*****After your child transitions to underwear, if they have more than two accidents in a month they will have to return to pull-ups. Once they are dry in their pull-up for two weeks straight, then we will allow them to return to underwear.**

NAPS & QUIET TIME

State requires all children in child care to have a designated rest period each day. Nap time is our only opportunity to clean up after lunch, do paperwork, fill out daily notes, and do activity planning.

All children must nap, rest, read or play quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not really happy when they go home in the evening.

We provide nap cots for all children. Please send your child his or her special blanket that he/she sleeps with, but **no** stuffed animals. All blankets and sheets will be sent home weekly for cleaning and be expected to return the following week.

*****Missing blanket and sheet fee-** If a clean blanket and sheet is not returned on Monday a warning will be given, one time, then if a clean blanket and sheet is not returned the next day a **\$5.00 fee for each, per day** will be charged.

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PARENTAL INVOLVEMENT

There will be times and ways you can get involved in your child's child care experience. You are welcome and encouraged to participate in any or all of these.

Some examples of ways to be involved include:

- Lending objects for units of study
- Helping your child at home with the concepts we are studying here
- Helping your child prepare for "Share Day"
- Helping to provide treats or other items for our parties

DISASTER PREPAREDNESS

Our staff members are trained in First Aid, CPR and blood borne pathogens awareness. In addition, staff participate in emergency and disaster preparedness and response training. **ABCELC** staff keeps emergency go-kits in each classroom and takes on field trips. Emergency supplies are stored on site. **ABCELC** has its own disaster plan, created with assistance.

ILLNESS POLICY

We reserve the right to determine when a child should be sent home due to illness. Children may return to the center 24 hours after symptoms of illness end or with written authorization from your doctor stating the name of illness and when child may return to group care. Please notify the center as soon as possible when your child becomes ill so that we may notify the other parents if needed.

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HEALTH POLICY

A health history is required by law for each child upon admission. This will include immunization records, as well as any health conditions or allergies that may require specific attention, medication, or will interfere in any way with a child's activities.

HEALTH AND NUTRITION POLICIES

ABCELC strives to be in strict compliance with all regulatory agencies that we are licensed by, or hold contracts with. We adhere to Washington State regulations for child care centers and the following policies and procedures:

- Blood borne Pathogens Exposure Prevention
- Cleaning and Sanitation Policy and Procedures
- Communicable Disease Reporting Policy
- Consulting Policy
- Public Health Policy: Desserts and Sweet Treats
- Environmental Safety Policy
- Exclusion of Ill Children Policy
- First Aid Policy
- Hand washing Policy
- Food Safety and Sanitation
- Immunizations
- Health Record Maintenance
- Major Medical Emergency Policy
- Medication Administration Policy/Medication Documentation
- No Smoking Policy
- Natural Disaster Policy
- Nutrition Policy
- Poison Emergency Policy
- Poison Prevention Policy
- Special Needs/Inclusion
- Staff Health Policy
- Toileting/Diapering Procedures
- Toilet Training Policy
- Public Health Pesticide Policy

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MEDICATIONS

Before we can administer any prescription or non-prescription medications to your child you will need to do the following:

- Keep them home for 24 hours after the first dose for possible allergic reactions, sign the Medication Authorization Form
- All medications must be brought in the original container with the following information on the label: Child's name, Prescription name, Doctors name, dosage, Pharmacy name and phone number, Instructions for administering, and dates the medication is to be used for.

Nonprescription medications may include but are not limited to:

- Antihistamines,
- NON-aspirin fever reducing/pain reliever
- Decongestants
- Anti-itching ointment or lotions
- Diaper rash ointments or lotions
- Sun screen
- Teething gels
- Insect repellent

These must be sent in original containers. If any of them will be taken differently than indicated on the labels or for more than 5 days, we will need a note from the physician.

If you fail to bring your child's prescription medication to daycare you will be asked to go home and get it or take the child home and give them the required dosage.

We have a medication log that you can review at any time to see when your child was given his/her medications.

If a child will be on long terms meds, or as needed medications like asthma inhalers, a note from your doctor will be required to put in our files.

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MEDICAL EMERGENCIES

All Blessed Children Early Learning Center will contact the parents and the doctor of a child in case of an emergency. In the event parents, cannot be reached we will refer to the child information card as to other emergency contacts. If any emergency contacts are not available and emergency treatment is needed, the child will be taken to Mary Bridge Children's Hospital, unless otherwise noted on the child information card. It is the responsibility of the parent for any medical treatment expenses needed.

Parents have the primary responsibility in transporting their children for medical services. A written incident/accident report will be filled out in the case of an emergency with a copy given to the parent. All staff members at **ABCELC** are fully trained in CPR and First Aid.

At the time a parent or guardian fills out an application for their child to attend the center they are required to complete the Consent to Medical Care form. This form states that the parent or guardian authorizes and consents to medical, surgical and hospital care, treatment and procedures to be performed for their child by that child's regular physician, or when that physician cannot be reached, by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard the child's health and the parent or guardian cannot be contacted.

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SICK CHILDREN/MEDICAL CONCERNS

Keep Me Home If:

- If your child has a contagious illness, our policy is that parents or guardians keep the child home. We want them to be able to get well and also to protect the other children and our staff
- I'm vomiting: 2 or more times in 24 hours
- I have a rash, lice, or nits: body rash especially with a fever or itching
- I have diarrhea: 3 or more watery stools in 24 hours
- I have an eye infection: thick mucus or pus draining from the eye
- I have a sore throat: with a fever or swollen glands
- I'm just not feeling very good: unusually tired, pale, lack of appetite, confused, or cranky
- I have a fever, temperature of 100° F or more, taken under the arm, sore throat, rash, vomiting, diarrhea, earache, or just not feeling good
- Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary
- Runny nose of discolored mucus for more than three days

SUN BLOCK/SUNSCREEN

If your child needs to use sun block or sunscreen, please bring the sunscreen in a plastic sandwich bag with written instructions and a signature. Please remember to put your child's name on the tube with masking tape. **ABCELC** complies with the Washington Administrative Code **(WAC) 170-295-3080** for child care centers regarding diaper ointment and sunscreen. We will only use sunscreen if the following requirements are met: written parental consent prior to use; use for no longer than six months; notify parents of the name of the product used, active ingredients in the product, and sun protective factor (SPF) in sunscreen.

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CHILD HEALTH & CLASSROOM PROFILE

Some children may suffer from life threatening illnesses or routine medical intervention by a doctor. Families should be aware that **ABCELC** will not admit a student with a life-threatening illness to our center until your family doctor completes and returns our health profile information form. This health profile must include a diagnosis and description of the illness; instructions on what to do when symptoms occur; and complete contact information for the doctor's office. In addition, a parent or legal guardian must also explain, in person, to the Program Director and **ABCELC** staff how to administer the medicine to the child.

If the medicine involves medical equipment such as an inhaler or other device, the parent or guardian must give a demonstration to the Program Director and/or a childcare staff member.

This policy is in effect for:

- Asthma
- Severe allergies, including bee stings, peanut butter, or other foods
- Heart conditions
- Seizures
- Other life-threatening illnesses

Emergency Procedures

In case of a serious illness or injury, the following procedure will be followed:

- Administer immediate First Aid/CPR
- Contact 911
- Contact parent or emergency contact
- Transport to nearest hospital (if necessary)
- File Accident/Incident form
- Report to Program Director

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PUBLIC CODE OF CONDUCT

In order to ensure that we provide a safe atmosphere, the **ABCELC** Board of Directors has approved the following code of conduct. The behaviors listed below will not be accepted or tolerated at **ABCELC's** childcare site, or at any event:

- Engaging in any activity prohibited by law.
- Disruptive or unsafe behavior which interferes with the use of the facility by others or with the staff's ability to function.
- Loud, abusive, threatening, harassing, or insulting language toward children, staff, parents, volunteers, or other persons.
- Any sexual misconduct such as exposure, staring, harassment, flirtation, inappropriate touching, or sexually oriented language; display of sexually oriented material.
- Activities or behavior that may result in damage, abuse, misuse, or theft of **ABCELC** property.
- Petitioning, soliciting, gambling, advertising, or selling merchandise or services without the express permission of the **ABCELC** Executive Director.
- Playing any audio equipment or device at a level which can be heard by others.
- Verbal or physical fighting
- Stalking or invading another person's personal, physical space
- Entering **ABCELC** child care site or administrative office with a firearm, knife, or other weapon prohibited by city ordinance or state statutes
- Use of skates or skateboards on **ABCELC** property
- Refusal to leave **ABCELC** facility or office when asked.

PARKING LOT SAFETY

- Always close child care center entry and exit doors that give children access to parking lots/street.
- In parking lots, hold children's hands to ensure their safety.
- Transport children in car seats appropriate to their weight and age as required by law.
- Do not leave children unattended in cars.
- Park only in designated spaces and fire lanes must be kept open.

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FIRE & TORNADO SAFETY

We have a written fire evacuation plan and practice a fire drill with the children every quarter throughout the year. In addition, we incorporate fire safety curriculum into my program occasionally. The center is inspected regularly for fire safety. We also keep a written tornado plan and perform drills in the spring, summer and fall months.

SNOW POLICY/NATURAL DISASTERS

It is very difficult, even for the weatherman, to predict snowfall. Therefore, **ABCELC** will monitor Tacoma Public School closures in making our decision whether to be open for the day. Contact the center for an updated phone message. If the Tacoma Public Schools announces a snow closure, then **ABCELC** will also be closed.

The following applies to you:

- If a severe storm occurs, **ABCELC** will close. We do not want to place our staff in jeopardy by requiring travel under risky weather conditions. If you have any questions, please ask the office staff.
- A recorded snow message will be updated daily.
- If an earthquake happens while your child is in our care, we will stay with your child on site at **ABCELC** or take them to the nearest designated Emergency Center. If an earthquake happens overnight, or during the early morning hours before 6:00 AM **ABCELC** will not be open.

Please call our office in case of any and all emergencies or concerns.

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FIRE EVACUATION PROCEDURES

What Happens At School?

An alarm will sound to indicate evacuation is needed.

1. Class and individuals go to the nearest exit to evacuate
2. Teacher takes the emergency backpack with them
3. Proceed to the farthest fence on the other side of the playground area near the alley and line up in your designated spot.
 - a. Students always report to their classroom lines immediately
 - b. Volunteers report to the Director for attendance
4. Attendance is taken of all staff, students, and volunteers
5. The Director will indicate if we can re-enter the building
6. Follow emergency dismissal procedures if directed

In the event of an emergency, the following dismissal procedures will be in effect:

- No student is to be released until staff has been given directions to do so
- Checkout stations will be established. This may be individual classrooms or at another place in the building
- All students must be checked out by a staff person. NO STUDENT is to be released to a parent without being checked out by a staff person. Parents will wait in a designated area while we locate their child. Each adult will sign out the child. Staff will check the Student Emergency Form to be sure each adult has permission to take the student. Staff person will indicate the name of the adult, time of checkout, and the place the child is going
- Checkout logs are to be turned in to the Director before staff leaves the building. All staff must check out before they leave.

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EARTHQUAKE PROCEDURES

What Happens At School?

When you hear the words “EARTHQUAKE DRILL” or an actual earthquake occurs, do the following:

1. “Drop, cover, and hold on.”
 - A. Turn away from the window, get under a desk and hold on
 - B. Move with the desk or table if it moves
 - C. Be silent so that directions can be heard
2. Evacuate the room
 - A. Teacher checks quickly for injured or trapped students
 - B. Teacher checks outdoor exit to make sure it is not blocked or dangerous
 - C. Emergency backpack and food containers go outside
 - D. Teacher checks with “buddy” and decides who will stay with injured children
 - E. A designated card is placed in the classroom window to indicate injury
3. Report to a designated spot on the playground
4. Attendance is taken of all staff, students and volunteers
 - A. Students report to their classroom lines
 - B. Volunteers need to report to the Director for attendance
5. Building is inspected
6. Emergency Dismissal Procedures if needed:
 - A. No student is to be released until staff has been given directions to do so
 - B. Checkout stations will be established. This may be individual classrooms, outside the front entrance, or at another place in the building

****All students must be checked out by a staff person. NO STUDENT is to be released to a parent without being checked out by a staff person. Parents will wait in a designated area while we locate their child. Each adult will sign out the child. Staff will check the Student Emergency Form to be sure each adult has permission to take the student. Staff person will indicate the name of the adult, time of checkout, and the place the child is going.**

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NON-DISCRIMINATION STATEMENT

It is the policy of **ABCELC** that no person shall be subjected to discrimination because of the race, color, national origin, sex, age, sexual orientation, religion, creed, marital status, disabled or Vietnam Era veteran status, or the presence of any physical, mental, or sensory handicap.

This policy is consistent with Titles VI and VII of the 1964 Civil Rights Act; Section 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975 and the Age Discrimination in Employment Act of 1967; the 1974 Vietnam Era Veteran Readjustment Assistance Act; the Governors Executive Order 85-09; and the Washington State Laws Against Discrimination, RCW 49.60.

REVISIONS TO HANDBOOK AND CONTRACT

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two-week's notice of changes.

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DISCIPLINE

Our philosophy is that you use discipline to teach a child. We achieve this through love, consistency, and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the child care center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children, especially those who cannot use their words to communicate have a hard time talking about their feelings. Sometimes they hit or throw toys, etc. Although teaching children appropriate behavior is what we will be doing, remember that this behavior is normal in most cases for younger children.

POSITIVE DISCIPLINE

A positive behavior reinforcement system will be utilized to promote appropriate behavior. Participants, parents/guardians, and staff will be aware of the rules and behaviors expected. It is hoped that this method will minimize the need for disciplinary methods.

In providing a safe and cooperative setting, it is necessary to have specific policies and limitations that govern our center, staff and behaviors of each child. Compliance with imposed limits and policies of the childcare and the center is expected.

Staff members are aware that some children may have challenging or difficult behavioral issues. **ABCELC** believes in helping these children improve and change negative behaviors. We use appropriate strategies to support difficult children.

These strategies include, but are not limited to, the following actions:

- Support classroom teachers
- Plan to meet individual needs of the child
- Engage families and community resources
- Options for an alternative setting, if necessary

Please discuss specific concerns about your child with the Program Director.

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POSITIVE GUIDANCE TECHNIQUES

Ignoring: Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.

Redirection: We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.

Verbal Intervention: We explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words.

Logical Consequences: We help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged.

Take a Break: The child is separated from the group to allow him/her to relax, calm down, and to help him/her not to be influenced by peers. The child may return to the group as soon as the negative behavior stops or is significantly reduced. If “Take a Break” occurs constantly or not working child’s parent will be asked to come and pick up the child.

If we feel there is a chronic behavioral issue that needs attention, we will let you know so that we are handling it in the same way and your child has consistent discipline between your home and our center. These types of behaviors might include such things as biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child’s good feeling about his/her behavior and serves as an example to the children to act in such a way as to receive the praise. Asking a child to stop and think about their behavior enables the child to work at self-control.

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PHYSICAL RESTRAINT

Physical restraint refers to a behavior management technique involving the use of physical contact, characterized by measures such as arm or body holds. It is meant to prevent a child causing injury to themselves or other children.

Staff members are professionally trained in safe, humane, appropriate physical restraint methods. Restraint is not used as punishment or a substitute for positive discipline. Physical restraint may be used to move a child to a quieter, safer environment to reduce the risk of injury to any person. Before the use of personal restraint, other techniques must be attempted and proven ineffective at defusing the situation. When restraint is appropriate it will be discontinued as soon as the child's behavior no longer constitutes an emergency situation.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

REPORTING CHILD ABUSE

As a child care provider, we have a responsibility by law to recognize and report any evidence of child abuse-physical or emotional-or neglect. This is strictly for the benefit of your child.

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OUR PARTNERSHIP

In order to maintain a viable relationship between parents and staff at our center we will have daily reports, verbal conversations, hold parent meetings, family events, etc. on a regular basis during the year. When held, events are usually held during the evening hours.

We ask that parents and families be involved in our center to encourage their child(ren). Parental interest and involvement builds a child's self-esteem. Research shows that children whose parents are involved with their school, out of school time, and extracurricular activities do better academically.

Parents are welcome to visit our program at any time during normal hours of operation to observe, do an activity with the children, etc. You can even donate student supplies; office supplies, any materials and/or equipment you think we can use to better serve the children. Please discuss this with the Program Director.

We are here to partner with families to make sure that children are receiving the best care. We ask that each family enrolling a child in our center contribute back into the center. We appreciate all that you do and want to partner with our families to ensure children success. This is only a request; it is not mandatory. You may volunteer in a variety of ways; check with your Program Director for more details.

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GRIEVANCE PROCEDURE (COMPLAINTS)

A grievance may be a complaint related to another parent, interpersonal conflict, a staff member who does not appear to perform according to expectations of her/his role and responsibilities, condition of the child care center, etc.

The objectives of the Grievance Procedure shall be to:

- Promote harmony in the working relationships of our parents and staff
- Provide and acknowledge an orderly process for the handling of the parent grievances
- Resolve grievances as quickly as possible before they become unduly disruptive to the program
- Resolve the grievance at the parent/staff level if possible
- Correct the cause of the grievance
- Provide an opportunity to express concerns and have a dialogue between parents and staff

A grievance may be resolved at any stage. When a parent has a complaint (grievance) the first step is to contact the Program Director immediately to discuss the problem, or the parent can call the center. You will receive a response within a 48 hour period. At this point, we encourage the parent and the Program Director to document the complaint.

All Blessed Children Early Learning Center makes an effort to treat all children and families fairly. We also try to resolve disputes in a peaceful, fair manner.

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HOLD HARMLESS AGREEMENT

All parents must sign a Hold Harmless Agreement form before your child begins childcare.

This form states:

I understand the policy of All Blessed Children Early Learning Center and understand that **ABCELC** shall have no responsibility for its employees who have contact outside regular program hours with my child(ren).

I agree that All Blessed Children Early Learning Center shall not be liable for any injury, trauma, stress, or death of any person or damage to any property which its employee may cause while caring for my child(ren) outside of regular **ABCELC** program hours.

I agree to indemnify and save **ABCELC** harmless from any and all claims, costs and expenses whatsoever arising out of any such injury or damage.

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

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Disaster Plan of Action

All Blessed Children Early Learning Center would like you to be aware, that we have a Disaster Plan in place for any emergency situation that may or can occur while your child is at Children All Blessed Children Early Learning Center.

These disasters are such but are not limited to:

1. Lock downs
2. Earth Quakes
3. Fires
4. Flooding
5. Any type of natural disasters

In each classroom located by each exit we have posted a disaster plan of action. A map of our center also accompanies this disaster plan of action. Please take a minute to review this plan and sign off that you have looked over it.

Please sign to indicate that you have received your copy of this Disaster Plan Policy and parent handbook.

Child/ren's Name(s):

Parent/Guardian's Name _____ Date: _____

Signature _____

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Pesticide Policy

In the event that pesticides are used on All Blessed Children Early Learning Center property we will,

A. Notify parent/guardians and any other interested parties 48 hours in advance of the application of pesticides.

B. We will require the pesticide applicator to provide a copy of the records required within 24 hours of when the pesticide will be applied.

C. We will place a "Notice" stating that pesticide application has taken place on the grounds of All Blessed Children Early Learning Center. We will also do the following:

1. List the product name of the pesticide being used
2. Intended date and time of application
3. Location where the pesticide will be applied
4. Pest to be controlled
5. Name and number of a contact person at the facility.
6. Director to call in case of Emergency.

D. All Blessed Children Early Learning Center will notify people that a pesticide has been used by placing a marker at each primary point of entry of the center grounds. All Blessed Children Early Learning Center staff will place a sign in front of the area were the pesticide will be used. This sign will remain posted for at least 24 hours following the pesticide application or longer if a longer restricted period is stated on the label.

I acknowledge that I have read and understand the pesticide policy as stated above.

Child/ren's Name(s):

Parent/Guardian's Name _____ Date: _____

Signature _____

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Your receipt of this **ABCELC** Parent Handbook means that you are responsible for reading the contents or having them interpreted for you.

You also promise not to engage in any of the following inappropriate personal behaviors while on the premises of **ABCELC** site, including but not limited to:

- Sleeping
- Smoking
- Personal bathing or washing of clothes or personal items
- Lack of shirt or shoes
- Spitting
- Poor personal hygiene which is offensive and bothersome to others
- Leaving personal belongings including cars, bicycles, motorcycles or other vehicles unattended at **ABCELC** building or on the grounds.
- Being intoxicated with alcohol or drugs or in possession of any intoxicating drug or alcoholic substance at **ABCELC** building or on **ABCELC** grounds.
- Urinating or defecating anywhere on **ABCELC** property, other than in public restroom facilities.
- Entering **ABCELC** building with animals, birds, or vehicles (not including wheelchairs), except as required by persons with disabilities who are in possession of official certification for the animal.

Anyone can be asked to leave or be expelled from **ABCELC** facility without warning in situations involving suspicious, threatening or willfully malicious behavior. Anyone who violates this code will be warned by staff. If the conduct continues, the offender will be asked to leave or staff may call police.

All Blessed Children Early Learning Center reserves the right to limit access **ABCELC** site, or to suspend or terminate access to childcare for repeated failure to comply with this Code of Conduct.

IF you have any questions or concerns, please feel free to contact the Director at the childcare site. We appreciate your cooperation.

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Parent and/or Guardian Commitment

Please read and initial the statements below showing that you understand and accept the policies and procedures of All Blessed Children Early Learning Center.

_____ 1. I have read and understand the Parent Handbook.

_____ 2. I understand that while my child/ren are in care at **ABCELC**, they will be videotaped throughout the building using surveillance cameras for the protection of children and staff. I further understand that at any time others might view my child/ren on these surveillance cameras.

_____ 3. I acknowledge that I have read the policies from the parent handbook in regard to signing my child/ren in and out every day, the discipline policy, withdrawal or dismissal from care policy, rest time policy, immunization policy, and medicine policy and commit to adhering to each one.

_____ 4. I understand and will fulfill my financial agreement to pay childcare costs for my child/ren.

_____ 5. I give permission for my child/ren to have his/her picture taken and displayed throughout the center and in advertisements. Yes _____ or No _____

_____ 6. My child/ren may go on walks with his/ her class.

_____ 7. I understand that field trip permission forms will be provided at least one day prior to the fieldtrip.

I understand and agree to the above statements on behalf of the following child/ren

Child/ren's Name(s):

Parent/Guardian's Name _____ Date: _____

Signature _____