

NON-DISCRIMINATION

Children's Village does not discriminate on the basis of race, sex, national origin, religion or disability.



TRANSPORTATION

Transportation will be provided by Children's Village vans/busses in safe operating condition. Our drivers have current first aid, CPR and STARS training. Good behavior is required on our vans/busses to ensure the safety of all passengers. Inappropriate behavior may result in suspension from the vans/busses. If your child will be transported by our vans/busses, you will receive a copy of the Transportation Policies and Procedures. You are responsible for reviewing the information with your child.

We will transport your child to and from school based on the schedule you give us. If we are to transport a student to school in the morning, they must arrive at Children's Village no later than 7:45 a.m. If your child is scheduled for pick up after school, and you want to change that for the day, **you must notify us by phone, by 2:00 p.m.**; this is to prevent us from searching for a child who is absent or has already been picked up by parents. Your cooperation is extremely important.

Failure to notify us of changes in your child's transportation needs will result in a \$5.00 charge for each occurrence.

We transport to: **Peter S. Ogden, Marshall, King, Roosevelt, Truman, Walnut Grove and Marrion elementary schools.**

TERMINATIONS

Children's Village reserves the right to suspend or terminate enrollment if a child's attendance creates a hazard to any person at this center. This includes, but is not limited to, excessive biting, inappropriate behavior on school vans/busses, physical abuse, intimidation, bullying, or excessive inappropriate language. Intentional misuse of school property may result in parental liability for damage caused and/or termination of enrollment. Children's Village must have a positive relationship with guardians or with other people who are authorized to pick up your child. If that relationship is compromised, Children's Village reserves the right to terminate a child's enrollment.

In order to ensure a positive line of communication with Children's Village, please discuss any concerns or suggestions you may have with your child's teacher or a supervisor. If you would like to schedule a meeting with your child's teacher or the director, please contact the school.

We may terminate a child's enrollment for any reason that in our opinion will make a better or safer environment or a more productive or pleasant atmosphere at Children's Village.

ENROLLMENT INFORMATION

- Registration Fee** Upon enrollment, a non-refundable fee of \$75.00 must be paid. Registration fee will be billed each year on September 1st and will be due with that week's tuition.
- Enrollment:** There could be up to a 3-day waiting period before your child may attend. This will allow Children's Village to process your paperwork and complete an orientation with you. All families must attend an orientation before the child may attend.
- Tuition** Tuition charges are invoiced on Monday of each week and must be paid by 6:30 p.m. Wednesday to avoid a late charge of \$5. Accounts 5 days in arrears are subject to enrollment suspension or termination.
- Schedule** You will be billed for the schedule of days you select. You may change your schedule whenever necessary by submitting a "Notice of Change", which will become effective the following Monday. The minimum you may reduce your schedule to is 1 day at your normal schedule of hours.
- Discounts** Families with 2 enrolling siblings will receive a 25% discount off the lowest scheduled tuition. Families with 3 or more enrolling siblings will receive a 50% discount off the lowest scheduled tuition. Extra days or hours used over the scheduled weekly billing will not receive the family discount.
- Absences** No credit will be given for days absent or holidays that our school is closed. During extended absences, your account must be kept current. In addition, if your child is absent more than one week and you have not contacted us, your enrollment may be terminated.
- DSHS** Children's Village accepts payments from the State of Washington Department of Social and Health Services (DSHS). To see if you qualify for benefits through DSHS, please call 877-980-9180.
- If you are receiving DSHS childcare benefits, it is your responsibility to communicate with DSHS any changes in your employment, schedule, or other personal information within 10 days of the change. We will attempt to remind you before your childcare benefits end but it is your responsibility to maintain your benefits and submit your paperwork to DSHS so there is not a lapse of your benefits.
- If you use childcare for personal reasons, other than work or school, you will be responsible for paying for that day(s) at the Children's Village daily rate.
- It is your responsibility to notify DSHS if your child will need "activity fees" to pay for field trips. Field trips will be billed to your account. Upon receipt of DSHS payment, we will credit your account.

Meals	Meals and snacks are included in the tuition charge. Children's Village is a peanut-free childcare due to peanut allergies. For the safety of the children, please do not send peanut butter with your child for lunches and snacks. Children's Village prepares meals and snacks on a 3-week rotation. If the menu has items on it that you know your child will not eat, please do not hesitate to send a snack or lunch, with your child's name on it. If your child has an allergy, please have a doctor's note stating what the allergy is. Be prepared to complete an Individual Plan of Care. If your child is lactose intolerant, please provide a doctor's note and have the doctor indicate an appropriate substitution i.e. water or juice. If you would like your child to have Soymilk to drink, you must provide the Soymilk. Please complete an Individual Plan of Care.
Diapers	When provided by Children's Village, diapers will be billed to you at \$.80 each.
Clothing	We ask that you provide a set of extra clothing for your child. When necessary for us to provide clothing, the charge is \$3.00, non-refundable.
Special Activities	Fieldtrips and special activity fees, will be billed to your account
Add'l Time	Schoolage children, when taken to or released from school earlier than usual, will be billed for extra care.
Transportation	\$5 will be charged to your account for failure to notify us of changes in your child's transportation schedule.
Withdrawals & Refunds	You may withdraw your child at any time, although we require two week's written notice for you to receive a refund of tuition paid in advance. If Children's Village terminates the enrollment of a child, any unused tuition will be refunded.
NSF Checks	NSF checks will incur a \$20.00 NSF charge. At our discretion, payment of NSF checks must be made by cash.
Day Care Hours	We are open Monday through Saturday from 5:30 a.m. to 6:30 p.m. except for the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. We close at 5:00 p.m. on Christmas Eve.
Late Pick-up	We close at 6:30 p.m. Children picked up after 6:30 p.m. will be charged \$1 per minute. The additional charge is due by Wednesday at closing.
Pet Policy	Children's Village does not have pets on the premises.

Disaster

Preparedness Is posted in the lobby of the school, in each classroom and is available to print out from our website – www.childrensvillage.net

DAILY SCHEDULE

The following is a general outline of a typical day for your child at Children’s Village. Your child’s teacher can outline a more specific schedule and each classroom has a posted schedule and lesson plan.

Our preschool program is from 8:00 to 11:15 a.m. We use the High Reach curriculum. Please see your child’s teacher for more information on the curriculum. Preschool children (Toddler through Kindergarten) must arrive at Children’s Village before 11:30 a.m. or wait until after 2:30 p.m. to come in.

MORNING SCHEDULE 8:00-11:00	Free play with opportunities for small group interaction.
	Large group activities including circle time, music or games
	Restroom breaks and hand washing are provided as needed.
	Outdoor playtime is scheduled for all age groups
12:00 – 2:30	Naptime (Length of time varies depending on child’s age) – offered to children Toddler through Kindergarten classes.
AFTERNOON SCHEDULE 2:30-6:30 p.m.	Outdoor playtime is scheduled for all age groups.
	Restroom breaks and hand washing are provided as needed.
	Free play with opportunities for individual activities and small group activities.

FOOD PREPARATION

All food served to the children will be prepared in our facility or purchased from a store.

Children’s Village is a peanut-free daycare. Please do not send your child food containing peanuts, peanut butter or made with peanut oil.

Food brought in to the school by parents, to be served to other children (i.e. cookies, cupcakes) must be purchased from a store and served in its original container.

Employees preparing and serving food are trained and qualified in safe and sanitary food preparation. All dishes and utensils are washed and sanitized after each use.

Children are taught and encouraged not to share dishes or eating utensils.

Food brought from home for your child must be in a container labeled with your child’s first and last name and current date. We will supplement food brought from home that does not meet nutritional requirements.

Giving a child a bottle containing milk before sleeping is very detrimental to the development of the child's teeth. Parent must provide their child's bottle for the day. The bottle brought in must have a cover and your child's name and the date placed on the side of the bottle. Only water will be offered at naptime.

FOOD ALLERGIES

Please advise the director of any food allergies.

Milk: We are required by the U.S. Department of Agriculture to offer milk at breakfast and lunch. If a child is allergic to milk, a doctor's letter must be provided stating the allergy and appropriate substitute. **The parent must provide fluid milk substitutes.**

Other Foods: Parents should review our menus. If your child is allergic to a particular food, we must have a doctor's note stating the allergy and possible side effects. You must also complete an "Individual Plan of Care" before your child may attend. Please feel free to provide a "sack lunch" or snack for those meals that you feel your child will not eat.

MEAL TIMES	
6:00 a.m. – 7:45 a.m.	Breakfast
9:15 a.m. – 9:45 a.m.	Morning Snack
11:15 a.m. – 12:15 p.m.	Lunch
2:30 p.m. – 3:30 p.m.	Afternoon Snack
5:00 p.m. – 5:30 p.m.	Late Afternoon Snack

Children arriving before 7:45 a.m. will be offered breakfast. A typical breakfast will consist of 100% fruit juice, milk and cereal. Children arriving before 12:15 p.m. will be offered lunch. A sample of a typical lunch is spaghetti with meat sauce, garlic bread, green beans, oranges and milk.

Snacks shall consist of, but are not limited to, 2 of the following items: milk fruit and/or vegetables; 100% fruit or vegetable juice; whole grain or enriched breads or cereal products; and animal or vegetable protein. WAC 388-150-240

A menu of breakfast, lunch and snacks is posted on the menu board outside the kitchen at least one week in advance. Copies are available.

All lunches and snacks comply with the Child and Adult Care Food Program administered by the State of Washington and the U.S. Department of Agriculture and contain adequate nutrients for a meal that is well balanced and tasteful. Meals are served in portions appropriate to the age and size of the children who are being served.

Children’s Village Discipline Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, Children’s Village will practice the following discipline and behavior management policy.

We Do	We Do NOT
Praise, reward, and encourage the children.	Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the child.
Reason with and set limits for the children	Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children
Model appropriate behavior for the children.	Do not shame or punish the children when bathroom accidents occur.
Modify the classroom environment to attempt to prevent problems before they occur.	Deny food, outside play or rest as punishment.
Listen to the children.	Relate discipline to eating or sleeping
Provide alternatives for inappropriate behavior to the children	Leave the children alone, unattended or without supervision
Provide the children with natural and logical consequences for their behavior	Allow discipline of children by children.
Treat the children as people and respect their needs, desires, and feelings.	Criticize, make fun, or otherwise belittle children’s parents, families, or ethnic groups.
Ignore minor misbehaviors.	
Explain things to the children on their levels.	
Use short supervised periods of “time out”.	
Try to stay consistent in our behavior management program.	

Conferences will be scheduled with parents if disciplinary problems occur. If a child’s behavior consistently endangers the safety of the children around him/her, the director may terminate childcare services for that child.

SIGNING IN AND OUT

The State of Washington (WAC 388-150-460) requires that the parent, or any person authorized by the parent to take the child to or from the school, shall sign the child in on arrival and out when leaving, using a full, legal signature. Parents will also sign in and out on the computer. **Be prepared to show your picture I.D. each time you come in.**

- Children are not permitted to leave the building without being accompanied by an authorized person.
- A child will only be released to persons over 18 years of age – authorized on the registration form.
- Our staff will ask for picture identification before releasing a child.

When the child leaves the center to attend school as authorized by the parent, we will sign the child out and back in upon their return to our center.

If we release a child to a parent or other authorized person who appears to be under the influence of drugs and/or alcohol, we are obligated to notify the police.

TRIAL VISITS

We will gladly schedule a trial visit before enrollment. The visit must not exceed 2 hours and will not be during naptime. An ideal time for a trial visit is 9:00 a.m. – 11:00 a.m. We must have a completed registration application before the trial visit.

VISITORS

Visitors must check in at the front desk and receive a visitors pass. Parents may have access at any time to areas of the school that are used by the children. Enrolling parents will have unsupervised access only to their own child. Visitors must be authorized by the enrolling parent and will not be allowed unsupervised access to children.

ABSENCES

Please call in by 9:00 a.m. on days that your child will be absent from school.

SANITARY HEALTH CARE PROCEDURES

Hand washing procedures – children: Children are encouraged and taught the importance and proper methods of hand washing (immediately upon arrival at school, after using the bathroom, before meals and before cooking activities).

Hand washing procedures – staff: Staff will wash their hands at the following times:

- Immediately upon arrival at school
- After diaper changing or toileting
- After coming into contact with body fluids
- Before serving or preparing meals

- After personal toileting
- After attending to an ill child

Soiled Clothing: Soiled clothing will be placed, without rinsing, in a plastic bag and returned to parents.

Please provide a change of clothing for your child to keep in his/her cubby.

Diaper Changing: Diapers are to be provided by the parents. Cloth or disposable diapers may be used. The following are the procedures used by Children's Village staff:

1. Wash hands.
2. Gather necessary materials.
3. Change diaper without leaving child unattended.
4. Dispose of diaper – disposables in covered container, cloth in a plastic bag sent home. Cloth diapers and soiled clothes are treated as soiled clothing (see above procedure).
5. Disinfect changing table with chlorine solution.
6. Wash child's hands.
7. Staff washes hands.

Toilet Training: Toilet training is initiated when the child indicates readiness and in consultation with the child's parent. During toilet training, Children's Village will provide appropriate equipment, which shall be sanitized after each use. Parents are to supply training pants, plastic pants and extra clothing during toilet training.

First Aid: A person having completed a certified first aid course approved by the State, as well as a course in cardiopulmonary resuscitation (CPR) shall be present in all areas, at all times.

A complete first aid kit is kept on hand, both at the center and in each van/bus.

First aid supplies are checked weekly by the director and replaced as needed.

The following procedures will be followed in the event of a medical emergency:

- Appropriate first aid will be applied immediately to the injured child
- Emergency rescue (911) will be called if needed
- Parents will be immediately informed of the situation
- If parents cannot be reached, another authorized person will be contacted.
- Children's Village Accident/Incident Report will be completed and signed by: the teacher on duty at time of the accident, the director or her representative, and parent or legal guardian

Disaster Preparedness Plans are posted in the lobby of the school, in each classroom and on our website: www.childrevillage.net

Fire drills are conducted each month. Disaster drills (earthquake) are conducted each quarter.

Reporting of Incidents: Children's Village Day School is bound by Washington State Law (WAC 388-150-480) to report to the proper authorities evidence of any of the following:

- A death, serious injury requiring medical treatment or illness requiring hospitalization of a child in care, by telephone and in writing, to the parent, licensor and the child's social worker, if any.
- Any instance when the licensee or staff has reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or child exploitation as required under chapter 26.44 RCW, by telephone, to Child Protective Services (CPS) or local law enforcement. We may not notify parents when the police or CPS is called about possible child abuse, neglect or exploitation. This will depend on the recommendation of CPS when they are called.
- Any occurrence of food poisoning or communicable disease, as required by the State Board of Health, by telephone, to the local public health department.

MEDICAL CARE

Health Care Consultant: Zoia Koloskova, R.N.
2904 NE Burton Road – (360) 944-0123
1900 NE 129th Steet – (360) 573-1144

Hospital Used For Emergencies **Southwest Washington Medical Center**
400 NE Mother Joseph Place
Vancouver, WA
(360) 256-2000

Illnesses: Children complaining of illness, or found to be ill, will be allowed to rest in a room separate from other children. Parents will be notified immediately. Depending upon the severity of illness, parents may be required to pick their child up as soon as possible. Our health room is small and may accommodate one ill child at a time. Due to the limited space, we ask that your child be picked up within an hour of your being notified.

Any child determined to be carrying a communicable infection (measles, chicken pox, head lice, etc.) shall be isolated from others until such time that parents pick their child up. Parents will be requested to pick their child up immediately in these situations.

We ask that parents not bring their child to the center if they are aware of any of the following:

- Fever of 101° degrees (axillary) or higher
- Vomiting on two or more occasions within the past 24 hours
- Diarrhea – three or more watery stools in a 24-hour period.
- Open or oozing sores, unless properly covered or 24 hours on antibiotic treatment
- For suspected communicable skin infection such as impetigo, pink eye and scabies: The child may return 24 hours after starting antibiotic treatment.
- Lice or nits
- Rash
- Eye discharge
- Fatigue that prevents participation in regular activities.

Prescription Medicines: Under penalty of state law, Children's Village can only accept medicine in it's original container, labeled with the child's first and last name, the date the prescription was filled or the medication's expiration date, and legible instructions for administration (dosage and time to be given).

Medicine will be given by the director, the child's teacher, or the staff in charge. According to our health policy, we must have a 3-day supply of a prescribed medication to be kept with our disaster kit in case of an earthquake or other disaster.

Children's Village will:

- Keep medication inaccessible children;
- Store external medication separate from internal medication;
- Keep records of medication disbursed;
- Return to the parent or other responsible party, or dispose of, medications no longer being used.

Parents must complete our medication log each day that medicine is to be given, authorizing our staff to administer it. The required information includes:

- child's name (first and last)
- child's date of birth (DOB)
- name of medication
- dosage amount and frequency
- date and time medication is to be given
- reason for giving medication
- expected side effects
- parent's signature

If a child will remain on the same medication more than 30 days, a long-term authorization form may be used.

Non-Prescription Medicines: The following classifications of medicine can be given with written parental consent only at the dose, duration and method of administration specified on the manufacturer's label for the age or weight of the child:

1. diaper ointments and powders, intended for "diaper rash"
2. antihistamines
3. non-aspirin fever reducer
4. cough suppressants
5. decongestants

Sunscreen must be administered before the child arrives at Children's Village or the parent/guardian may come in and administer the medicine.

IMMUNIZATIONS



To protect all children and staff in our care, and to meet state health requirements, children must be immunized or in the process of being immunized.

Children need to be immunized for the following:

- DaPT (Diphtheria, Tetanus, Pertussis)
- IPV (Polio)
- MMR (Measles, Mumps Rubella)
- Hepatitis B
- HIB (Hemophilus Influenza Type B)
- VARICELLA (Chickenpox) –

1. Children 19 months of age up to kindergarten entry attending licensed child care centers or preschools
2. Children attending kindergarten
3. Children attending 6th grade under 13 years of age

Children may attend childcare without an immunization:

- When the parent signs the back of the CIS form stating they have personal, religious or philosophical reasons for not obtaining the immunization (s)

OR

- The health care provider signs that the child is medically exempted.

Children who are not immunized cannot be accepted for care during an outbreak for diseases, which can be prevented by immunization. This is for the un-immunized child's protection and to reduce the spread of the disease. Examples are a measles or mumps outbreak.

SUPPLIES NEEDED

- 1 complete change of clothes (shirt, pants and underwear) labeled (permanent ink) with child's name – toddlers through kindergarten
- 1 crib-sized sheet which will become community property for children and will not be returned to you – toddlers through kindergarten
- 1 crib-sized blanket labeled with your child's name – toddlers through kindergarten. Please do not bring oversized blankets, as your child's cubby is not big enough for it. Please take your child's blanket home each Friday and launder.
- If you bring a pillow, it must be small – no larger than 8 x 11 inches.

No Toys From Home: We have a "No Toy" policy at Children's Village to prevent items from being lost, stolen or broken. The only exception is items for "Show and Tell" on scheduled days. Children's Village cannot be responsible for these items

No Gum or Candy: Please do not bring gum or candy to Children's Village. On certain occasions, we do provide candy as a special treat.