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PARENT HAND BOOK

2019

WWW.COUNTRYDAWNPRESCHOOL.COM

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If you have any questions or comments about anything contained in this handbook please do not hesitate to ask. Your suggestions and comments are encouraged. My commitment is to make Country Dawn the best child care center possible. With your input we can make a difference.

Julie Bliven

Director

DEFINITIONS:

Part time - less than 6 hours per day.

Full time - 6 or more hours per day.

Infants - 6 weeks to 12 months of age.

Pre-Toddlers - 12 months to 18 months of age.

Toddlers - 18 months to 24 months of age.

Older Toddlers - 24 months to 30 months of age.

Pre-Preschool - 30 months to 36 months of age.

Preschool - children 3 through 4 years of age & toilet trained.

Pre-Kindergarten - children 4 through 5 years of age.

School aged - children who attend kindergarten and up.

Note: Because children develop at different rates the age parameters for our programs are some what flexible. So the specific age limits indicated are not an absolute.

MISSION STATEMENT: At Country Dawn we provide a safe, warm and stimulating environment that all children need and deserve. We strive to provide the best possible care for children 6 weeks through 12 years of age, respecting each child's individuality. Helping each child to develop academically, physically and socially while maintaining self confidence and a positive self image.

CURRICULUM OVERVIEW:

Infant Curriculum

Country Dawn provides help to your child on a number of skills throughout the year. We will do a lot of practicing when it comes to tummy time, rolling over, sitting up, pulling up and eventually walking. We like to get creative, so every month we will have a different project and an activity involving painting and coloring. Throughout the day we will read books and sing songs. As they start being more independent and moving around more on their own, during the spring and summer we have outside play, weather permitting. We play an array of nursery rhyme music as well as music from different cultures to incorporate diversity in the classroom. Once a month, a consulting nurse comes to our classroom to visit with us and answer any staff and/or parent questions. She also updates us on illness, child development, and other current information regarding your child's health. If there are any specific details or goals you would like us to work on with your child, please feel free to talk to us. Country Dawn partners with The Sno-Isle Library and monthly receives new hardback books for our classroom.

CDC Assessments are provided to families each fall and spring. Teacher Parent Conferences start in the Preschool Classrooms, however a conference is provided to any of our families when requested. Country Dawn also participates in Early Achievers, which is Washington's Quality Rating and Improvement System. (www.del.wa.gov)

Pre-Toddler - Pre-Preschool Curriculum

Country Dawn provides a hands-on curriculum that includes; small group time, circle time, outside play, free choice play, theme based arts and crafts activities. Basic academic skills; recognizing shapes, colors, letters and numbers are incorporated throughout the day. Language and Social/Emotional development is practiced all day; expanding the children's vocabulary, their ability to communicate, play with peers, and follow the teacher's instruction. Country Dawn's curriculum follows the Early Learning Guidelines set by Washington State Department of Early Learning. (www.del.wa.gov)

Country Dawn partners with The Sno-Isle Library and monthly receives new hardback books for our classrooms. Once a week our Older Toddler and Pre-Preschool classes have a Spanish lesson, where they are introduced to basic Spanish words and phrases; greetings, numbers, colors and theme based words for example. Country Dawn offers HappyFeet (www.seattlehappyfeet.com), a weekly extra-curricular soccer fitness program to our Older Toddler and Pre-Preschool classes. HappyFeet is a professionally developed child fitness soccer program based on 25 years of youth coaching experience. HappyFeet programs are great fun and age-appropriate.

CDC Assessments are provided to families each fall and spring. Teacher Parent Conferences start in the Preschool Classrooms, however a conference is provided to any of our families when requested. Country Dawn also participates in Early Achievers, which is Washington's Quality Rating and Improvement System. (www.del.wa.gov)

Preschool and Pre-Kindergarten Curriculum

Country Dawn provides a hands-on curriculum that includes; small group activities, circle time, outside play, free choice play, theme based arts and crafts, science and baking activities. Basic academic skills; recognizing shapes, colors, letters and numbers are incorporated throughout the day. Language and Social/Emotional development is practiced all day; expanding the children's vocabulary, their ability to communicate, play with peers, and follow the teacher's instruction. Country Dawn's curriculum follows the Early Learning Guidelines set by Washington State Department of Early Learning. (www.del.wa.gov)

Once a week our Older Toddler, Pre-Preschool, Preschool and Pre-K classes have a Spanish lesson, where they are introduced to basic Spanish words and phrases; greetings, numbers, colors and theme based words for example. Country Dawn offers HappyFeet (www.seattlehappyfeet.com), a weekly extra-curricular soccer fitness program to our Preschool and Pre-K classes. HappyFeet is a professionally developed child fitness soccer program based on 25 years of youth coaching experience. HappyFeet programs are great fun and age-appropriate. Full-Day Pre-K classes use Second Step, social-emotional skill program for Early Learning. The Second Step early learning program has been carefully designed to help guide our children to learn, practice and apply skills for self-regulation and social-emotional competence. Full-Day Pre-K classes use activities from Phonemic Awareness: The Skills That They Need To Help Them Succeed! (Pre-K Version). This book has a 35 week curriculum of daily phonemic awareness lesson plans developed on a systematic scope

and sequence of skills with explicit modeling. Country Dawn Preschool and Pre-K classes use Foundations in Literacy, with David Matteson. (foundationsinliteracy.org) This is the same literacy program used in the Lake Stevens School District Kindergarten Classrooms.

Country Dawn Preschool and Pre-K classes use the ECHOS (Early Childhood Hands on Science) curriculum. It is a comprehensive hands-on, interactive early childhood science curriculum that is: research based, designed for small groups of preschool children, aligned with early childhood standards, scripted to facilitate guided inquiry and a foundation for critical thinking. Country Dawn partners with The Sno-Isle Library and we receives new hardback books for our classrooms monthly; in addition every other month the librarian is a circle time guest and she sings songs, performs with puppets, and has felt board and other activities.

Country Dawn Preschool and Pre-K Classes participate in special events such as Open House, Curriculum Night, Pumpkin Carving Night, Christmas Program, Moms & Muffins, Dads & Donuts and Pre-K Graduation.

CDC Assessments are provided to families each fall and spring. We offer Preschool & Pre-K families conferences and progress reports each year in the fall and spring. Country Dawn also participates in Early Achievers, which is Washington's Quality Rating and Improvement System. (www.del.wa.gov)

CDC ASSESSMENTS:

Country Dawn uses the CDC (Center for Disease Control and Prevention) Assessments to assess the children in our center within 30 days of their start date with us. The CDC Assessments help track how children play, learn, speak and act that offers important clues on their development.

Developmental milestones provide input regarding what children should be able to do by a certain age. Parents/guardians and teachers both fill out this assessment and if there are any concerns, they are brought to the parents/guardians attention immediately. If there are no concerns at the time of the assessment, then the assessment forms are kept in the child's file and will be passed onto the next teacher at the beginning of the following school year.

POLICY STATEMENT: Child Care Centers are defined by state and federal law as places of public accommodation and as such we do not discriminate in employment practices or client services on the basis of race, creed, color, national origin, sex, age or disability.

- * Parents have access to all areas used by their children .
- * Country Dawn is a nonsmoking environment.
- * Alcoholic beverages or illegal drugs will not be consumed or allowed on the premises.
- * For the safety of the children, parents suspected of being impaired by either alcohol or drugs will not be allowed to pick up their child/children. In this event Police would be contacted immediately.
- * For policies covering subjects not listed above see our General Policy Statement. This statement is contained in the registration packet filled out when you registered your child.

HOURS OF OPERATION: We are open from 5:30 A.M. until 6:00 P.M. Monday through Friday. If your child is not picked up by 6:00 P.M. a late charge of \$3.00 per minute, per child will be charged. If you are going to be late please call if possible. If children are not picked up within 30 minutes after closing, and all attempts at contacting the parents or other persons authorized to pick up the children have failed, we will contact law enforcement.

We at Country Dawn reserve the right to modify our actual hours of operation depending on weather/road conditions or other unforeseen circumstances. Should our normal hours of operation need to be modified due to any unforeseen circumstance, weather etc., we will post all changes on our website.

HOLIDAYS: Full time students are those students who attend five full-days per week, and are credited 2 weeks per school year (September through August) for vacation time after 90 consecutive days of enrollment. Part time students are those students that attend Monday-Wednesday-Friday full days or Tuesday-Thursday full days. They receive vacation credit equivalent to the days their child/children are scheduled to be in attendance at Country Dawn during a one-week period and are credited two weeks vacation per school year after 90 consecutive days of enrollment. School only Preschool and School only Pre-Kindergarten students do not receive any vacation credit but are not required to pay for the two weeks of Christmas break or the one week of Spring break. Children who attend Kindergarten through 5th grade do not receive a vacation credit.

ADMISSION AND ENROLLMENT: At Country Dawn we accept children 6 weeks through children 12 years of age. A one-time registration fee of \$100.00, per child, is required at the time of registration. All other paperwork needs to be completed before the child starts.

REPORTING OF CHILD ABUSE OR NEGLECT: WAC 170-295-7060 requires that we at Country Dawn report immediately the following:

1. A death, serious injury requiring medical treatment, or illness requiring hospitalization of a child in care, by telephone and in writing, to the parent and licensor.
2. When the director or staff have reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or child exploitation they are required by law to contact child protective services or local law enforcement
3. An occurrence of food poisoning or reportable communicable disease, as required by the state board of health to the local public health department and to the licensor, by telephone.

PARENTS RESPONSIBILITIES: We ask that you help your child get the most of his/her experience at Country Dawn by following these guidelines.

1. Children should be free of illness. Or if on medication / free of symptoms, and well enough to be able to participate in activities.
2. Children should be well rested .
3. Children should be dressed appropriately for outside activities.
4. Every child needs a nutritious lunch.
5. Provide a backpack or bag for your child.

6. Please arrive on time for all classes.
7. Sign your child in and out using full signatures. Please use your full legal signature.

NOTE: If you have someone else pick up your child please be sure they are on your child's Emergency / Health Card and/or also leave a signed and dated note with that person's information. Please let the people who will be picking up your child know that they will be asked for picture identification. If they do not have a picture identification document then they will not be allowed to pickup your child. Children, of appropriate age and weight, leaving Country Dawn must be in a car seat, or booster seat. We usually have extras to loan out if the person does not have one. If we do not have an extra to loan children will not be allowed to leave the premises. We take the responsibility of the children in our care very seriously.

HEALTH PROCEDURES AND POLICIES:

IMMUNIZATIONS: To be enrolled at Country Dawn children must have and maintain all required state immunizations, or be personally, religiously or medically exempt. If you are not sure if your child has all required immunizations please contact your doctor.

SICK CHILDREN:

At Country Dawn we follow the advice of the Health Department in preventing the spread of communicable diseases by preventing children who exhibit symptoms of communicable diseases from attending child care.

Children with the following symptoms will not be accepted for care.

1. Diarrhea - 3 or more watery stools in a 24 hour period.
2. Vomiting - vomiting 1 or more times within the past 24 hours.
3. Rashes - any draining rash, or body rash that persists with no apparent cause, and especially if accompanied by fever or itching.
4. Eye discharge - thick mucus or pus draining from the eye, or "pink eye". In addition **Children with "Pink Eye" must be on antibiotics and not have any discharge for at least 24 hours before returning for care and be goop free.**
5. Appearance & Behavior - pale skin, lack of appetite, unusually tired or irritable. These symptoms provide sufficient reasons for keeping a child from attending child care because of the group oriented, active child care environment.
6. Sore throat - especially if it is accompanied by fever and / or swelling of glands in the neck. In addition **Children with Strep Throat must be on medication for at least 24 hours before returning for care.**
7. Lice & Scabies - children who have lice may not return to child care until they are free of lice and nits (eggs). Children with scabies caused by the burrowing itch mite, may be admitted for child care after treatment.
8. Fever - if the child's temperature is 100° Fahrenheit or higher.

9. Nose discharge - Children with chronic colored, thick discharge from their nose should be evaluated by their health care provider.
10. Chronic cough - severe chronic cough should be evaluated by the child's health care provider.
11. Apparent respiratory problems - when a child experiences any unexplained difficulty in breathing they should be seen immediately by a health care provider.
12. Thrush - Children with thrush (Moniliasis) must be on antibiotics for 24 hours before returning for care.

Children must be symptom free for a 24 hour period before returning to Country Dawn.

Children with the following symptoms may attend child care provided they DO NOT exhibit any of the symptoms listed in items one through eleven above, and are able to participate in normal activities of their group or class.

1. Ear infections - children with ear infections who are receiving medical treatment and DO NOT have any of the above symptoms, do not need to be excluded from child care.
2. Mild cold symptoms - children with occasional clear discharge from the nose, and occasional cough do not need to be excluded from child care.
3. Minor rashes with known causes - such as minor diaper rashes, heat rashes, or minor rashes due to allergic reactions which are not dangerous or contagious, and of no apparent discomfort to the child, do not need to exclude a child from child care.

If children are too sick to attend public school they are also too sick to be at Country Dawn. Please help us keep all the kids at Country Dawn as healthy as possible.

If your child should get sick while at Country Dawn he or she will be removed from their group and made as comfortable as possible and you will be contacted to pick up your child. If we cannot get in touch with the parent or guardian we will contact whom ever you listed on the Health / Emergency Data Card as authorized to pick up your child. Make sure the people you authorize to pick up your child are available when you are not. If we feel the illness is serious we will seek emergency help immediately.

ACCIDENTS AND INJURIES: Accidents and injuries are a part of every child's life. When they occur at Country Dawn we will apply the first aid we are trained to perform. In the event of serious injuries or illness, we will apply first aid, call 911, and notify parents immediately. All injuries whether minor or serious will be documented on an Accident / Incident Report form for parents to read and sign. The report is then filed in the child's records for future reference. If you would like a copy of the report we will be happy to make one for you.

MEDICATIONS: If your child is taking ANY TYPE of medication that we will be administering you must fill out a Medication Consent Form (available at the front desk). Please use only one form for each child. The form is only good for one week, Monday - Friday, a new form will need to be completed each week. Unused portions of all medications are returned to you. Please ensure the child's full legal name is on each medication he or she is taking. When you fill out the form the amount and time to be given needs to be clearly stated.

Over the counter medications can only be given as directed by the manufacturers recommended dosage on the label. The child's specific age and weight must be within the range specified on the label. If your child does not fit within the stated parameters on the

label, a Physician must supply written authorization to administer the medication. Specific instructions as to dosage, when, how often and method of administration must be included. We have a form you can take to your doctor if he/she does not add a supplementary label to the medication indicating your child's name, dosage, duration and method of administration. You will still need to fill out a medication consent form at the front desk, either long or short term as is appropriate.

CLASS TIMES: We ask that children be here by the start of their class time so they do not miss out on anything. If for some reason they will be later than the start of class we ask that the latest arrival time be by 11:00 a.m. so this doesn't interrupt with lunch/nap time. Our daily routines differ depending on class, age group, and time of year (summer and fall). For details on this subject you need to consult with your child's teacher, and / or refer to the class schedule posted in each room.

MEALS AND SNACKS: Our Cook plans and prepares all breakfasts and snack menus one month in advance. Menus are available at the front desk. All menus are posted in your child's classrooms.

We are a peanut free facility. Please check all food labels.

Breakfast is served from 5:30 A.M. until 7:30 A.M. at no extra charge. If your child needs to eat breakfast please be here within that time. Please DO NOT bring food items from home for your child to eat. If your child does not want what is on the menu please have them eat at home. This prevents problems with other children. All breakfasts are served with milk and juice.

Snacks are served in mid-morning and mid-afternoon generally around 9:00 A.M. - 9:30 A.M. and from 3:30 P.M. - 4:00 P.M. Exact times may vary depending on arrival time from public schools, classroom activities, etc. Juice, milk or water is provided with every snack.

Lunch is NOT provided by Country Dawn. Country Dawn does provide a lunch service to Country Dawn families. The menu is available at the front desk. To take advantage of this service all you need to do is fill out a lunch order form, and pay for the meal at Country Dawns front desk by 10:00 A.M., and Country Dawn delivers the lunches to the children. Country Dawn provides milk, free of charge, for lunch to all of the children. Lunch begins, depending on the class, anywhere between 11:30 A.M. - 12:00 P.M. and is about 30 minutes long. **Remember your child needs to bring a lunch or order a lunch from everyday.**

We at Country Dawn monitor children's lunches to ensure compliance with WAC 170-295-3160 which states that at a minimum lunches must contain;

1. A dairy product (such as milk, cottage cheese, yogurt, cheese)
2. A meat or meat alternative (such as beef, fish, poultry, legumes, tofu or beans)
3. A grain product (such as bread, cereal, bagel or rice cake)
4. Fruit and/or vegetable, two total servings.

If you wish to bring special treats such as cupcakes (for a birthday or some other special occasion) for a particular class or group, please let your child's teacher know so they will be able to make any

necessary preparations. All special treats must be store bought, peanut free and with the original label attached. If you have any questions about bringing food items please do not hesitate to ask. Also, we do not allow the children to have gum at Country Dawn.

FIELD TRIPS: Field trips are scheduled throughout the year at Country Dawn. You will always be notified as to departure and return time, destination, specific list of things to bring and cost if any.

The following is a short list of things to bring on every field trip:

1. Backpack
2. Good walking shoes & extra socks
3. Sunscreen and hat if the weather is warm.
Coat, warm hat, and gloves if the weather is cold
4. Water bottle
5. Sack lunch with all disposable items and no breakable containers

BRINGING THINGS FROM HOME: We discourage children from bringing toys or other personal items from home. The only exception to this rule is for show-and-tell. In this case the toy or item should be shared only during show-and-tell time. If you have any questions as to what is appropriate to bring please talk your child's teacher. Toy weapons, of any kind, are NOT allowed anytime.

Country Dawn will not be responsible for items brought from home that may be damaged or lost.

DISCIPLINARY PRACTICES: We at Country Dawn believe that learning self control and appropriate behavior is as much a part of a child's development as learning to speak or walk. Children who persist in repeated inappropriate behavior are removed from their group, or class as is appropriate for a short "time-out" to reflect on their actions. Time-outs consist of one minute per age of the child (at the most). The teacher then counsels him/her (in a positive manner) on the behavior that resulted in the time-out and returns him/her to the group.

PHYSICAL RESTRAINT: At Country Dawn we use physical restraint only as a last resort when a child cannot be controlled by any other means. We allow the use of physical restraint only when it is necessary to protect the child from injury, or in order to prevent the child from injuring someone else, in obtaining possession of a weapon or other dangerous object, to protect property from serious damage, or to prevent the child from leaving the building. Physical restraint involves holding the child in such a manner as to prevent them from hurting themselves or others. One method is for the adult to wrap their arms around the child's chest from behind placing the child's arms to their sides to prevent hurting themselves or others. For younger children the adult may find it necessary to hold the child on their lap and restrain both arms and legs. Physical restraint is used for as short a time as possible, and is avoided whenever possible. All such incidents are documented. Please remember that this is used only in extreme situations.

TERMINATION OF CARE:

VOLUNTARY TERMINATION of care simply means that you disenroll your child from Country Dawn. We require a **two week** notice in this case.

INVOLUNTARY TERMINATION of care will occur when we can no longer meet the needs of your child. However if a child is uncontrollable by the staff or persist in behaviors injurious to themselves, other children or staff members, involuntary termination of care will result.

Termination of care will never result from a single incident unless we feel the child's safety is in jeopardy. If we see a consistent pattern of unacceptable or uncontrollable behavior, and only after all attempts have failed to find a reasonable solution, parents will be notified of termination.

BILLING AND PAYMENT:

At the time of registration you may set up your **Payment Schedule** to fit your specific needs. For example you may choose to pay for your child's care on a weekly, bi-weekly, bi-monthly, or monthly payment schedule, or some other schedule which is more convenient. Once you and the Director agree upon the payment schedule then you will be expected to pay your bill on the day or date agreed upon. Tuition Express is another form of payment that we offer, if you have any questions regarding this please ask at the front desk.

All charges are based on the fixed hourly or fixed daily charge. The **one exception** is when you pick up your child **after closing time**, which is 6:30 P.M. The rate for caring for your child after closing is computed at **one dollar per minute per child**, beginning at 6:30 P.M. and ending when your child is signed out and leaves the building.

If circumstances change, you may change your payment schedule. In this case please call or come in and discuss the situation with the director.

Please refer to "General Policy Agreement", "Payment Policy", and "Price List" for more information on tuition charges, fees, penalties, vacation credit, and other related subjects. Should you have any questions at all please do not hesitate to call or come in.

Please reference to our Registration packets for detailed payment agreement and general policy statements. A signed copy is placed on your child's file at the time of registration and is updated annually.

FIRE AND EARTHQUAKE DRILLS:

All age groups practice fire and earthquake drills on a regular basis at Country Dawn. These topics are discussed with the children then practiced. Unannounced fire and earthquake drills are then performed monthly through-out the year. Due to the loud sound of the fire alarm an unannounced fire drill can be a frightening experience for many children, however once they understand what the sound is for, the fear usually ends. A staff member checks the entire building to ensure all children have exited the building with their class. Teachers take roll once they have exited the building to account for all children in their individual classes. Once the building is clear, and all children are accounted for, an explanation is given to each group as to the purpose of the drill

before returning to normal activities. Country Dawn has a 72 hour Earthquake emergency kit for all children enrolled. Our emergency shed is located behind our main building. Please ask for a copy or our detailed Crisis/Disaster Response Handbook at the front desk.

I am truly committed to QUALITY CARE, and work very hard to make sure that all procedures and practices are followed daily. If you ever have any concerns or suggestions I would love to hear your thoughts. Country Dawn has become what it is today, because of the dedication from myself, staff and families we provide care to. Thank you for trusting your children in our care.