

Cooks Hill Community Childcare Center

A ministry of Cooks Hill Community Church

Parent Policy and Procedures Handbook

Revised August 2019



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Mission Statement

As a Christian childcare center, we work to encourage our children to love Jesus and our community.

We purpose to operate both our instruction and activities in a manner that is consistent with Christian and Biblical values, we offer a loving and accepting atmosphere full of prayer and hopefulness.

We expect at all times to maintain open communication with both the student and the parents. We recognize that our contribution is not complete in itself. We view our service to be complementary to that of the families, schools, and community.

The curriculum and program used at CHCCC will include stories from the Bible, biblical concepts, and values and songs with religious content. We do not teach a particular doctrine or specific denominational teaching. We use tools to support Kindergarten readiness, follow Early Achievers guidelines, and licensing laws. We encourage kindness, thankfulness, helpfulness, sharing, and good moral standards.

Vision

We provide amazing care for your children by:

Daily we encourage prayer, bible study, and a relationship with God. We do this by tailoring our lessons and focusing on our character and attitudes to make Jesus the first and foremost in all we do!

We follow licensing guidelines, and Early Achievers requirements as closely as possible. We have direct contact with our licensor regularly to ask questions about state implemented laws on safety, environment, health, and education to be as precise as possible with our center and it's policies.

Each teacher is equipped with education, trainings, certificates, and skilled required by law. They also receive background checks and fingerprinting done through the state of Washington DCYF program.

We only hire the best teachers. Our teachers are kind, committed, creative, patient, and compassionate about your kids. We look forward to caring for them each day and working with you to complement your parenting strategies.

We work with many community partners so that you can have extra information to be the best parent you can be. Our parent wall is full of activities, information, and opportunities to serve the community.

We believe serving our community is a high priority, and we look to advance our relationship with Lewis County by writing letters to firefighters, planting flowers for the Colonial home, and donating blankets and pillows to the animal shelter.

We believe that all parents and guardians are irreplaceable in a child's life. We want your feedback to better meet your individual goals for your child.

Values

We provide children with opportunities to learn through play, exploration, field trips, and fostering an environment that loves imagination and curiosity. Children and teachers lead activities so that we can optimize the learning experience. We only hire highly qualified teachers and staff to ensure that all safety, health, educational, and emotional needs are met in a quality classroom.

Cooks Hill Community Childcare Center is a non-profit facility that is a ministry of Cooks Hill Church. As such we do celebrate and encourage a love of Jesus Christ and cultivate a relationship with God through prayer and study, We observe Christian holidays like Easter and Christmas. We will do activities that correlate with Christian values as well. We accept and promote all forms of belief and religion, and can make accommodations for activities upon request.

Welcome

Thank you so much for showing interest in Cooks Hill Community Childcare Center! We hope that you feel at home in our center and that you truly feel the love of Jesus and community here.

Caring for your child is a responsibility we take very seriously. It is our goal to provide a loving atmosphere that emphasizes the development of the whole child in mind, body, and spirit. We have qualified teachers and staff who are dedicated to providing quality care and education for all children.

Please take time to read this handbook, as it will answer many of the questions you may have concerning our policies and procedures. Our goal is to complement your parenting and support you in your role as a working parent. We encourage you to become an active participant in our school activities and programs we offer. If you have any questions or concerns, feel free to talk to your child's teacher or the center director. We want the best for you and your child.

Policy No. 1 Licensing information

1.1 Cooks Hill Community Childcare Center is licensed through the State of Washington Department of Early Learning.

-Licensor- Leah Capili

Phone: 360-407-1991

1.3 Cooks Hill Community Childcare Center is a participant of the Early Achievers QRIS. Please ask your director the rating level of your center. As of 2019, we are a level 3 center.

Policy No. 2 Enrollment

Cooks Hill Community Childcare Center is open Monday through Friday from 6am to 6pm, excluding holidays. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Cooks Hill Community Childcare Center by completing the Enrollment Application and paying the \$100.00 Registration Fee. The registration fee is non-refundable.

Initial enrollment is contingent upon the receipt of the completed enrollment application, including the signed fee agreement, signed parent handbook, registration fee, immunization records and enrollment application and if applicable DSHS authorization for payment.\

Our center does not hold spots for any reason. Waitlist is an option with the \$100.00 registration fee and completion of waitlist application.

Continued enrollment at Cooks Hill Community Childcare Center is contingent upon the parent's emergency contact person and child's adherence to the policies and procedures of our center as outlined in this handbook. This includes but is not limited to timely payment of all fees and tuition.

Parents are required to notify Cooks Hill Childcare Center immediately should any of the information collected at that time of enrollment or any time thereafter change.

Policy No. 3 Tuition

All Custodial parents and/or legal guardians are required to sign a fee agreement prior to enrollment of their child in Cooks Hill Community Childcare Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

3.1 Cash, check, money order, or credit/debit may pay tuition. Cooks Hill Community Childcare Center accepts Mastercard, Visa, Discover, and American Express. Receipts will be given for tuition payments made by cash or credit card. All cash payments must be handed directly to the center Director, or Assistant Director. There will be a \$36.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check money order, or credit card.

3.2 All payments are due on the first day of each month. A charge of \$50.00 will be added to your account on the 11th day of the month.

There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Cooks Hill Community Childcare Center; however if anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. We can arrange alternative arrangements for payment.

Please note: In the even we are not paid for the services rendered up to the termination date, we reserve the right to turn the debt over to a collection agency unless the debt is satisfied immediately, or a satisfactory payment arrangement is made.

3.3 If your child/children have been attending the childcare center, and you the parent, are expecting and will be taking maternity leave you have two choices for your family. Your child/children can remain attending their normal schedule at the center, and you will be billed for the same tuition prior to your maternity leave. Or, you can have your child/children stay home with you during your maternity leave, and you will be charged 50% of your child's class monthly tuition each month they are absent from the center.

3.4 Cooks Hill Community Childcare Center does accept childcare subsidies. Subsidized children must have the case manager email the center before they start care. We follow our contractual obligation with DSHS and require parents to pay their co-pay by the tenth day of the month. Co-payments not made by the 10th day of the month will be reported as non-payments to the DSHS office.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Cooks Hill Community Childcare Center. Parents of Subsidized children are also required to sign a fee

agreement, agreeing to be personally responsible for payment of tuition, in the event they become ineligible to receive child care subsidies.

Nursery \$1067

Puppies \$886

AM Explorers \$805

Lambs \$886

Stars \$805

PM Explorers \$430 for school year

\$710 Full Time Virtual Schooling with child's district (K-6th grade) \$710 for summers (K & up)

Policy No. 4 Confidentiality

Within Cooks Hill Community Childcare Center, confidential and sensitive information will only be shared with employees of Cooks Hill Center, who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Cooks Hill Community Childcare Center strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phones numbers, disability information, allergies, and HIV/ AIDS status or other health related information.

Outside of Cooks Hill Community Childcare Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by the law. Parents will be provided with a document detailing the information that is to be shared outside of Cooks Hill Community Childcare Center, persons with whom the information will be shared, and the reason for sharing the information.

Policy No. 5 Mandated Reporting of Suspected Child Abuse or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of physical or emotional abuse or neglect to the appropriate authorities. All employees of Cooks Hill Community Childcare Center are mandated reporters. We are not required to discuss our suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Cooks

Hill Community Childcare Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters the staff of Cooks Hill Community Childcare Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe Verbal Reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate restraints (Car seats, boosters, seat belts etc.)
- Dropping off or picking up a child while under the influence of drugs or alcohol
- Not providing appropriate meals including drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Masking a sickness with medicine to send a child to school when they would normally be required to stay home until the symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

Policy No. 6 Parent Code of Conduct

6.1 Cooks Hill Community Childcare Center requires the parents of enrolled children at all times to behave in a manner consistent with decency, courtesy and respect. One of the goals of CHCCC is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees here but is the responsibility of each and every parent or adult who enters our center.

6.2 Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to the policy on Parents' Right to Immediate Access for additional information regarding

disenrollment of the child when a parent is prohibited from accessing agency property. While it is understood that parents will not always agree with the employees of Cooks Hill Community Childcare Center, it is expected that all disagreements be handled in a calm and respectful manner.

Policy No. 7 Parent's Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Cooks Hill Community Childcare Center, as provided by law.

In cases where the child is subject of a court order (custody order, restraining order, or protection from abuse order) Cooks Hill Community Childcare Center must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Cooks Hill Community Childcare Center, both parents shall be afforded equal access to their child as stipulated by the law. Cooks Hill Community Childcare Center cannot without a court order, limit the access of one parent by request of the other parent., regardless of the reason. If the situation presents itself where one parent does not want the other parent to have access to their child, Cooks Hill Community Childcare Center suggests that the parent keep the child with them until a court order is issued. Our staff will contact police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Cooks Hill Community Childcare Center will accompany visitors at all times, throughout the center.

Policy No. 8 Withdrawal

Either parent/guardian or provider may terminate this contract by giving 2 weeks written notice in advance of the ending date. Payment by parent is due for the notice period, whether or not the child is brought to the provider for care. The provider may terminate the contract without giving prior notification if the parent/guardian does not make payments when they are due. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract. The provider reserves the right to terminate this contract at any time with written notification to the parent or guardian.

Policy No. 9 Arrival Procedures

Upon arrival at Cooks Hill Community Church Daycare, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet/computer located in the reception area. Children are required to be escorted by the parent or the adult dropping them off, to their designated classroom. Parents are required to help children wash their child's hands prior to entering the classroom, put away their outerwear and get settled for the day. We ask that parents walk their child all the way into their classroom and say goodbye to them. This helps with the transition and allows the parent to connect with the teacher.

Cooks Hill Community Church Daycare discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parents to leave. We believe it is best for parents to tell the anxious child upon arrival that after all the child's things are put away, the parents will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Cooks Hill Childcare Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period.

TRANSITIONING FROM HOME TO DAYCARE

If this is your child's first time in our center or in any center, we ask that parents consider a slow transition for their child. This helps them to adjust to the idea of being left by parents and then be picked up again at the end of the day. To accomplish this, parents may bring their child in prior to the day when care is necessary and stay with the child for a half hour to an hour. This will allow them to make a friend or two and meet the teachers. When you feel your child is ready, you can then try dropping them off for an hour and returning to pick them up. Children need to have a chance to get used to being dropped off and trusting you will return for them later. On the first day of full care, we ask that parents allow themselves extra time for dropping off and for picking up to avoid a rushed goodbye and rushed pickup. When you arrive each day to drop off your child in the daycare, we ask that parents help their child transition from home by bringing their child all the way into the classroom and sitting with them for a moment while they choose an activity.

This follow through by parents helps to foster connection between parent/child and teacher and allows the child to say goodbye without feeling rushed or panicked. This quiet unrushed transition creates a positive experience in which to begin and generally carries on through the day.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the day.

Parents are required to notify the child's teacher or the Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter/note and

verbally discuss them with either the classroom teacher or the Center Director. These special instructions include but are not limited to: Early Pickup, Alternative Pickup Person, health issues over the previous night which needs to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Policy No. 10 Notification of Absence

Parents are required to inform the center before 9:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with the staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may notified that a communicable disease is present. Once again, only the communicable disease will be shared. Cooks Hill Childcare Center will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 9:00am as to maintain the appropriate staff to child ratios upon your child’s arrival at school.

10.1 AGENCY’S RIGHT TO REFUSE ADMISSION

Cooks Hill Childcare Center reserves the right to refuse admission to any child at the time with or without cause.

We strive to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come, first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission included but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.
- Staff deems the child too ill to attend.
- Domestic situations that present a safety risk to the child, staff or other children enrolled at Cooks Hill Daycare if the child were the be present at the center.
- Parents’ failure to maintain accurate, up to date records.
- Parents’ failure to complete and return required documentation in a timely fashion.

-Non-payment of tuition

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

Policy No. 11 Acknowledgement of Religious Teaching

I understand and further acknowledge that Cooks Hill Childcare is a Christian center and that my child will be taught basic bible principles that are non-doctrinal bible truths. The teachers and staff will at no time teach my child their own beliefs or interpretations of the scriptures that are taught but will and can teach the child about God's love and truths that come directly from the Bible. I also consent to my child participation in the morning worship, in worship/mealtime prayer.

I understand that the staff and the owners of this center are bible believing Christians and may convey that to my child(ren) while they are attending here.

Policy No. 12 Pick-up Procedures

Parents or other authorized adults are required to sign their child out of care on the Pro-care Kiosk. If this is not in working order, notify a staff member and we can do this manually. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises.

Parents are required to sign any incident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it is necessary to have an in-depth meeting, please make a request with the director or program supervisor. A telephone conference is also a good option for the incident.

12.1 Late pick-up

CHILD PROTECTIVE SERVICES WILL BE CALLED IF ANY CHILD IS LEFT AT THE CENTER THIRTY MINUTES AFTER CLOSING.

All measurements of time are to be according to clock on Pro-care Kiosk. Late fees are \$1.00 a minute after closing per family.

12.2 Persons appearing to be impaired by drugs and alcohol at pick-up.

The staff of Cooks Hill Community Childcare Center will contact local police, and/or the other custodial parent should a parent appear to the staff of CHCCC to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency to deny a custodial parent access to their child even if the parent appears to be impaired. However, CHCCC staff will delay the impaired parent if possible, while contacting the other parent/the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of CHCCC to be under the influence of drugs/alcohol will be denied access to the child. The staff of Cooks Hill childcare will contact the child's parents, local police and Child Protective Services to remedy them of the situation.

12.3 Emergency/Alternate Pick-up Forms

At enrollment, parents will be presented with an Emergency/Alternate pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Cooks Hill Community Childcare Center. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to this pick-up form must be made in writing or via phone call.

Policy No. 13 School Holidays/Closures

New Year's Day	January 1st
Martin Luther King Jr Day	3 rd Monday in January
Memorial Day	The last Monday in May
Independence Day	July 4th
Labor Day	1 st Monday in September

Thanksgiving	The third Thursday in November
Thanksgiving Day following	The third Friday in November
Christmas Eve and Day	December 24-25
Veteran's Day	November 11th

Policy No. 14 Emergency Closing and Inclement Weather

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by checking the center's Facebook page, or by text from the center director/staff.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick-up. Should the staff be unable to reach the parents the persons listed on the emergency contact form will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick-up location should the children need to be evacuated from the center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition reduced.

Policy No. 15 Curriculum/Class Assignments

15.1 Daily Schedule of Activities

Curriculum

Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of Early Childhood Education. Our staff has access to publications and conferences on the latest developments available. We use a literacy approach to curriculum. The teachers prepare lesson plans, which are handed in to the director for review and input. We use ABC Jesus and ME for classroom activity ideas and bible studies.

Observations

We value your child's experiences. When your child starts at Cooks Hill Community Childcare Center, observations will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child as an individual and set up their goals accordingly.

15.2 Class Assignments Transition Policy

Children are assigned to classrooms typically by age, cognitive, and potty-training ability. When it is time for your child to move to the next classroom, you will be given notice and a transition plan verbally for the child to gradually try the new classroom. We encourage being an active participant in the child's decision to move into a new classroom. Your teacher will discuss the decision to move your child's classroom prior to any transition. Whether a child transfers to another classroom or another education setting we will work to ensure a smooth transition. At your written request we will transfer your child's records.

Transitioning Classrooms

When your child reaches the age where a transition from one age group to another is necessary, we take many factors into account before that change can or will occur. Through observation, learning your child's cues, and consistent parent/staff communication the teacher and parents together will decide on the transition. The placement of children in classrooms at Cooks Hill Community Childcare Center is a very careful and thoughtful process. We strive to balance a variety of aspects of the group. These aspects may include gender, age, social connections, individual needs and abilities, class size, family circumstances, and schedule requests. We have several goals when we determine placements, they include; emotional readiness, social ability and motor skills. Transitions begin when the child is ready to make the next step in development and parents and teachers feel it is in the child's best interest. The transition will not be immediate but gradual allowing the child to become familiar with their environment and schedule in the new class.

15.3 Staff to Child Ratios

AGE OF CHILD	Staff/Child RATIO	MAX SIZE
4 weeks to 11 months	1:4	8
12 months through 29 months	1:7	14
30 months through 4 years	1:10	20
4 years through 6 years	1:10	20
5 years and up	1:15	30

15.4 Nap/ Rest Time

All children are encouraged to nap between 11:30 and 2:00. If your child falls asleep or requests to lay down at any time during the day, we will allow them to do so. Children who fall asleep are permitted to sleep until they wake up on their own, teachers are not permitted to wake up a sleeping child. The Pre-K classroom typically has children who do not nap. If your child is over four years does not nap, please let a teacher know. Children who do not nap will be given a quiet activity to do while on their cot.

15.5 Educational/ Personal care Supplies Needed

All children need to bring a change of clothes, sheets for crib or cot, and blanket. Infants need to bring bottles, diapers, food (if applicable), formula/breastmilk, and wipes. Cooks Hill is not responsible for damage or loss to any articles brought from home.

15.6 Birthday/Holiday Celebrations

We allow parents to bring in store bought only cupcakes or other special treats to school to celebrate a child's birthday.

15.7 Parent/Teacher Conferences/Communication

A getting to know you conference is offered at enrollment and 45 days after enrollment. Periodic parent/teacher conference is scheduled to discuss your child's development and progress and include child observations. A conference may be requested at any time by parent(s) if there are questions concerning a child's progress or a specific problem.

15.8 Graduation

We have a graduation ceremony every year at the end of May or beginning of June for the Pre-K children entering Kindergarten.

Policy No. 16 Guidance and Discipline

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving skills, and self-discipline. Based on this belief of how children learn and develop values, our childcare center will practice the following discipline and behavior management policy.

What we do to correct behaviors:

- Praise reward and encourage our children.
- Reason with and set limits
- Model appropriate behavior for the children
- Modify the classroom environment to attempt to prevent problems before they occur
- Listen to the children.
- Provide alternatives for inappropriate behavior to the children
- Provide the children with natural and logical consequences of their behaviors
- Treat the children with respect and understand their needs, desires, and feelings.
- Ignore minor misbehaviors.
- Explain things to children on their level.
- Try to stay consistent in our behavior management program.

Policy No. 17 Expulsion Policy

We value your student and our staff, our #1 priority is keeping them safe at CHCCC. Unfortunately, there are sometimes going to be reasons where we need to expel or suspend a child. We at CHCCC want you to know that we will do everything possible to work with the family or child to prevent this policy from being enforced. The following are reasons we may expel or suspend a child from the center.

Continuous, chronic tantrums/angry outbursts

Ongoing acute physical, verbal abuse, or draw blood to staff or other children

Persistently causing damage to property

Prior to expulsions, every effort will be made by both the center and the parent to correct the problem. The steps taken to correct the behavior/problem are as follows:

1. A parent/guardian will be called about the incident.
2. If the behavior continues the parent will be asked to pick up the child, and a meeting will occur in person to address the problem, or find any resources to correct the behavior.
3. If administrative staff does not see behavior improvement then the child will be put on a 2-3 day suspension without credit.
4. If the problem is still occurring after all of these steps have been taken, we will enforce this policy and have the parent pick-up the child and it will be an automatic discharge.

Policy No. 18 Dress Code

Children are engaged in various activities during the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, and comfortable clothing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go play outdoors.

Children in our center are always required to have one seasonably and size appropriate complete change of clothing at the center. A complete change of clothing includes shirt, pants, underwear, socks and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. CHCCC is not responsible for lost or damaged items of clothing.

Policy No. 19 Parent Participation/Volunteers

Parents are invited and encouraged to be involved in their child's school activities. There are many ways in which parents can participate and volunteer at the child care center. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events. Parents not interested in volunteering in the classroom setting are encouraged to donate items, do maintenance work, landscaping or playground cleanup, or assist in the office.

Any parent who volunteers in the classroom will be required to pay for and secure and pass all criminal background checks, as required by our licensing regulations.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole, exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Cooks Hill Community Childcare Center reserves the right to make volunteer assignments. CHCCC does not guarantee that volunteering parents will be assigned to locations where their child is present.

Policy No. 20 Health and Safety

20.1 All children are required to have an up to date immunization record on file at Cooks Hill Community Childcare Center. This is per our licensing regulations. If you have chosen to not have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the director to determine whether you have the right to be enrolled and not have your child immunized. For example, children exempted from the MMR vaccine may no longer do so for just a personal/philosophical reason (2019) Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations. Parents with infants being enrolled in the center are required to meet with the center director and lead infant teacher to develop and discuss an infant feeding plan prior to enrollment.

20.2 Communicable diseases

Cooks Hill Community Childcare Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review.

Children will be excluded from participation in the program if they exhibit any of these symptoms of illness along with a 100.4 degree fever or higher:

- Diarrhea
- Vomiting
- Sore throat

-Ear ache

-Rash

-Signs of irritability or confusion

The child may not be allowed to return to the program until they present a doctor's note stating they are no longer contagious and can return. Cooks Hill Community Childcare Center reserves the right to not allow a child into our care who is visibly ill. Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication for 24 hours as per state law. (WAC 100-300-0205) A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit as taken under the arm.

20.3 Dispensing medication

Cooks Hill Community Childcare Center will only dispense over-the-counter and/or prescription medication that is in original, labeled containers and a medication permission slip is filled out by the parent/guardian. CHCCC will only give medication to the child for whom the medication is prescribed and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given antibiotics for 10 days, the prescription label must identify the dates that the medication is to be given. Doctors offices often understand the need for two labeled containers when administering antibiotics. One at daycare, and one at home is often something they can arrange for the parent at your convenience.

Cooks Hill Community Childcare Center will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with parent permission and appropriate medication form. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on the emergency contact form.

Parents are responsible for ensuring that all prescription is properly labeled by a pharmacist and replaced prior to the expiration date.

20.4 Fire/Emergency Drills

Cooks Hill Community Childcare Center conducts monthly fire and quarterly disaster drills. Parents, staff and children will not be made aware of the drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children in to or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child in or out of the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of

the situation. Children are required to be picked up within 45 minutes of the telephone call for the safety of everyone involved.

20.5 ALTERNATE SAFE LOCATION

Should the administration of Cooks Hill Community Childcare Center or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the location designated in the evacuation plan located in the center reception office. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pickup.

20.6 INCIDENT ACCIDENT REPORTS.

Should your child be involved in an incident/accident during the school day, a staff member will complete an incident/accident report.

Parents are required to sign any report from the day at pickup. The classroom teacher will be able to briefly discuss the matter with you at pickup. We ask that an alternate pick up not sign this form, but wait for a parent to sign the following day.

20.7 FOODS

Cooks Hill Community Childcare Center is a NO NUT FACILITY. USDA food program provides all food and beverages necessary throughout the day. Outside food is prohibited without director permission due to the food program guidelines. This policy does not adhere to infants who must have all food provided from home, and do not fall under the USDA food guidelines.

All parents of children with allergies are to provide a doctors note of any allergies with instruction for treatment should a child have an allergic reaction. Please also include a doctors note of any food intolerances/dietary restrictions and the options of alternatives for the child, and a parents note for a meal plan to ensure safety of child food prep. (I.e lactose intolerance, vegetarian diets, specialty item) which is stated in WAC 110-300-0186. As stated above, outside food must be cleared by the center's director to ensure safety of other children and understanding for the meal plan.

CHCCC never uses food as punishment. Children will never be denied food for behavior reasons.

Infant Classrooms

Staff will complete a daily chart for each child detailing for the parent what the child ate, when and how much.

CHCCC strives to accommodate each child's needs and understands that every baby has a different pattern of eating. According to WAC 110-300A-4070 "Infants must be fed according to their need rather than according to an adult prescribed time schedule." In other words, we will feed your infant when he/she shows signs of being hungry and we will stop feeding when he/she shows signs of being full. Only food provided by the parent/guardian will be fed to your infant. Parents are required to bring clean, labeled bottles daily. Tape is provided at the center and should include the infants full name and the date of preparation. We want your input and preferences about the way your baby is fed. We want to work

together to provide your child with the safest, best nutrition according to your parenting style. Prior to enrollment, we ask that the parent of an infant meet with the teacher and director to discuss a feeding plan.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate private feeding locations will be made available. We also take and store breastmilk for up to two weeks in our freezer. We will return your breastmilk after two weeks to be used at home, or discarded upon request.

Breakfast is served from 8:00, Lunch at 11:00, and afternoon snack at 2:30pm. All meals are family style, with the children sitting at tables, to promote good manners eating habits, and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

Policy No. 21 Firearms and Weapons

At no time is any person permitted to carry any type of firearm, ammunition, and/or weapon on our facilities' property. Violation of this policy will result in immediate dismissal from the program.

Policy No. 22 Agency Contact Information

Department of Early Learning-

Licensing –Leah Capili

360-464-0047

leah.capili@dcyf.wa.gov

Church Staff-

Director of Childcare Center – Jessica King

360-807-1760 ext. 3

Jessica@cookshillcc.org

Policy No. 23 Emergency Procedures

23.1 Emergency Procedures

The Emergency Handbook is located on the bulletin board on the parent board outside the office. The designated person to be in charge in the case of a disaster/emergency is the person in charge of the center at that time. Notification of the status of the center/staff/children will be available through the local radio stations.

23.2 Provisions

Cooks Hill Community Childcare will maintain emergency provisions at all times. These provisions will include: infant formula, canned goods with current expiration dates, crackers, cheese and one gallon of water per child/adult, blankets, extra clothing, first aid kit in every classroom, batteries, flashlights, radio, can opener, soap for hand washing, disposable dishes and utensils.

The local Red Cross will designate an evacuation location. If an evacuation shelter is necessary. Transportation to this emergency shelter will be made by private vehicle unless the local red cross provides transportation.

23.3 Minor Emergencies

Minor emergencies such as small cuts, bruises and bumps will be treated with the following procedure:

1. Staff trained in First Aid and CPR will take appropriate steps as outlined by the American Red Cross First Aid Guide as needed.
2. Accident forms will be filled out by staff caring for the child at the time of the injury.
3. Incident will be reported to the parent in person and with a copy of the accident report form when the child is picked up.

23.4 Major Emergencies

Major Emergencies such as a concussions, broken bones or life-threatening situations will be handled in the following manner:

1. One staff member calls 911 to describe the situation and stays on the phone until instructed to disconnect by emergency personnel.
2. One staff member stays with the injured/ill child and provides first aid according to the American Red Cross First Aid Guide or as instructed by 911 operator. As soon as possible, the parent or emergency contact is called.
3. The emergency response team and/or parent will determine emergency transportation for additional medical care.
4. A staff member will accompany the child and remain with the child until parent arrive.

23.5 Fire Drills

Fire drills will be conducted monthly as required by DSHS/WAC/DEL. All staff are required to have training in procedures for such an emergency and to take part in the fire drills.

Policy No. 24 COVID-19

24.1 Health Policy

As we navigate these times, we appreciate your continued patience as we deal with this constantly changing scenario. As you may know, we have been following recommendations from Lewis County Health Department, Department of Health, and the CDC. With that, we would like to make you aware of policies that might have to temporarily change until we get the all clear to return back to normal.

If your child has any of the following symptoms, the minimum time out is now 72 hours. These symptoms include:

- Fever
- Vomiting/Diarrhea
- Rash,sores,scabies, ringworm, etc
- Generally not feeling well

If your child is exhibiting any known symptoms of COVID-19. They will be required to stay home for 10 days and after all symptoms have subsided. These symptoms include:

- Cough
 - Shortness of breath or difficulty breathing
- Fever*
- Chills
- Congestion/Runny Nose
- Muscle pain
- Sore throat
- New loss of taste or smell
- Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)

We understand that this length of time can be an inconvenience for families. However, we have to prioritize the health and safety of our other families, staff, and the community around us. Here are some educational links if you'd like to know more:

<https://phsscovid19.lewiscountywa.gov/>

<https://www.doh.wa.gov/Emergencies/COVID19/ResourcesandRecommendations>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

24.2 Safety and Health Policy

We have added the additional items below to coincide with the normal hand washing and sanitizing routine that we normally do every day as a licensed program. We have made the

following changes in an effort to keep children, families, and staff as safe as possible during these crazy and unprecedented times!

Procedures when entering daycare:

- COVID symptom questionnaire
 1. Parent/Guardian must initial to no symptoms supporting COVID19 are present or have been present within 24hours.
 2. Parent/Guardian must initial that the child has not been around or been tested for COVID19 in the past 14 days.
 3. If all information is true, the parent/guardian signs understanding that they are giving the most honest answers that they can.
- All child and staff temperature taken upon entering
- All child and staff hands washed upon entering the building before entering into the classroom
- Parents check in/out and drop off/pick up outside building
- Parents and other individuals cleared to drop off/pick up are asked to please wear a mask and please maintain social distancing guidelines

Changes during the day at the Childcare Center:

- Virtual tours are available for new families to be more comfortable with seeing the space their child will be in
- Teachers required to wear masks when working with another individual inside building
- Multi use spaces sprayed down after every use with a bleach concentrate solution
- Daily equipment sanitation

High-germ group activity transmission activities suspended or adapted (ex: sensory table substrates other than water, individual sensory buckets and playdough equals no germ transmission)

SMOKING/VAPING IS NOT ALLOWED ON THE PREMISES.

I, _____ have read and understand the policies and procedures as outlined by Cooks Hill Community Childcare Center. I understand that this handbook was created to maintain a safe, consistent, and healthy environment for all staff, children and parents who bring their children to CHCCC.

Parent/Guardian Signature _____

Date _____