

PRECIOUS

CHILD CARE & PRESCHOOL

Parent Handbook

PARENT HANDBOOK ☪ CHRIST THE ROCK FELLOWSHIP

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Table of Contents

WELCOME TO PRECIOUS CHILD CARE & PRESCHOOL	6
OPERATIONS OF PRECIOUS CHILD CARE & PRESCHOOL	7
OPEN DOOR POLICY	7
FAMILY CENTERED.....	7
DIVERSITY.....	7
INCLUSION.....	8
NONDISCRIMINATION	8
FOSTER CHILDREN	8
AT RISK PICK UP	9
STATE LICENSING	9
LICENSED.....	9
RATIOS	9
CHILD ABUSE	9
EMPLOYEES	9
STAFFING	9
STAFF CHANGES	10
ENROLLMENT	10
HOURS OF OPERATION.....	10
ENROLLMENT FORMS	10
SIGN-IN AND SIGN-OUT SECURITY.....	11
DAILY SCHEDULE.....	11
ATTENDANCE	12
PHILOSOPHY OF LEARNING	12
APPROACH	12
CURRICULUM	13
TRANSITION TO NEW CLASSES	13
PHYSICAL ACTIVITY	13
SCREEN TIME	14
TOILET TRAINING	14
NAPS.....	15
BIRTHDAYS	15
BEHAVIOR MANAGEMENT	15
PHILOSOPHY	15
BEHAVIOR PLAN	16
BITING	16
DISENROLLMENT POLICY	16
PERSONAL ITEMS	17
CLOTHING	17
SHOES	17
PERSONAL ITEMS	17
NUTRITION	18
MEALS.....	18
FOOD ALLERGIES.....	18
INFANT MEALS	19

HEALTH POLICIES	19
MEDICAL EMERGENCIES	19
CONTAGIOUS DISEASES	20
SICK/EXCLUSION POLICY.....	20
IMMUNIZATIONS.....	21
MAINTAINING A SAFE, HEALTHY ENVIRONMENT	22
MEDICATION.....	22
FINANCIAL ARRANGEMENTS	23
TUITION POLICIES.....	23
ABSENCES.....	23
SICK CHILD FEE.....	24
DIAPER FEE.....	24
CLOTHING FEE.....	24
PAYMENTS.....	24
UNPAID ACCOUNTS	25
DISCOUNTS.....	25
EMERGENCY PROCEDURES	27
CLOSURES.....	27
EMERGENCIES	27
OTHER POLICIES.....	27
PESTICIDE POLICY.....	27
GARDENING.....	28
PETS.....	28

Welcome to Precious Child Care & Preschool

Dear Parents,

We count it a great privilege to have your child or children here at Precious Child Care & Preschool. We are so excited your child will be attending our program.

Children are precious to us and will receive tender loving care and instruction while in our care. Precious Child Care & Preschool (PCCP) is a Christian Preschool Center operated under the direction of Christ the Rock Fellowship. Our goal is to provide a safe, loving, and secure environment where children learn about God's love and grow in character, in academics, and in social development.

Our staff is of the highest quality and has a wealth of experience in working with young children. All our teachers are required to have thirty hours of initial training and a minimum of ten hours of continuing education each year, First Aid and CPR certification. In addition, we have two Teacher-in-Service days to expand teachers' education. We strive to have a highly trained staff who desire to see children grow emotionally, physically, socially, and intellectually.

At Precious Child Care & Preschool (PCCP) children enjoy a balance of indoor and outdoor free play, group activities, and individual attention from staff. All our activities and projects are designed to enhance your child's growth and to provide a loving and nurturing environment.

We encourage you to work with us as partners in the development of your child. Your involvement will enhance the experiences your child has and the progress he/she will make while attending Precious Child Care & Preschool (PCCP). This handbook will help answer many of the questions you might have about our Center. Please feel free to talk with the Director for further information regarding the care of your child.

SINCERELY,

BOARD OF DIRECTORS

PRECIOUS CHILD CARE & PRESCHOOL

Operations of Precious Child Care & Preschool

OPEN DOOR POLICY

Here at PCCP we have an open-door policy to parents. We encourage you to be involved in the activities of PCCP. Parents are always encouraged to volunteer in their child's classroom on Parent/Grandparent reading day by reading an approved book to the class. It is most helpful if parents contact the teacher to set up a time to visit and must check in at the office to obtain a visitor badge before entry. Parents who wish to volunteer in the classroom must have a current background check on file with Precious Child Care & Preschool.

For non-custodial parents who have visitation rights, we ask that these visitations take place off-site.

Our classrooms are equipped with security cameras, and we invite parents to come and observe their child in the classroom.

FAMILY CENTERED

Precious Child Care & Preschool offers a "Family Centered" approach to services, meaning the family is viewed as "the expert" on their child's and family's needs. We encourage families to be an active part in their child's care. Our role as professionals is to work together collaboratively with parents/legal guardians to enhance the strengths of the family and to support the child.

We are here to assist you in meeting the needs of your family and help you locate resources to meet your child's needs.

DIVERSITY

We recognize and welcome the diverse community and world in which we live. In efforts to include all families who are served by our program, below are some of the ways Precious Child Care & Preschool supports English language learners:

- Inviting families to come into the program to share elements of their culture with the children and staff
- Preparing peers prior to enrollment with discussions about the new child and family enrolling and providing opportunities for the children to learn a few key words of the child's native language
- Using the classroom visual schedule paired with the English word for activities and routines
- Utilizing peers to help promote assimilation into the program
- Sharing with families some of the English songs that are sung in the classroom so they can participate with their child in their home routine singing their child's favorite English songs
- Encouraging the English language learner to share their culture with the staff and children (e.g. counting to 5 or 10 in English and allowing the child to count to 5 or 10 in their home language)
- We do our best to include children with special needs to the best of our ability. Children with special needs are accepted into the program under the guidelines of the Americans with Disabilities Act. Confidentiality is assured with all families and staff in the program. All families are treated with dignity and with respect for their individual needs and/or differences.

For a full description of inclusion policies for children with special needs, please go to our website at pccandp.com or visit PCCP office for a copy.

INCLUSION

We do our best to include children with special needs to the best of our ability. Children with special needs are accepted into the program under the guidelines of the Americans with Disabilities Act. Confidentiality is assured with all families and staff in the program. All families are treated with dignity and with respect for their individual needs and/or differences.

For a full description of inclusion policies for children with special needs, please go to our website at pccandp.com or visit PCCP office for a copy.

NONDISCRIMINATION

Precious Child Care & Preschool enrolls students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on religion, creed, age, marital status, handicap, race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PARENT INVOLVMENT

There are a variety of ways for parents of enrolled children to participate in the daily activities. Parents are invited to visit classrooms to share their professions, their cultures, or to be a “guest reader”. Parents are also welcome to participate in classroom parties when special days are celebrated throughout the school year. To sign up for reading time or to help teachers prepare art projects, please see the Director.

A parent may purchase/donate a book in honor of his/her child’s birthday. This program is called the Birthday Book Club. The book is read in the classroom of the student and then is placed in the library with a label with the child’s name, for the entire school to enjoy.

SPECIAL EVENTS

Each year the children participate in a Spring and Christmas Program showcasing what they have learned. In addition to our Spring and Christmas programs you are invited to participate in the following events:

- Easter Morning Service
- Christmas Candlelight Communion
- Mother’s Day Party
- Father’s Day Party
- Back to School BBQ

FOSTER CHILDREN

We welcome foster families and want to make the transition for your foster child as easy as possible. We understand foster children often have visitation with their biological families during the day. In order to facilitate visitation, we require a list of all visitation supervisors who may pick up during the day. Also, due to the emotional upheaval the children experience during their visits, we do not allow the child to return to the Preschool immediately following the visit.

AT RISK PICK UP

If the parent or guardian picking up the child demonstrates behavior that is of concern (appears to be under the influence of drugs or alcohol, exhibits threatening behavior or does not have a car seat in their vehicle), staff must try to talk to the parent/guardian about making other arrangements, but may not refuse to release the child to them. Staff must inform the parent/guardian that they will immediately call 911 because the child is at risk. If the person with questionable behavior is NOT the parent or guardian, staff must immediately call the police and notify the parent of the concern.

State Licensing

LICENSED

PCCP is licensed by the State of Washington to provide care for children ages 4 weeks to 12 years. The license is displayed in the PCCP office. We are periodically inspected by regulatory agencies to ensure the best for your child in the areas of health, safety, and specific requirements mandated by the state.

RATIOS

Ratios are defined by WAC and are followed by PCCP per Washington State guidelines. Infants – 12 months 1:4; Toddlers 12 months – 30 months 1:7; Preschool-Pre-K 1:10. At the beginning and end of each day we do mix our age groups and then adhere to the youngest child's age and ratio requirement.

CHILD ABUSE

As mandated by our licensing provisions, we are subject to the reporting requirements of WAC 388-150-480 and are required to report immediately, by telephone, to the Child Protective Services or the Police, any instance where there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect, or child exploitation.

Employees

STAFFING

Precious Child Care & Preschool is comprised of a Director, Program Supervisor, classroom teachers, assistant teachers, and support staff. Each staff person has a complete background check prior to employment, including fingerprint, criminal and sex offender's registries. New hire orientation and extensive training sessions to prepare them for their position in the program are also provided.

State of Washington requires Lead Teachers to have 30 hours basic STARS and at least 10 hours of continuing education annually. We provide a couple in-service days for our staff to complete their education and trainings.

- **Director:** Oversees all aspects of the Center-Based program
- **Program Supervisor:** Develops curriculum and supervises program activities
- **Classroom Teachers:** Develop and implement classroom programs and curriculum as well as document progress and are responsible for the day to day functioning of the preschool classrooms

- **Assistant Teachers:** Assist the teacher in the daily functions of the preschool classroom
- **Support Staff:** Work in all classrooms assisting with nap, snack prep, and late day supervision

STAFF CHANGES

When staffing changes occur, we make every effort to ensure a smooth transition for the children. When possible, parents will be informed in writing through the BrightWheel app of any staffing changes before they take place. The new teacher visits the class while the teacher who is leaving is still there, and every attempt will be made to keep schedule changes to a minimum.

NOTE: Precious Child Care & Preschool respects the rights of EVERY family and child enrolled. Should there be any concern or questions that you have regarding the care or socialization your child receives while attending, please direct any questions or concerns to the center Director. It is our policy that we are unable to discuss other children who are not your own with you.

Enrollment

HOURS OF OPERATION

PCCP is open 6:30 am-6:30 pm. Children may be at the Center for no more than 10 hours a day and must arrive by 10:00 am each day.

PCCP is closed the following days:

- New Year's Day (Friday if it falls on Saturday or Monday if it falls on Sunday)
- President's Day
- Memorial Day
- July Fourth (Friday if it falls on Saturday or Monday if it falls on Sunday)
- Labor Day
- Thanksgiving Weekend (Thursday and Friday)
- Christmas Eve (always at 4:30 pm and closed all day if it falls on Monday)
- Christmas Day (if it falls on Saturday, we will close on Friday the 24th. If Sunday, then closed Monday)
- 2 In-service Days annually:
 - Friday prior to Labor Day
 - Friday prior to President's Day

ENROLLMENT FORMS

All children are required to have an emergency release form and at least two emergency phone numbers on file at the Center. All forms in the child's enrollment packet must be filled in prior to enrollment. These forms must be updated yearly in compliance with Washington State Law.

State requires us to ask for:

- Identifying information about the child, including date of birth
- Health, developmental, nutrition, and dental histories

- Date of last physical exam
- Health care provider and dentist names, addresses, and phone numbers
- Allergies
- Individualized Care Plans for special needs or considerations (medical, physical, or behavioral)
- List of current medications and medication logs
- Current immunization record (CIS form)
- Consents for emergency care and authorization to take the child out of the facility to obtain emergency health care
- Preferred hospital for emergency care

SIGN-IN AND SIGN-OUT SECURITY

All families must sign in via the Kiosk located the front desk and children must be dropped off with an authorized staff member.

Here at PCCP security is of the utmost importance. All parents must check in with the teacher before picking up or dropping off their child...please do not leave your child's room before checking with the teacher. Children must be accompanied to their room and cannot be dropped off at the front doors.

If a teacher does not recognize a visitor/parent, they will be taken to the office and their identification will be checked. The only people who can pick up your child are those you have preapproved. It is extremely important that you keep your authorized pick up list updated. If a relative or family member needs to pick up your child, you must notify the Director in writing. Please include their full name, description and the dates they can come to the Center.

We adhere to all legally served court orders. A notarized court order must be on file regarding custody matters. It is also helpful to have a picture of any person who is not allowed contact with your child.

For the safety of the children all parents must park in a parking stall in front of the building. You cannot park at the curb or next to the playground on the south side of the parking lot. When parking please lock your car and remove all valuables.

DAILY SCHEDULE

In order to ensure the children are comfortable and secure we maintain a regular daily schedule. Children who arrive before 8:00 AM will go to the opening room for breakfast and morning activities. At 8:45 AM all children will head to their classrooms and begin their daily activities.

Our main instructional time begins at 9:00 AM every day, and we feel it is very important that your child is part of that learning time. We ask that children arrive no later than 10 AM so they may have an easier transition. When they arrive on time, they are ensured to not miss special learning activities, and their daily routine is not disrupted.

ATTENDANCE

Establishing good habits and predictability of a daily routine will allow your child to perform at an optimal level. Arriving on time for your child's daily activities is a high priority. Attendance is not required, but for your child to benefit from the services and instruction we offer regular and prompt attendance is beneficial. If there is an interruption in the child's daily schedule, they may have a difficult time responding to the daily activities and routines that are provided.

Please make sure that your child receives a good night's sleep before attending preschool. Tired children do not respond well to our daily activities and routines and do not receive the benefit from the instruction provided.

Philosophy of Learning

APPROACH

Teachers at Precious Child Care & Preschool seek to be in tune to each child's cues and attentive to their needs. Activities are planned to engage the child's interest. Our classroom environments are set up to be developmentally appropriate for all children that we serve. Our equipment is child friendly and promotes learning through play. We use many sensory activities throughout the day, including child-directed art activities. These activities provide learning approaches aimed at the child's needs.

Play is a vital part of your child's day. Play activities influence your child's total growth, including physical, mental, cognitive, emotional, and social development. For children, play is their work. It gives them a sense of accomplishment and purpose. Children's play is an activity; it does not necessarily result in a product. It may be built around toys and tools, or it may involve nothing more than the child's imagination.

Our constructive approaches to learning are:

- The expectation of the child is age appropriate and at their developmental level.
- Staff recognize that all children are not the same and they implement/adopt learning styles appropriate for each child.
- Staff use specific age appropriate directions and often use language expansion or sign when giving directions.
- Staff use encouraging, positive statements.
- Staff are role models and teach social interactions, manners, etiquette, cleanliness, health, and safety.
- Staff are consistent in their responses and give the children clear expectations.
- Staff give children time to talk and listen.
- Staff attempt to understand the child's feelings and home environment.
- Staff encourage independence and exploration while maintaining appropriate classroom structure & routine.

CURRICULUM

At Precious Child Care & Preschool we believe children are born to learn, and learning is a God-given hunger created in them. Our goal is to provide a curriculum-rich environment to develop every area of a child's life: social, emotional, spiritual, physical, and academic. Children's abilities to learn are expanded by acceptance, love, guidance, and appropriate structure from teachers who understand their developmental needs. Our primary objective is to provide curriculum that is designed to support and achieve our mission: to nurture life's one-time gift of a happy childhood.

In our preschool classes we use the ACSI curriculum (Association of Christian Schools International). We use multiple learning styles to teach:

We use multiple learning styles to teach:

Basic math skills	Gross and Fine Motor skills
Physical coordination	Communication & Language
Muscle development	STEM - Science, Technology, Engineering, and Math
Music fundamentals	
Interpersonal skills	

Each classroom begins the day with Circle Time, which consists of songs, calendar activities, numbers, colors, and letter recognition. Throughout the morning each class will also have snack, Neat Work Seat Work time, learning centers, art, music, indoor and outdoor play. Following lunch is naptime. Afternoon activities consist of snack, art, circle time, and outdoor playtime.

Teachers prepare structured daily lesson plans addressing all aspects of children's development. Daily lesson plans are posted in each classroom and on the Parents' Board in the hallway above the drinking fountains. Additionally, we send home a monthly newsletter so you are aware of program details.

State law requires individual assessments of children's progress. We will conduct a developmental profile 2 times a year to keep track of your child's overall development. These will take place in October, February, and June each year. Parent Conferences are offered but not required, so if you have any questions about your child's development or assessment, please contact us and make an appointment.

To see samples of each classroom's curriculum, visit our website at pccandp.com.

TRANSITION TO NEW CLASSES

We strive to make transitions as stress-free as possible for both you and your child. You will be notified in advance via email and a letter in your child's Art Folder, if your child will be transitioning to another room. Both classrooms work together to devise a visitation schedule for your child so that they will not be a stranger when they officially move.

PHYSICAL ACTIVITY

All children birth to age five should engage in daily physical activity that promotes fitness for health and movement skills. Promoting and fostering enjoyment of movement and motor skill competence and confidence at an early age helps to ensure that children develop active, healthy habits.

Current research also shows that regular physical activity of infants and young children is an important component of early brain development and learning. This is the reason we provide ample opportunity to do moderate to vigorous activity (running, climbing, skipping, and other gross motor movement) to the extent of their ability.

Children will play outside every day unless it is raining heavily, if the temperature is below 20° or above 95°, or if there is a health advisory in affect.

SCREEN TIME

Children may occasionally watch a video during the day. Their time will be limited.

Videos will be developmentally age appropriate, nonviolent, and culturally sensitive and will involve staff interaction. Alternative activities are provided for children not wanting to participate in screen time. Screens are not on during meals or snacks. We allow zero screen time for children under the age of two. We do not allow television or movies to be left on as background noise. We do not offer screen time as a reward. Screen time use will be limited to no more than 1 hour of educational media per week.

TOILET TRAINING

While children are being toilet trained, parents and staff need to work together. Parents must provide at least two changes of clothing (including socks and shoes) and an adequate supply of diapers or training pants for each day. Accidents are a normal part of potty training and part of the process

SOME THINGS WE DO TO GET CHILDREN READY TO TRAIN:

- We start reading potty books and talking about going potty in the big girl or big boy potty.
- Make sure they can communicate that they need to go to the restroom.
- We have them sit on the potty during natural transition times (before and after meals, before and after naps, and diaper changes).
- We practice with them getting their pants up and down on their own and hand washing.
- We will supervise them and watch for signs that they need to go or are going and get them off to the potty.
- We keep close communication with the parents about any indicators suggesting the child is ready.
- We teach boys to sit down first unless they can reach over the toilet seat and aim properly.

SOME THINGS WE DON'T DO:

- We do not put children on a potty schedule where they go every half hour or hour. It's very time consuming with little to no benefit.
- We don't limit food or drinks to only be given at certain times. We maintain the same food and snack schedule during training.

- We don't clean out underwear. We will bag soiled underwear and return it to the parent at the end of the day.
- We don't do laundry of any soiled clothes. They are bagged, put in the child's bag, and returned to the parents at the end of the day.

WHAT TO WEAR DURING POTTY-TRAINING

Children should wear easy on and off pants during training. Please do not send them in anything that requires us to remove the top to get to the bottom. The more independence they have in this process, the better their success. Diapers and pull-ups are okay for training. We do not use pull-ups until the child is at the one-week mark without accidents. Training with the underwear and a pull-up over the underwear can work if the child dislikes the comfort of being wet or soiled. If the child has regular accidents in their underwear, we will switch them back to regular diapers and try again at another time.

NAPS

Supervised rest periods will be provided for all children. All students must rest for at least 45 minutes following the noon meal. Mats/Cots will be provided for all children. Please bring a well-labeled blanket for your child to use as well as one small comfort item if needed. We provide quiet activities for children who do not fall asleep that will be a minimal disruption to other sleeping children.

BIRTHDAYS

We recognize that birthdays are important events in a child's life, and we celebrate them at PCCP. Before bringing in foods for a special occasion, parents/guardians must discuss the food choices with staff to address any food safety or allergy concerns.

Parents can bring in snacks for all the children that may not meet the nutritional requirements on special occasions such as birthdays. The snacks provided by parents must be limited to store purchased uncut fruits and vegetables and foods prepackaged in original manufacturer's containers.

Food must not contain peanuts or tree nuts.

Behavior Management

PHILOSOPHY

At Precious Child Care & Preschool we recognize that positive interactions are the key to developing healthy self-esteem in children. We praise good behavior as a means of letting children know what is expected of them. We will not allow the use of physical punishment nor will children be disciplined in anger. Staff point out positive social interactions rather than only focusing on negative behavior. Staff help children problem solve when conflicts arise. Staff members exhibit a range of techniques such as offering choices, setting expectations, talking with the child, and re-directing when behavior issues occur. Behavior management principles are based on Biblical standards. Teaching staff receive regular training on behavior management.

We set behavioral expectations based on your child's age and reinforce our expectations consistently. The method of discipline often used by our staff is called "time outs". This method offers a child a few moments to think about his or her actions before rejoining group activities. Staff will talk with the child before rejoining activities to ensure expectations are clear and encourage them to make better choices. If you have any questions in the area of discipline, we urge you to discuss them with the Director.

Parental help is key in behavioral management. In the event a child's behavior becomes necessary to correct, you will receive an "Oops...I got caught" form. This will explain the child's behavior and how it was corrected and if any further action needs to be taken. It is extremely helpful if you talk with your child about his/her behavior. We have found that the more parents are involved the quicker the behavior is corrected.

We will inform you when we feel that our normal disciplinary procedures have not been effective. In extreme cases, you may be asked to come and pick up your child immediately. Fees may apply if a child is not picked up in a timely manner.

We are well-staffed and equipped to deal with normal behaviors and requirements. Any behavior requiring additional staff, help, or management will be directed to the PCCP Board of Directors.

BEHAVIOR PLAN

If a child continues to display inappropriate behavior we will, with your help and input, implement a behavior plan. A meeting may be required to prepare the plan together, and recommendations for referrals to a behavior specialist may be a result of the plan. To ensure the effectiveness of the behavior plan, it should also be implemented in your home.

BITING

Biting occurs in most group settings involving children. We make every effort to prevent this from happening to your child. However, it is possible that your child will bite or be bitten while in our care. You will always be informed should this occur, whether your child is the victim or perpetrator. Wounds will always be washed with soap and water and if severe we will notify you immediately.

If a child bites more than three times or if the bite is severe, we will send the child home or may disenroll the child.

DISENROLLMENT POLICY

The good of every child in our Preschool must be considered in our administrative policies. We would like you as a parent to know as you enroll your child, we are vitally concerned with the safety and well-being of all children in the Center.

All children have good and bad days, and there are challenging times for parents and providers in managing a child's behavior. At Precious Child Care & Preschool we will make every attempt to redirect difficult behavior in the most effective manner possible. Our normal approach would be as follows:

The teacher or assistant will give extra one-on-one attention from a teacher or assistant before the child becomes distraught or out of control.

We will attempt to correct the behavior verbally..." Tommy, please do not throw the toys across the room. Let's try walking over to the basket and placing it gently in the bin instead."

The teacher will give Short Time Outs to regain control.

If needed, the Director or Program Supervisor will be asked to talk with the child, and they will have a short Time Out in the office.

If step three and four is needed, an "Oops...I got caught" form will be sent home explaining the incident and the action that was taken. This form is to be signed and returned to the Director and is used to enlist your help in observing and correcting your child's behavior.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, you may be asked to come and pick up your child immediately. Fees may apply if a child is not picked up in a timely manner. Repeated uncontrollable behavior can result in a suspension or disenrollment. Children who are sent home or disenrolled for behavioral issues will NOT be eligible for a tuition refund for the days care is not provided.

We are well-staffed and equipped to deal with normal behaviors and requirements. However, we are not set up to provide intensive measures required for severe problems. Therefore, behavior that is violent, physically harmful to staff, other children, or property or is consistently disruptive to normal operations may result in immediate disenrollment. This would include but is not limited to biting, hitting, kicking, and sexual behavior that is not age appropriate or is abusive to other children or staff. The Board of Directors reserves the right to determine if the child should be re-enrolled if it can be demonstrated that the inappropriate behavior has changed.

Personal Items

CLOTHING

All clothing and personal items must be marked with your child's name using a permanent pen or label that is easy to find and read. Please supply an extra set of clothes and shoes clearly labeled with your child's name in case your child has an accident and needs to change.

Children should dress appropriately, wearing comfortable, casual clothing they can freely play in. Children play outdoors daily and need clothing suitable to the weather as well as indoor sensory activities, be able to play on the floor and move about freely. Please be sure your child is dressed appropriately for the season.

SHOES

Flip flops, sandals, and cowboy boots should not be worn. Slip on shoes, tie shoes, and Velcro shoes with socks are encouraged. Please also be sure your child has a change of clothing appropriate for the season in the classroom.

PERSONAL ITEMS

All personal items must be well-labeled and taken home every Friday. Please do not bring toys, snacks, gum, lunches, or breakable items unless you have talked to the Director. Each class has a Show and Tell day, and all

items brought to the Center must remain in your child's bag. The Center is not responsible for lost, stolen, or broken items.

Nutrition

MEALS

Children arriving before 8 are offered breakfast, provided with a hot lunch as well as mid-morning and afternoon snacks designed to meet their nutritional needs. The Center uses a 4-week cycle menu with no repeated meal/snack combinations to ensure variety. Weekly menus are posted on the preschool bulletin board. A sample menu can be found at <https://www.pccandp.com/forms/>.

We ask for your cooperation in not bringing food to PCCP unless it is required for pre-approved medical reasons. Families must fill out an Allergy Form which has been signed by a physician. Please let us know if your child has any food allergies. Allergy forms can be found on our website at pccandp.com.

We serve meals and snacks which meet the daily nutritional requirements of the USDA Nutrition Standards for the Child and Adult Care Food Program (CACFP) or the National School Lunch and School Breakfast Program.

FOOD ALLERGIES

For the complete Health policy and menus visit www.pccandp.com/forms.

We at PCCP want to make sure that the children in our care are safe. We will consider each child's allergy on a case-by-case basis. We then meet with staff and parents to decide how best to manage. For milder allergies limited substitutions may be considered. In some cases where there is a severe allergy the parents will need to be fully responsible for providing all the child's food, including breakfast, both snacks, and lunch. We cannot guarantee that we will be able to keep your child 100% allergen free. A liability waiver guarantee must be signed by both parents for all children with food allergies.

If a child has a food allergy or special dietary need, the parent and the child's health care provider will identify a protocol for managing the child's special dietary need. PCCP must be provided with a comprehensive allergy management plan or an individual care plan for the child. This plan will include information on foods to be avoided, alternative foods, who will provide alternative foods, relevant medical information provided by the health care provider including medications, steps to take, etc.

When parents provide their children meals or snacks, they must meet the nutritional requirements as outlined by the Washington State Meal Pattern for Child Care found on the USDA Nutrition Standards for CACFP Meals and Snacks webpage <http://www.fns.usda.gov/cacfp/meals-and-snacks>. If the meal provided does not meet nutritional requirements, we are required to supplement the meal with the missing components. Children's food allergies are posted where food is prepared and is referred to when preparing food for children. This list will include the child's allergic reactions and will be kept confidential by covering with a piece of paper labeled "allergies".

INFANT MEALS

Each day you will need to provide six partially made bottles (measured out formula in empty bottles and no water) with lids. The lids and bottles must be labeled with your child's name.

A refrigerator for infant food is in the infant room. It is used to store bottles and un-served, leftover infant food. The refrigerator temperature is checked daily to ensure it is not more than 41°F or 39°F when storing breast milk.

Bottles are provided and provided by the parents and are only accepted if they are glass (with a protective silicone sleeve), stainless steel, or plastics numbered 1, 2, 4, or 5. Bottles and nipples must be in good repair. Bottles are kept refrigerated and unused bottles are sent home at the end of the day.

Frozen breast milk can be brought to PCCP in a closed container and be stored in the classroom freezer. Frozen breast milk can only be stored at PCCP for no more than 30 days.

How we heat and serve meals for infants:

- Frozen breast milk is thawed in the refrigerator. Thawed breast milk will not be refrozen. It must be served or returned to the parent within 24 hours (or labelled "do not use").
- Formula and breast milk bottles are warmed in a bottle warmer.
- Staff will check the temperature of a bottle before feeding. Bottles are never warmed or thawed in a microwave.
- The contents of any bottle not fully consumed within an hour are thrown away. Bottles that have been used don't go back into the refrigerator. Bacteria begin to multiply once bottles are taken from the refrigerator and warmed. Families are advised to send several small bottles or portions, enough for one day only to minimize the amount of breast milk or formula that is discarded.
- Bottle nipples are kept covered when not in use to reduce cross contamination.
- Bottles, bottle caps, nipples, and other equipment used for bottle feeding will not be reused without first being cleaned and sanitized by the parents.
- Children must be held when being fed. Bottle propping is forbidden.

For more information on Infant Care Health Policy go to <https://www.pccandp.com/forms>

Health Policies

MEDICAL EMERGENCIES

A complete policy can be found at <https://www.pccandp.com/forms>

If your child needs care due to a sudden illness or injury, a staff member or onsite administrator will evaluate the child's condition and determine whether professional emergency medical care is needed. If emergency care is needed, 911 will be called. You will be notified immediately. However, the emergency personnel will determine the course of action needed, and we will abide by their recommendation. If a child needs further care they may be transported by ambulance to a local hospital. One of our staff members from PCCP will go with your child and remain there until the parent or legal guardian arrives.

CONTAGIOUS DISEASES

Childhood diseases and illnesses are a natural part of growing up. Communication is important to us. PCCP will notify you if a child has a contagious disease, such as measles, chicken pox, etc. We ask that you notify us if your child contracts a contagious illness.

SICK/EXCLUSION POLICY

At PCCP we do everything within our power to prevent the spread of illness. Children are required to wash their hands upon arrival in the mornings, when returning from recess, after using the restroom, and before all meals and snacks. If a child sneezes, coughs, or blows their nose, they are also required to wash their hands. We sterilize all toys and equipment daily.

Children must stay home if they have a temperature of 100° F by any method for children 2 months or older (or 100.4 ° F for an infant younger than 2 months) and/or who also have one or more of the following and MAY NOT RETURN TO SCHOOL until they are symptom free for 24 hours or have a Dr. Note:

- Fever – a temperature of 100° or higher
- Diarrhea
- Vomiting
- Rash- body rash, especially with fever or itching (WAC 110-300-0205-5d)
- Sore Throat – with fever and swollen glands
- Eye Discharge – thick mucus or pus draining from the eye, or pink eyes
- Not Feeling Good – unusually tired, pale, lack of appetite, confused, or irritable
- Headache
- Open sores
- Cannot participate in normal daily activities

Other possible exclusions may be if a child appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness. If the child has symptoms of illness that prevent participation in regular activities or require a greater level of care than can be provided by staff without compromising the health and safety of other children, the child must be excluded until symptom-free for 24 hours.

This Center has a policy that excludes immediately when lice, scabies, or ringworm are identified. Individual may return the day after treatment is started.

Parents are notified in writing when their children have been exposed to infectious diseases or parasites/lice. The notification is provided to parents by:

- Sending a message through BrightWheel
- Placing copies by the sign-in desk

When children become sick while in our care, we will separate them from other children and notify the parents. If a parent cannot be reached the emergency contact person will be called to pick up your child. If your child remains with us for more than an hour after being contacted, you will be charged a sick fee of \$15 for the first 5 minutes \$2 for every minute until a parent or emergency contact person arrives. We appreciate your cooperation with this policy.

IMMUNIZATIONS

To protect all children and the staff and to meet state health requirements, the Center only accepts children fully immunized for their age. The Certificate of Immunization Status (CIS) for each child is kept on file to show the Department of Health and the Department of Children, Youth, and Families (DCYF) that the Center complies with licensing standards.

A completed CIS form is collected upon enrollment. The parent must sign the CIS form to verify the information.

Children may attend childcare without one or more immunizations:

- With a written statement from a health care provider that the child is scheduled to receive the immunizations.
- For homeless or foster children if the child's family, case worker, or health care provider provides written documentation that the records are in the process of being obtained.
- With a completed Medical Exemption section of the Certificate of Exemption form, signed by both the parent and health care practitioner.
- With a completed Religious Membership Exemption section of the Certificate of Exemption form, signed by the parent. This exemption type is only used when the religious belief does not allow for any medical treatment, therefore no health care practitioner signature is required.
- With a completed Religious Exemption section of the Certificate of Exemption form, signed by both the parent and health care practitioner.
- With a completed Personal/Philosophical Exemption section of the Certificate of Exemption form, signed by both the parent and health care practitioner. A personal exemption is not permitted for the Measles, Mumps, and Rubella immunization requirement.

MAINTAINING A SAFE, HEALTHY ENVIRONMENT

Precious Child Care & Preschool takes priority in maintaining a safe and healthy environment. Each staff member is certified in Adult/Child/Infant CPR and First Aid. In addition, comprehensive training is required for all staff in the areas of fire safety, severe weather safety, national alert safety, and blood borne pathogens/infectious and contagious disease control. Monthly fire drills are performed, and severe weather drills are practiced once a year. Smoke alarms and emergency lights are checked monthly. Washing hands is an important part of our routine. All children are required to wash their hands upon arrival, before meals, after meals, after outdoor play, and after diapering or potty use. Children are not allowed to walk around in the classroom with food, drink, sippy cups, or bottles. The use of pacifiers is discouraged.

Staff wash and sanitize toys and all surfaces daily. Dishes are washed in the kitchen following Department of Health guidelines. Each classroom is professionally cleaned each night to prevent the spread of germs and to provide a healthy safe environment for your child. All potentially infectious or contagious diseases that may be an epidemic are reported to the County Health Department and parents are notified. Poison Control numbers are posted and 911 is used in the event of an emergency.

Upon arrival, staff will conduct a quick health check of your child. Please report any incidents, accidents, bumps, bruises, or illnesses to your child's teacher.

All children must have a current health and immunization record on file at our office in order to attend. Records must be current. Immunization forms can be found on our website at pccandp.com.

Children must have at least two phone numbers for different homes who can pick up in our records for emergencies. Addresses, phone numbers, and guardianship status must be kept updated. Children's emergency contact numbers are kept readily available in the classrooms and central preschool office. Parents will be notified immediately should an accident or incident occurs. All accidents/incidents are kept confidential. All children's records are maintained in accordance with HIPPA and FERPA regulations and are destroyed after one year from the date the child withdraws from the program.

MEDICATION

PRESCRIPTIONS

We can administer medications ONLY IF:

- Medication can be given internally or applied to a wound or skin surface ONLY with the written approval of the child's parent or guardians.
- A PCCP medication form is filled out with the child's name, date, times, and dosages to be given must accompany all medications.
- All over the counter medications must have an accompanied written authorization for use from the physician.
- All prescription drugs must be in the original bottle labeled with the child's name, dosage, dates to be taken, prescription number, and the physician's name. All information must match the prescribed dosage or Dr. prescribed dosage.
- All medications that have expired will be returned to the parents or disposed of.
- No shots of any kind will be administered.

Non-Medications, over the counter or prescriptions should be sent in the child's bag/backpack or pockets. This includes aspirin, Tylenol, cough remedies, decongestants, lip balm/Chapstick, and antihistamines. All medications must be signed in with a Medication Form which can be found on our website or in our main office.

DIAPER OINTMENTS/TOOTHPASTE

Teachers or staff may apply or use ointments or toothpaste if we have written permission in the form of a Medication Form. Each item must be labeled with the child's name and given to a staff member.

SUNSCREEN

When sunscreen is necessary, it is applied only when the above requirements are met. In addition, the following special requirements are adhered to:

- The sunscreen is provided by Precious Child Care & Preschool unless the child has an allergy to the ingredients.
- Sunscreen is applied at least 30 minutes before sun exposure (CFOC 3.4.5.1) or per manufacturer instructions
- Homemade sunscreens are not allowed (WAC 110-300-0215-3e)
- Written parental consent is obtained annually prior to use (WAC 110-300-0215-3a-iv)
- Parents are notified of the name of the product used, the active ingredients, and the Sun Protection Factor (SPF) of the sunscreen (WAC 110-300-0215-3a-iv)
- If the parent or guardian does not agree with the Center's choice of sunscreen, they may bring in one of their choice for use on their child.

Financial Arrangements

TUITION POLICIES

REGISTRATION

An annual registration fee of \$125.00 for one child or \$175 per family is due on or before the child's first day of attendance and in September at the beginning of each school year. This fee is non-refundable.

TUITION CYCLES

Monthly tuition is posted on the 16th day of the month for the next month's tuition. Weekly tuition is posted on Thursday of each week for the next week. Precious Child Care & Preschool is unable to make changes to tuition invoice statements mid-invoice cycle. If a family wishes to change their child's schedule, notice must be given before the 10th of the month preceding the planned change.

Tuition, fees, and conditions are subject to change. Written notice of a change in tuition or fees will be provided by the Center at least 30 days before any change will take effect.

ABSENCES

Your child's tuition will not be reduced for absences less than one week due to holidays, illness, or personal reasons.

SICK CHILD FEE

When your child becomes ill while in our care, we will notify you immediately through text, a phone call or through the Bright Wheel app to pick up your child. After one hour, a fee of \$15 for the first 5 minutes and \$2 per every minute after the initial 5 minutes will be charged to your account for each hour of sick care.

DIAPER FEE

Disposable diapers must be provided by parents. If diapers are needed but not provided, a \$10 daily Diaper Fee will be charged to your account. Reminders will be posted to you on Brightwheel.com.

CLOTHING FEE

Accidents are a normal part of early childhood. Therefore, we request that you provide extra clothing for your child, including underwear, socks, and shoes for occasions when your child's clothes need to be changed. If a change of clothes is needed and not provided, a \$20 clothing fee will be charged to your account.

PAYMENTS

Tuition fees are to be paid on a weekly or monthly basis.

CHECKS AND MONEY ORDERS

You can pay by check or money order. Checks and money orders can be put in the payment box located on the wall across from the drinking fountains. To ensure correct posting, place the child's first and last name in the memo section. Checks should be made payable to PCCP.

CASH PAYMENTS

Cash payments must be brought to the Preschool office. The Director or Office Assistant will give you a receipt for your records. Do not place cash in the payment box, give cash to a teacher or leave without a receipt.

ONLINE PAYMENTS

Online payments can be made through the BrightWheel App by logging into your child's account. BrightWheel accepts credit cards, debit cards, and ACH payments. There is a 2.99% charge for all credit and debit cards and no fee if you choose to pay by ACH. For your protection, we do not have access to saved account information and cannot make changes to credit or debit card numbers.

MONTHLY

- Tuition may be calculated by multiplying the weekly rate by the number of Tuesdays in the month.
- Tuition is due on the first of the month by closing time. A late charge of \$20 will be assessed on the second day of the month if you pay monthly. If payment is not received on the first day of the month the early pay discount will be removed.

WEEKLY

- All tuition payments are due in advance and are due and payable on Tuesday of each week. A late charge of \$20 will be assessed on payments made after 6:30 pm on Tuesday.

The payment box is checked at 6:30 pm on Tuesdays and on the first day of the month.

RECEIPTS AND TAX STATEMENTS

Your monthly statement will reflect your previous month's charges and payments for your records.

For tax purposes log into your BrightWheel account and select the **PAYMENTS** tab. Then click the orange **PAYMENTS** button.

Families who are no longer in attendance should request to receive a year-end statement either for pick-up or to be mailed to their current address.

UNPAID ACCOUNTS

Any account which becomes one day delinquent will result in suspension of the student(s) until the account is paid in full, unless special arrangements are made by the school administration or PCCP Board of Directors.

Any additional payments such as "Late Charges", "Extra Daycare", etc. will be billed.

REFUND POLICY

Once parents make a commitment to the school, staffing and materials are prepared for the year to meet the students' needs. The Preschool registration is non-refundable. Tuition refunds will be paid with a check and will be available two weeks after the child's last day of enrollment. Overpayments will not be refunded for current students and will be applied to the next month's tuition.

RETURNED CHECKS AND DECLINED CREDIT/DEBIT CARD TRANSACTIONS

You are required to pay a fee for any returned checks and declined credit cards. We reserve the option to refuse further checks and credit/debit cards. A charge of \$35 will be assessed on any check returned and cards declined by the bank.

TERMINATION OF ENROLLMENT

The parent shall give a written two week notice before dropping disenrolling their child from the program. Those terminating enrollment without notice will not qualify for tuition refunds and are liable for the month's tuition.

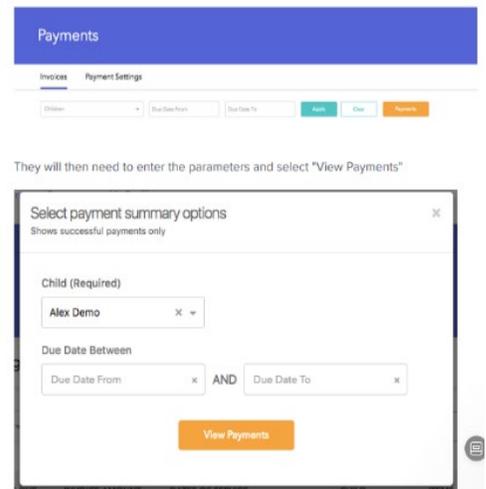
In the event PCCCP chooses to disenroll a child for any reason, refunds will not be given.

DISCOUNTS

We offer many types of discounts to help with the cost of childcare. No more than two discounts can be applied to an account and cannot total more than 15% reduction in tuition. Vacation and sick credits are not eligible for discounts.

PAY DISCOUNTS

A 5% reduction in tuition is given when the entire monthly tuition is paid in advance by the first day of the month. If payment is not received on the first, the 5% reduction will be removed from your account.



FAMILY DISCOUNTS

Parents with more than one child enrolled in the Preschool will receive a 10% discount on the second's child's tuition. Vacation and sick weeks are not eligible for the 5% early pay reduction or the 10% second child discount.

MILITARY

Active Military parents will receive a 10% discount on tuition. Thank you for your service.

ELDEC EMPLOYEES

Current Eldec Employees will receive a 5% discount on tuition.

VACATIONS

For absences one week or longer, you may reserve your child's place in PCCP by requesting a vacation credit in writing at least two weeks in advance. All requests must have the child's first and last name and the dates they will be gone.

Approved requests will receive a credit of half of the week's tuition. Vacation credits cannot be combined with any other credits.

HOLIDAYS/CLOSURES

Families will not receive credit for holidays, for days missed or if the Center closes due to weather or power outage. If the child attends part time and the holiday falls on a regularly scheduled day, the days cannot be switched without prior permission from the Director. Permission will only be given if the child can attend on the switched day without changing the normal child to teacher ratios for that day.

SICK CREDIT

If your child is out sick for more than five consecutive business days, you may request a sick leave credit. All sick leave requests must be submitted to the Business Administrator in writing. The Business Administrator's email address is leahac@ctrf.com. Sick credits cannot be combined with any other credits.

CHANGE OF SCHEDULE OPTION

When you need to change the scheduled times or days that your child attends PCCP you will need to fill out a Change of Care form and a \$25.00 Change of Care fee will be added to your account. Paperwork will need to be handed into the Director one month prior to the change going into effect, and the change of schedule will need to remain in place a minimum of one month.

Change of Schedule forms can be found at <https://www.pccandp.com/forms>.

LATE PICK UP FEES

There will be a late charge for children not picked up at their REGULAR/SCHEDULED dismissal time. Consistent lateness may result in dis-enrollment.

First Violation	\$15 for the first five minutes and \$2.00 per minute thereafter
Second Violation	\$25 for the first five minutes and \$2.00 per minute thereafter
Third Violation	Dis-enrollment. Tuition refunds will not be given.

Emergency Procedures

CLOSURES

We will be closed when the road conditions are unsafe or if the power is out. If the weather seems severe or if Edmonds School District is closed, there is a good chance we will also need to remain closed. We will send out a message via the BrightWheel app if the Center closes early, does not open, or if the Center opens late.

Please call the Center before coming. If the answering machine does not pick up, we are closed due to a power outage. If it does answer, please listen to the message for further instructions. Please remember that we are in a convergence zone, and the weather may be worse here than in other areas.

We strive to remain open even in severe weather, and we always contact our staff first to see if they can make it to the Center. If we can get staff here, we will be open. However, the safety of our families and staff comes first.

If we close during the day due to a power outage, severe storm, or a natural disaster we will call and ask you to pick up your child as soon as possible. If severe weather conditions prevent you from reaching the Center to pick up your child, we will care for them until you arrive. Please arrange with a neighbor, family friend, or relative to be on stand-by in case of emergencies.

EMERGENCIES

PCCP has defined earthquake and disaster evacuation plans. If you would like a copy of our Emergency Policy, or if you have any questions, please see the Director in the Preschool office.

Fire and Earthquake drills are performed on a monthly basis.

If we need to evacuate the building due to an earthquake or natural disaster the children will be moved to an approved Red Cross location, and parents will be notified. After an earthquake please call the Center and listen to the answering machine. If the phone is not answered please come to the Center, and there will be a note posted on the front doors or at the northwest entrance to the parking lot.

Here at PCCP we feel that you can never be too cautious when caring for children. We have worked with the Washington State Health Department, Snohomish County Sheriff's Office, FEMA and the Red Cross to develop an extensive Emergency Manual to assist us in natural disasters and crime prevention. Every staff member is well-trained in all emergency procedures, and we routinely have fire, earthquake, and lockdown drills to prepare the staff and children for disasters. Every classroom has an Emergency Curriculum kit that includes a first aid kit, children's phone numbers, food, water, and special activities designed to calm and entertain the children.

Other Policies

PESTICIDE POLICY

The Center's Pesticide Policy can be found at <https://www.pccandp.com/forms/>. If you would like a copy of our Pesticide Policy, or if you have any questions, please see the Director in the Preschool.

GARDENING

This Center does have outdoor gardening space. This space consists of an in-ground garden. Soil and water sources meet the requirements of WAC 110-300-0148. Pesticides are not used in children's garden spaces.

PETS

This Center does not have pets on-site. Parents/families are discouraged from bringing their own pets on-site. We do allow a service dog onsite. Dogs are never allowed in a classroom. Any Service Dog must have medical records, including immunization, and training records kept in the Business Administrator's office.

This Center may occasionally have on-site animal-related educational activities where an animal is brought to the Center site. The Center does not take visits to locations that may have animals (such as petting zoos, pumpkin patches, pet stores, etc.).

Amendments

As with any policy manual, this handbook is subject to amendment as policies change. Information on revisions and changes will be available to parents as soon as possible after adoption, either in hardcopy supplements or online at Precious Child Care & Preschool website at <https://pccandp.com/forms/> . Policies are in affect one week after posting. Parents will be notified of a policy change through the BrightWheel app and will be directed to <https://www.pccandp.com/forms/> where they can download the updated version of the Parent Handbook.