



PARENT HANDBOOK

September 2019 - August 2020

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STATEMENT OF FAITH

We Believe:

In one God, Creator and Sustainer of all things eternally existent in three persons-Father, Son and Holy Spirit. (*Deuteronomy 6:4, Mark 12:29*)

In the virgin birth of Christ, His vicarious death, bodily resurrection and ascension. (*Isaiah 7:14, Romans 8:34, Acts 1:9-10*)

In the divine inspiration of the Bible, our all sufficient rule of faith and conduct. (*1 Timothy 3:15-17*)

In the necessity of the rebirth of man and in his consequent salvation from spiritual death and hell, through repentance as acceptance of Jesus Christ as Savior. (*John 3:1-7, 16-18; 1 John 5:11-12*)

In the observable evidence of the new birth, the inward evidence being the direct witness of the Holy Spirit and the outward evidence being a life of holiness and love of God and man. (*Romans 8:16, 1 Peter 1:15-16, Matthew 22:36-40*)

In Christian Baptism. (*Matthew 28:19, Acts 2:38*)

In the resurrection of the dead, that the bodies of both the just and the unjust shall be raised to live and united with their spirits - "They that have done good to the resurrection of life; and they that have done evil to the resurrection of damnation." (*Matthew 25:31-46, John 14:1-3, Acts 1:9-11, Revelation 22:7-20*)

In the second coming to earth of the Lord Jesus Christ, who will receive all believers unto himself, both alive and dead, so that we shall be with the Lord forever. (*Matthew 25:31-46, John 14:1-3, Acts 1:9-11, Revelation 22:7-20*)

NON-DISCRIMINATION STATEMENT

Northwest Christian Schools of Lacey is committed to a policy of non-discrimination on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and other school-administrated programs. We reserve the right to select families on the basis of religious commitment, personal qualifications and most importantly, the willingness to cooperate with the administration of Northwest Christian Preschool & Daycare (NCP) and to abide by school rules, guidelines and policies.

OUR PHILOSOPHY

We believe in focusing on the individual needs of every child and respecting, recognizing, and celebrating their desires. All children should feel safe and secure in their learning environment. We teach our students to be higher- level thinkers, polite and respectful learners, and over all good stewards to their school and community. The "whole child" is ministered through our daily program in a variety of ways. Activities are lead in creative and fun ways that encourages children's interest and involvement. We do this through a multitude of learning activities such as music, stories, science, cooking, physical and hands-on activities, games, and arts and crafts.

The following overview provides guidelines/goals for six basic areas of development that we focus on in our daily program activities.

Spiritual

Throughout our daily routines Bible stories, object lessons, Christian songs, and prayer are incorporated in our classroom lesson plans. We guide children and teach them to be Christ like in all areas of their lives, in and out of the classrooms.

Physical Development

There are a variety of scheduled activities for growth and development of the small and large muscle groups that are used to develop coordination. We use a range of games, exercise activities, and materials to promote such growth. Our beautiful campus offers adequate indoor and outdoor spaces to allow children to run around and just be kids.

Intellectual

Critical thinking skills, number/letter meaning, and recognition are presented to encourage intellectual curiosity and application of knowledge through “first hand” discovery experiences.

Social

Participation in group activities and class responsibility is presented actively in stories, role-plays, group activities and modeling by teachers. Understanding of rules, sharing of space and resources and conflict resolution lessons are taught and implemented daily. Self-esteem and a feeling of security are built by providing care, love, consistency and a safe, calm environment. Values such as truth, respect for others, politeness, respect for God’s world are reinforced in all work and play situations.

Creative Expression

Daily, we offer the opportunity for every child to engage in arts and crafts, music, creative movement and dramatic play. Music is accessible with a variety of mediums, including percussion instruments and cd /player in a variety of genres.

Partnering with Northwest Christian Preschool and Daycare will give your child opportunities to establish solid foundations for future learning, with an emphasis on science, math, literacy, art, music, movement, dramatic play, social studies, safety and nutrition.

OUR APPROACH TO DISCIPLINE

“Train up a child in the way he should go so that when he is old he will not depart from it.” *Proverbs 22:6*

Our philosophy of discipline is based on Proverbs 22:6. We utilize a “Love and Logic” approach, including four important principles (all of equal value):

1. Safety for self and others
2. Respect for self, authority, other children, and property
3. Making wise choices
4. Emulating Christ in behavior and attitude

We observe children for possible causes of unacceptable behaviors: hunger, tiredness, not feeling well, schedule change. We look for opportunities to give verbal praise to children when they make good choices or are showing behavioral improvements.

The core of a successful discipline policy is establishing a climate where children are successful. This includes:

- A child-centered environment with age-appropriate, stimulating toys, equipment and activities
- Well-trained, consistent staff implementing a program that considers children's individual needs while not showing partiality to any one child
- Partnering with parents in the care and teaching of their child
- A stable consistent environment and program
- Established rules that are clearly communicated to children
- Facilitating children's conflict resolution skills with adult support and assistance
- Empowering children's self-help and self-sufficiency skills

Corporal punishment is prohibited both by law, and our policy. Parents are also asked not to exercise corporal punishment on campus.

When children break rules, we utilize:

- Consequences, *(that take into account the nature of the specific situation. As much as possible, we use natural consequences)*
- Time-away or time-out *(generally 1 minute per year)*
- Loss of privileges
- Removal from the classroom *to another classroom or the director's office*
- In cases of extreme behavior, where the child or other children are at risk, a child is extremely disruptive to the environment, or there is a pattern of inappropriate behavior, we may send a child home for the day and a conference with the director will be required prior to the child's return to school

The goal of discipline is for children to independently make appropriate choices.

WARNINGS & CONSEQUENCES

The goal of discipline is for children to independently make appropriate choices. Our first step is to lay a foundation by establishing rules and boundaries. Children will naturally cross boundaries and even test them. In some cases we use *warnings* to remind a child that they have broken a rule. Warnings and reminders are most frequently used in the youngest groups and with children new to our program. A warning may also be used in the event of a new or adapted rule.

As children adjust to the program, they become more aware of the rules, the importance of following them, and the consequences for breaking them.

Teachers have flexibility to exercise wise situational discretion in the issuing of warnings and consequences.

Our goal is to stop inappropriate behavior and teach appropriate behavior. If a child breaks a rule that she or he has recently broken or frequently breaks, we consider previous warnings to be sufficient and chose an appropriate consequence. In some cases a warning may not be practical or may not teach appropriate behavior. For example, if a child breaks an established safety rule, a warning could be risky because it may *draw out the behavior* instead of teaching the child to stop, or may put a child in danger.

We are working with individual children in individual settings; therefore, there is no *set script* for implementation of our discipline policy. Each day is different, and each situation brings with it unique challenges. Each child requires an individual approach based on basic principles of guidance.

Our discipline techniques include redirecting children toward appropriate behavior. This approach teaches alternatives to negative choices rather than just stopping the negative behaviors. Very young children often do not know what to do with themselves once they have been told to stop doing something. They benefit from the guidance of a caring adult teaching them appropriate choices.

HOURS & GENERAL SCHEDULE

We open at 6:30 a.m. and close promptly at 6:00 p.m. The security card provided to each parent allows access from 6:30 a.m.-6:00 p.m. only. Our security system is tied to the standard time system and it is the one we use to set the clocks in our preschool.

OUR PROGRAM

We have an AM Preschool Program and a Full Day Program with age-appropriate curriculum & schedules following this general outline:

BEFORE CARE PROGRAM 6:30-8 AM

6:30-8:00 Quiet indoor activities in combined classrooms

PRESCHOOL/PRE-K PROGRAM 9-12:30PM

8:00 School "officially" begins/ Part Day only students arrive

9:30 Snack

10-11:30 Learning Centers: Language & Literacy, Spiritual Development, Art, Math & Science, Fine & Gross Motor Activities

11:30 Lunch/AM only students leave for the day

12:30 Beginners prep for nap/rest time (put mats down, bathroom, story)

12:45 Preschool prep for nap/rest time

Nap time for Beginners & Preschool 1 & 2 1:00pm-3:00pm

12-1 Pre-K Learning Centers: Spanish, Science, and Writing

2:15- 3 Pre-K Rest Time

3-3:30 Snack

3:30-4:30 Combined classroom activities & outdoor play. Classes blend as children/staff go home

5:15 Evening snack

5:45 Prep for departure (bldgs. A & C will be locked now)

5:55 Children & staff move to lobby area. Parents should plan on arriving by 5:55 to have time to get their child and their belongings & sign out by 6:00 p.m.

6:00 Center closes. All children/staff depart. Alarm is set.

RATIOS OF CHILDREN TO TEACHERS

Our class ratios are minimally 1 teacher per 10 children. Our experience has confirmed one of the most significant factors in providing quality in a group setting is a small overall group size taught by qualified, competent, loving teachers dedicated to children's wellbeing and success. Our classrooms promote a high level of interaction between teacher, child and classmates.

CLASS PLACEMENT

The classroom placement is determined by age from September 1 to the following August as follows:

Infants

(6w-12m)

BeginnersAble to walk with little to no assistance

(13 m-29 m)

Preschool 1Able to use the bathroom with little or no assistance

(2 ½ y - 3yrs)

Preschool 2Children turning four on or after September 1st of that year

(3 ½ -young 4)

Pre-Kindergarten.....Children turning five on or after September 1st of that year

(4-5yrs)

In the best interest of all children, each child is taken on a trial basis providing time to see if the program meets the family's expectations and to ensure the child makes a positive adjustment to the program. Most children do adjust quickly and have a positive school experience at NCP. There may be times we need to ask a family to make other arrangements, but this would only happen after consistent and intentional communication with the family.

INFANT & BEGINNER ROOMS

Diapering & toilet training

Please provide one diaper per every two hours your child is in care and one tub of 200 or more wipes a month. Northwest Christian Preschool & Daycare does not provide diapers or wipes. We will notify parents when supplies are running low. If supplies are not renewed in a timely manner, a charge of \$1.00 for every diaper we need to supply will be billed toward your FACTS account. Due to limited space, please only bring what will fit in your child's cubby.

When diapering a child we follow these steps:

1. Wash hands & gather necessary items: wipes, diaper, gloves (including diaper ointment if a signed medication form is on file) and place a small amount on a paper towel
2. Put on gloves and place child on the changing table (a child is never left unattended on the table and children are not belted to the table as belts are neither safe nor sanitary)
3. Remove soiled diaper and use 1 wipe per swipe front to back, remove soiled glove and diaper to the trash can
4. Use a new glove to apply ointment at this time
5. Diaper the child with a clean diaper, re-dress the child, and help them to wash their hands with soap and water
6. Return the child to the play area

7. Wash hands, wash table with soap and water, rinse table with water and then sanitize with bleach solution allowing table to air dry or bleach to set 2 minutes before drying with a paper towel
8. Record diaper changes and toileting activities on the diapering/toileting chart

When your child shows signs of being ready to toilet train, you will need to provide several changes of easy to get up/down clothes to help your child succeed. It is also important to be consistent at home. Your child will only succeed if they have the opportunity to.

Comfort item policy

If a pacifier is used for the child's soothing ability, parents will provide 2 pacifiers per day. Parents will place labeled pacifiers in pacifier cradles or pouch container to prevent contamination. Parents will take home pacifier and container each day for proper cleaning. If a special blanket is necessary, they will be kept in their cubby away from other children and offered during rest time for their comfort.

Bottles & breast feeding: *Infant room only*

If your child requires a bottle, parents are required to provide all premade bottles.

Please mark the bottle clearly with the child's first and last name, and date and time the bottle was prepared. Unconsumed content of bottles after 1 hour will be disposed of. Left over bottles will not be served. All bottle nipples should be properly covered when not in use to prevent the risk of cross contamination. Used and emptied bottles will be sent home with parents for proper cleaning.

To avoid exposing infants to spoiled milk, all breast milk storage bags must be properly labeled with the following information:

- Date pumped
- Date milk will expire
- Where frozen milk was previously stored (i.e. deep freezer, refrigerator-freezer)

If milk was previously frozen and arrives thawed, we cannot refreeze the milk and it must be stored in the refrigerator and used within one day. Any milk remaining after that time period will be discarded. We are authorized to store frozen milk for up to two weeks. Frozen breast milk for specific children will be thawed in the refrigerator the night before for the following day. Guidelines for properly storing and using breast milk can be found on this website:

https://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm

Infants are held, facing the teacher when having a bottle. They are watched closely for cues that they are finished.

If milk or formula is not provided we will have reserves on hand. We will use Enfamil single serve packets. The charge for formula (when not provided) is \$2.00 per packet. The bottles will be made in the off-site kitchen following bottle preparation procedures required by licensing.

Infant lunches

When your infant starts eating pureed foods or table food, we ask that you provide all necessary meals. Place these items in a lunch pail that can fit into a refrigerator. If the table food needs to be heated please indicate on the container.

Infant sleep position practices

Based on the risk factors of Sudden Infant Death Syndrome (SIDS) all infants will be placed to sleep on the infant's back unless the home has been provided a physician's written statement authorizing another sleep position for that particular infant. All infants will be placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, blankets, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib.

When an infant can easily turn over onto his stomach, staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over onto his or her stomach as the infant prefers.

We will also practice these other safety guidelines:

1. We will remove an infant from their carrier immediately upon arrival. If they are sleeping they will be placed on their back in their crib.
2. When they are used, infants will not be allowed to sleep in swings or bouncers. They will be placed in their cribs on their backs.

BITING BEHAVIOR IN YOUNG CHILDREN

The Centers recognize that biting is a normal stage of development that some young children go through. It is something they will outgrow in time. Young children who bite, bite for reasons, all of them normal and developmentally understood.

Common Reasons Why Children Bite

Teething, exploring, stress, frustration, imitating behavior, personal space is violated or crowded, lack of vocabulary, sign of affection, to obtain attention.

Classroom Strategies Used To Minimize Incidents of Biting

We "shadow" the child who has exhibited biting behavior. We carefully observe the child who has bitten to determine if there is a pattern of when the biting behavior occurs. We comfort the child who has been bitten and firmly let the child who bit know that "biting hurts" and we offer an object to bite such as a teething ring or cold cloth.

Action Taken When a Biting Incident Occurs

- The child who was bitten is comforted
- The child who bit is firmly told that "biting hurts" while we continue to comfort and focus on the child who was bitten
- The bitten area is washed thoroughly with soap and water and inspected for broken skin
- If the skin is broken, an administrator is immediately notified. Both sets of parents are contacted and advised to call their pediatricians; open wounds on the face or hands are the most vulnerable to infection
- An injury/incident report is written for each of the children involved
- Ongoing dialog is kept with parents and staff on classroom and home strategies being used to address and curb the biting behavior
- Relevant articles are made available to parents and staff

Reoccurring biting incidents may result in expulsion.

TRANSITION POLICY

Overall Philosophy Statement

At NCP, we strive to make transitions smooth for families. We have students on our campus that will be entering into Kindergarten, moving onto the next age group of Preschool, coming from another childcare center, moving to another childcare center, and children with challenging behaviors. In each of these situations, we believe it is important to share information with the parents and students to make the transition smooth and address any “unknowns” up front to avoid unnecessary stress. It is our philosophy to be a valuable resource and partner for our community parents as their children transition through each early childhood stage.

Kindergarten Readiness for Pre-K Students

Transitioning into Kindergarten is an important milestone for a child and our goal is to help the child and family transition as smoothly as possible. To assist with this transition, NCP will:

- Schedule times for Pre-K to visit our Kindergarten classes once a month from January through March. Kindergarten teachers will talk about what to expect in Kindergarten and answer students’ questions
- Host three Open House events held on our campus for Kindergarten families to attend and learn about the Kindergarten program, look at curriculum, meet the teachers and Kindergarten students, and ask questions
- Send out a letter to all Pre-K parents that reviews how parents can help prepare their child for Kindergarten
- Set individual student goals that will be shared with Pre-K parents that will help prepare the student for Kindergarten. The goals will be based off of the Spring Assessment results and signed by the parent
- Provide Kindergarten a Registration Packet and registration procedures to each Pre-K family
- Host a Kindergarten Orientation before Kindergarten begins – Date and time will be sent out to all enrolled Kindergarten families
- Pre-Kindergarten teachers will collect student progress work over the course of the year. This information will be assembled in an “I am ready for Kindergarten packet”. This packet will be shared directly with the kindergarten teacher. Materials found in this packet will be: assessment, continuity letter with teacher perspective, parent perspective strengths and weaknesses, signed consent form to share assessment with kinder teacher, examples of student work.

For Students Moving From One Classroom to Another

At NCP, our classes are organized by age. As a student grows, they will transition from our Infant Program (*ages 2 months-12months*) to our Beginners Program (*ages 1-2.5*) to our Preschool 1 Program (*2.5-3.5*) to our Preschool 2 Program (*3.5-4*) to our Pre-K Program (*ages 4-5*). As these transitions take place, our goal is to help each student adjust and to have excitement as they move through our program. To help with these transitions, NCP will do the following:

- Share Spring Assessment results for each child with the new teacher which provides valuable information to the teacher about her incoming students to allow for individualized teaching and goal setting
- Send out a letter in the summer with information about the developmental benchmarks for the next level of preschool and how to help prepare their child

- Provide to families enrolled for the upcoming school year: our Parent Handbook, Health Plan, Disaster Plan, calendar, fee schedule, and a letter from the Director
- Host an Open House that is held in August for students and parents to come and meet the teacher, see the classroom, and meet some peers before the fall program begins
- Each teacher on campus will interact with every child on campus which provides for stability for the children, no matter what classroom they will be moving into

For Students Starting at NCP from a Different Childcare Setting

When a student enrolls at NCP, our goal is to help the parents have all the information needed to make the first few days a smooth transition for the child and the family. Choosing a childcare setting for a family is an important decision and we want our families to feel safe, comfortable, and informed. To assist with this transition, our policy is to do the following:

- Upon enrollment, a Welcome Packet will be provided with information about: “Tips to Make Preschool a Success,” our Preschool calendar, the Parent Handbook, Emergency Handbook, and Health Handbook
- An email will be sent out to the parents upon enrollment that will give information about what to expect on the first day
- New families are welcome to tour with their child prior to the first day to explain sign in/sign out procedure, locate student cubby to remove any “unknowns” for the first day
- When a new student enrolls, the Teacher, Program Supervisor, Accountant, and Cook are notified upon enrollment of new student the start date, DOB, schedule and allergies and any concerns listed on student enrollment packet and the developmental checklist
- A Developmental Checklist is included in the enrollment packet to allow staff to review and make preparations for the developmental level of the new student
- We encourage parents to check in by phone on the first day if they want to know how their child is doing with the adjustment
- Parents are welcome to join their child for the first few days as needed to help the child adjust to their new setting.

For Students Moving To a Different Childcare Setting

Students may leave NCP for various reasons due to relocation, family schedule changes, etc. Our goal at NCP is to assist the families with this transition. Our staff will assist the family in the following ways:

- A copy will be made of the student file for parents to take with them
- The Child’s Emergency Kit, Comfort Kit, Nap Kit, and Change of Clothes are compiled for pick up on the child’s last day
- Any OT or SLP screening reports that occurred on our campus are provided to the parent to share with the new provider
- An “Exit Email” will be sent to the parents to ask for feedback on our program
- Staff will provide the parent with any recommendations based on CDC assessment for parents to work with their child on

For Students with Challenging Behaviors

Students in their early childhood years will sometimes display challenging behaviors as they navigate their emotions, learn how to solve problems, and discover how to communicate how they are feeling. Our staff is trained and experienced in how to best handle students with challenging behaviors. Our

goal is to partner with the parents and help the child work through the challenging behaviors by providing the family tools that can help the student be able to communicate, regulate, socialize, and be ready to learn. Below is a summary of what we do to work with students that display challenging behaviors:

- Our NCP Staff meets monthly to collaborate on how to best meet each child's needs and how to consistently address student behavior as a team
- The Director is available for extra assistance as needed to help in the classroom or to remove the student from the classroom until the student can join the classroom in a safe manner
- Meetings to partner with the parents can be scheduled to discuss challenges and collaborate and make a consistent behavior plan to best help a child find success
- Daily communication logs can be used as needed for parent communication and tracking behavior patterns as needed
- When a teacher is experiencing repetitive behavior, the teacher can complete a Referral Form and submit to the ECE Administrator that begins the RTI (Response to Intervention) process for a student
- Our Speech Language Pathologist and Occupational Therapist are in the classrooms often and help to identify students with delays or behavior that may stem from a delay. With parent permission, some students are screened and/or evaluated and can begin therapy during childcare hours on campus
- The Director will work with the teacher, therapists, and parents to coordinate consistent interventions, monitor progress, and evaluate need for any further interventions
- Referrals may be made through the student's home school district if needed to evaluate the student further with state funding
- The Director may refer the parents to the student's pediatrician if needed for further evaluation
- Community Resources are shared with the families based on the need of the child
- Parents will be informed of Child Care Action Council as a resource for their family

Expulsion Policy

When a child continues to display challenging behavior, this will include excessive biting, after interventions and resources used have not brought about positive progress with student behavior, it is sometimes necessary to expel a student. This process is not taken lightly and an attempt to partner with the parents will take place before a student will be expelled. The following steps will take place when a child is expelled:

- A meeting with the parent will be scheduled to discuss interventions and resources used with the student; if the SLP or OT were involved in the interventions, they may attend the meeting as well
- The parent will be provided with resources in our community that would best benefit the individual situation for each child
- In some cases, the Director will contact support services to coordinate for the parent as needed or as desired by the parent
- The parent will be given a letter summarizing their child's behavior that can be shared with the student's doctor or future care center
- A copy of any student files needed will be provided to the parent
- The parent will pick up their child's nap kit, comfort kit, and any other belongings as well as turn in their security card

SCHEDULED DAYS

Children are enrolled into set scheduled days (M-F, M/W/F). These are the only days they can attend without prior approval from the director. If a child comes on an unscheduled day it may put us over our allowable number of children per class for that day.

OUR STAFF

The teachers and assistants of NCP are experienced, qualified and dedicated to the needs of your child. All staff *minimally* have basic STARS (state required) training in Child Development and Education and have CPR/First Aid, HIV Training, and a cleared DSHS & WSP criminal background check. Each teacher is committed to sharing the Bible with the children through classroom activities, and by living a lifestyle consistent with Christian principles.

ADMINISTRATION

The Northwest Christian Schools of Lacey School Board delegates the management of the center to an experienced, educated Director, selected by the School Board. The Director functions within the policies and guidelines set by the School Board.

LICENSE

The State of Washington, Department of Social and Health Services licenses NCP. The benefits of the Preschool are available to all without discrimination on the basis of race, color, handicap, gender, national or ethnic origin. Parents may request to view records of the most recent childcare center monitoring checklist and compliance agreement. This is available by request with the director.

TUITION INFORMATION

We are a non-profit organization and depend on the timely payment of tuition to help us keep our prices at a very competitive rate while offering a high-quality program.

Tuition is paid through a third party system called FACTS Management. Tuition is paid on a monthly basis.

If you encounter unexpected financial difficulties please contact the director or our financial department immediately to arrange an alternate payment schedule. Our policy states that unless other arrangements have been made, your child is considered no longer enrolled at the end of the month following an unpaid fee or payment that was due on the 25th of the month prior.

No tuition credit is given for absences, holidays or vacations.

Lunch and snacks are included in the tuition rate. This accounts for a portion of the fees, however there is no credit given if your child does not eat the meals, as we are required to offer them regardless. Lunch & afternoon snack are not included in the A.M. Preschool program

A yearly registration fee is charged upon enrollment, and prior to the beginning of each new school year.

There are two programs, a fall and summer program. You will be asked to verify your child's enrollment or withdrawal for each program.

FINANCIAL DOCUMENTATION AND RECORDS

If you need a statement or need a signature on a reimbursement form please leave your request in the accounts manager's box. Allow a minimum of one week for processing.

Our federal tax ID# is 47-1810525. If your child is currently enrolled we will be happy to provide upon written request, a statement for the current tax year at no charge. If your child is no longer enrolled, we will charge a standard document fee of \$15.00 per page.

Northwest Christian Academy is pleased to be able to provide, upon written request, documentation regarding an individual financial relationship with our parents. When these requests are for prior years however, time and material costs become involved. A nominal fee of \$15.00 will be charged for any requests of documentation up to ten pages. Any pages in excess will be \$1.50 each.

WITHDRAWAL FROM PROGRAM

A two-week written advance notice is required in the event of withdrawal. If notice is not given the full rate for the month will be charged. A withdrawal form is included in the enrollment pack. Extra copies are located on the Parent table in the lobby.

LATE PICK-UP FEE

Our center is licensed to be open until 6:00 pm. Please allow enough time to enter, sign your child out and depart by 5:55 pm. We must lock up and release our teachers by 6:00 pm.

Of course in an emergency we will understand a delay, and if it is the first time you have been late, no late fee will be charged. However, you will be asked to sign a time card as documentation of the pick-up time. A late fee **WILL** be charged any time after that. Any time you are late you will be asked to sign a stamped time card documenting the time of pick-up. A notice of the amount due will be placed in your child's take home folder. The fee is due by the end of your child's next day of attendance following the fee amount notice. If the late fee is not paid on time, we reserve the right to either charge a service charge, or exclude your child from attending until it is paid. Continual late pick-ups or failure to pay late fees may result in your child's immediate withdrawal from our program.

NAPTIME

In accordance with Washington State Licensing Codes, **all children are required to rest for a reasonable period of time**. We also feel it is essential that the children have a quiet, peaceful time each day. Children who have quietly rested for a reasonable period of time, but do not fall asleep within the normal time frame may be provided with books. They are able to use these as long as they are respectful of other children's need to rest and do not disturb them.

ABSENCES/LATE ARRIVALS

School Day begins at 8:00 a.m.

Our program is designed to provide excellent care for children while teaching important school and life skills, including arriving at school on time. All children enrolled in our program are expected to participate in the academic program beginning PROMPTLY at 8:00 a.m.

Our Center is not set up as a Drop-in-Center. Attendance is taken at 8:00 a.m. and from this number we set our meal counts and determine our staffing needs. When children unexpectedly arrive late, it can comprise our ability to smoothly transition the child into the program.

If your child will be absent please notify us by phone (360-493-2223 x500) as soon as possible. This helps us with our planning and keeps us abreast of any patterns of illness within the school. Please do not just leave a message with the front office. Ask to speak with the Director and/or your child's

teacher. Many times we do not get messages until we go over to the main building for snack or lunch. (9:30/11:30)

Students with pre-arranged medical appointments need to notify the Director ahead of time. This needs to be the occasional occurrence, not a frequent one. Frequent and continual tardiness will be addressed by the Director.

PARENT-TEACHER COMMUNICATION

We encourage regular communication between teachers and parents. At times it can be difficult to find moments to talk. We appreciate when parents keep conversations brief so teachers can remain focused on the children, however if you need to talk with your child's teacher on an issue that will take more than 2 minutes, please ask to schedule an appointment or try to connect with the director. Notes, emails and Bloomz messages are also a helpful way to share important information.

Parent teacher conferences are held at least twice a year during the day. Parents may sign up to a schedule a conference. If additional conferences are needed the director will help coordinate a time for parents and teachers to meet together.

PHONE CALLS

Our phone calls originate from the main office (Northwest Christian Academy). Between 7:00 am and 4:30 pm please call the main number at (360) 493-2223 and you will either be forwarded to the preschool office ext. 500, or your child's teacher's extension (if it is urgent) or a message will be taken. If your call is *genuinely urgent*, please inform the receptionist and she can page the director or you may call the preschool cell.

We do not routinely forward phone calls into the classroom. Phone calls can be disruptive to the teaching environment and distract the teachers from their responsibility to the children. In addition, phone calls from parents may put a teacher in the position of discussing a situation in front of the children.

At 4:30 the main office closes. For general questions and information we ask that you call between 7:00 am and 4:30 pm. For **urgent matters** only please call (360) 951-3054 (this is the preschool cell phone). Please do not use this number during the normal business hours as it is our emergency line during this time. NON-URGENT calls will be handled by taking a message to be delivered the next day.

FIELD TRIPS

We take field trips into the community to promote children's growth and development. If there is a fee, it must be paid in cash to your child's teacher by the requested date. A signed permission slip will also be requested.

We transport children in the school vans and **require parents to bring their child's car/booster seat** (clearly labeled). Please do not just leave them in the preschool lobby. **They should be secured in the van by the parent.**

Parent chaperones are welcomed and encouraged to attend field trips. In fact, they are an essential part of our program. Please talk with your child's teacher about volunteering.

FOOD PROGRAM

Nutritious lunches and two snacks are provided each day. Families with children in the Infant and Beginners classroom are asked to provide bottles. Families with infants provide solid foods as they introduce these foods to their child at home. A supplemental snack is also served at 5:30 daily. The cost is included in the tuition. A weekly menu is posted in the lobby. Our menus list the vitamin "A" and "C" content and follow the USDA and Washington Licensing guidelines for nutrition content. Please let us know if your child has food allergies so that we can notify all preschool staff as well as the kitchen staff. The cook will have or prepare an alternate food for your child. We may ask that you provide an alternative food source for your child as well.

Morning snack is served at 9:30 am. Although the food choices are of "breakfast quality", children need to eat breakfast prior to arrival at school. The morning snack is intended to supplement breakfast until lunch is served, not replace it. Lunch is served at 11:30 for all classrooms.

Two afternoon snacks are offered. The first upon awaking from nap (approximately 3:10 pm) and a supplemental snack is offered at 5:15 pm for children still in attendance. The 5:15 snack is required by law, therefore if you do not want your child to have a snack so close to the dinner hour, please have your child picked up before the 5:15 pm time.

We do not allow the children to take snack outside the center due to health codes & liability. Please do not ask the teacher to send a snack home with your child as you will be asking them to violate these codes as well as our policy.

HOLIDAYS AND CLOSURES

Northwest Christian Preschool and Daycare observes the standard holidays. A list of scheduled holidays is on the yearly calendar provided upon enrollment.

In addition, we are also closed 2 days prior to the beginning of the summer program and the last few days of August for our annual maintenance, repairs, and teacher prep for the upcoming year.

Our curriculum includes special events and holiday celebrations. We do not observe or celebrate Halloween, instead we focus on harvest and autumn themes. The preschool visits local pumpkin patches to choose pumpkins and we do Christian based activities.

During holiday seasons, parents will be asked to indicate their child's planned attendance. This provides us with important information to develop activity plans, meals, meal counts, and appropriately meet staffing needs.

DRESS CODE

We have an active program and children's clothing may become messy or stained. Please keep this in mind when choosing school clothing. Children are also given as much opportunity to do things on their own as possible. Clothing that is easy to pull up or down (for toileting) will encourage your child's independence.

Clothing must be modest in nature, and not have any words or insignias inconsistent with our Christian philosophy. Please do not dress your child in spaghetti straps, low cut or high cut clothing. Clothes need to fit well, (not too tight, not too loose), and should not reveal the chest or midriff. Shorts, skirts, skorts, and dresses may not be more than 2 inches above the knee. We ask that girls wear shorts underneath dresses and skirts to provide modesty during play.

Shoes should be sensible, protective and allow for active play. Flip flops are also not allowed. Keep in mind that children will take their shoes off several times per day. Choose shoes that are easy to get on and off and do not require much adult assistance. This will be far less frustrating for your child as he/she develops independence skills. If your child wears shoes without socks, please send an extra pair of socks to be kept in their cubby for naptime as it is a requirement to always have some kind of covering on their feet and that way they can take their shoes off at nap.

Children's clothing can look alike and can easily be misplaced. For identification purposes please label your child's clothing (especially coats) with his/her name and do not send your child to school in valuable clothing.

In the summer we have water play and ask that children bring a swimming suit, however, 2 piece suits are not allowed.

Tattoos are not allowed.

Jewelry is not recommended as it can be a safety issue (particularly dangling jewelry) and may get lost or broken. If you choose to allow your child to wear jewelry, please understand that we cannot guarantee that it will not be lost.

PERSONAL ITEMS

We have plenty of toys and activities for the children's use at school. Please do not allow your child to bring personal items to school. For any exceptions, please speak to the director

SAFETY & SECURITY

NCP is a secured facility. Upon enrollment each family is assigned two security cards that provide entrance to our building during normal operational hours.

Use of the security card is a condition of enrollment. We ask parents not to rely on us to answer the door. We ask that parents follow the rule of one card, one entry. We do understand that you may forget your card occasionally; however this should be the exception not the rule. Additional security cards are available for a fee. We ask that anyone who will regularly be picking up your child (2 or more times a week) be provided with a security card.

SAFE DROP OFF AND PICK UP OF CHILDREN

Drop Off

- Use your security card to enter, please remember "one card, one entry"
- Please sign your child into our Procure Attendance Program using your assigned 4 digit parent code and personal initials
- Deliver personal items to your child's classroom (Do not leave items in the lobby or drop-off room)
- Take your child to the drop off class; never let your child enter class by themselves.
- Assist your child with hand washing,
- Greet the teacher and wait for a daily health check to be completed before departing.

Late Arrivals can be disruptive to the teaching environment. All children need to be in class by 9:00am, ready to participate. If you are unable to have your child at school by 9:00am, please speak to the director for special accommodations.

Pick Up

- Use your security card to enter the building, please remember “one card, one entry”
- Sign your child out using the Procure Attendance Program using your assigned 4 digit parent code and personal initials
- Go to your child; please do not call your child to come to you. The children are not allowed to leave the classrooms or play areas until a teacher has connected with the parent
- Connect with a teacher prior to leaving.
- Pick up any belongings, and check your child’s take home folder.

DO NOT LET YOUR CHILD OPEN THE DOOR TO LEAVE, OR LET ANYONE IN. We take children’s safety seriously so we teach the children to let adults only open and answer doors. Please do not allow older siblings (under 18 years of age) to supervise your child’s drop-off or pick-up. Please do not leave sleeping babies in your car. If you need assistance Miss Daugherty will be more than willing to be off assistance.

RELEASE OF CHILDREN

Children will be released only to the parents/legal guardians or individuals listed on their emergency pick up list. It is the parents’ responsibility to keep this list updated. Upon our request, individuals picking up a child must show verifiable, legal identification that matches the name(s) on the pick-up list or we cannot, and will not release a child to them.

Please keep your child’s student information sheet updated and current. We understand that emergencies occur, so if needed we will call you to get a verbal ok over the phone once as a courtesy, but only once will this be allowed, after that time, you will need to add individuals to your child’s list or send a note to school.

In the case of custody issues/disputes, we are required to have copies of any court documents in order to refuse to release a child to a parent that can prove he or she is the parent (birth certificate) or is allowed to pick up a child.

Siblings and/or anyone else you have on your pick-up list must be 18 years or older in order to: Drop off/sign in and/or Pick up-sign out a child who is enrolled in our program. We must also be notified in advance that someone other than the parent(s)/legal guardian(s) will be picking up the child even if they are on the authorized pick-up list. This gives the Director a “heads-up” and allows time to notify the staff and child as well.

PARKING LOT SAFETY

Please park in the lined spaces in front of the preschool. This keeps children closer to the preschool building. Other spots are assigned parking, including teachers and high school students.

Maintain a safe, steady speed of not more than 5 miles per hour.

Back up slowly with caution. Drive around corners slowly respecting the directional arrows. **MANY CHILDREN OF ALL AGES ARE MOVING ABOUT THE CAMPUS.**

Never leave a child unattended in your car.

Proper, child-safety restraints are required by law when transporting a child in a vehicle. Law mandates us to report to the authorities when a child is not properly restrained in a motor vehicle.

Hold your child's hand in the parking lot, and keep him or her close to you.

ENSURING A PEACEFUL AND SAFE ENVIRONMENT

We have a responsibility to ensure a safe, peaceful environment for everyone. With this in mind, we have established the following guidelines:

- Physical or verbal attacks on others (including staff) or continual defiance will not be tolerated
- Parent/s will be called to pick their child up for the remainder of the day if the above situation occurs.
- If a child is sent home, we may ask to meet with the parent/s prior to the child's return to establish a behavior plan.
- Children with a pattern of harmful behavior or defiance of authority will be withdrawn from the program.

A few additional guidelines that will help us implement our philosophy and support laws governing our center:

- NO SMOKING within 50 feet of our campus.
- Please do not use corporal punishment within 50 feet of the campus
- Refrain from using foul/questionable language while on campus.
- Invitations should be given outside of school unless you are giving them to the entire class. (This is to protect the feelings of those students not invited)
- In accordance with codes, food items for special occasions must be store bought and in sealed packages.

Your child's safety is our top priority as it is with the Department of Early Learning. One of the agency codes specifically targets a sensitive area but it is one that we need to make you aware of.

WASHINGTON ADMINISTRATIVE CODE 388-295-6050 states that staff, parents, and volunteers must not be under the influence of, consume, or possess an alcoholic beverage or illegal drug while on the child care premises or during operational hours. This extends to the campus as well as in a motor vehicle.

We also are not allowed to release children to individuals we suspect may not be **"safe"**.

In the event a staff member observes signs that an individual is *"under the influence"* we will make the determination that it is not safe to release the child to them and we will call someone else on the authorized list to come pick up the child.

Please be aware of this policy as you consider your personal activities, and communicate this information clearly to all of the individuals on your child's authorization list so that they are aware.

We appreciate your help and complete cooperation with very sensitive and important issue. If there are any questions and/or concerns, please do not hesitate to contact the Preschool Director.

HEALTH/PREVENTION OF ILLNESS

In accordance with licensing codes and to maintain as healthy an environment as possible:

- Children must wash their hands upon arrival
- Teachers are required to do a daily health check prior to the parent's departure

Please allow enough time for these health procedures to be completed each morning.

Throughout the day, children are required to wash their hands:

- After using the bathroom
- After handling bodily fluids
- After returning from recess
- Before and after snack and meals
- Any other time the hands are soiled
- Our staff also regularly wash their hands following the same guidelines and requirements

How Hand washing is done at our center:

- Soap, running water and individual towels are available
- Turn on water and adjust temperature
- Wet hands and apply a liberal amount of soap
- Rub hands in a wringing motion from wrists to fingertips for at least 10 seconds
- Rinse hands thoroughly
- Dry hands using an individual towel
- Use the towel to turn off the water faucets
- Throw away the towel in a lidded garbage can

IMMUNIZATIONS

Washington State Law requires that we keep on file each child's immunization status. Each child must have a [CERTIFICATE OF IMMUNIZATION STATUS FORM](#) filled out and signed by a parent or Legal Guardian and kept on file in the Director's office.

If You Have Chosen To Immunize:

For children that are immunized, all immunization must be kept up to date. Children may be excluded from attendance at Northwest Christian Preschool & Daycare if their immunizations are not current.

If You Have Chosen Not To Immunize:

Children can be exempt from immunization for medical, personal or religious reasons. In this case, a statement of *Exemption to Immunizations* must be completed and maintained in the child's file. This form must be signed by a Health Care Provider as well as the parent. Children who are not immunized are required by law to be excluded from attendance when a reportable disease or condition is present in the school and may not return until the incubation period is passed. No tuition credit is provided for these absences.

CONDITIONS FOR EXCLUSION FROM SCHOOL

We want our center to be a healthy place for all. Children with fever, diarrhea or vomiting are not allowed at school for 24 hours **AFTER** the last symptom is gone. Medications that may mask symptoms should not be given just so the child can attend school. They must be symptom free without the aid of any type of medications including over the counter medications. The condition may still be contagious to other children and staff.

This list is a guideline. There may be other conditions that require a child to be excluded from school in order to ensure the child's recovery or reduce the spread of a communicable illness.

- Excessive cough or runny nose
- Sore throat (redness or spots)
- Lethargy (to the point that the child cannot participate)
- Nausea, vomiting (twice in 24 hrs.)
- Diarrhea or loose stool (twice in 24 hrs.)
- Temperature over 98.6 (*under the arm*-a degree is added when taken under the arm)
- Medical condition that has not been appropriately treated
- Questionable rash or markings on the skin
- Chicken Pox, Measles or any reportable condition
- Lice, pin worm, Ring Worm
- Pink Eye or questionable discharge from the eye
- Painful urination or sensitivity in the genital area

ILLNESS PROCEDURES

Our teachers are trained in emergency procedures and observation of children's health. Throughout the day we observe and record. If we notice a health concern we respond by investigating and follow our illness procedure to obtain appropriate care as necessary.

If your child becomes ill during the day we will assess his or her condition. If they are unable to participate as usual we will call the parent to pick him/her up. When a child exhibits any symptoms on our list of excludable health conditions, we will isolate them and call a parent to pick the child up within a 30 minute time frame. This is to lessen the amount of exposure to the rest of the center.

Children contracting contagious illnesses such as rashes, lice, chicken pox, some forms of food poisoning must be kept home and the condition reported to the school as soon as possible so a notice can be posted alerting other parents to the possibility their child was exposed. We do not reveal names when reporting conditions or illness to families. However, sometimes the children themselves may reveal the names of children involved.

In the event of an outbreak of a reportable illness or a highly contagious condition, parents will be notified by posting on the parent board. Please check this often. We may also provide some basic information on the condition and treatment.

Our exclusion policy ensures that exposure to the condition is limited as much as possible. It is very important for parents to partner with us, which ensures we can take appropriate steps to inform other families and reduce exposure.

INJURY PROCEDURES

Minor injuries, like scrapes, will be treated with clear water, hand soap, bandages and ice packs as needed. Children will be comforted and, if appropriate, guidance will be provided on prevention of future accidents. We will write an Accident/Incident Report in Bloomz. You will receive a notice in your parent portal.

Injuries that are more serious or potentially serious will be handled by appropriate first aid measures. Our first concern is appropriate medical care if it is an emergency. We will obtain medical treatment first and then attempt to contact the parent as soon as it is safe to do so.

In the following cases, we will make every attempt to contact the parent after providing first aid. Calls are not limited to the following conditions:

- An injury that may leave bruises on or near the face
- An injury that may leave bruises in a “questionable” area
- A child hits their head
- A child is bitten, leaving a mark, breaking the skin or overly upset by the bite
- An injury to the groin area
- A child is unusually upset following an injury
- The parent’s assistance is needed
- An injury has the potential to grow worse
- A nose bleed that will not stop

MEDICATIONS

Your child may on occasion need us to administer medication while at school. Medication is defined as prescription, over the counter medications, sunscreens, lotions, or ointment. By law, an [Authorization for the Administration of Medication Form](#) is required to administer medication, sunscreen, lotions or ointment—we administer topical and oral medications only.

If your child needs medication, please fill out an [Authorization for the Administration of Medication](#) and leave the form along with the medication in the Director’s box (out of children’s reach). DO NOT bring the medication to the classroom. Please inform your child’s teacher of the medication while dropping off your child. If the medication requires refrigeration, please inform the teacher and you will be directed to the staff room where you may place it in a marked container.

Medications will only be dispensed in accordance with package or prescription instructions. We will never administer aspirin or aspirin products. No medication will be given beyond the expiration date on the package. No medication prescribed to another individual will be administered. Medications must be in the original container, with your child’s first and last name clearly marked. By law, a measured medication dispenser must be included (we are not allowed to use spoons). Do not mix liquid medications with any other substance. Unless it is in the original container, we will be unable to administer the medication.

Medication will be administered by the Director or Acting Director. If a child needs medication off campus (ex: Field Trip), a trained staff member will be authorized to administer and record the medication. Children will not be allowed to self-medicate.

We reserve the right to refuse to administer medications if we deem it necessary or appropriate. If this occurs, we will attempt to contact the parent or individual/s on the child contact sheet to determine an appropriate course of action.

Please do not give your child medications to mask symptoms so that he/she may attend school. For example: Do not give your child Tylenol to bring down a fever. This will only make his/her recovery take longer and will expose other children and staff to the illness. The best place for a child when they are ill enough to require medication is at home resting.

There are cases in which medication prior to arrival at school may be appropriate, i.e. medications for allergies, injuries, or maintenance medications. If your child has taken medication prior to arrival at school, please inform the teacher. Medication reactions may occur and it is very important that the teacher be informed of this possibility so they can properly care for your child's needs.

If your child has Asthma or a medical condition requiring maintenance medications or special medical treatment, there are forms that must be filled out. Please inform the preschool director of this need upon enrollment or any time there is a medical change.

WEATHER/EMERGENCY CLOSURES

Washington weather can be unpredictable. In case of ice, snow, dangerous weather or any disaster, travel in and out of our campus can be seriously affected.

Our first concern in this event is SAFETY. We will open and remain open only if this can be safely done. We will do our best to keep parents informed; however, weather conditions can affect communications.

If the weather is severe, it is important to **make sure that we are open** prior to your leaving for school/work in the morning. During regular school days, in the event we need to close or delay our opening time, we notify the following stations: (They usually begin broadcasting about 6:30 am)

- **MIXX 96.1 FM**
- **KGY 1240 AM**
- **KMAS 1030 AM**
- **KOMO 4 TV**

During the holiday season the stations do not broadcast school closures or opening delays. In that case, please call the main school number (360) 493-2223 to check our status. You can also go online to our website to check the school's status. The school's website is ncslacey.org/ncp-home/ We will also post any closures or delays on our Preschool Facebook page: facebook.com/ncplacey.org/

Please remember, if you feel it would endanger you or your child to attempt to drive in the current conditions, please do not do so. You and your family's safety ALWAYS come first.

EMERGENCY PREPAREDNESS

An emergency can happen at any time. In the event of an emergency, our Emergency Procedures are initiated. These procedures are posted in each classroom and by each exit. The teachers practice these procedures minimally once a month with their children. It is important for parents to familiarize themselves with our procedures. If you are present during an emergency or during a drill please:

- Stay clam
- Listen to directions from Preschool Staff
- Do not remove your child from the center unless the director or teacher in charge releases him/her to you. (This is so that we do not think the child is missing necessitating a search and rescue.)
- Please do not initiate general discussion with staff until emergency/drill is over. Staff members need to stay focused on the safety of the children in their care.

We keep extra supplies on hand in the event of an emergency; however, all children need to have an up-to-date personal comfort kit on site at all times. A list of items is provided upon enrollment. An emergency telephone line is available for the preschool to call out; however, parents may not be able to call in depending on the conditions. An alternate number is available in the [Disaster Plan](#) provided to you upon enrollment. Information will be relayed to them so parents can call that number to find out about their children.

In the event of an emergency that prevents parents from reaching their children, preschool staff will ensure the care and safety of the children until an authorized individual can reach the preschool to sign the child out. Children will only be released to authorized individuals.

Please see your [Disaster Plan](#) that is provided to you upon enrollment for the in depth details dealing with the different disasters possible in our area and how we will prepare and deal with them should they occur.

Thank you for choosing
**Northwest Christian
Preschool & Daycare**