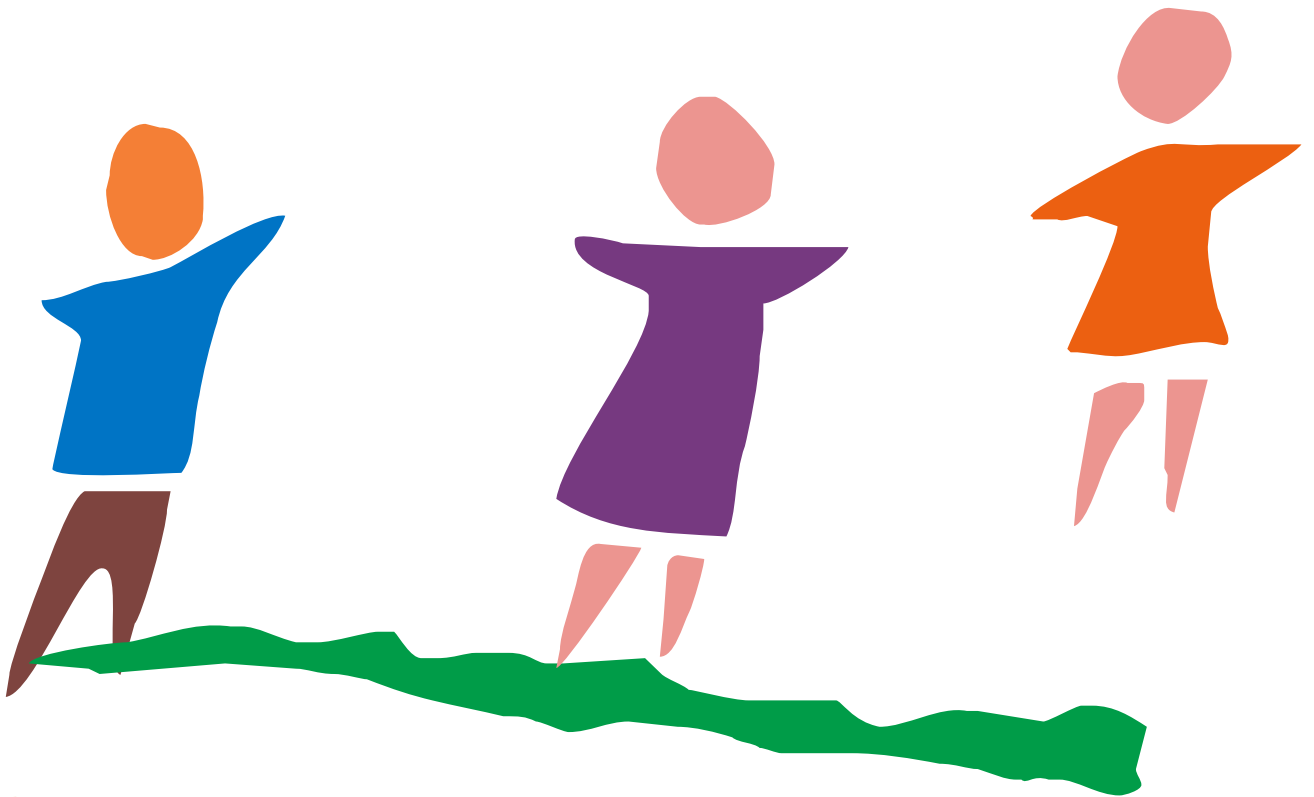
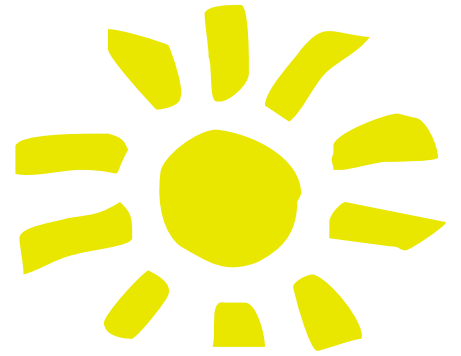


Woodinville Children's Center



Parent Handbook

Woodinville Children's Center

16220 140th PL NE
Woodinville, WA 98072
425-419-7345
woodinvillechildrenscenter.com

Welcome to Woodinville Children's Center, a division of Concord Children's Center.

Woodinville Children's Center is a non-profit daycare that has been serving Woodinville for the past 30 years. We are members of Early Achievers and strive to provide the best environment for our families and their children. We fully recognize that our parents are trusting us with the most important thing in their lives. We highly respect and feel honored that they have given us the opportunity to share in their child's growth. We believe that each child is unique, that he/she will learn best with active play and positive interaction with their peers. We encourage each child to grow and develop at his/her own pace. We provide a safe and secure environment which keeps children interested and focused. Your child will develop a sense of independence, responsibility, and respect for themselves and others. Parents are encouraged to visit often. We have an open door policy and ask parents to share any special talents they may have with the children in our center.

Sincerely,

Ellen McVey
Center Director
ellen@woodinvillechildrenscenter.com
office: 425-483-0302
cell: 425-419-7345

Updated June 2016

Enrollment and Admission

We serve children ages 4 weeks to 12 years. We take children on a full or part time schedule. We accept DSHS and have drop in care on a space available basis. We offer before and after school care for a number of schools in our area. We like to have parents visit us with their child so their child can have an easier transition into our center. Our registration form must be filled out completely before the child's start date.

Tuition

Tuition payments are due on the 1st of each month. A late fee of 5% will be added to the tuition amount if payment is received after the 7th of each month, unless other arrangements have been made with the Director.

Under 12 months		
Weekly Rate	4 or 5 days a week	\$365.00
	3 days a week	\$273.00
	2 days a week	\$182.00
	1 day a week	\$91.00
Daily Rate*		\$85.00
Hourly Rate*		\$10.00
12 to 30 months		
Weekly Rate	4 or 5 days a week	\$306.00
	3 days a week	\$228.00
	2 days a week	\$152.00
	1 day a week	\$76.00
Daily Rate*		\$80.00
Hourly Rate*		\$10.00

30 months to 5 years		
Weekly Rate	4 or 5 days a week	\$269.00
	3 days a week	\$201.00
	2 days a week	\$134.00
	1 day a week	\$70.00
Daily Rate*		\$75.00
Hourly Rate*		\$10.00
School Age		
Weekly Rate	4 or 5 days a week	\$258.00
	3 days a week	\$195.00
	2 days a week	\$130.00
	1 day a week	\$65.00
Daily Rate*		\$70.00
Hourly Rate*		\$10.00

Rates Effective July 1st 2016

* Daily and hourly rates are for drop in care only on a space available basis. Please give us 24-hour notice if you will be needing drop in care.

Families with more than one full time students will receive a 10% discount on the oldest child's tuition.

School year, under 5 hours a day is \$165/week

Registration

A \$50.00 non-refundable deposit will be required to secure your spot. Spots cannot be held for more than one month in advance.

Hours of Operation

Our center is open Monday thru Friday from 6:00am to 6:30pm. We will be closed:
New Year's Day
Memorial Day
4th of July
Labor Day
Thanksgiving and the Friday after
Christmas Eve and Christmas Day

If the listed holiday falls on a weekend we will be closed the closest day to it. A notice will be posted in the center and on our Facebook page if we will have any closures due to inclement weather and/or power outages.

Late Pick up Fee

Our center closes at 6:30pm. A late fee of \$15.00 will be charged at the start of every 30 minutes' period. Late fees are due within one week of the charge. Please contact us if you know you are going to be late picking up your child. We will start calling emergency contacts if we have not heard from you by 7:00pm. CPS may be called if we have not heard from you by 7:30.

Delinquent Account Procedures

Enrollment will be suspended if balance due is not paid by the end of the month. Any account delinquent for 30 days will be turned over to collections and reported to the 3 major credit agencies. Any costs incurred in the collection of delinquent accounts will be added to the balance due.

2-week Notice

A 2 week written notice is required if you will be withdrawing your child.

10-Hour Rule

10 hours is considered a full day. Any child going over 10 hours will be charged a late fee of \$15.00 per every 30 minutes of care.

Signing in and out

Parents or guardians are required to sign your child in and out on the paper form and our computer. This is necessary because these form are used by different agencies. Parents or guardians must sign in the log book their full name. For child safety please take your child to the teacher on duty. Make sure the teacher has contact with you at drop off and pick up. We will only release children to the adult pre-authorized on the registration form. ID may be required at the teacher's discretion.

Updated June 2016

Daily Schedule

6:00am – Center opens, free play
7:30am to 9:30am – Breakfast
9:30am – Circle Time/Activities
10:30am – Outside Play
11:30am – Lunch
12:00pm – Rest Period
2:00pm – Quiet Play as Children Wake up
2:30pm – Snack
3:00pm – Outside Play/Activities
5:30pm – Classrooms Combine Upstairs
6:30pm – Center Closes

Meals and Snacks

We serve breakfast from 7:30am to 9:30am. Lunch is at 11:30 with snack being from 2:30 to 3:00. Our menu is posted each month in our center and on our website. No outside food is allowed and we are a nut-free zone. Food for parties is allowed as long as it is store bought and not homemade. Modified diets require written instructions from your health care provider.

Non-Discrimination Statement

We will provide childcare to any child, regardless of race, sex, national origin or disability. Translation of written material will be provided when necessary. In an effort to respect all cultures, holidays relating to religious beliefs will not be celebrated.

Health, Safety and Emergencies

To protect our children and staff please keep your child home if ill. Symptoms include diarrhea two times in a 24-hour period, vomiting, fever over 100, drainage from the eyes, lice, or any symptoms of a contagious ailments. Your child may not return to the center until they have been without symptoms for 24 hours. Please have a backup plan childcare if your child is sick. Please let us know if your child will not be attending and why. If your child becomes ill or hurt at school, you will be called to pick up your child. Please make sure we have a phone number that can reach you immediately in case we need to call. 911 will be called if necessary. The first call will be made to parent. If we have no reply within 15 minutes we will start calling emergency pick up contacts. Since we do not have the facilities to quarantine a sick child from other children, your child must be picked up within one hour of the first phone call. Upon picking up your child you will receive an illness report listing health issues and requirements for your child to be able to come back to school. Anyone working in the childcare field are mandatory reporters. We are required by law to contact Child Protective Services if we suspect any type of abuse. These can be in the form of physical, mental abuse or neglect.

Updated June 2016

Medication Policies

Medication must be given to the staff person in charge by the parent when entering the center. A medication form must be filled out and signed by the parent. All medication must be in the original container labeled with the child's name, date, and instructions for giving the medication. A doctor's note is required for any prescription medication. Over the counter medications like antihistamines, decongestants, anti-itch and diaper cream only need parents' permission. We will not give any fever reducing medications that would mask a fever.

Open Door Policy

We have an open door policy at our center. Anytime you wish to come spend time with your child during the day is alright. We do ask that visits are not made during nap time which is from noon to 2:00pm.

Toddler, Waddler and Infant Policies

Diapers and plastic pants are provided by the parents. We record diaper changes on your child's daily sheet. At the parents request we will use their cloth diapers. We have a 2 hour check or change policy which means, except for nap time, diapers are checked or changed every two hours. Diapers could be changes earlier if needed. When more diapers or wipes are needed the teacher will put a note on your child's daily report. If a child is out of diapers, there will be a \$.50 fee per diaper that we have to use from our supply. Teachers will thoroughly clean hands and changing table between each change. Diapers are removed from the center as needed and at the end of the day. We will initiate potty training when the child indicates a readiness and in consultation with parents. Parents will supply training pants for the child. When transitioning a child to the next age group we will notify the parent and take time to let the child get used to the other room for short periods before the full time transition is done. This make the transition easier on the child. We take kids outside to play every day so clothes and shoes may end up wet and dirty. We ask that parents provide at least 2 extra sets of clothes and an extra pair of shoes. Please make sure all items have your child's name on them. Infant parents will need to provide all bottles and solid foods for their infant. Bottles need to be labeled with the first and last name and date. Bottles also need to be pre-made. All food items need to be labeled with the infant's name. No outside toys are allowed.

Preschool and School Age Policies

We ask that parents bring one set of extra clothes for their child. No outside toys or electronics are allowed, except for show and tell day. Preschoolers still in pull ups will need two extra sets of clothes, pull ups and wipes. We use stand up diaper procedures in the preschool room.

Program Policies

Written information on center policies will be discussed upon enrollment. After going over the policies, parents will sign and date the forms and return them to the Director.

Disaster Plan

Our center is supplied with sturdy containers filled with a 3-day supply of food, water, blankets, and infant formula. All staff are given yearly trainings on our disaster plan. Drills are run monthly. Our disaster plan is available upon request. In the event the center has to close due to snow, power outage, or other unexpected closure, we will try to post on our Facebook page, by 5:30am that the center is closed.

Website/Facebook

Parents can go to our website, woodinvillechildrenscenter.com to view parent handbook, registration paperwork, and newsletter. We also have a Facebook page. Most general communication with families will be on our Facebook page.

Information Updates

We will have parents fill out information updates in January of each year. If you have any changes during the year, please inform us of those changes as soon as possible. We will have update forms available for you to use.

Field Trips

During the summer we will be taking preschoolers and school age children on field trips. Most of our trips are free because we visit a number of local parks. At the start of summer, you will be given a list of trips with permission forms and total cost of all field trips. Permission forms and payment must be turned in before the first field trip.

Vacations

Families will be able to pro-rate one week of vacation after they have been with us for a year. Two weeks will be available after year two. These pro-rated weeks must be taken in weekly increments. Parents will need to fill out a vacation request form to use these weeks.

Evaluations

We use two different evaluation tools in our center. We use the ASQ3 (<http://agesandstages.com/products-services/asq3/>) and Gold Plus Teaching Strategies (<http://teachingstrategies.com/>). Both evaluation tools cover different developmental areas. Teaching Strategies Gold goes hand in hand with Creative Curriculum, which is the curriculum that we use. Upon enrollment parents will be asked to fill out and ASQ3 evaluation along with the teacher filling out one. After that evaluations will be done 3 times a year for both evaluation tools. An example of each is located in the back of the handbook. (see attached examples)

Behavior Management Philosophy

A positive atmosphere will be strived for at all times. A good night's rest and unworried mind are helpful for your child's to have a successful day. Please inform us of any difficulties your child may be dealing with.

- ❖ No harsh or humiliating punishment will be used. This includes no spanking, shaking, jerking or any other means of inflicting physical pain.
- ❖ All behavior corrections will be done in a positive manner to build self-esteem.
- ❖ We give warnings to help with transitions: "You can play for five more minutes and then we will clean up."
- ❖ We give choices: "You may play in home living or you may read quietly in the library."
- ❖ We have regular routines so that the children are comfortable with.
- ❖ We avoid nagging. We tell the child what we expect, followed by showing the child and making sure he/she understands. We then help the child do what is expected.
- ❖ We are consistent. We have a routine that is the same every day so the children know what to expect and learn to trust and feel safe in their environment.
- ❖ We use the affirmative: "We use walking feet indoors", rather than: "don't run".
- ❖ We get a child's attention by getting down to their level, making eye contact, speaking quietly and directly to the individual child.
- ❖ We tailor our expectations to be developmentally appropriate for each child in our care.
- ❖ We encourage children to work through their problems together.
- ❖ If a child is having self-control issues they are encouraged to find a quiet place to regain control.
- ❖ In the event that a child cannot be redirected away from unacceptable behavior a parent may be called to talk to them. If poor behavior continues on a substantial level a behavior contract will be written up between the parent and the center. This is to help both parents and staff develop a plan to help the child correct the behavior. If there is the need for 3 behavior contract in one year, the child's enrollment may be terminated.

Resource Links

Washington State DSHS Working Connections Child Care

WA State child care subsidy for TANF recipients and working families

<http://www.dshs.wa.gov/onlinecso/wccc.shtml>

DSHS Eligibility Calculator

Tool for determining eligibility for state benefits

<http://www.dshs.wa.gov/esa/tec/>

Parent help 123

Website for families and individuals in Washington offering information on health care and other resources and public benefits.

<http://www.parenthelp123.org/>

No Child Left Behind (NCLB)

Office of Superintendent of Public Instruction

360-725-6000 360-664-3631 (TTY)

<http://www.k12.wa.us/ESEA/Contact.aspx>

Nut Free Zone

We are a nut free center. Outside food is not allowed to be brought in. If we have a staff member or child that has any additional allergies, other foods may be banned. An example of this is strawberries.

No Smoking

There is no smoking on the center site including parking areas.

10 mph

For safety reasons we ask that all vehicles travel at no more than 10mph. We also ask that vehicles are not left running when you come in to pick up your child. No minors can be left in the car when picking up other children.