

# THE KIDS' PLACE

## Preschool and Licensed Childcare

### Family Handbook



Approved by the Board of Directors

The Kids' Place  
209 Marcus St.  
Walla Walla WA 99362  
509-522-2088

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## **WELCOME TO THE KIDS' PLACE**

Welcome to The Kids' Place (TKP), a licensed childcare center and preschool for children ages one to five years old. We look forward to getting to know your family. Thank you for choosing The Kids' Place as your child care center.

Our school is committed to providing high quality early learning experiences for a diverse group of children. We employ skilled staff, and we work hard to cultivate a positive environment for children. Our mission is to develop and encourage each child's sense of self-reliance, self-confidence, and self-worth with the ultimate goal of preparing children for kindergarten and life.

TKP is a small community that partners with families to encourage children to develop, grow and learn in developmentally appropriate ways, through meaningful play. Strong relationships between children, families, and teachers are essential to nurture and care for children. In addition to this, teachers create an intentional environment to evoke curiosity, creativity, and a love of learning. Using emergent curriculum, teachers actively engage children and families to develop meaningful in-depth project work. For examples of project work, please visit displays in your child's classroom.

Thank you again for joining The Kids' Place community.

We are looking forward to a great year ahead!

Sincerely,

Tina Baumann  
Executive Director  
The Kids' Place

509-522-2088  
kidsplacewallawalla@gmail.com

## **TKP PHILOSOPHY**

**Vision:** The Kids' Place creates a love of lifelong learning and positive social change by honoring and trusting children, engaging families, and inspiring educators.

**Mission:** The Kids' Place transforms the lives of young children through play in partnership with families and teachers.

### **Values:**

Integrity in Practice:

Bring playful joy to our work while fulfilling our mission with honesty and equity.

Leadership in Community:

Model innovative early childhood education practices and pursue ongoing professional development.

Learning in Relationship:

Nurture trusting relationships with one another to build empathy, critical thinking, curiosity, and creativity in a welcoming environment.

### **Curriculum Philosophy**

Play is a child's work. The Kids' Place espouses a play-based emergent curriculum. Teachers collaborate with families to support children exploring their interests through play. Collaborative group work, both large and small, is considered valuable and necessary to advance cognitive development. Children are encouraged to dialogue, critique, compare, negotiate, hypothesize, and problem solve through group work. Multiple perspectives promote both a sense of group membership and the uniqueness of self.

### **Projects and Documentation**

Children work on projects throughout the year. Projects are in-depth studies of concepts, ideas, and interests as they arise through teachers' suggestions and children's curiosity. Teachers document children's individual learning process through daily notes, photos, and portfolios.

### **Environment**

Great attention is given to the look and feel of the classroom. Teachers carefully organize space for small and large group projects and more intimate spaces for one, two or three children to encourage relationship development.

### **Developmentally Appropriate Practice**

Teachers work with an understanding of early childhood development and individualize learning to meet each child's need. Teachers design and provide for the environment, materials, and activities to suit children's changing developmental needs. Teachers work with families to identify what stage children are at in all developmental domains: physical (fine and gross motor), intellectual (cognitive), linguistic, social, and emotional.

## **ABOUT THIS HANDBOOK**

This handbook informs all TKP families of school policies and procedures and to outline expectations. Please familiarize yourselves with its content.

The Kids' Place reserves the right to routinely update and modify policies. Families are informed whenever changes are made to TKP policies and procedures.

TKP is a 501(c)3 and is governed by a Board of Directors. The volunteer board members guide policy decisions. At least three board members are current or past parents. Board members are available to discuss any concerns that families may have. The board also oversees the short and long-term development and fiscal management. Families are welcome to attend The Kids' Place annual meeting, traditionally held in October.

## **HOURS OF OPERATION**

TKP is open Monday-Friday, 7:30 am – 5:30 pm. The school calendar below shows dates the school is open.

## **SCHOOL CALENDAR**

Please see calendar on our website at [kidsplacewallawalla.org](http://kidsplacewallawalla.org) for current events.

### **Special Events:**

**Special Events for the 2020-2021  
Have been postponed due to COVID-19**

January/February: Art Show  
May: Mother's Day  
June: Father's Day  
August: Summer Celebration  
September: Family Orientation  
October: Harvest Party  
Annual Board Meeting

### **2020-2021 Closure Dates:**

September 7  
November 11, 26, 27  
December 24, 25, 28,29,30,31  
January 1  
February 15  
May 31

June 24, 25  
July 5

## **PROGRAM**

TKP childcare is available for children in full days or morning half-days. Children must be enrolled a minimum of two mornings per week. For more details regarding schedule options please see the ENROLLMENT section. Daily activities are offered which allow children to be challenged at their unique age and ability.

### **TODDLER PROGRAM**

The toddler teaching staff consists of one lead teacher and one assistant. Children who attend this program range in age from approximately 18 months to 2.5 years old. The classroom group is called The Adventurers.

### **PRESCHOOL PROGRAM**

Preschool teaching staff consists of two lead teachers and several assistants. Children who attend this program range in ages from 2.5 to 5 years old. There are two preschool classrooms: the Joyful Explorers, ages 2.5-3.5 years old and the Imagineers, ages 3.5-5 years old.

### **VISITS TO THE KIDS' PLACE**

Families are welcome and encouraged to visit their child(ren) at school and to check to see how their child is doing at any time. Families are also welcome to join children in classrooms and on field trips.

## **DEVELOPMENTAL MILESTONES**

### **HELPING CHILDREN TRANSITION TO SCHOOL**

We want to make a child's transition to The Kids' Place as smooth as possible. Teachers are available to assist families with the transition to and from school. Teachers and families discuss drop-off and pick-up routines.

Whether your child is coming to TKP for the first time or returning after a summer break, there are a number of things parents can do to ensure your child's successful transition to school:

1. Talk about school in a positive way and give your child examples of what types of activities he or she will enjoy at school. Let your child know that the teachers love children and plan exciting, fun activities.
2. Read books to your child that focus on starting school.
3. Get involved in TKP family events, work parties, field trips, and classroom activities. Through your participation, your child will sense your own enthusiasm for TKP.
4. Please let your child's teachers know about any issues that might impact your child throughout the year.
5. Refer to "Separation and Transition Strategies" resource information on TKP website.



## CLASSROOM TRANSITIONS

Most children move up to a new classroom over the summer session or at the beginning of each school year. Children are eligible to move from one classroom to the next based on the following criterion:

1. Age: A child must be at least 2.5 years old to move from the Adventurers (1.5-2.5 year old group) to the Joyful Explorers (2.5-3.5 year old group).  
A child must be at least 3.5 years old to move from the Joyful Explorers (2.5-3.5 year old room) to the Imagineers (3.5-5 year old group).
2. Availability: There must be space available in the next age group.
3. Development: Teachers and parents discuss child readiness.

Teachers also facilitate the child's transition from one classroom to the next. Parents can follow guidelines listed above in the HELPING YOUR CHILD TRANSITION TO SCHOOL section.

## TRANSITION TO OTHER CHILDCARE OR KINDERGARTEN

Teachers work closely with children and families to make a successful transition from one school to the next. Examples of transition support include: documenting developmental milestones a child has reached and collecting a child's project work for parent pick-up. Transition support is done based on parent request.

## GUIDANCE AND DISCIPLINE

At TKP we provide children with a consistent routine and safe environment in which to develop a sense of self and a love of learning. We work with parents to teach children to self-regulate emotions by using positive strategies and guiding children with clear expectations. Classroom expectations involve respect for others, for self, for property, and for the environment. As teachers model helping, caring, and thoughtful behaviors for the children, they encourage positive, responsible behavior. This consistent approach to discipline provides a secure environment in which a child can assess his/her own behavior and develop the ability to self-regulate.

TKP teachers also provide children with the opportunity to make behavior choices, predict consequences of their actions, and take responsibility for their decisions. They help children learn appropriate responses to use in conflict. Teachers may contact parents to develop a consistent home/school strategy as needed.

Child Restraint Policy: TKP strives to create the least restrictive environment for children to explore freely. Occasionally there is a need to hold a child in order to keep the child and/or others safe. Teachers restrain children with the utmost care for every child's safety and dignity. Teachers participate in ongoing training to ensure that guidance reflects appropriate expectations for the developmental stage of each child.

## TOILETING

TKP will initiate toilet training when a child indicates readiness and after consulting with parents. Staff members work with families to coordinate efforts when your child shows interest in toilet training.

Families supply either cloth or disposable diapers and wipes. Soiled clothes and cloth diapers will be sent home in a bag labeled with the child's name. State law does not allow staff to rinse either clothes or diapers before bagging them, so please check your child's cubby daily.

## DEVELOPMENTAL SCREENINGS

When a family enrolls at TKP, we ask parents to complete a one page developmental screening supplied by the Centers for Disease Control and Prevention (CDC). Early identification of potential developmental delays is critical to help ensure that children get the resources they need to support positive development. At TKP, developmental screenings are conducted for **100%** of children within **90 days** of enrollment. Teachers and families meet to discuss screening results and questions within **30 days** of screening completion. The screening is a checklist that documents where each child is at in the four primary developmental domains: social/emotional, language/communication, cognitive, and physical.

Occasionally we may recommend that a child be tested or checked for hearing or speech. Many community services are available locally.

## PROFESSIONAL SERVICES OUTSIDE TKP

If parents have questions about their child's developmental progress, they are encouraged to first contact their child's teachers. Teachers may also suggest that parents speak with the director.

## **SCHOOL LIFE**

### TIMELY ARRIVAL

You can help your child have a good start to the day by arriving and departing on time. Children benefit from knowing what is going to happen during school, and this information is discussed at morning snack or circle time beginning at about 9 am.

### LATE PICK-UP

Children are picked up, signed-out by 12:30 pm for morning half day schedules and 5:30 pm for full-day schedules. We recognize that on rare instances you may be late due to an emergency. We ask that if you are going to be late, you call and let us know.

TKP reserves the right to add an additional \$25 per half hour or portion of a half hour that child is picked-up late. TKP will notify you if we are going to charge for late pick-up.

### PARKING FOR DROP-OFF AND PICK-UP

Families may park along the east side (school side) of Marcus Street up to the telephone pole at the entrance to the Whitman College Reid Campus Center. Families may also park in designated spots in the Reid Campus parking lot next door.

Please **DO NOT** park in the yellow striped loading zone along the north side of the school in the Reid Campus delivery entrance or on the west side of Marcus Street.

### DAILY ROUTINE AND DOCUMENTATION

Each classroom has a daily routine posted in the classroom and on the website. Teachers take notes and pictures to document your child's work. Documentation is posted at the sign-in/out bulletin board; in classrooms; emailed to families; and in the password protection portion of the website.

## SIGN-IN/OUT

Parents or other authorized family members or guardians are responsible for signing their child in and out of school each day. Only an adult can sign a child in and out. If a child is picked up for an appointment then returns to school later, the family member or guardian must sign the child out when they leave for the appointment and sign the child in upon return.

## WHO IS AUTHORIZED TO TAKE A CHILD FROM TKP?

People listed on emergency medical contact form are authorized to pick up the child(ren) from TKP. People not listed on the emergency medical contact form must have written permission from the parent at the time the child is picked up. Parents can speak in person to the child's teacher and write a note or email the teacher regarding who is permitted to pick-up and drop-off their child. TKP employees are required to review valid government-issued identification of a new or different person dropping-off or picking-up a child.

## MEAL TIMES

TKP provides morning snack from 9-9:30 am; afternoon snack between 3-3:30 pm; and a light snack at 5 pm. Family members are welcome to join us at any meal time. Please advise us ahead of time if you would like us to prepare enough snack for you.

Families provide lunch for their child. Lunchtime is from 11:30-12:15 pm. For a guide of what to include in a child's lunch see HEALTH POLICIES AND PERSONAL CARE ROUTINES.

## NAP TIME

All children staying for the afternoon rest after lunch. Families provide a fitted crib sheet and a small blanket **labeled with your child's name**. A child can also bring a small pillow or stuffed animal. Families launder bedding weekly.

## FIELD TRIPS

Parents are welcome to join field trips. Walking is the primary means of transportation for field trips. Teachers carry emergency medical information. If vehicles are used to transport children on field trips, each vehicle shall have an adult with first aid training, adequate motor vehicle liability insurance; drivers with valid driver's license; and first aid kits. All children five and under are required by law to be riding in a child restraint device. Occasionally children ride on city busses for field trips.

## ABSENCES

If your child stays home for any reason on a regularly scheduled school day, please call the office in the morning to let us know. There is no refund for missed school days.

## SUPPLIES FROM HOME

Please send the following supplies from home, clearly **labelled with your child's name**.

- Lunch
- Underwear
- Socks
- Shorts, pants, dress, etc.
- Shirt
- Shoes or boots

- Diapers, cloth or disposable
- Diaper wipes
- Small stuffed animal, doll or pillow
- Memory Book: This can be as simple as a two inch three-ring binder with plastic page protectors. Each child needs a notebook for teachers and parents to share in recording information. Before bringing it you may wish to begin the book with some comments about your family, favorite things to do, and a photo.

Full day children:

- Fitted crib sheet
- Blanket

## SHARING

### **Suggested Materials for Sharing:**

- Items found in nature
- A favorite book
- Musical instrument
- Photograph

### **Goals for Sharing:**

- To continue a connection between home and school
- To open an inquiry or hypothesis for testing. (I wonder if...or I want to know...)
- To report to others about a unique discovery. (An instrument, a photograph of a rocket, or a bone found on a walk.)
- To share in the discovery of a book.
- To encourage new directions of expression and inquiry.

Sharing is one of the key elements of project work. Items from home to share should contribute to the curriculum.

Please do not send toys and items from home that do not fit into the above sharing guidelines or that are not on the supply list. Please do not send action figures; fast food toys, movie or TV inspired characters and coloring books.

## BIRTHDAY AND HOLIDAY CELEBRATIONS

Birthdays are special events! TKP will celebrate each child's special day in a way that honors family traditions. Birthday celebrations could include a parent sharing a special story during the school day; playing a game or singing a song that has special significance to the child. TKP prefers no food or gifts are brought to school on birthdays.

Children and families are welcome to share their traditions. Although TKP encourages children to practice universal values such as respect, courtesy and honesty, TKP does not teach any religion. Children may be invited to seasonal themed parties at Oddfellows and Whitman College.

## FAMILY SERVICES BY TKP EMPLOYEES

School policy does not allow TKP employees to work for families of any currently enrolled children. Employing a teacher or staff includes, but is not limited to babysitting, swim lessons, tutoring, accompanying families on trips, pet sitting, and performing household chores or errands.

## **FAMILY LIFE**

### **BUILDING A COMMUNITY BEYOND SCHOOL**

TKP prioritizes building a community among families that stretches beyond school hours and a child's time in our care. Volunteer opportunities are available for families, such as field trips, classroom projects, fundraising, website maintenance, board membership, and facility improvements. Please contact the director for more details.

### **ANNUAL PARENT ORIENTATION**

An annual orientation is held for families in the fall. At the time of enrollment, a family will have a brief overview of policies and procedures. The annual parent orientation provides time for in-depth conversation about the school as a whole.

### **FAMILY EVENTS**

#### **Social Events**

TKP hosts social activities throughout the year to provide families with an opportunity to meet each other. Check the email, bulletin board, and website for current events.

#### **Work Parties**

Volunteer labor, material, and monetary donations help make TKP the special place it is. Your involvement in work parties allows TKP to maintain and improve equipment and facilities.

### **FUNDRAISING AND DONATIONS**

Each year the director and Board of Directors set a fund-raising goal. Fundraising events have included art shows, sales of reproduced children's artwork, grants, and donations for specific projects.

## **COMMUNICATION**

### **OFFICE CONTACT INFORMATION**

TKP office phone number is 509-522-2088. The email address is [kidsplacewallawalla@gmail.com](mailto:kidsplacewallawalla@gmail.com). All communication with teachers needs to take place through the TKP phone or the TKP email, [kidsplacewallawalla@gmail.com](mailto:kidsplacewallawalla@gmail.com). The director is the primary contact person in the office, generally from 8 am – 5 pm Monday-Friday.

### **WEBSITE**

We believe ongoing communication between school and home is essential for a successful school experience. The website [kidsplacewallawalla.org](http://kidsplacewallawalla.org) is the primary tool to convey general information,

policies, and resources. Urgent information, such as unplanned school closings, is noted on the home page.

## SOCIAL MEDIA

For the safety and privacy of all members of TKP community, we ask that no information, videos and/or photographs related to TKP, its employees, children, and families served by TKP be posted on any internet site including social media outlets such as Twitter, Facebook, and YouTube.

## INCLEMENT WEATHER POLICY

TKP makes decisions about unplanned school closures independently from other schools. Families are alerted as soon as possible through email and with a phone call. We do not necessarily close during public school closures. Please check your phone, email, and TKP website for updates. If a school closure happens on very short notice, TKP employees will phone families.

## PHOTOGRAPHS

During the course of the year, many photographs are taken of children to document learning. These photographs are often used for in-house publications and the password protected section of the website. If the school desires to use any photographs on external publication parents will be contacted in advance for permission.

## TELEPHONE AND EMAIL MESSAGES

During school hours, the office is open to receive phone calls and messages. Teachers are with children most of the time and have limited ability to take calls during school hours. To contact a teacher, please email or leave a message with the office. Please do not contact teachers before or after work hours on their personal phones.

## WHEN YOU HAVE QUESTIONS

We ask that you schedule a time talk to your child's lead teacher first about curriculum or classroom matters, as they are able to give you detailed information about your child's experiences at school. If your question is related to policies and administration, please feel free to schedule a time to speak with the director. We urge parents to address concerns in early stages. All information is treated confidentially.

## **HEALTH POLICIES AND PERSONAL CARE ROUTINES**

### HEALTH PRACTICES AT SCHOOL

#### **Handwashing**

Hand washing is the single most effective means of reducing the spread of infectious diseases. Children are taught these hand washing procedures:

- Wet hands
- Use liquid soap and rub hands vigorously for at least 20 seconds
- Wash everywhere: backs of hands, wrists, between fingers, and under fingernails.
- Rinse thoroughly until all the soap bubbles are gone

- Dry hands on a paper towel

We ask you to reinforce these skills at home as we ask teachers to do so at school.

At school we ask children, teachers, and visitors to wash their hands with soap and warm water in the following situations:

- When arriving in classroom
- After toileting
- Before and after sensory play such as play dough, sand, water, etc.
- Before and after preparing, serving, or eating food
- After handling, feeding, or cleaning up after animals
- After handling bodily fluids
- After being outdoors or involved in outdoor play
- As needed

### **Cleaning and Sanitation**

TKP uses soapy water to clean and a mild bleach water solution to sanitize tables, chairs, and materials that are not dishwasher or washing machine safe.

### **Liquids**

For the safety of children, water in a sealed, spill-proof container is the only beverage allowed in areas used by children. All other employee or visitor beverages must be labelled with name and date and stored in the kitchen. This is true for teachers, administration, families, and guests to the school. This also applies during field trips.

### **No Smoking**

All areas of TKP campus including the building, playgrounds, and parking areas are designated smoke free. There is no smoking at any time.

### **Outdoor Play**

We consider our playgrounds outdoor classrooms. Teachers take children outdoors for play and educational experiences daily. We ask that you assist your child to dress for outdoor play each day. Your child also has space at school for extra changes of clothes, sunscreen, winter outerwear and footwear.

If there is a “Red Alert” for air quality; over 110 degree Fahrenheit; or wind chill below -20 degrees Fahrenheit, children will remain indoors to play. During other less comfortable weather, children will go outside for abbreviated times as determined by child comfort and safety conditions.

### **SNACKS**

TKP provides a mid-morning, afternoon and late afternoon snack to all children in attendance. Menus are posted in the kitchen.

### **LUNCHES**

Families provide lunch for their child(ren). Please help your child remember his or her lunch daily. Each lunch must include a protein, a grain, a vegetable, and a fruit. TKP provides milk or water for all children at

each meal. Please do not send candy or soft drinks in children's lunches. We teach good nutrition, and we encourage you to send fruit or other similar nutritious food as an alternative for dessert.

Teachers use lunch time as another opportunity to develop social skills, so please do not send toys in lunchboxes. A simple note from a parent can make a child's day. To ensure that children eat what you have chosen for them, children are not allowed to trade their food.

#### ANIMAL POLICY

TKP creates opportunities whenever possible to have animals visit the school and takes precautions so that the experience will be safe for all children. There are fish living onsite.

This policy is notification that any of the following animals may be on site:

- Mammals
- Birds
- Reptiles
- Amphibians
- Fish

Parents are given 24 hours written notice through email and posted sign when there will be an animal visiting school. By signing that you have received and read the Family Handbook, including the Animal Policy, you acknowledge that you understand the potential health risks. For more details on potential health risks, please visit our website.

If your child has allergies to any pets, please notify the center in writing. When a parent notifies us that a child has an allergy to a particular kind of animal, we will take precautions to avoid allergic reactions taking into consideration the severity of the potential reaction and the frequency of possible contact. Physician's recommendations will be considered if the reaction could be severe.

#### INJURIES AND INCIDENTS

Because young children are so active, they may occasionally sustain minor injuries in play. Teachers treat minor bumps and scratches with basic first aid including bandages, ice packs, and soapy water. Teachers document accidents on an incident report form. We ask parents to sign incident reports and return them to the child's teacher or director. Parents are given copies of incident reports upon request.

In the case of more serious injuries or illnesses, TKP notifies parents immediately by phone. It is critical that your child's file has up to date phone numbers.

Based on recommendations from The CDC and state guidelines we have amended our illness policy to include COVID- 19 guidelines. Keep in mind that these policies may change as CDC and state guidelines are updated in the days and months ahead. If you have any questions or concerns please reach out to me via phone or email.

#### ILL CHILDREN

If symptoms of an illness prevents a child from participating comfortably in activities, or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, TKP will notify the child's parent or other authorized person to have the child picked up. Generally, children may return to school **24 hours after** being symptom free and feeling better.

The Kids' Place policies written prior to COVID-19 state:



Children must not be present at TKP if they have any of the symptoms below currently or in the previous 24 hours:

- Fever of 100 degrees Fahrenheit or more
- Diarrhea
- Vomiting

*There are no make-up days or discounts for days your child is absent due to illness.*

*Families are encouraged to prepare in advance for alternative care for times your child is too ill to come to school.*

In cases of communicable disease, TKP is required to notify the local health department, the licensor, and parents of children who may have been exposed to the illness. TKP is required to share the date of possible exposure; possible duration of the illness; and symptoms to watch for. All other information regarding children's health and well-being is confidential.

Due to COVID-19 we have amended our original illness policy to include:

1. In addition to the guidelines above, if any of the symptoms below are present The Kids' Place will require a negative COVID-19 test result be presented before returning to school:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Diarrhea

Please visit the CDC website for more information regarding COVID -19:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

2. If you have been exposed to COVID- 19:

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantining helps to prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home for 14 days following exposure, separate themselves from others, monitor their health and follow directions from their state or local health department.

People should quarantine if they have had close contact with someone who has COVID-19. Close contact includes:

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19

- You had direct physical contact with the person (hugged or kissed them, shook their hand)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

For more details and various "How long do I quarantine?" scenarios, [visit the Centers for Disease Control and Prevention website](#).

**3. In the event of a COVID-19 Exposure at The Kids' Place DCYF recommends:**

At this time, the DOH (Department of Health) would support a closure if someone with a novel coronavirus case spent time in child care and had contacts with other individuals in the child care setting while ill. In this situation, DOH and local public health department will work with child care leadership to consider the duration of the closure and to determine other steps that should be taken to limit spread.

If the DOH recommends closure for The Kids' Place, communication regarding tuition will be addressed.

**If your child is ill the procedure for reporting a school absence is to contact the school office:**

**Email:** [kidsplacewallawalla@gmail.com](mailto:kidsplacewallawalla@gmail.com)

**Phone:** 509.522.2088

The above illness policies and procedures also apply to all The Kids' Place employees. Thank you again for partnering with us.

## HEALTH, MEDICAL, DENTAL EMERGENCY OR SERIOUS INJURY

### **Employee training**

TKP employees receive training in medication administration. In addition to this, employees receive ongoing training in first aid, CPR, AED use, and communicable disease prevention.

### **Health Records**

Health forms, emergency release forms, applicable medical plans for illness, injury and allergy management are kept in a child's individual file in a locked file cabinet. Children's emergency medical forms, emergency medicine, and medicine permission forms are kept in each classroom trip bag and accompany children on field trips.

### **Individual Medical Care Plan**

Children with known medical or developmental conditions, or other conditions that might require special care in an emergency, are required to submit a *Care Plan for Children with Special Health Needs* and *Medical Permission Form* before the child attends. These plans identify potential emergencies; address what procedures to follow; are signed by the child's primary care provider; and grant TKP permission to act on a child's behalf.

## **Allergies and Special Health Needs**

TKP employees receive training as needed regarding food allergies and emergency care for children. Teachers scan children's lunches for potential allergens and seat children differently, depending on what children bring in their lunches.

If your child has allergies which require emergency medication, such as Diphenhydramine (Benadryl), inhalers or EpiPenJr, you must complete the *Care Plan for Children with Special Health Needs* and *Medication Permission* forms. These are available from the office as well as on our website. Part of the medication plan includes a copy of the valid prescription in the child's name. The care plan fully describes the needs and treatment steps for your child. If it is a food allergy, please list the foods to which your child is allergic. Parents and the child's physician must complete the *Medication Permission Form* for each medication kept at school. These forms allow TKP to receive the medications at the school office, and to administer your child's medicine should it be needed.

Children with life-threatening or severe food allergies should bring their own snacks.

## **Transport Plan**

In the case of an emergency, TKP will call 911 and contact parents immediately. The ambulance transports to Walla Walla General Hospital or Providence Saint Mary Medical Center. If a child requires ambulance transportation, a TKP staff member will accompany the child with necessary information until parents arrive.

## **Immediate Medical Care**

On your enrollment form, you authorize the school to obtain immediate medical care for your child if an emergency occurs and you cannot be reached immediately. Please keep your contact information current.

## **MEDICATION**

For the protection of all students and school personnel, no medication may be brought to school in unmarked containers. All medications must be handled adult to adult. *Medication Permission Forms* are available in the office and at [kidsplacewallawalla.org](http://kidsplacewallawalla.org). Please complete permission forms with your subscribing primary care provider for prescription medications. Over the counter substances must also have a permission form completed by the parent. Common over the counter substances that are considered medication in licensed childcare include, but are not limited to:

- Sunscreen
- Diaper ointments and powders
- Cough drops
- Chap stick
- Lotion
- Antihistamines
- Pain relievers
- Fever reducers
- Cough medicine
- Decongestants
- Anti-itching creams

Please pick up medication when your child is done using it.

**TKP follows these steps to keep long-term or emergency medications available at school:**

1. Parents whose children are at risk of suffering allergic reactions that may become medical emergencies must note such on the *Medical or Emergency Information*.
2. Both primary care provider and parents must complete and sign a written *Medication Permission Form* for each medication that needs to be kept at school. TKP needs this form completed before any prescription or non-prescription medication may be received by the school office or administered at school. The form may be faxed to the school by the physician. The school fax number is the same as the phone number: 509-522-2088.
3. Both physician and parents must complete and sign a *Care Plan for Children with Special Health Needs* if the child has an ongoing special health need such as a food allergy or other medical condition.
4. All prescription medications administered at school must be in the original container with the child's name, physician's name, date, expiration date, and pharmacy label with telephone number. All prescription medication will be stored in the office medicine cabinet, with the exception of emergency medicine. This stays in the child's classroom or the travel bag when the child is on a field trip.
5. Non-prescription medication is kept in a safe place for adults to access and administer to children.
6. Parents are responsible for ensuring that medication and consent forms kept at school are still effective and have not passed their expiration dates. Please note that *Medication Permission* forms are valid for one year, so require annual renewal.

TKP staff members who administer the medication are trained in best practices of medication administration, including:

1. Verifying that the right child receives the
2. Right medication
3. In the right dose
4. At the right time
5. By the right method with
6. The documentation of each right time the medication is administered as specified by *Medication Permission Forms*

### SUNSCREEN

TKP has shady and covered outdoor areas for play. We encourage the use of sun-protective clothing, hats, and applied skin protection. During times of high sun exposure, usually May through September, please apply sunscreen liberally to your child's skin before coming to school. Sweating can cause sunscreen to get into the eyes, so please do not apply sunscreen to children's hands or foreheads. The FDA recommends applying sunscreen with UVB and UVA protection of SPF 15 or higher on exposed skin. TKP will re-apply sunscreen with written parental permission. Encourage your child to wear a broad brimmed hat when outside (and please label it).

Parents are responsible for supplying the sunscreen for their child. Please make sure to clearly label the product with the child's name. Parents must also fill out a *Medication Permission Form*.

### MEDICAL RECORDS AND IMMUNIZATIONS

Washington State Department of Early Learning (DEL) requires that TKP have on file a complete and up to date immunization record or *Certificate of Exemption for Immunizations*.

TKP requires parents to update their child's medical and immunization records annually during the registration process.

Immunization records are kept in a separate file in a locked cabinet. Medical information is kept in individual children's files. Childcare regulatory authorities have access to individual child files as well as separate immunization record files. In addition to this, only the director has access to individual child files and immunization records. Any other access is by express written parental permission. We do ask that you inform us immediately of changes to your child's health, including the development of food and environmental allergies.

#### HEALTH CARE PLAN

Please see *TKP HEALTH CARE PLAN* posted in the office and on our website for more health care related information.

### **SAFETY PROCEDURES**

#### ROUTINE INSPECTIONS

TKP routinely inspects and maintains all indoor and outdoor spaces. We abide by the Consumer Product Safety Commission's Guidelines, and follow the recommendations of the American Academy of Pediatrics. In addition to this, we are inspected annually by the Washington State Department of Early Learning Childcare Licensing (DEL). An annual compliance report is on file in the office, available for review upon request.

#### PESTICIDE USE POLICY

Families are given 24 hour notice of pesticide application if during open hours.

#### EMERGENCY PREPAREDNESS

Emergency preparedness is a priority for TKP. The school has taken steps to be prepared in the case of an emergency. Our staff is trained to deal with a variety of circumstances. We conduct monthly fire safety drills and quarterly emergency drills with children during the school day. The school has a response procedure for:

- Evacuation to the playgrounds or other nearby building, depending on what is necessary.
- Shelter in place, prompted by an environmental or other emergency.

If possible during an emergency, we will post our status on our website at [kidsplacewallawalla.org](http://kidsplacewallawalla.org).

#### EMERGENCY RESPONSE

In all emergencies TKP will follow the instructions of local emergency responders such as police or fire department officials who would manage the response and provide instruction to parents. Please note that in the case of a shelter-in-place scenario, children will be kept at school until authorities deem it safe to leave. Should school need to be cancelled, TKP will notify you by phone to come to school immediately to pick up your child(ren). We will keep children calm, comfortable, and occupied indoors until you arrive. Please do not call the school since incoming calls will impede our ability to contact parents.

## **CHILD ABUSE AND REPORTING REQUIREMENTS**

All TKP employees are mandatory reporters of suspected child abuse, neglect or exploitation, as required by Washington State Law and DEL licensing requirements.

Employees follow recommendations of local authorities, including police or Child Protective Services, to inform families of suspected child abuse, neglect, or exploitation.

DSHS reporting line: 1-866-363-4276

## **ENROLLMENT**

### **ANNUAL REGISTRATION**

Currently enrolled families register annually in early spring for the coming summer and school year. The registration process includes:

- Annual, non-refundable registration fee to reserve the child's spot
- Updating child's schedule for summer and school year
- Updating health and immunization record

### **ENROLLMENT PERIOD**

New families are welcome to enroll on a first-come first serve basis in the spring. Families are called in order off the waitlist. If there is no one on the waitlist for a particular age group, then openings are advertised.

### **ENROLLMENT PROCESS**

TKP follows these steps when a family is ready to enroll:

1. Family comes for an initial school visit and meets with director to discuss availability and enrollment details. This generally takes 20-30 minutes. Children may be present, but may not be left in classrooms unattended.
2. Family and child visit in classroom for at least one hour, but can visit as long as they like during active hours, generally 7:30 am-12 pm and 3:30-5:30 pm. Family member stays with child in classroom the entire time.
3. Family meets with the teacher while child visits in room. It is strongly preferred that the child spend time in the classroom without the parent, while the parent is nearby meeting with the teacher.
4. Additional visits as needed can be scheduled per family request.

### **PRIORITY ENROLLMENT**

Siblings of currently enrolled families are given priority when enrolling new children so that children may attend the same childcare. There is also one space reserved in each classroom, each year for a Whitman College employee's child.

### **WAITLIST**

Families are welcome to call any time of year to put their name on the waitlist. A family must schedule a visit with the director prior to adding their name to the wait list. Families are called as openings are available year round. The waitlist is managed on a first-come, first-serve basis.

## TUITION

### **Invoice and Payment Schedule**

Tuition is due monthly on the first of the month for the coming month. TKP accepts payments in the form of checks or cash. If the first of the month falls on a weekend or holiday, tuition is due the following business day. Late payments will be charged a \$25 late fee if received after 5 pm on the 3<sup>rd</sup> of each month.

Families are emailed invoices no later than the 25<sup>th</sup> of each month. Monthly tuition is calculated based on the child's age, schedule, and household gross annual income. There are two sessions: summer (June-August) and school year (September-May). Planned school closures are factored into the monthly cost of care.

TKP reserves the right to change tuition at any time. Typically, tuition increases annually in June. The board of directors determines the annual change in January and this is communicated to families as far in advance as possible.

### **Limited Tuition Assistance**

TKP recognizes the cost of high quality childcare. TKP also strongly values having diverse families enrolled. Tuition assistance is available and is calculated using a family's gross annual household income. Eligibility for tuition assistance is based on income verification using page one of the most recent tax return. Income verification is confidential.

There is a 30% discount on tuition for a second sibling enrolled. The discount applies to the sibling whose tuition is less expensive.

## OTHER FEES

Families are charged an annual, non-refundable registration fee. In addition to this, families who choose not to register their child for the summer session are required to pay a deposit to reserve a space for the school year. The deposit is one month of tuition. This deposit is due June 15. The deposit is fully refundable up to July 1. The deposit is refundable less a \$100 administrative fee up to August 1. The deposit is credited toward the September tuition.

There is a late pick-up fee of \$25 per half hour or portion of half hour that a child is picked up after 12:30 pm for half day or 5:30 pm for full day.

Late tuition payments are charged a \$25 fee if received after 5 pm on the 3<sup>rd</sup> of each month (or 3 days after the due date, if tuition is due after the 1<sup>st</sup>).

There is a per day drop-in rate for all enrolled families who add an additional full or half day of care outside of their regular schedule. Full day drop-in care is \$50/day and half day drop-in care is \$25/day. This is regardless of the tuition assistance a family receives.

## NOTIFICATION OF CHANGES

If you wish to change the days or times that your child attends, or terminate services, TKP requires 30 business days written notification. Until the end of the 30 business day period, a family is financially responsible for the full cost of tuition, regardless of a child's attendance.

## SCHEDULES

Available schedules are shared first with currently enrolled families. If no currently enrolled family wants additional availability, openings are filled off the wait list, then posted publicly (on website, and through community resources).

Families can enroll their children for the following schedule options, based on current availability.

Schedule options are available for either full day (7:30 am-5:30 pm) or morning half day (7:30 am-12:30 pm):

- Five Days: Monday-Friday
- Three Days: Monday, Wednesday, Friday
- Two Days: Tuesday, Thursday

## **PROFESSIONAL ASSOCIATIONS**

### WASHINGTON STATE DEPARTMENT OF EARLY LEARNING (DEL)

TKP is licensed through the Washington State Department of Early Learning (DEL). TKP complies with all laws and regulations governing WA State licensed childcare facilities. Annual inspection and compliance reports are available to families upon request. For more information on DEL please visit <del.wa.gov>.

### WASHINGTON STATE EARLY LEARNING GUIDELINES

TKP uses Washington State guidelines to inform curriculum development. Washington State guidelines are available in full at: <<http://www.k12.wa.us/EarlyLearning/guidelines.aspx>>.

### EARLY ACHIEVERS PARTICIPATION

TKP participates in Early Achievers, a quality rating improvement system managed through Child Care Aware of Washington (wa.childcareaware.org). Every three years, TKP teachers and classrooms are observed. The observation leads to a rating score of 1-5. Parents must sign an acknowledgement where they can choose whether or not they want their child present during data collection periods.

In June 2017, TKP received the first rating of Level 3. This means that TKP demonstrated quality level of excellence in the following areas of specialization:

Interactions and Environment and Curriculum and Staff Supports

This reflects the values that TKP places on intentional teacher-child interactions, a carefully planned environment, and a highly skilled teaching staff. TKP is next up for rating in spring 2020.

### NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)

All employees of TKP follow the NAEYC Code of Ethical Conduct and Statement of Commitment available in full at <naeyc.org>.



## **EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENT**

TKP is an equal opportunity organization that does not discriminate on the basis of any trait, characteristic, or status. This policy applies to every aspect of TKP programs, practices, policies, curriculum, and activities; including family services and employment practices.

## **ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF TKP FAMILY HANDBOOK**

Dear Kids' Place Family;

Please read, sign, and initial each section of this acknowledgement.

### TKP FAMILY DIRECTORY

\_\_\_\_\_ By initialing here and signing below, I authorize TKP to include my email and phone number associated with my child's (children's) name, classroom, and birthdate in the electronic annual family directory. This information is shared only with current TKP families and is updated as needed. At any time I may provide written notice that I wish to remove my name from TKP family directory.

### WALKING FIELD TRIP PERMISSION

Children take walking field trips away from the preschool grounds. Rather than sending notes home requesting permission to do this each time, TKP would like to have your permission to take walking trips throughout the year.

\_\_\_\_\_ By initialing here and signing below, I authorize my child(ren) to go on walking field trips away from school. I understand that these excursions will be adequately planned and supervised.

### WATER ACTIVITIES AND BATHING PERMISSION

\_\_\_\_\_ By initialing here and signing below, I authorize my child(ren) to go participate in water and bathing activities at or away from school. I understand that water activities will be adequately planned and supervised. If bathing takes place in more than 24 inches of water, a lifeguard and additional adults will be present.

### PHOTOGRAPHS/VIDEO MAKING

TKP teachers take photographs and/or videos of the children to document learning activities. Photographs and videos are used for in-house publications and stored on the password protected

portion of the website: kidsplacewallawalla.org. Family members have access to view photos and videos of children online through this format.

By law, TKP protects the privacy of children and is prohibited from releasing children's personal information.

\_\_\_\_\_ By initialing here and signing below, I authorize TKP employees to use photographs or videos of my child(ren) for in-house publication, such as pictures on the walls.

\_\_\_\_\_ By initialing here and signing below, I authorize TKP employees to use photographs or videos of my child(ren) on the password protected portion of the website: kidsplacewallawalla.org.

### RECEIPT AND REVIEW OF HANDBOOK

I, \_\_\_\_\_ acknowledge that I have received and reviewed the Family  
(please print) Handbook of Policies and Procedures for 'The Kids' Place,  
preschool and licensed childcare.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### EARLY ACHIEVERS FAMILY PARTICIPATION PERMISSION FORM

Dear Kids' Place Family,

The Kids' Place participates in a program called Early Achievers through Child Care Aware of Washington. We need your help to make this effort a success! Please read below for more information on how you can help us continue to provide high-quality care that helps children learn and grow.

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#### **Background:**

Quality child care and early learning programs help children enter school ready to succeed.

Washington Early Achievers is a voluntary program that:

- Provides families with information about the quality of care through a 1 through 5 rating system
- Offers child care programs resources like coaching and training so they can support children's learning and development

#### **On-site evaluation:**

- Child care programs that participate in Early Achievers receive **on-site evaluation** visits from the **University of Washington (UW)**.

- The purpose of the evaluation visit is to observe and gather information about the program in order to create an **Early Achievers Rating**.

The Kids' Place has invited the UW evaluation team to visit its classrooms as part of the Early Achievers rating process. Your child's classroom may be chosen and observed to help the rating team measure the quality of care provided at The Kids' Place.

This process includes collecting information that will be used to create a program rating and can be used in the next phase of Early Achievers to improve the quality of care provided for your child, like:

- Observing the child care environment to learn about the materials, activities, and experiences available to support children
- Observing interactions between teachers and children
- Audiotaping teachers' language to understand the amount and type of language your child's teacher uses
- Observing children engaging in the classroom to understand how the environment stimulates children's learning
- Interviewing teachers and directors about how they use their practice to support their young children
- Interviewing interested families to learn about how the facility staff partner with families to support their child's learning and development
- Reviewing program files and documentation to learn how program policies and procedures support quality practice
- Reviewing child files to see how the program supports each child's learning and development

**Please note:**

- Your child's care and education will not be interrupted or altered during this process.
- One Early Achievers rating will be assigned for each participating child care program.
- Ratings will be posted on the Department of Early Learning and Child Care Aware of Washington websites.
- Any information that is made publically available as part of Early Achievers will never include information about your specific child.
- No identifiable information about individual children will be collected

**Please let us know if your child can be present during the evaluation visit.**

**I allow my child to participate in the classroom evaluation as outlined above**

**If my child's classroom is selected to participate, I would like my child to be excluded during this process**

- Reason (optional): \_\_\_\_\_

**Child care facility name: The Kids' Place Classroom name: \_\_\_\_\_**

Child name: \_\_\_\_\_

Parent/Guardian name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Optional:** The UW Evaluation Team would like to hear what you think about how your child care program works with children and families. If you are interested in participating in an interview with the UW team, please indicate below:

Yes, I am interested and willing to be contacted by UW for an interview

(Note: not all families who check yes will be contacted)

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Best time to reach: \_\_\_\_\_