



# CHILDREN'S VILLAGE

## Early Learning Center

### PARENT HANDBOOK

September 2023

[www.ChildrensVillageInc.com](http://www.ChildrensVillageInc.com)

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## Children's Village - Battle Ground Coming Fall 2024

**For More Information about Battle Ground:**

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**OUR MISSION:** We provide children and families high quality education and childcare in a safe, respectful and inclusive environment that builds a foundation for life-long learning. We also strive to provide a work environment that values employees and creates opportunities for growth, contribution and reward. Finally, we support our community through giving closets, food pantries and resource information.

**OUR PHILOSOPHY:** We believe that children learn best through hands-on play and activities. Children learn through their senses of touch, smell, taste,

and sight, as well as through visual, auditory, and physical experiences. By planning activities with senses and learning in mind, we allow children to learn in their own way. We want to help children become excited to learn.

**NON-DISCRIMINATION:** Consistent with state and federal law, Children's Village does not discriminate in employment practices or client services based on race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion or disability.

### **PROGRAMS OFFERED:**

We offer the following programs:

- General early education and childcare for ages newborn to 5 years of age
- Before and after school care for children 5 to 12 years of age

### **ENROLLMENT AND ADMISSION**

Infants are enrolled for full-time schedules only

Toddler and preschool aged children are enrolled for a minimum of 2 days/week, full-day, **or** half-day.

Participation in our school-age program is available for a minimum 2 day/week schedule.

When you enroll your child, you will need to provide or complete the following items before we can schedule the required family orientation:

- Enrollment application
- Picture identification
- Child profile (family/caregiver provides information about the child: cultural, strengths, goals)
- Consent for medical care and treatment
- Permission to transport (school-age only)
- Immunization record
- DCYF authorization (if applicable; DCYF will email this directly to us)

We will make all necessary forms available to you, assist you as needed, and answer any questions you may have.

After all items have been received, and after you have read through this handbook, we will schedule your family orientation. At the orientation, an enrollment specialist will review the enrollment forms, discuss the fee schedule, and address any questions or concerns you may have. The enrollment process may take up to three days and must be completed before your child may attend.

We will gladly schedule a trial visit of up to 2 hours before enrollment. An ideal time for a trial visit is 9:00 a.m. to 11:00 a.m. We must have a completed registration application before the trial visit.

### **WHAT TO BRING (and not to bring) TO SCHOOL**

The following are items to be provided by families:

#### **Infants**

- One complete change of clothes (shirt, pants, and underwear) labeled with the child's name.
- Diapers, training pants, plastic pants (if applicable)
- Five clean bottles with nipples and caps (infants only; to be brought daily). Child's full name and birthdate must be written on the bottles.

#### **Toddlers and Preschoolers Daily:**

- Children should wear clothing suitable for play. Clothing may become soiled with mud, paint, markers, etc. Children must also have outdoor clothing suitable for the weather. In the cold and rainy months, please send your child to school with rain boots, coat, gloves and hat. Please label all items with your child's name.
- One complete change of clothes (shirt, pants, and underwear) labeled with the child's name.
- One crib-sized sheet for a nap mat. The sheet will become CV property and will not be returned.
- One crib-sized blanket labeled with your child's name. Please do not bring oversized blankets as your child's cubby is not big enough for it. Please take your child's blanket home each Friday for laundering.

#### **No Toys from Home:**

We have a "no toy" from home policy at Children's Village. To prevent items from being lost, stolen, or broken, do not bring toys or other personal items from home; Children's Village cannot be responsible for these items.

## **HOURS OF OPERATION AND CLOSURES**

### **Hours and Days of Operation:**

Burton Road and School-Age Center - We are open Monday through Friday from 6:00 a.m. to 6:00 p.m.

Salmon Creek - We are open Monday through Friday from 6:30 a.m. to 6:00 p.m. We are closed most major holidays and for staff development days. A schedule of closures is posted in our main lobby and on our website.

### **Late Pick-up:**

We close at 6:00 pm. Your child must be picked up by this time. If you pick up after 6:00 pm you will be charged a late pick-up fee.

### **Inclement Weather:**

We follow the Vancouver School District's decisions on late starts and closures. When Vancouver School District schools are closed due to winter weather we will also be closed. When the Vancouver School District has a 2-hr delayed start we will open at 10:00 am. We will not transport children to school on late start days.

If winter weather issues become a concern throughout the day, we reserve the right to cancel transportation services. You must plan to pick up your child at school if the weather becomes severe while he/she is at school.

## **TUITION AND FEES**

**For questions regarding billing, please email Rhonda at [Rhonda@ChildrensVillageInc.com](mailto:Rhonda@ChildrensVillageInc.com)**

### **Annual Registration Fee:**

An annual registration fee is charged at enrollment and annually thereafter. An extended absence of 60 days or more will require re-enrollment and a new registration fee. DCYF will pay registration fees for families with subsidy funding.

### **Tuition:**

Private-pay tuition is due each week that your child is enrolled. Tuition is billed and due each Monday for the current week. A late fee will be charged if payment is not made in full by Wednesday at closing.

## **Absences and Closures:**

No tuition credit will be given for days absent, holidays or staff development days. You will not be charged for winter closures.

We are open Monday-Friday, all year except the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Native American Heritage Day, and Christmas Day. If a holiday falls on a Saturday it is observed on the previous Friday. If a holiday falls on a Sunday, it is observed the following Monday.

We will be closed an additional five days throughout the year for Staff Professional Development. Please see our website for a list of closures.

### **Vacations:**

Families may take two vacation weeks every 12 months tuition free. Tuition free vacation may be taken after six months of continuous enrollment. Less than 5 days' vacation in one week will be considered one week's vacation. Families attending part-time will get two partial weeks' vacation. Additional vacation absences will be billed at 100% of private-pay tuition rates.

### **Returned Checks:**

Returned/dishonored checks will incur a returned check charge. We may require accounts to be paid by cash after a returned check.

### **Withdrawals and Refunds:**

We require two weeks' written notice of withdrawal. Accounts will be billed tuition at regular rates if the required notice is not given. If Children's Village terminates the enrollment of a child, any unused tuition will be refunded.

### **Canceling Enrollment:**

Payment of tuition and fees ensures that your child's place is held for him or her. If your child does not attend and/or tuition is not paid for 10 consecutive days, your child's place may be forfeited without notice and another child enrolled in his/her place.

**Special Activities:**

Optional field trips and special activities may require extra fees which will be billed to your account and must be paid that week.

**Diapers and Clothing:**

You must provide diapers and an extra set of clothing for your child. You will be charged for all diapers and clothing provided by us.

**DCYF Childcare Subsidy:**

Children's Village accepts payments from the State of Washington Department of Children Youth and Families (DCYF). To see if you qualify for benefits through DCYF, call 1-844-626-8687.

DCYF tuition co-payments are due on the day of enrollment and on the 1st of every month thereafter. A late fee will be charged if the copayment is not received by the 3rd of the month. If copayments become 60 days past due, child care subsidy benefits may be lost.

If you are receiving DCYF child care benefits, it is your responsibility to notify DCYF of changes in your employment, schedule, or other personal information within 10 days of the change. Children's Village will attempt to remind you before your childcare benefits end, but it is your responsibility to maintain your benefits and submit your paperwork to DCYF so there is no lapse in benefits. If your childcare benefits lapse you will be billed at our current private-pay rates and will be subject to our private-pay billing policies.

DCYF will determine how many days per week and hours per day you are eligible for childcare. If you use more care than DCYF authorizes, your account will be billed at private-pay rates for the extra care. It is your responsibility to pay for the extra services, including overtime days (over 10 hours per day) or contact DCYF to request that they cover the charges. If DCYF does not pay for the additional services, it is your responsibility to pay.

**TUITION PAID BY THE COWLITZ INDIAN TRIBE:**

We also accept childcare subsidy payments from the Cowlitz Indian Tribe. Extra charges for overtime, unscheduled care, extra clothing and late pick-ups are not paid by the Cowlitz Tribe and will be the responsibility of the parent. Please contact

the Cowlitz Tribe directly at [CCDP@Cowlitz.org](mailto:CCDP@Cowlitz.org) for more information.

**ATTENDANCE and SIGNING IN-OUT****Attendance:**

We know you want what is best for your child and so do we. Research clearly suggests that children who have regular attendance (at least 90%) in school make more academic and social gains than their peers who have frequent absences. Research also suggests that establishing regular attendance habits now for infants, toddlers and preschoolers can positively impact early childhood development and long-term academic and social success. Help your child be successful in their early learning program and beyond by creating excellent attendance habits now.

If your child is healthy, please make every effort to bring them to school on time. Late arrivals disrupt routine and impact the time the children have to participate in activities.

If your child will be absent for any reason, please call the school by 9:00 am to let us know. We will track and document absences and reasons. Your child's individual attendance will be shared with you regularly.

**Signing In and Out:**

State of Washington code requires that the family, caregiver or other person authorized by the enrolling adult or agency to take the child to or from the school, sign the child in on arrival and out when leaving, using a full, legal signature. Be prepared to show your picture identification each time you come in.

A parent or other authorized person must accompany your child into and out of the center. A child will only be released to authorized persons over 18 years of age. Please complete a Notice of Change to specify persons authorized to pick up your child. Our staff will ask for picture identification before releasing a child. When a child leaves the center to attend school as authorized by the family or caregiver, we will sign the child out and back in upon his return to our center.

***If a child is released to an authorized person who appears to be under the influence of drugs and/or alcohol, Children's Village is obligated to notify the police.***

#### **Custodial Agreements:**

We cannot legally deny either parent access to their child, unless a current court order is provided and on file stating that one parent is not allowed to see or take custody of the child.

#### **TRANSPORTATION**

The Children's Village School-Age Center, located at Burton Road, provides transportation to the following elementary schools:

- Ogden
- Walnut Grove
- King
- Roosevelt

Children's Village, Salmon Creek provides transportation to

- Salmon Creek (a walking school)
- Chinook
- Sarah J Anderson
- Pleasant Valley

Please review our Transportation Policy located at <https://childrensvillageinc.com/>.

#### **MANDATORY REPORTING**

Children's Village is bound by Washington state law to report to proper authority evidence of any of the following:

- A death, serious injury requiring medical treatment or illness requiring hospitalization of a child in care, by telephone and in writing to the parent, licensor, and the child's social worker, if any.
- Any instance when the licensee or staff has reason to suspect the occurrence of physical, sexual, or emotional abuse, neglect or exploitation as required under chapter 26.44 RCW, by telephone, to Child Protective Services and/or local law enforcement. We may not notify families

and caregivers when the police or Child Protective Services are called about possible child abuse, neglect, or exploitation; this will depend on the recommendation of Child Protective Services when they are called.

- Any occurrence of food poisoning or communicable disease, as required by the State Board of Health, by telephone, to the local public health department.

#### **STAFF EDUCATION**

Our staff are among the most dedicated, committed to continuing education and passionate employees in the industry.

Each of our employees go through a hiring process that includes background checks and certification in topics that include:

- 30 hour course of Child Care Basics
- Sleep Safe
- Mandated Reporting
- Families Experiencing Homelessness
- Medication Management
- Disaster Preparedness
- FLIP IT
- Adverse Childhood Experiences
- Trauma Informed Care
- Behavior Management

#### **Continuing Education for Staff:**

Several members of the Children's Village team are taking classes related to early learning through scholarships made possible by Early Achievers.

Degrees and programs include:

- Child Development Associate (CDA)
- Stackable certificates
- Associates degrees
- Bachelor's degrees in Early Childhood Education (ECE)
- Bachelor's degree in Human Development

#### **EARLY EDUCATION PROGRAM**

Per the State of Washington, Department of Children, Youth and families, the staff to child (staff:child) ratios are as follows:

Infant (birth to 12 months of age) 1:4

Toddler (12 mos to 30 mos)	1:7
Preschool (30 mos to 5 yrs)	1:10
Schoolage (5 yrs to 13 yrs)	1:15

### **Classrooms:**

Our classrooms are set up as centers. Centers that you might find in our classrooms are dramatic play, block area, art, math/science, sensory play, and a manipulative area. Children are permitted to move through the classroom, choosing activities that interest them. We plan our environment and activities to address all areas of development: social, emotional, cognitive, and physical.

The continuity of care that results from this approach allows children to create meaningful relationships with the other members of the classroom and their teachers, over a span of three years. This also gives families an opportunity to become part of a community that provides support and the time to develop relationships with other parents.

We offer caregiving that is responsive to a child's needs and activities that encourage exploration that creates capable, curious learners. Young children are inspired by their older peers to speak, challenge themselves and learn through observation. Older children develop a deep understanding of empathy and by modeling learning outcomes to younger children, reinforce their own understanding of new skills. Teachers provide a safe, stimulating environment and plan your child's day considering individual care routines and age appropriate fun and learning.

The following are ways that our curriculum encourages growth and development in these areas:

### **Social:**

Our goal is to prepare children for kindergarten and beyond. We encourage children to interact

positively with one another, guiding and modeling behavior.

### **Emotional:**

We create environments where children can feel safe expressing their individuality, emotions, and beliefs. Activities are planned to help children learn to identify and express their emotions.

### **Cognitive:**

We create opportunities for children to scaffold knowledge and abilities to build up to new skills. By creating activities that allow children to test ideas, ask questions and be successful, we are creating lifelong learners.

### **Physical:**

We provide activities that build small and large muscle skills. These activities may be in the form of playing with toys, with construction sets or on a playground structure.

### **Early Achievers:**

Children's Village is committed to providing high-quality early childhood education and care. We participate in the Early Achievers program. Early Achievers is Washington's quality rating and improvement system. If you would like to learn more about Early Achievers, please let us know.

### **Curriculum:**

We use *Creative Curriculum*, an emergent curriculum. Activities vary depending on age level and abilities within each classroom. We believe that classroom activities must be varied so that children learn at their own pace. Teacher-directed activities lay the groundwork for learning, pointing children in the direction of the lesson while also allowing for conversation and rich language development. Child-directed activities allow children to experiment and learn on their own.

### **Developmental Screening and Assessments:**

Children's Village uses multiple assessment tools to support the development of your child. Developmental Screenings and assessments will be completed and shared in the child's home language.

**1. Ages and Stages Questionnaire (ASQ):**  
The Ages and Stages Questionnaire (ASQ) is a screening tool used within 45 days of enrollment and then annually at the beginning of each new school year. We will make every effort to complete screenings in the child's home language through translation. Families/caregivers are given access to complete their own ASQ online, and share observations and perspectives of their child's development. Results are shared electronically through ASQ online, or can be offered on paper if requested. We will share the results of your child's screenings in the family's home language.

**2. Teaching Strategies (TS Gold):**  
Teaching Strategies (TS Gold) is the comprehensive assessment tool for our early childhood education program. It is connected to our chosen curriculum, Creative Curriculum. All children, birth through kindergarten, will be assessed within 90 days of enrollment and then annually thereafter; three times per academic year, through formal and informal observations.. Results are shared during family/teacher conferences three times per year. Teaching Strategies is based on the latest research, is proven valid and reliable, and is fully aligned with the Common Core State Standards, state early learning guidelines and *The Head Start Child Development and Early Learning Framework*.

Through developmental screenings, assessments and working with the children every day, the teachers are able to individualize the curriculum to meet the needs of all children. If there are developmental concerns by either the family, caregiver or the teacher, the teacher will meet and discuss additional screenings, a possible-referral to ESIT (Early Support for Infant and Toddlers) or a referral to the school district that you currently reside in (for children 3 years and up).

**Meeting Individual Needs:**

It is our goal to meet the needs of each child in our care. Children with specific needs are enrolled on a case-by-case basis. The Director will consult with

the parent/guardian as to their child's needs. We cannot accept a child into our program if we lack the appropriate training, equipment or facilities to meet the child's developmental needs.

If your child has an IEP, IFSP or a 504 in place, please provide a copy of the most updated document for your child's file.

**Daily Schedule:**

The following is a general outline of a typical day for your child at Children's Village. Each classroom has a posted schedule and lesson plan.

**Morning (8:00 - 11:30)**

- Free play with opportunities for small group interaction
- Large group activities including circle time, music, or games
- Restroom breaks and handwashing
- Snack
- Outdoor playtime

**Lunch (11:30 - 12:15)**

**Rest time (12:30 - 2:30)**

- Length of time varies depending on the child's age. Rest time is offered to children in Toddler through Pre-Kindergarten classes.

**Afternoon (2:30 - 6:00)**

- Free play with opportunities for individual and small group activities
- Outdoor playtime is scheduled for all age groups
- Restroom breaks and handwashing are provided as needed.

Our regular preschool program is from 8:30 a.m. to 11:30 a.m. Please see your child's teacher for more information about your child's curriculum. All preschool children (toddler through pre-kindergarten) must arrive before 11:30 a.m. or after 2:30 p.m. to come into the center.

**PLAYGROUND WEATHER GUIDELINES:**

Our program requires playtime to take place both indoors and outdoors on a daily basis, weather permitting. As a part of your child's learning

experiences, sensory table play is provided. No wading pool play is allowed.

The following guidelines will be utilized in determining if the weather is conducive to outdoor activity.

Children will not engage in outdoor activity if:

- The outside temperature and/or wind chill factor is below 32°
- The temperature and/or heat index is above 100°
- There are severe weather warnings in effect

#### **Infant Safe Sleep Policy:**

- Infants will always be put to sleep on their backs until 1 year of age.
- Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
- No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
- Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
- If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
- The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
- Infants will be actively observed by sight and sound.
- Infants will not be allowed to sleep on a pillow or in a car seat, stroller, swing or bouncy chair. If an infant falls asleep anywhere other than a crib, the infant will be moved to a crib right away.
- An infant who arrives asleep in a car seat will be moved to a crib.
- Infants will not share cribs
- Infants may be offered a pacifier for sleep, if provided by the parent.
- Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.

- When able to roll back and forth from back to front, the infant will be put to sleep on their back and allowed to assume a preferred sleep position.
- Our child care program is a smoke-free environment.
- Our child care program supports breastfeeding.
- Awake infants will have supervised "Tummy Time".

Toddlers must be allowed to follow their own sleep pattern.

Preschool children in care at least 6 hours per day must be offered a rest time.

Nap mats must be cleaned and sanitized daily, after each use. Nap mats must be spaced at least 18 inches apart with the children alternating head:toe.

A child's sheet must be washed at least weekly unless needed before then.

#### **FAMILY ENGAGEMENT AND PARTNERSHIPS**

Children's Village understands the importance of bridging school to home for children. Our goal is to create a relationship with families and caregivers with the common interest of supporting their child through developmental stages.

#### **Pro-Care Software:**

We utilize Pro-Care as our childcare software.

Pro-Care allows families and caregivers to sign in/out their children through an app on their personal devices or through an IPAD located at the center.

Families, caregivers and staff communicate through the software app throughout the day, sharing photos, messages and reports.

Upon enrollment, families/caregivers are invited to connect with Pro-Care. Individuals will be given a PIN in order to clock the children in and out.

#### **Community Meetings:**

Children's Village hosts a monthly community meeting via zoom, or in person. The purpose of this meeting is for families, caregivers and Children's



Village staff to connect and build support and resources surrounding current trends for children, at home and school.

#### **Parent Advisory Group:**

Families and caregivers are encouraged to participate in our Parent Advisory Group to offer their voice and provide input into our program, policies, and procedures. Please watch for our monthly notifications on dates and times of our meetings.

#### **Strengthening Families:**

Children's Village uses the Strengthening Families Self-Assessment Tool for Center-Based Early Care and Education Programs to determine how well we are implementing strategies to strengthen families. The assessment guides Children's Village in creating family and caregiver support in the five protective factors: parental resilience, social connections, knowledge of parenting and child development, concrete support in times of need and social and emotional competence of children.

#### **Community Resources:**

Children's Village is committed to assisting our families and community with additional resources. Please let your child's teacher know if there is a specific need we may be able to assist you with.

We have a Family Advocate on staff who will assist families with resources, services and education to support their child's learning and development, and encourage their involvement in the process.

The first week of each month, our centers will make food and clothing donations available. At the end of the week, the excess will be bagged up and donated to local agencies to assist others in need.

We have a designated area in the lobby with postings of local resources available.

#### **HOLIDAYS/BIRTHDAYS:**

Our program's focus is to use a variety of strategies to support children's learning and make their experience in our program meaningful. We strive to create an environment where all are valued and feel a sense of belonging. Part of our work includes getting to know the children and families we are

currently serving at the center and ensuring a culturally relevant and inclusive classroom.

Teachers will focus curriculum planning on activities and themes throughout the year that include the daily life and experiences of children and families while promoting school readiness skills, rather than celebrating specific holidays and birthdays.

Teachers will also support and engage with children when they initiate a conversation about birthdays or holidays but those conversations will not be the focus of classroom time. This certainly does not exclude children or families from sharing your traditions – in fact we welcome your involvement.

You are your child's first and most important teacher. We want to make sure the classroom environment reflects and celebrates your family in ways that are respectful to all.

This could include things like:

- Hanging photos in the classroom of your child and the important people in your child's life
- Inviting you to come into the classroom to share a favorite story, song, or tradition
- Sharing favorite recipes

If you are interested in sharing a family tradition, please connect with your teacher to express your interest and staff can work with you to plan and schedule an opportunity to share with the program.

#### **TRANSITIONS**

##### **Home to Children's Village:**

We know that the transition from home to childcare can be difficult for children and parents. To help with this transition, we encourage families and caregivers to come in for a tour of our center with their children, multiple times if desired. Prospective children can utilize a two-hour trial visit for their child, at no cost.

##### **Classroom to Classroom:**

As children are progressing in abilities and stages, Children's Village will consult with families and caregivers on transitioning them to the next class.

This might involve phone conversations, meetings with families and caregivers or progress reports. We will begin the process of meeting new friends by visiting the “new” class with short visits, taking the lead from the child. If possible, a familiar face from the “old” class will visit with them, to help ease the transition.

### **Moving to Kindergarten:**

Children’s Village is excited to be part of the journey to kindergarten. Our preschool program is designed to help children prepare for kindergarten, both socially and academically. We provide opportunities for social development, academic success (honoring different learning styles) and experiences with expectations that come with school (i.e. circle time, taking care of belongings, managing their own body). As April arrives and families or caregivers are enrolling for kindergarten, we will assist with copies of immunizations, evaluations that need to be completed and posting “Kindergarten round up” dates for the schools in our area. As school approaches, we have the future Kindergarteners take a ride on the bus to their new school, so they know what to expect the first day.

### **INDIVIDUAL BEHAVIOR SUPPORTS**

We provide reasonable accommodations for children who have delays and disabilities, and in accordance with Washington state laws that prohibit discrimination.

If your child has an Individual Family Service Plan (IFSP), Individualized Education Plan (IEP), 504, or an ICP, please provide a copy with your registration.

Our staff attend annual training surrounding Trauma-Informed care, reducing challenging behaviors, Adverse Childhood Experiences (ACES) and staff supporting positive social and emotional development.

Leadership and classroom staff place an intentional focus on building relationships with children and families, creating consistent routines, setting clear expectations, and meeting children’s needs.

Strong relationships, respect and trust are central to our discipline policy and procedures.

**Under no circumstances will any form of corporal punishment be tolerated at the center.**

Instead, the focus is to understand children’s developmental stages and needs so that we can implement strategies that address safety concerns while helping children label their emotions, learn new skills and resolve conflict.

It takes time and support from adults for children to develop these skills in the same way it takes time and support from adults to develop other skills, like reading, writing, and math.

Our guidance strategies include:

- Helping children recognize and label their emotions, as well as those of others.
- Helping children recognize when they are showing signs of distress and offering potential solutions or strategies to help them calm down. Examples include:
  - Redirection
  - Spending time in a quiet, calm down area, when possible, with an adult
  - Mindfulness
  - Deep breathing
  - Art
  - Sensory activities
  - Reading
  - Music
  - Physical activities

We do NOT implement any of the following guidance strategies:

- Spanking, hitting, slapping, shaking, threatening or grabbing
- Time outs
- Yelling, insulting or shaming
- Withholding recess or outdoor time as a form of punishment;
- The use of food or drink as a form of punishment or used as a reward; and
- Children are never denied their basic needs.

Any time there are concerns about a child’s behavior that falls outside the scope of what the center director and classroom staff are able to effectively address, we will schedule a conference with the family to reflect on what unmet need the child is trying to meet and develop and implement a plan. As part of this process, we may create an individual care plan to help ensure a child’s success

in the program. Part of the plan may include having the parent or other adult pick the child up early and/or suspending care for short periods during times of significant escalation or transitions.

If there is cause to restrain a child in order to stop them from hurting another child or staff, hurting themselves or being destructive towards property of Children's Village, an Incident Report will be made for the parent and a report will be sent to the Department of Child, Youth and Families.

If at any time your child has an Individualized Education Plan, 504, or Individual Care Plan created outside of our ECE centers, please provide a copy of this to the center director.

This process will include collecting information from you and the other key adults in your child's life to better understand themes, patterns and trends and to develop an individualized plan based on your child's strengths and motivation. Regular, on-going communication among all parties is key to the plan's success.

Children's Village must have a positive relationship with guardians and individuals authorized to pick up your child. If that relationship is compromised, Children's Village reserves the right to close your account.

Behaviors that potentially impact safety in the classroom may require an individual behavior support plan. Those behaviors include but are not limited to:

- Teasing
- Elopement from supervised space
- Fighting
- Bullying
- Intimidating
- Becoming physically aggressive

The following steps could be taken if there are concerns for the success and safety for a child:

1. Staff discuss action/behavior with child
2. Staff evaluates and reflects on the environment where the incident occurred to determine if the setting and materials are adequate
3. Staff review the time of the incident for possible missed hunger, hydration or tiredness patterns or cues

4. Incident report sent home to parent
5. Running record, evaluation, or other documentation of the child's day
6. Conference with family and caregivers via phone or in person
7. Behavior Success Plan created through partnership between family and staff.
8. Sent home for a day or suspended to allow for resetting and restarting in the classroom, potential meeting between staff and family and possible revisiting of the Behavior Success Plan for adjustments.
9. Seek expert evaluation/advice (e.g., ESIT, physician, mental health expert, early childhood evaluation)
10. Terminate care from Children's Village with assistance in finding another program to care for your child.

## **NUTRITION**

### **Meals:**

Healthy, balanced meals and snacks are served throughout the day at no additional charge. We participate in the USDA Child and Adult Care Food Program and the meals and snacks we serve meet the nutrition standards of that program. We will make reasonable menu accommodations, at no additional charge, for children who are considered to have a disability. Please refer to the "Food Preparation" and "Food Allergies" sections in this packet.

### **Food Preparation:**

All food served to the children will be prepared in our facility, purchased from a food service company or grocery store. Children's Village is a tree nut-free center. All employees preparing and serving food hold a Washington State Department of Health food handler's permit. All dishes and utensils are washed and sanitized after each use. Children are taught and encouraged not to share dishes or eating utensils.

We provide Kirkland Signature ProCare, Similac or Enfamil formula, which is dependent on what is available for us to purchase. If your child uses an alternate formula, you will be required to provide your own formula.

Parents of infants must provide a sufficient number of empty bottles, with lids, for the day. The child's first and last name must be written on the bottle.

Giving a child a bottle containing milk at naptime is very detrimental to the development of the child's teeth; only water will be offered at naptime.

#### **Breast Milk and Breastfeeding:**

We support and encourage the breastfeeding mother's decision to continue breastfeeding her child while enrolled at Children's Village. Mothers may bring breast milk to our center or may come to the center to breastfeed. Our staff is trained on how to store, handle and feed breast milk. Please bring breast milk in unbreakable, single serving sized containers which are labeled with your baby's first and last name and the date it was brought in. Frozen breast milk will be stored for no more than 2 weeks.

#### **Food Allergies and Dietary Restrictions:**

We will make reasonable accommodations for children who are considered to have a disability, including a food allergy. Parents must provide a Medical Disability Statement which is signed by the child's doctor. This statement will indicate which foods are to be omitted from the child's diet and which foods are to be substituted.

Children's Village is a tree nut-free center. Parents and staff are asked not to bring outside food into the center.

#### **Milk:**

We are required by the U.S. Department of Agriculture to offer milk at breakfast and lunch. If your child is allergic to fluid milk, a doctor's letter must be provided stating the allergy and appropriate substitute.

#### **Other Foods:**

Parents should review our menus. If your child is allergic to a particular food, we must have a doctor's note stating the allergy and possible side effects. The doctor's note must be updated annually. You must also complete a Medical Disability Statement before your child may attend.

#### **MEALTIMES:**

##### **Burton Road Early Learning Center:**

6:45am - 8:15 am	Breakfast
9:15 am – 9:45 am	AM snack
11:30 am – 12:15 pm	Lunch
2:30 pm - 3:15 pm	PM Snack
5:00 pm - 5:30 pm	Dinner

##### **Burton Road School-Age Center: School Days**

6:45am - 8:15 am	Breakfast
2:30 pm - 3:30 pm	Dinner
5:00 pm - 5:30 pm	PM Snack

##### **Burton Road School-Age Center:**

###### **Non School / Early Release**

6:45 am - 8:15 am	Breakfast
9:15 am - 9:45 am	AM Snack
11:30 am - 12:15 pm	Lunch
2:30 pm - 3:30 pm	Dinner
5:00 pm - 5:30 pm	PM Snack

##### **Burton Road Early School-Age: Summer**

6:45am - 8:15 am	Breakfast
9:15 am – 9:45 am	AM snack
11:30 am – 12:15 pm	Lunch
2:30 pm - 3:15 pm	PM Snack
5:00 pm - 5:30 pm	Dinner

##### **Salmon Creek:**

6:45 am - 8:15 am	Breakfast
9:15 am – 9:45 am	AM snack
11:30 am – 12:15 pm	Lunch
2:30 pm - 4:00 pm	PM Snack
5:00 pm - 5:30 pm	Dinner

A typical breakfast will consist of cereal, milk, and fruit. A typical lunch is spaghetti with meat sauce, garlic bread, green beans, oranges, and milk. Two snacks are served daily. Children in care past 4:45pm will be offered an evening snack. Snacks shall consist of, but are not limited to, two of the following items: milk, fruit and/or vegetables, 100% fruit or vegetable juice, whole grain or enriched breads or cereal products and animal or vegetable protein.

A menu of breakfast, lunch, supper and snacks is posted on the menu board outside the kitchen at least one week in advance. Copies are available on our website and upon request. All meals and snacks comply with requirements of the Child and

Adult Care Food Program administered by the State of Washington and the U.S. Department of Agriculture and contain adequate nutrients for a meal that is well-balanced and tasty. Meals are served in portions appropriate to the age and size of the children who are being served.

### **SANITARY HEALTH CARE PROCEDURES**

#### **Hand-washing procedures – children:**

Children are encouraged and taught the importance and proper methods of handwashing. They will be taught to wash their hands immediately upon arrival at school, after using the bathroom, before meals and before cooking activities.

#### **Hand-washing procedures – staff:**

Staff will wash their hands at the following times:

- Immediately upon arrival at school
- After diaper changing or toileting
- After coming into contact with body fluids
- Before serving or preparing meals
- After using the bathroom
- After attending to a sick child
- At other times as needed

#### **Soiled Clothing:**

Soiled clothing will be placed, without rinsing, in a plastic bag and returned to parents. Please provide a change of clothing for your child to keep in his/her cubby.

#### **Diaper Changing:**

Diapers are to be provided by the parents. Cloth or disposable diapers may be used. The following are the diapering procedures used by Children's Village staff:

- Wash hands
- Gather necessary materials
- Change diaper without leaving child unattended
- Dispose of diaper – disposables in covered container, cloth diapers in a plastic bag to be sent home. Cloth diapers are treated as soiled clothing (see above procedure).
- Disinfect changing table with chlorine solution
- Wash child's hands
- Staff washes hands

#### **Toilet Training:**

Toilet training is initiated when the child indicates readiness and in consultation with the child's family or caregiver. During toilet training, Children's Village will provide appropriate equipment, which shall be sanitized after each use. Families and caregivers are to supply training pants, plastic pants and extra clothing during toilet training.

### **MEDICAL CARE AND WELLNESS**

#### **Individual Health Care Plans:**

If you have a child with a severe allergy or potentially life-threatening medical diagnosis (i.e., asthma, diabetes, seizures), it is a state licensing requirement that we develop a plan describing what to do in the event of a specific medical emergency. The parent or guardian will train staff on emergency rescue medication 24 administration. All staff will receive additional training from our RN consultant on the emergency rescue medication and Individual health care plan to ensure we can properly care for your child. This Individual Health Care Plan must be signed by the parent or guardian and Health Care Provider and will be reviewed and renewed every 12 months.

Children requiring Individual Health Care Plans must have a current complete Individual Health Care Plan and Request and Authorization for Medication Administration on file as well as daily access to unexpired emergency rescue medication prior to center attendance.

#### **First Aid:**

A staff member having completed a certified first aid course approved by the State of Washington, as well as a course in cardiopulmonary resuscitation (CPR) shall be present in all areas at all times. A complete first aid kit is kept on hand, both at the center and in each bus.

The following procedures will be followed in the event of a medical emergency:

- Appropriate first aid will be administered immediately to the injured child
- Emergency rescue (911) will be called if needed
- Families and caregivers will be immediately informed of the situation

- If parents cannot be reached another authorized person will be contacted
- A Children's Village Accident/Incident Report will be completed and signed by the teacher on duty at the time of the injury. Accident/Incident Reports will be reviewed and signed by the Director and the parent or legal guardian.

**Health Care Consultant:** Larry Benedict, R.N.

**Hospital Used for Emergencies at Burton Road:**

PeaceHealth Medical Center  
400 NE Mother Joseph Place  
Vancouver, WA 98664  
(360) 514-2000

**Hospital Used for Emergencies at Salmon Creek:**

Legacy Salmon Creek Medical Center  
2211 NE 139<sup>th</sup> Street  
Vancouver, WA 98686  
(360) 487-1000

**Emergency Medical Care:**

Children's Village staff will call for emergency medical assistance whenever they feel it necessary to ensure the safety and well-being of a child. This will be done with or without the family's or caregiver's consent.

**Immunizations:**

To protect staff and all children in our care, and to meet state health requirements, children must be immunized or in the process of being immunized. Immunization status must be verified annually. Children need to be immunized for the following:

- DaPT (Diphtheria, Tetanus, Pertussis)
- IPV (Polio)
- MMR (Measles, Mumps, Rubella - 12 months and older)
- Hepatitis B
- HIB (Hemophilus Influenza Type B)
- Varicella (Chicken Pox - 12 months and older)
- PCV

Children may attend childcare without an immunization when:

- The health care provider signs that the child is medically exempted.

- A child is identified as experiencing homelessness under the McKinney-Vento Homeless Assistance.
- A child is in foster care.

Children who are not immunized will not be accepted for care during an outbreak of diseases which can be prevented by immunization. This is for the un-immunized child's protection and to reduce the spread of the disease. Examples are a measles or mumps outbreak.

**Illnesses:**

Children complaining of illness, or found to be ill, will be allowed to rest in a room separate from other children. Families and caregivers will be notified immediately. Depending upon the severity of illness, your child may be required to be picked up as soon as possible. Due to the limited space, we ask that your child be picked up within an hour of being notified. When your child must be picked up from our center due to an illness or medical concern, Children's Village may require a doctor's note indicating that your child may return before being brought back to our center.

Any child determined to be carrying a communicable infection shall be isolated from others until such time that parents are able to pick the child up. Families and caregivers are to pick your child up immediately in these situations. We ask that you not bring your child to the center if you are aware of any of the following:

- Fever of 100.4 degrees (axillary) or higher
- Vomiting on two or more occasions within the past 24 hours
- Diarrhea – two or more watery stools in a 24-hour period
- Open or oozing sores, unless properly covered or 24 hours on antibiotic treatment
- Suspected communicable skin infection such as impetigo, pink eye and scabies (the child may return 24 hours after starting antibiotic treatment)
- Rash
- Eye discharge or pink eye
- Fatigue that prevents participation in regular activities

**Head Lice:**

Head lice have not been shown to spread disease and are not considered a medical or public health hazard. Children with lice nits can remain in the program for the day. Children with live lice bugs will be sent home for the day. All children may return to the program after being treated. Staff will work with families and caregivers to encourage treatment and the program will take precautions to minimize the spread of head lice. Please let us know if you need help accessing additional resources to treat head lice.

**Toothbrushing:**

We promote effective oral health hygiene by ensuring all children brush their teeth once during the day while in our care. Assistance will be provided to younger children. Staff training will be provided yearly on the etiology of tooth decay, oral health promotion, and tooth brushing protocol.

**Prescription Medicines:**

Under penalty of state law, Children's Village can accept prescription medicine in its original container only, labeled with the child's first and last name, the date the prescription was filled or the medication's expiration date, and legible instructions for administration (dosage and time to be given). The Director or the staff in charge will administer the medicine.

**According to our Health Policy, we must have a 3-day supply of prescribed medication on hand, to be kept with our disaster kit in case of an earthquake or other disaster.**

Children's Village will:

- Keep medication inaccessible to children
- Store external medication separate from internal medication
- Keep a record of medication dispensed
- Return to the parent or other responsible party, or dispose of medications no longer being taken.

Families and caregivers must complete our Medication Log each day that medicine is to be given, authorizing our staff to administer it. The required information includes:

- Child's first and last name
- Child's date of birth

- Name of medication
- Dosage amount and frequency
- Date and time medication is to be given
- Reason for giving medication
- Expected side effects
- Enrolling family member or caregiver signature

If a child will remain on the same medication more than 30 days, a long-term authorization form may be used.

**Non-Prescription Medicines:**

The following classifications of medicines can be given with written family and caregiver consent only at the dose, duration and method of administration specified on the manufacturer's label for the age or weight of the child:

- Diaper ointments and powders intended for "diaper rash"
- Antihistamines
- Non-aspirin fever reducer
- Cough suppressants
- Decongestants
- Sunscreen

**Disaster Preparedness Plan:**

Our disaster preparedness plan is posted in the lobby, in each classroom and on our website (<https://childrensvillageinc.com/>).

**CONFIDENTIALITY:**

Children's Village respects your right to privacy. Parents/guardians must sign an authorization for Release of Information before any information will be released.

All staff and volunteers are informed of the confidentiality policy and reminded to keep all information regarding families confidential.

All staff shall be informed prior to beginning work and reminded regularly thereafter that any information concerning a family is private and shall not be discussed with anyone outside the appropriate Children's Village staff without authorized parent/ guardian permission.

All documents, forms, and files regarding families in the program will be kept in a locked space when not in use.

There are some exceptions when written consent to share information is not required:

- When the information is requested by a government agency for law enforcement agency;
- When there is an appropriate court order, such as a subpoena;
- In emergency situations to protect the health or safety of an individual;
- For program review or review audits, they could be conducted by DCYF or OSPI.