



BOYS & GIRLS CLUBS
OF WHATCOM COUNTY

Licensed Care Parent Handbook

Curriculum Philosophy

Your child is a unique individual. Children learn in many different ways. At Boys & Girls Clubs we are committed to nurturing the whole child, socially, physically, emotionally and intellectually. We enroll a limited number of children in each group so the children have a consistent peer group. A well trained, full- and part-time staff allows the children an opportunity to build a relationship with their teachers.

One of the most important ways children learn is through “hands-on” exploration. A child feels most comfortable to explore when they feel safe. A consistent peer group and consistent teachers help a child to feel safe. Play is the primary mode of exploration for young children--what appears to be a child’s play is actually learning.

As teachers we help children use the environment productively and help them to see themselves as capable learners. Offering a balance of child and teacher directed activities invites the children to make choices, to be active, to observe, and to experiment.

The environments are set up to invite exploration and encourage interaction with peers, teachers and materials. The environments are developed so as to address all aspects of your child’s development--cognitive, social, emotional, and physical.

Program Goals

It is our goal that each child will come away with a vision of themselves as an individual developing the skills and understanding that will enable them to make sense of the world and succeed in it.

Mission Statement

Our mission is to enable all young people, especially those who need us most to reach their full potential as productive, caring responsible citizens. We believe this starts at birth and that as licensed care providers we can be a partner with parents in raising their children.

A Message from Boys & Girls Clubs of Whatcom County

Thank you for considering Boys & Girls Clubs of Whatcom County Licensed Care for your preschool and child care needs. Our vision is to be the leading out of school time youth development agency. Whether your child comes to us before they have begun their formal education or in addition to it; we will provide them learning opportunities and a safe, nurturing environment.

Sincerely,
BGCWC

Children are admitted to our program as space requirements permit without regard to race, creed, ethnicity, gender, sexual orientation, religion, national origin, age or ability. Similar non-discriminatory practices are followed in our hiring of staff.

Program Policies

Center Holiday Schedule and Staff Development Days

- **Kids' World is closed on the following days every year:**

New Year's Day (January 1st)
Martin Luther King Day (3rd Monday in January)
Memorial Day (last Monday in May)
Independence Day (July 4th)
Labor Day (first Monday in September)
Thanksgiving (4th Thursday in November)
Christmas Day (December 25th)
Day after Christmas Day (December 26th)

- **In order to provide continuing education for our teachers and staff, Kids' World will be closed the following days as staff development days:**

President's Day (3rd Monday in February)
Veteran's Day (November)

Hours and Operations

Kids World Centers will open at 6:00 am and close at 6:30 pm.

Note: We understand that families need to go to work and need a safe place for their children to attend while they do that. However, safety is our number one priority and there may be occasions where Kids World will have to modify our hours to ensure the safety of our staff and the children we serve due to emergencies or inclement weather. Late starts or early closures are possible when the weather prohibits staff from traveling safely to or from work and you will be notified.

Enrollment and Disenrollment Policies

- Parents may contact the center director to discuss enrollment needs and arrange for a tour of the facility and the classroom space.
- After touring the facility, the center director will review the enrollment packet with the parent and discuss any questions or concerns that may arise.
- We make every effort to make reasonable accommodations for all enrolled children, including those with disabilities as specified under the Americans with Disabilities Act.
- All information shared with the center director will be communicated to the lead teacher in the appropriate classroom, which enables agreed upon accommodations to be implemented before a child begins attending.
- All required forms, requested documentation, and tuition payment must be received BEFORE a child attends.
- Upon enrollment, parents agree to adhere to all policies and procedures outlined in the Parent Handbook.
- Parents also fully understand that failure to accept responsibility for inappropriate actions by either myself or my child may result in loss of program access.
- A two week notice of withdrawal from the program is required. You must notify the Center Director in writing of your intent to withdraw.
- Withdrawing without two weeks' notice will cause you to be liable for the two weeks of tuition.

We reserve the right to disenroll your child at any time without notice.

Arrival and Departure

- All children ages 1 to 3 years of age must arrive at the center by 10:00 am each day. The center director must approve in advance all exceptions.
- All children must be signed in and out using a full signature and biometric check-in upon arrival and departure.
- Children must NEVER be left unattended in vehicles or the parking area.
- Vehicles must never be left running while you are in the center.
- Anyone picking up a child will need to provide valid picture identification. I.D. This will continue to be required until the staff is familiar with the person picking up.
- Only authorized pick-ups listed on the child's information sheet will be allowed to have access to the child.
- You MUST contact the Center Director when you wish to add or delete anyone from your child's information sheet.
- All pick-ups must be approved prior to the child leaving the center. For safety reasons we CANNOT allow children to leave without following the procedure listed above.

Clothing

- Children's outer garments (coats, hats, gloves, etc.) should be clearly marked with your child's full name.
- We are active and get messy every day! Please dress your child in comfortable, washable play clothes.
- Please provide two complete sets of extra clothing (including underwear and socks) to be used in case of emergency. It is the parent's responsibility to ensure that clothing is seasonally appropriate.

Toys and Other Neat Stuff from Home

We ask that you help your child leave toys or other objects from home at home or in your car.

- Exceptions are security items (e.g. a special blanket or teddy bear that helps comfort your child) and share day items.
- If your child's classroom has "Show & Tell" days, your child is encouraged but never required to share.
- Please label all share day items. They will be kept in a special place until the end of the day but we cannot be responsible for lost or damaged items.

●TOY WEAPONS & ACTION FIGURES ARE NEVER ALLOWED●

Food from Home

We are happy to celebrate birthdays and special days with your child!

- We can only accept store bought food items such as cupcakes, cookies, pre-packaged or wrapped items, etc with listed ingredients. If you would like to provide such items or other ingredients for a fun cooking project please speak with your child's teacher to discuss timing.

Meals

- Kids' World provides all meals for your child while they are here with us.
- Breakfast, Morning Snack, Lunch, Afternoon and Evening Snack are served based on your child's age.
- See daily schedule on pages 7 and 8 for a list of meal times for your child's age.

Rest Time

- A quiet time each afternoon is provided for all children. Some children sleep, some rest, and others use this time to engage in quiet activities. We follow the children's cues and will not keep children from sleeping during rest time.
- Please send a small blanket from home to be used at nap/rest time for younger children. A blanket that can be left here is best; we will launder it on a regular basis.

Family/Teacher Communication

We encourage and welcome you to visit the center at any time!

- Please feel free to ask questions at any time as we deeply value your input as your child's first and most important teacher.
- The Director and teachers are here to serve you as well as your child. Please consult with the Director or your child's teacher should any problem arise concerning your child, whether at home or at school.
- Per state licensing we will offer two collaborative conferences per calendar year to discuss your child's progress, however; we encourage you to take advantage of opportunities for daily contact with the center's Director and teachers.

Field Trips and Off-Site Transportation

- Field trips can be an integral part of the program and may be taken by children who are over the age of 4 periodically to local community places.
- Your permission for your child to participate is part of this agreement.

Health and Medical Policies

Immunization

- We must have a current immunization report in your child's file. We will provide the necessary forms and ask that immunization records be completed and returned **before** your child's first day.
- Please keep us up to date with regard to your child(ren)'s immunizations.
 - → Toddlers need to be updated at 18 mo. or 24 mo. shots.
 - → Pre-schoolers need to be updated at the 5 yr. or kindergarten shots.

A complete list of required immunizations is available from the Director.

Medical Information & Medication Management

- Please keep us informed of any medical history changes
- All medical information is kept completely confidential.
- A Consent to Administer Medication form **must be completed** and signed **before** medication can be given.
- Over the Counter Medication
 - Must be in the original container with all labels intact.
 - Can only be given as directed and must follow all recommended doses for age.
 - Cannot be given to reduce a fever or other symptoms.
- Prescription Medication
 - Can only be given as directed according to the label unless accompanied by written instructions signed by the doctor.

- Must be in the original container with the label intact.
- During the summer months you will be asked to complete a Permission to Apply Sunscreen form.
- Please discuss all medications with your child's teacher or the Center Director.
- All medication is stored in a medicine cupboard that is only accessed by staff.

Illnesses

We work very hard to keep the children and staff healthy. The Kids' World Health Plan has been reviewed by a registered nurse and is available to you from the Director.

Please keep your child home if he or she shows any of the following symptoms:

- A temperature of 100° F auxiliary (under arm) or higher.
- Any undiagnosed rash.
- Vomiting
- Discharging eyes (pink eye)
- Diarrhea of (3) three or more watery stools in a 24 hr. Period.
- Head Lice and/ or nits
- Profuse eye, ear, or nasal discharge (undiagnosed)

If your child develops any of the above symptoms, we will call you and ask you to pick up your child within the hour to take her home. If your child is exposed to any contagious disease, such as whooping cough, chicken pox, measles, mumps, diphtheria, pinworm, or scarlet fever, please keep him at home and call the center to report his condition immediately.

Child Guidance Policy

Inclusion Policy

It is our goal to include all children in our program. Every effort will be made to make reasonable accommodations for children with special needs. Complete and open communication of your child's need is vital to his/her success in this program. Full and complete disclosure allows us to design an individual plan to ensure the best opportunity for success. Please request a copy of our complete Inclusion Policy and complete the space provided on the enrollment form regarding special needs if this applies to your child.

Behavior Management

Kids' World uses only positive discipline techniques. The purpose of discipline is to teach, not to punish. Helping children learn basic human values, problem solving skills, and to take responsibility for their choices is one of our most important roles as early childhood professionals.

At Kids' World we use indirect guidance techniques, such as:

- We give advance warning: "You have 5 more minutes to play before it's time to clean up."
- We give choices: "You can paint at the easels or you can read a book in the book area."
- We have a regular routine: "We always wash our hands before lunch." or "After lunch we go to the quiet room."
- We are consistent: We follow a regular daily schedule so the children know what to expect. This helps them learn to trust and feel safe in their environment

We also use affirmative direct guidance techniques such as:

- "Use your walking feet" rather than, "Don't run".
- "Use your words" or "kind hands" rather than "Don't hit".

- Getting the child’s attention by crouching down to his level, making eye contact, speaking quietly and, where appropriate, asking him to repeat the directions.
- We try very hard to be fair: We examine our expectations to make sure they are age appropriate, and we don’t make rules just because an activity is noisy or messy.

When a child is unable to demonstrate self-controlling behavior, it’s time for a short break to give them a chance to regain control. This should only occur when other measures have proven unsuccessful. This is an opportunity for the child to regroup **not** a punishment and the child is not left alone. The teachers are nearby to continue helping the child regain control.

*Kids’ World’s philosophy and program policies explicitly **forbid** the following forms of discipline: spanking, shaking, scolding, shaming, corporal punishment, labeling (with terms such as bad, naughty, etc.). All forms of physical punishment are strictly forbidden.*

While developing a positive relationship with each child as an individual, the teachers are able to:

- Anticipate issues before they come up, helping the children to increase problem solving skills.
- Redirect behavior to more acceptable choices.
- Help the children to develop critical thinking skills.
- Encourage self-discipline through the use of taking a break from the activity and returning with a self-directed choice. For example, “When you are ready to use your kind hands, you can get up and join us”. The goal is to help them move toward becoming self-disciplined.

Child Abuse

All state licensed early childhood programs, by law, are **required** to report **any** suspicion of possible child abuse, neglect, sexual abuse or maltreatment to the proper authorities. All staff receives training on the issues of child abuse and neglect and specific instructions on what to do if anyone has any reason to suspect a child is being abused.

The reality of child abuse is a sad and uncomfortable subject for all of us. At Kids’ World, we operate under the belief that all parents want to be the best parents possible and no one wants to hurt their children. The policy exists to try and help the children and families who may be having problems in this area. A call to child protective services will never be made lightly, but always with the best interests of the child and the family at heart. If at any time, someone becomes suspicious of a staff member who might be abusive, a report needs to be made to the Center Director **immediately**. The Director must follow the same procedure and notify child protective services.

Financial Agreement

Child's Name: _____ **Center:** _____

I. TUITION PAYMENTS

A. Weekly tuition is due by Friday of each week before care is provided. Monthly tuition and co-pays are due by the final day of each month for the following month. First payment is due on the first day you attend.

Weekly Tuition: _____ Monthly Copay: _____

B. Tuition payments must be kept current. If you have not made payment, your child(ren) will not be allowed to be dropped off at the center. Payments two weeks in arrears will result in withdrawal from the program.

C. A late fee of \$25 per day will be charged if payment is not received by the due date stated above. Payments are credited first to late fees, then to tuition and co-pays.

D. A 2% surcharge will be added to Credit and Debit card payments.

E. A \$50.00 registration fee is collected at the time of enrollment or re-enrollment, and each year thereafter.

F. Registration fees are non-refundable.

II. TUITION CREDITS

A. Our program, philosophy and license law require us to engage staff based on numbers of children enrolled. We cannot give tuition credits for days your child is absent.

B. We do not prorate for vacation days or absences in any case.

III. HOLIDAYS AND STAFF DEVELOPMENT DAYS

A. Full tuition is charged for the weeks that contain a holiday and/or a staff development day.

B. See page 2 of the Parent Handbook for a list of holidays and staff development days.

IV. OTHER CHARGES

A. School-age children will be charged the full-time rate during school vacations, breaks, teacher work days, etc.

B. An Activity fee of \$20.00 per month is charged for all children who are age 4 and over, to participate in off-site excursions as well as materials for special projects.

C. NSF check charge is \$ 25 (twenty-five dollars).

D. Late pick-up charge will be \$ 25 (twenty-five dollars) per 15 minutes or fractions thereof when a child is left beyond the centers operating hours.

E. Tuition left unpaid is subject to interest at 18% per. Annum 1.5% per month and all costs of collection including all legal fees incurred in order to collect unpaid tuition and fees.

F. When tuition is paid by a third party, the parent is responsible for any unpaid tuition or co-pay.

G. The rate for children who come over 10 hours a day is \$30/day.

H. The rate for infants who come over 10 hours a day is \$45/day.

V. WITHDRAWAL

A. A two week notice of withdrawal from the program is required.

B. Withdrawing without two weeks' notice will cause you to be liable for the two weeks of tuition.

The center opens at 6:00 am and closes at 6:30pm.

I have read and understand the financial agreement and agree to all terms and conditions.

Parent/Guardian Signature _____ **Date** _____

Director's Signature _____ **Date** _____

(Tuition subject to change)

I have read and understand the following and agree
to all terms and conditions.

**Please initial next to each item that you have reviewed*

Kids' World Philosophy Statement _____

Kids' World Program Policies _____

Kids' World Medical Policies _____

Kids' World Discipline Policy _____

Kids' World Financial Agreement _____

Health Plan **(available upon request)** _____

Disaster Plan **(available upon request)** _____

Permission Statements

Medical Treatment: I give permission to Boys & Girls Clubs of Whatcom County staff to administer first aid, call for emergency medical help and/or to transport my child to a medical facility. I give permission for nursing staff and physicians to treat my child, and secure emergency medical and/or emergency surgical treatment for my child while in care. I expect that a conscientious effort will be made to locate me and or those I have designated, and I will be responsible for any expenses that are incurred.

Field Trips/Transportation: I hereby give my permission to Boys & Girls Clubs of Whatcom County for my child to be transported in a Boys & Girls Clubs of Whatcom County owned vehicle to & from the center and their school and/or to participate in activities and field trips. I will be notified of all field trips and reserve the right to not allow my child to attend.

_____/_____
Parent/Guardians' Signatures

Date

Director's Signature

Date

Please return this page to the Center Director and keep the manual for your reference.