

Spokane Tribal TANF Children's Center Parent Handbook

Philosophy

Our goal is to provide a safe, loving and educational environment for our children. Our purpose is to help children grow and learn, while encouraging independence, self esteem, and creativity. Learning through play is viewed as the foundation of the curriculum. We value the importance of offering a variety of activities that promote positive physical, emotional, social, and intellectual development and will be geared to not only the group needs but also the specific needs of the individual. We value, accept and welcome all children and families. We acknowledge parents as the primary teachers and caregivers of their children and wish to maintain a partnership with them in caring for their children.

Hours of Operation

Monday–Thursday 7:00am – 5:35pm
Friday 7:30am – 5:00pm

Admission Requirements To be completed BEFORE starting childcare

Registration Form
Completed Immunization Record.
Childcare Subsidy or Payroll Deduction Verification
Family Information Notification
CDC Developmental Screening

Center Structure

Our center has three classes: an infant class, toddler class, and preschool class. Our infant class is composed of up to four (4) infants, ages 6 weeks to 13 months old staffed by a teacher and teachers assistant. Our toddler class is composed of up to nine (9) toddlers, ages 13 months to 36 months staffed by a teacher and two teacher assistants. Our preschool has up to fifteen (15) preschoolers, ages 3 – 6 years old, staffed by one teacher and two teacher assistants. Children in the preschool class must be fully potty trained as well.

Daily Schedule

The daily schedule for the children is a guide, an outline of a typical day.

Each classroom has their own schedule they follow. Schedules are posted on the classroom bulletin board.

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|---------------|--|
| 7:00 - 8:30 | Arrival |
| 8:30 - 9:15 | Breakfast |
| 9:00 - 11:30 | Circle/Learning Centers & outdoor play |
| 11:30 - 12:00 | Lunch |
| 12:15 - 2:30 | Nap/Rest time** |
| 2:45 - 3:15 | Snack |
| 3:15 - 4:45 | Free play, Outdoor play/large motor |
| 5:00 - 5:15 | Late snack |
| 5:15 – 5:30 | Quiet activities/Prepare for home |

**It is helpful to note for parents with children in the Toddler classroom that nap time is truly a difficult time for this age group to be dropped off and is potentially hard for your child and disruptive to the sleeping children.

Child Guidance

All children need boundaries to feel safe and secure. Positive discipline techniques will be used to manage behavior. Staff involved guidance will be respectful, reasonable and constructive in nature. This may involve redirecting a child's behavior, modeling appropriate behavior, reminding children of our expectations and the rules and helping older children set their own limits. On occasion when a child's behavior becomes dangerous to themselves, others, or property staff may take such action as placing the child in the 'quiet area' to take a break and give them a chance to calm down. Our 'quiet area' is a place that allows them to acknowledge their emotions, and know that they are okay.

No form of corporal punishment will be allowed by our staff, volunteers, visitors or parents on Spokane Tribal TANF property.

Arrival and Departure Requirements

In order to assure the safety of your child, you must sign your child in and out each day. The sign in/out form is located in the binder as you enter the child care room.

Your child will only be released to the person authorized on the registration form. Please check your child's cubby or mail box each day for messages, art work, or other take-home items.

Your child will be released only to those persons listed on your authorization form. Please advise family and friends who occasionally pick-up that identification will be required. Please notify the childcare staff if there are any changes in pick-up plans or arrangements. For changes on the authorization form, please contact the Children's Center Manager.

Parents who are more than five minutes late picking up their child will be charged \$1 for every minute they are late. Phone calls are appreciated, but will not exempt a late fee charge. The fee must be paid before your child can come back to The Center.

III Child Policy

The health policy of the Children's Center is designed to best meet the needs of our children, parents and staff. The policy has been in place since the center opened, but we keep rewriting it in attempt to clarify and better define these policies. We consult with nurses and other health care professionals in formulating our health policies.

No policy will eliminate the problem of illness endemic to group care – especially of young children – no policy will satisfy all the populations the center serves, and no policy can entirely eliminate the element of subjective judgment inherent to individual situations.

Center health policies may differ from your child's pediatrician's opinion. In all situations, the Children's Center policy will override your child's doctor's recommendation. Group care conditions differ from individual care situations.

You will be notified and your child must be picked up from the center immediately if any of the following conditions occur:

Fever of 99.4 degrees F. or higher taken under the arm. Keep home until fever free for 24 hours without the aid of medication.

Vomiting on 2 or more occasions within the past 24 hours.

Diarrhea – 3 or more watery/loose stools in a 24 hour period; stool that cannot be contained in the diaper or causing accidents in potty-trained children; one bloody stool

Draining rash

Open or oozing sores (unless properly covered with clothing or bandage), or mouth sores that cause uncontrollable drooling.

Eye discharge or pinkeye. Keep home until drainage is gone, upon health care provider approval OR until child has taken antibiotic eye drops or ointment for 24 hours

Lice or nits. Keep home until treatment shampoo has been administered AND there are no nits or lice.

Communicable diseases.

Fatigue/illness that prevents the child from participating comfortably in activities or results in the child needing greater care than the staff can provide.

Your child may return when they are symptom free for 24 hours.

Weather permitting, ALL children will participate in daily outdoor play.

Immunizations

A Certificate of Immunization Status (CIS) form must be submitted before the first day of child care.

Immunizations need to be updated as the child ages.

Children need to be immunized for the following: DTaP (Diphtheria, Tetanus, Pertussis), IPV (Polio), MMR (Measles, Mumps, Rubella), Hepatitis B, HIB (Haemophilus Influenza Type B), Varicella (chickenpox), Pneumococcal (PCV, PPV).

Medication Management

All medication must be in its original container and properly labeled with the child's full name, date prescription was filled or medication's expiration date and legible instructions for administration. A medication form must be filled out and signed before medication will be administered. The following non-prescription medication will be administered with our written consent only at the dose, duration and method

of administration specified on the manufacturer's label for the age or weight of your child: antihistamines, non-aspirin fever reducers/pain relievers, decongestants, anti-itching ointments or lotions, non-prescription medication that is not included in the above list or if indicated that for children under 2 years of age, you are required to consult a physician.

Medical Emergencies

Basic First Aid will be administered for minor injuries. Staff will complete an 'ouch report' (record of the injury and treatment provided to the child) and put a copy in the child's file. For major injuries First Aid will be administered and you will be contacted immediately. In the case of life-threatening emergencies, First Aid/CPR will be administered, 911 will be called and you will be contacted immediately. Staff will travel with your child to the hospital and will remain until the parents arrive.

Diapers/Toilet Training

Parents must provide diapers and diaper wipes. Diapers are checked every 1-2 hours and changed as needed. If a child runs out we have diapers for sale in packs of 3 for \$1 and wipes 10 for \$0.25. Changing tables will be sanitized appropriately before and after each changing. Creams, ointments, and powders can only be used with written parent consent.

Toilet training will be initiated when both the parents and the child are ready. Staff will work with the parent and the child to create the best toilet training style for each child. Children should wear clothes they can pull down and pull up by themselves during active toilet training. There will be no discipline around toilet training only words of encouragement and praise. In order for children to be in the preschool classroom, they must be fully potty trained.

Infant Feeding

Infants are fed on demand. Parents provide bottles and nipples. The Center will provide one specific formula and baby food until the child is 1 year old and ready and able to eat table foods. Parents can choose to accept the formula The Center offers or bring in their own for their baby. Please label all belongings and bottles.

If you are breast feeding your child, all breast milk must have the date you brought it in and have your child's name on it. Fresh breast milk will be stored for 24 hours in the refrigerator or up to two weeks in the freezer. More extensive regulations on infant feeding can be found in our health policy.

Meals and Snacks

We will provide all the meals and snacks while your child is in care through the Child and Adult Care Food Program. The meal and snacks provided will meet the nutritional value requirements set forth by the USDA. Menus will be prepared and posted every week. Meals are served family style.

If your child comes after the scheduled meal times it is up to you to see they are fed before arrival. Parents are responsible for alerting the Center of any special meal requirements, such as allergies to food. A doctor's note **must** be given to the center stating **exactly** what foods cannot be given to your child and list acceptable substitutions. Extra snacks, other foods and /or beverages are not permitted in the Center. The Center provides a balanced snack, which meets nutritional guidelines. Soft drinks, candy, and gum are discouraged.

Nap Time

Infants will be on their own sleeping schedule in cribs. Children will not be put down to sleep with bottles. Children 29 months of age or younger will follow individual sleep schedule. All children 30 months of age to 5 years will lie down and rest after lunch. No child will be forced to sleep. All children will be provided a crib or cot to sleep on. If children do not sleep they will be involved in quiet play while the other children are sleeping.

Child Dress Code

Children should come to childcare in comfortable, washable play clothes suitable for active and messy play. Learning to feed themselves and many of the fun activities we have in our curriculum including water, paint, art and other sensory activities can leave the children messy. Although we do our best to wear bibs and smocks, we can't guarantee we won't get messy.

We recommend that children wear sturdy, closed-toe shoes to school to protect little toes. Each child should have a set of extra clothes kept in his/her cubby. If he/she is potty training please keep multiple pairs of underwear and pants at school.

Please bring appropriate clothing for outdoor play. This includes snow pants, jacket, gloves, boots and hat in the winter and swimsuits, water socks, and sunscreen for the summer. Label all clothes and outdoor wear with your child's name.

Outdoor Play

The children play outdoors *daily* weather permitting. Fresh air in the colder months does not cause or promote illness; it actually facilitates good health. Cold air is not related to making a child sick. **If a child is in attendance during the outdoor time, s/he is healthy enough to then go outside with the rest of the children.** All children in attendance during their classroom's outdoor play time will be going outside.

The children will stay inside only if it is raining, the heat index is over 90°F, and on winter days when the wind chill is below 15 degrees. Taking the children outside daily is considered healthy practice in a quality child care program.

Field Trips

Toddler and preschool classes will have the opportunity to participate in fieldtrips throughout the year. In order for children to attend they must have a signed parent permission form, wear appropriate clothing, and provide their own age appropriate car/booster seat. Transportation for field trips will be provided by the Center. Parents are always encouraged to attend. While a class is participating in the field trip, the Center will be closed down. If a child cannot or chooses not to attend they must make other arrangements for care.

Transportation

Transportation off site will be provided by the Children's Center in Spokane Tribal TANF vehicles. The driver will have a valid WA state driver's license and at least one staff in the vehicle will have current CPR and first aid training. Appropriate staff to child ratio will be maintained at all times.

State law requires each child must use a car seat/ booster seat (provided by the parent). We will not transport any child without the proper car/booster seat.

Birthdays and Holiday Celebrations

Birthdays may be celebrated at the center. The center can provide a list of birthday ideas regarding food. For health regulations, it is required that all food be store bought or made at the center. Food may not be prepared at home.

Holidays represent opportunities for young children to learn about the celebrations various cultures observe. Certain holidays are recognized in the preschool classrooms in ways that are consistent with the individual program's curriculum and the age of the children. Examples include (but are not limited to) Halloween, Thanksgiving, Christmas, and Easter. The center staff, however, recognizes, understand, and value other holidays which reflect the cultural diversity represented among our families. Teachers encourage all parents to propose the observance of additional holidays that reflect their family background and traditions. Such celebrations represent unique opportunities for children to experience and understand various cultural heritages.

Religious Activities

The Children's Center provides services on the basis of needs, not creeds. Religious holidays and traditions will be respected. Individual beliefs will be discussed with sensitivity and respect for diversity within the classroom.

Toys

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children. Exceptions to this policy will be that a child may bring a favorite blanket or stuffy for naptime. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

Closures

We will be closed for all Spokane Tribal Holidays.

Free Access

We practice an open door policy. Parents/Guardians are welcome in the classroom at any time.

Child Abuse Reporting

We are mandated by law to report immediately to Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual or emotional child abuse or neglect or exploitation.

Fee and Payment

Fees are based on half-day, full-day, weekly or monthly rates, depending on the need of the child/parent. We require advanced payment for childcare services. Any hours or days the child attends in addition to the agreed upon schedule the parent/guardian is responsible to pay. Refunds will not be issued for missed days. Parents will be billed monthly and payment in full is expected approximately one week after billing is made, unless other arrangements have been made such as payroll deduct or payment plan. Payment plans can only be made with the program manager and will be in writing and agreed to by both parties. We accept checks, money orders, payroll deduction, and cash. All checks and money orders should be payable to Spokane Tribe Children's Center and brought to the program manager.

State Child Care Subsidies

Co-Payments are due by the 10th of each month. All payments and collections are handled directly between parents and the Children's Center Manager. Parents who are receiving childcare subsidies from a third party source such as Working Connections Child Care, etc will be allowed a grace period of **one** month to get their childcare reinstated. After that they will be charged the private pay rate beginning with *the date they stopped receiving subsidy assistance*. If childcare is reinstated with back-pay, we will reimburse for any payments made. **Parents are responsible to pay any fees that are not covered by subsidy programs.**

When a family fails to pay and is subsequently suspended or terminated their local authorizing office will be contacted and the family will not be allowed in daycare until they make the payment. Failure of payment for two months in a row will result in suspension of enrollment.

Private Pay

Private pay rates are determined by the Washington State childcare subsidy rates. Generally, the rates are raised yearly. Families will be notified a month in advance when rates will be increasing. Private pay will be due by the 10th of each month.

Spokane Tribe of Indians Employees

Spokane Tribal staff must sign up for payroll deduction to pay for childcare. The monthly rate will be split in half and taken from each check. The payroll deduction form should be submitted to the childcare manager BEFORE the child can begin attending. A change in rate or schedule will require an updated payroll deduction form to be completed. Payroll deduct cannot be terminated or changed without approval from both the childcare manager and parent.

Our policy is all accounts must be kept current. Child care services will be **suspended** for any accounts that are past due by \$250 and/or failure of payment two months in a row. Child care services will be **terminated** for any accounts that are past due by \$640 or more. To reinstate services 50% of the past due balance is required, and a payment plan that will cover the present monthly amount plus 10-20% of the past due balance. Contact the program manager to make arrangements for past due accounts.

Once payment has not been received for four months, the Children's Center will begin the process of collecting the debt through Spokane Tribal Court and/or Enrollment by means of future per capita holds. In addition, families receiving Working Connections Childcare or Tribal CCDF benefits, we will notify the agencies that the individual has not paid their co-payment.

Pesticide Policy

Our center uses pesticides and complies with the licensing requirements of Chapter 17.21 RCW (The Pesticide Application Act). We will post a notification 48 hours before the pesticides will be used in the center. For more information please see the full copy of the pesticide policy located in our health care policy.

Crises/Disaster Plan

The Disaster Plan is located in the Director's office. Parents are welcome to review it at anytime. Fire drills will be conducted monthly. Disaster drills will be conducted quarterly.

Standard Operating Procedures

The information in the parent handbook is available in further detail in the Children's Center Standard Operating Procedures. Parents are welcome to review the procedures at any time; please ask any staff member.

Transition Policy

Throughout any transition, we want the families to be involved and feel as comfortable as possible. We understand that moving a child to a different class with new kids, teachers, rules, etc. can be very stressful and even frightening for a parent, as much as a child. We do have certain rules we must follow, but we want to involve the family the best we can within those parameters. Communication between the families and the teachers is key for the most successful transition.

Infant to Toddler Room Transition

Infants will begin the transition process as early as 12 months. They will be fully transitioned to the toddler side once they are one year old and can walk. Per childcare licensing rules, children one years old and older, cannot be placed with non-mobile infants. If they are unable to walk after their first birthday they will still participate in the toddler classroom, but may need to also be in the infant classroom on occasion.

The infant teachers will begin working on transitioning a child by getting them ready to be able to fully participate in the toddler classroom. There will be specific behaviors and goals that will need to be met before a child is fully transitioned. These are developmental milestones that a child should naturally be working towards.

Things your child should be able to do once transitioned to the toddler side:

- Walk or be able to hold their own with walkers moving around them.
- Drink from a cup (not well)
- No longer take a bottle during child care hours.
- Begin to eat finger foods and table food- no more baby food.
- Self-feed
- Take one nap at childcare
- Sleep on a cot for nap.

A transition plan will be made for your child about a month before his or her first birthday. The plan will include a calendar that has the child gradually beginning to spend time in the toddler area. It will also include dates to begin working on the goals/behaviors necessary for being in the toddler room. This plan will then be shared with the parent by one of the teachers or the director.

During the transition period, both the infant and toddler teacher will work with the child by:

1. Having them participate with the toddlers at mealtimes. They will introduce them to the food being served, if appropriate.
2. Offering a cup to drink out of on a regular basis.
3. Allowing your child to explore and play on the toddler side when space is available and at times when we are lower on numbers of toddlers. The same with planned activities at the table such as art or hands on learning, this is also when space and activity is appropriate for your child's level.

4. Beginning to place your child on a cot when napping. This would be done with a teacher sitting by them helping them to relax and go to sleep. Possibly holding them until they are asleep and then placing them on their cot.
5. Making an effort to extend their naptimes to see if they are able to make it until 12:00pm.
6. Cutting back on bottle feedings as your child eats more table food. They will be offered formula/breast milk in sippy cups at mealtimes until they are one and then we will work with you on transitioning to whole milk.

Toddler to Preschool Class Transitions

Toddlers can begin to transition to the preschool class at 36 months. In very unique circumstances we will allow one or two children in the preschool between 30 – 36 months. The process is similar to the infant transition. The toddler will come to visit during play time and snack time, and join the outside play on the 'big' side. They learn the lay of the land, see the new toys available, and begin to develop relationships with the preschool teachers. Gradually the time spent in the preschool will be increased. Since we are a small center this transition is generally short- a week to two weeks.

There is one requirement for a child to be transitioned to the preschool. All children in the preschool must be fully potty-trained and in underwear.

Preschool to Kindergarten Transitions

Each summer we provide information to our families who have children going into kindergarten. We will distribute kindergarten registration information as well as kindergarten readiness pamphlets. Our preschool teachers make kindergarten binders for children to take home and practice different skills, such as writing their name and cutting. Finally, we have a preschool graduation at the end of summer to wish our new kindergarteners luck and give them their portfolio.

Family Information Notification

Child's Name: _____ **Date:** _____

Spokane Tribal TANF Children's Center has a Disaster/Crises Plan Handbook. This handbook was designed to help the children remain safe and calm and to assist staff in an emergency situation. I understand that this document is available for my review in the Director's Office. I further understand that if I would like a complete copy I must request one from the center director.

Spokane Tribal TANF Children's Center has a center Health Care Plan. This Plan is reviewed every year by the center's nurse consultant. The plan is designed to help staff keep our physical environment clean and safe for the children and to help prevent the spread of infectious disease. Some of this information can also be found in the center's Parent Handbook. If I would like a complete copy I understand that I may request in writing to receive one from the center director.

I understand that Washington State issues a child care license to Spokane Tribal TANF Children's Center to provide child care for children 1 month to 6 years of age. This license is renewed every three years. I further understand that I may view a copy of the child care center checklist used to verify compliance with Washington State Minimum Licensing Requirements located in the director's office.

I have received a copy of the Parent Handbook and I have read, understood and agree to abide by the policies and practices outlined in the Spokane Tribal TANF Children's Center Handbook.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____