



Christ Lutheran Child Care Center

Parent Handbook

3701 NE North Shore Road
Belfair, WA 98528

360-275-0499

Fax: 360-275-6754

Email: clcchildcare@wavecable.com

Website: www.clchildcare.com

Revised January 2024

Welcome to Christ Lutheran Child Care Center!

Welcome to our Christian childcare center and preschool. We have a bright, clean environment that is stimulating and conducive to the growth of children. The children are exposed to a theme-based curriculum that is expressed through a wide variety of ideas, art mediums, challenging and educational toys, enriching books, developmental math, language activities, and social development. We celebrate traditional holidays with age appropriate activities. We introduce children to Christian values, but we do not teach doctrine or any denominational policies.

Our staff understands that the most important people at the center are your children. We love working with children and desire to make this a place your child looks forward to coming to every day. Our curriculum is planned to provide each child with as many opportunities as possible to explore their world, interact with others, learn to care about others, and gain self confidence as they develop new skills.

Christ Lutheran Child Care Center is a ministry of Christ Lutheran Church. We are a member of the Evangelical Lutheran Education Association. The growing needs of our community and the desire to provide quality care led us to establish this ministry. We participate in Early Achievers through Washington State and are rated at a quality of excellence.

A board of directors governs Christ Lutheran Child Care Center. They meet monthly to provide for the efficient management and operation of the childcare center so that it accomplishes the purpose of its mission.

All of our staff are required to enhance their education through workshops and college educational opportunities. We are proud of our staff and the quality of programming they provide for your children.

Children and families are welcome without regard to race, color, religion, sex or handicapping conditions. We are a weapon, tobacco, and alcohol free school zone.

Mission Statement

Our mission at Christ Lutheran Child Care Center is to provide high quality, developmentally appropriate education for families in our community. We provide a safe and nurturing environment where children of all ethnicities and spiritual beliefs will learn social, emotional, physical, and cognitive skills to equip them to live in a diverse society and promote future success.

Vision Statement

Christ Lutheran Child Care Center is the foremost Christian child care center in Mason County. Christ Lutheran Child Care Center will continue to...

- offer a safe, welcoming environment to all children.
- provide quality, developmentally appropriate educational programs for all age groups.
- prepare children for success in school and life.
- strive for excellence not only through staff education, but also in availing ourselves of any and all opportunities that raise our level of professionalism.

Programs

All Day Programs

Infant - 6 weeks to 12 months (1:4 Ratio)
1's Class – 1 year to 2 years (1:7 Ratio)
2's Class – 2 years to 3 years (1:7 Ratio)
3's Class – 3 years to 4 years (1:10 Ratio)
4's Class – 4 years to 5 years (1:10 Ratio)

Preschool Only

(9:15am -11:45am)

2's & 3's – TTH (1:7 Ratio)

Pre-K – MWF (1:10 Ratio)

School Age (1:15 Ratio)

(Kindergarten to 5th Grade)

Before & After School
Summer Care

During opening and closing of the center, children will be joined together following the youngest child ratio of the children present.

Daily Routine

CLCCC follows the same schedule from infants to pre-k. Each classroom teaches developmentally appropriate practices that meet their individualized needs through social/emotional, cognitive, and physical curriculum planned lessons. Classroom schedules are available in the office and posted in each classroom.

Enrollment Requirements

- ✓ **Visit the Center with your child.**
Visits should be scheduled through the director and commonly last about 15 minutes. This will help determine whether this center is a good match with your child.
- ✓ **Obtain and complete an Enrollment Packet.**
 - Turn in completed enrollment packet to childcare office prior to start date
 - Pay Registration Fee (non-refundable)

- All child's records are kept in locked childcare office closet accessible to staff and parent/guardians.
- Department of Children, Youth and Families requires completed annual enrollment forms to continue services.

. You are welcome to call us any time during the day to check on your child's progress. You are welcome to visit the center at any time.

After two weeks, the parents or center may set up a meeting for review of placement. If withdrawal is necessary one half of the tuition will be refunded.

Screenings

All children birth thru 5 years of age will be screened within 45 days of enrollment. The parent/guardian will fill out a CDC Screening form with annual enrollment packet. The staff members will review it, and conduct a CDC Screening also. Every spring, staff will screen children with the Ages and Stages Questioner for children who have authorization on file. Ages and Stages Questioner will be shared with parents who opt-in for a copy of the finished screening. If English is not the home language, please notify the childcare office to receive proper language on form.

Holidays and Closures

The center will be closed on the holidays listed below:

- *New Years' Day
- *Martin Luther King Day- Staff In-Service Training
- *President's Day
- *Memorial Day
- *The week of the 4th of July
- *Third Friday in August for Staff In-Service Day
- *Labor Day
- *Veteran's Day
- *Thanksgiving and the day after
- *The days between Christmas Eve and New Year's Day

**There will be no other credits for days missed due to vacation, illness, etc.
Tuition reflects days contracted per your signed Parent/Provider Agreement.**

Arrival and Departure Policies

The center is open from 5:30am to 5:30pm. We do not provide after hours childcare. Occasionally an emergency occurs and your child will be cared for until you arrive. Notify childcare office with time of anticipated arrival. You will be charged a late fee of

\$5.00 for every 5 minutes past 5:30pm. This fee is payable upon pick-up. Chronic late pick-ups may result in the termination of childcare service.

You are required to sign your child in and out of the center daily.

Each parent/guardian dropping off and/or picking up is required to sign in/out their child with a 5 digit pin number created on the Electronic Sign in System through DCYF.

Alternative adults who pick up children will need to present picture ID to the staff upon pick-up.

Personal Belongings

Each child has a cubby to put his/her belongings in as well as their class projects. We require each child to have at least one change of clothes here due to messy projects or spills at mealtime, and a blanket for your child for rest on each day. All items will be sent home at the end of the week to be washed and returned their following school day.

Please bring weather appropriate clothing daily. Gloves and hats for winter, swim suits and towels for warmer days.

Extra toys are not allowed. Please do not allow your child to bring them unless prior arrangement has been made with the teacher.

Transportation

Due to CLCCC bylaws and insurance policies, staff members are not allowed to take children off the property. In addition, CLCCC does not encourage and is not responsible for any child care arrangements between staff members and parents outside of staff members' work hours. Insurance declaration is available at request.

Emergency Closures

Our policy is to close if North Mason schools are closed. If the center must close due to inclement weather during hours of operation, parents will be contacted and be required to pick their child up immediately. Please listen to local news stations and social media post for closures.

Parent Communication

The parent bulletin board is a valuable tool to keep you informed of daily routines and procedures. Signs announcing the activities for the month are posted on this board at

the beginning of each month. We communicate important upcoming events through monthly newsletters and email announcements. Parents with infants may receive a daily sheet informing you of significant events that day (diapering, feeding, illness, feelings etc). Please feel free to visit the center at any time. Please schedule a conference time with your child's teacher and/or the Director when concerns arise.

Transition Policy

Transition is a gradual process that involves the child, parents, teachers and director. Before your child begins transitioning to the next age group classroom, the teacher will discuss this process with the parent. Transitions generally begin a minimum of 2 to 4 weeks before the child will be moved to the next class.

Transitions will include visits to the next class, at specific times during the day. Your child may spend some time during preschool hours or meals to try out the new class routine.

Children may not always move just as they reach the age of the next class. Transitions may only occur if there are openings in that class and shows developmentally readiness.

Each spring, families with upcoming Kindergarten students will be notified by teachers, newsletters and parent flyers about Kindergarten enrollment activities at Sand Hill Elementary.

Discipline & Restraint Policy

Train up a child in the way he should go, and when he is old he will not depart from it.
Proverbs 22:6

Our center believes in positive reinforcement and praise. We teach the children to use their words to express themselves (not their hands). If they have trouble expressing themselves we will have one of our staff members assist them in talking to the parties involved. Occasionally a child will be asked to remove themselves from the activities until they can refocus and demonstrate that they have self-control. Certain situations will be followed up with a parent conference at the end of the day. Our goal is to work with parents on solving discipline problems as a team. Corporal punishment is not allowed nor is it tolerated at this center.

All children have different developmental levels, abilities and language skills. If an occurrence happens that requires restraint of a child, only trained staff will restrain the child until it is safe for all involved. This may occur only when it is directly related to the

child's behavior and will remain consistent, fair and positive. Some examples of behavior that can result in child restraint are when the safety of themselves, other children or staff are at risk.

If your child is suspended from the elementary school system, your child will not be allowed to attend CLCCC for the duration of the suspension.

Expulsion Policy

We strive to provide a successful, safe and nurturing environment for every child. Staff members work on annual education training to positively support children's emotional and social developmental needs. We understand there will be unintentional incidents that may occur. If behaviors continually occur that impact the safety or well being of any child and/or themselves we will follow these procedures; Incident Report, phone call home and/or parent meeting followed by a behavioral plan established with the teachers and parents. If the behavior plan is not followed by any party, we will offer community resources (Head Start, Developmentally Preschool, Holly Ridge, Mental Health consultation Holding Hope, etc.) and may result in termination of care.

Video and Photo Policy

CLCCC participates is rating through Early Achievers of Washington state. During this process it is a requirement that we take video and/or pictures of the teachers actively teaching in their environments. We also use photos of children for take home projects and displays within the classroom. A signed policy must be present in each child's file.

Food and Nutrition

We will meet your child's nutritional needs while they are here at the center by providing breakfast, a well-balanced lunch, and nutritious morning and afternoon snacks during our meal times. We are required to follow the guidelines of the USDA food program. Menus are posted on the parent bulletin board and provided with the monthly newsletter via email. If your child has special dietary needs, please consult with the office to ensure their nutritional well-being.

Infant & Toddler Care

Each child's diaper will be checked at minimum once per hour. Infant's diapers are changed every hour and toddlers are changed every 2 hours. Diaper times will also occur as necessary throughout the day. Teachers will help guide and promote toilet

training when developmentally ready. We ask each parent to provide their child's diapers along with one pack of wipes per month. The infant room teachers will follow the guidance of the parent/guardian when it becomes time for food. We offer nutritious diet to meet USDA food guidelines for infants. Parents are more than welcome to supply their infant's formula and food. Each infant will have their own crib with a fitted crib sheet only. All staff members are trained through DCYF Safe Sleep annually.

Health Care Plan

Communicable diseases are illnesses. Illnesses are spread by direct contact with infectious agents (germs or bacteria). A more detailed Health Care Plan is located in the office and available at your request. Classroom Cleaning schedules are posted in each room.

Medication Policies

All medications will be given only with prior written consent of the child's parent or legal guardian. Internal and external medications are stored in locked cabinet. Refrigerated medications are stored in the kitchen in separate containers.

Prescription Medications must be in the original container from the pharmacy and labeled with:

1. Child's full name
2. Medication name
3. Dosage amount
4. Frequency
5. Length of time (# of days)
6. Prescribing physician

Non-Prescription Medications (over the counter drugs)

- antihistamines
- non-aspirin fever reducers/pain relievers
- non-narcotic cough suppressants
- decongestants
- diaper ointments

We will give a child non-prescription medications when:

1. the medication is in its original container,
2. the dosage and frequency is stated on the label

3. the medication dosage is appropriate for the age and/or weight of the child as prescribed on the label of the container.

All deviations from the label instructions must be accompanied by written consent detailing these changes from a legally authorized health care provider.

Physician's instructions will include:

1. Child's full name and health care provider's name
2. The dosage, frequency, duration and expiration date
3. Name of the medication

We log all medications and first aid given to all children.

Illnesses

We are required by state law **not** to admit a child with any of the following conditions:

1. A fever of 100.4 degrees F or above within the last 24 hours
2. Vomiting on 1 or more occasions within the last 24 hours
3. Diarrhea - 2 or more watery stools within the last 24 hours
4. Body Rash, especially with fever or itching – unless explained in writing by a physician as not contagious and being treated
5. Eye Discharge or Pink Eye
6. Lice, nits, or scabies (children must be **nit free for 24 hours** to return)
7. Green nose discharge is a sign of infection – children may return 24 hours after antibiotic treatment has started
8. Open or oozing sores, unless 24 hours has passed since starting antibiotic treatment

We ask that ill children described above not attend childcare for the following reasons:

- They are unable to be an active part of our daily program,
- They expose other children and staff to illnesses,

If your child becomes ill at the center, we will notify you to come and pick him/her up as soon as possible. You may make arrangements to have an alternate person pick him/her up as long as you notify us before the person arrives. We do not have the facilities or the staff to keep sick children here.

Incident / Ouch Reports

Should your child receive an injury, no matter how small or how big, you will receive an Ouch Report. This is to let you know what happened and how we treated the

injury. Please sign the form and we will make a copy for you to take home. A copy is kept in the students file.

+ Emergencies **+**

In the event of a life-threatening emergency to a child in our care, we will take the following actions:

1. A staff member will stay with the child and apply first aid.
2. A Lead Teacher will call 911 and provide relevant information.
3. The Director will call the parent. If they cannot be reached, an alternate emergency contact will be called.
4. A Serious Injury Report will be filled out and copies given to the parent(s) and the State Department of Licensing within 24 hours of incident.
5. A CPS in-take call will be made to report the incident.

CPS Reporting

Licensed child care providers and their staff are required by Washington State Law to report suspected incidents of abuse, neglect, or maltreatment (RCW 26.44.030) to Child Protective Services. In doing so, they have civil immunity under the law for good faith reporting. Failure to report can result in a gross misdemeanor charge.

Disaster Preparedness

Our center has developed a disaster preparedness policy. Annually, staff will be oriented to this policy and given disaster preparedness training. Documentation of orientation and training will be kept in the staff training file. Our disaster preparedness policy is included in our staff handbook and parent handbook.

1. Policies and procedures for medical, dental, poison, earthquake, fire or other emergency situations will be reviewed with each staff team regularly. The center director will be responsible for orienting classroom volunteers, new staff members or substitutes to these policies and procedures.
2. Evacuation plans and routes will be posted in each classroom.
3. Fire and earthquake drills will be conducted and documented each month.
4. Infants will be evacuated from the center in evacuation cribs (four inch or larger wheels, reinforced bottom and limited to four infants per crib).

5. Staff members will be familiar with the use of the fire extinguisher.
6. Center will identify and mitigate earthquake hazards i.e. securing bookshelves and pictures to the walls.
7. Food, water, medication and supplies for 72 hours of survival will be available for each child and staff member (checked yearly for expiration dates).

Conflict of Interest Policy

The Christ Lutheran Child Care Center referred to as the Corporation or CLCCC is a charitable organization whose board members, officers, and executives are chosen to serve the purposes to which it is dedicated. These persons have a duty to conduct the affairs of the Corporation in a manner consistent with such purposes and not to advance their personal interests. This conflict of interest policy is intended to permit the Corporation and its board members, officers, and executives to identify, evaluate, and address any real, potential, or apparent conflicts of interest that might, in fact or in appearance, call into question their duty of undivided loyalty to the Corporation.

Christ Lutheran Child Care Center

Pesticide Policy

Christ Lutheran Child Care Center is dedicated to using the least amount of chemical control of pests in order to provide the healthiest environment possible for our children. This policy will be provided to all parents in writing annually and/or on enrollment.

In order to **PREVENT** infestation of pests, we:

- Empty trash cans regularly in classrooms, kitchen and bathrooms.
- Clean trash cans regularly.
- Keep trash dumpsters covered and away from the building.
- Keep the grounds clear of food and garbage.
- Store food in sealed plastic or metal containers, or original containers if feasible.
- Clean and sanitize all dishes, utensils, and surfaces used for eating and/or food preparation after meals and at the end of the day.
- Prevent pest entry into the building by sealing cracks and holes, using and repairing window screens and door sweeps.
- Maintain plumbing and water drainage systems.
- Pull weeds as much as possible without using chemical weed control.
- Plant native vegetation which is non-toxic in areas where children play and/or gather.
- Mulch plant beds.

If it is necessary to apply pesticides to **EXTERMINATE** pests, the following policies/procedures will be followed:

- We do not regularly apply pesticides to our building/grounds. Pesticides are applied only when/where necessary.
- We apply Wasp and Hornet killer on playground as needed.
- If for some reason we need to apply pesticides, parents will be given 48 hour notice, including when and where pesticides will be applied, and type of pesticide. This information will be posted and/or given to parents in writing. This notice will include:
 - A heading reading "Notice: Pesticide Application"
 - Product name
 - Intended date and time of application
 - Location where the pesticide will be applied
 - Pests to be controlled
 - Name and number of a contact person at the child care center
- If an agency is applying the pesticides, they will provide information on what pesticides were applied and where within 24 hours of application.
- We do not store pesticides in areas accessible to children.
- After pesticide application, a marker will be placed at the entrance to the property that:
 - Is a minimum of 4 inches by 5 inches
 - Is printed in a color contrasting to the background
 - Is left in place for a minimum of 24 hours after pesticide application
 - Reads "This landscape has recently been sprayed or treated with pesticides"
 - Lists who has applied the pesticide
 - Lists a contact number for more information

Christ Lutheran Child Care Center

Pet Policy

Christ Lutheran Child Care Center is dedicated to using pets in the classroom to further children's learning and foster responsibility. We understand that stringent guidelines must be met to ensure the safety and health of the children and the pets. Our pet policy is as follows.

When pets are kept on the premises at the center:

- Parents are notified in writing that pets are on the premises, including potential health risks of those pets.
- Information is given to parents on how pet allergies are dealt with in classrooms that house them.
 - Children who are allergic to pets will not be allowed to handle them.
 - If a child is severely allergic to a specific pet, the pet will be moved to a different classroom for that child's health and well-being.
 - If a child with a slight pet allergy takes medication to accommodate being near that pet, and the parent requests this, this allowance will be accommodated. The appropriate medication consent forms will be completed and followed.
- Each parent will sign the document below, stating they understand the potential health risks.
- Pet containers and cages will not be hung in corridors, entryways or over where children eat, sleep or play.
- Handwashing signs will be posted in areas where pets are housed.
- Containers will be in place to prevent debris from spilling out of the pet container or cage.
- Staff will clean and disinfect pet containers or cages weekly or more often if necessary.
 - Classroom staff will share cleaning responsibilities.
 - Cleaning and disinfecting of pet containers or cages will be done while the pet is away from the child care center on the weekends.
 - Pet containers and cages will be cleaned with hot soapy water and disinfected with a bleach and water solution.
- Pets will not be allowed in food preparation areas.
- Pets will not be allowed in areas used by infants and toddlers.
- Proof of current rabies vaccinations will be kept on file for all dogs and cats.
- Local requirements for immunizations, vaccinations and licensing will be met for all pets.
- Handling of pets by children will be supervised in small groups.
- Pets will be fed on an individual schedule according to individual care requirements.
 - Pets will be given fresh food and water daily or more often if necessary.
 - Pet food containers will be kept clean by washing with dishwashing soap and water.
 - Children may help feed pets with supervision.
 - Classroom staff will share feeding responsibilities.
- Pets showing signs of illness will be removed from the center until they have been seen and treated by a veterinarian and given approval to return.
- Children 5 years of age and under may not handle reptiles and amphibians.
- Pets with a history of biting or other aggressive behavior will not be kept at the center.
- Children will be required to wash their hands after handling pets.

I have read and understand the attached potential health risks for the pet housed in my child's classroom at Christ Lutheran Child Care Center. I understand that my child may handle the pet and that good hygiene will be exercised including washing of hands immediately after handling the pet, keeping the pet container or cage clean and using precautions when children may be allergic to the pet.

Child's name

Parent's signature

Date

Concerns Procedures

The Concerns Procedure was adopted by the board as an avenue to follow in expressing concerns regarding the operation of the childcare center. The Concerns Procedure form is attached here.

CLCCC Concerns Form

Name: _____ Date: _____

Employee Parent Church Member Community Person
(Check applicable box above)

Share your concern in detail, including the date of the concerning act(s):

Identify other persons with person knowledge or observance of your concern:

State briefly your efforts to resolve this concern:

Describe the remedy or solution you seek:

Signature

Date

CLCCC Director – Formal Review

Date received: _____

Action taken: _____

Resolution: _____

Resolution accepted: _____

Resolution Appealed: _____

Date communicated: _____

Signature: _____

Staff Relations Committee – Formal Review

Date received: _____

Action taken: _____

Resolution: _____

Resolution accepted: _____

Resolution Appealed: _____

Date communicated: _____

Signature: _____

CLCCC Board – Formal Review

Date received: _____

Action taken: _____

Resolution: _____

Resolution accepted: _____

Resolution Appealed: _____

Date communicated: _____

Signature: _____

CLCCC Council– Formal Review

Date received: _____

Action taken: _____

Resolution: _____

Resolution accepted: _____

Resolution Appealed: _____

Date communicated: _____

Signature: _____

Christ Lutheran Child Care Center

3701 NE North Shore Road Belfair, WA 98528
Phone (360) 275-0499 Fax (360) 275-6754

WAC 170-295-3010 The center must have “written health policies and procedures ...that must have information on how you plan to care for children that may have special needs.”

Special Health Care Needs Plan

Child's Name _____

Parents' Names _____

Primary Care Doctor/Specialist _____

Doctor's Address/Phone Number _____

Child is being treated for the following condition:

- | | |
|---|---|
| <input type="checkbox"/> Allergic to _____ | <input type="checkbox"/> ADD / ADHD |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Autism |
| <input type="checkbox"/> Birth Defect/Anomaly | <input type="checkbox"/> Blood Disorder |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Dietary Concerns |
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Seizure Disorder (Epilepsy etc.) |
| <input type="checkbox"/> Urinary Tract/Bowel Concerns | <input type="checkbox"/> Other _____ |

Specific Medical Diagnosis _____

My child's medical diagnosis does not require any special care needs while in attendance at the center.



(parent signature)

If the medical diagnosis listed above requires special care while your child is in attendance at the center, please complete the following:

List any instructions for procedures necessary for the health of your child. (Include symptoms and accompanying care required and/or care required at regular intervals such as feeding tube usage.)

If it is necessary for the child's teacher to be trained in any procedures, please outline these. Please indicate who must do the training in each instance. (for example: Nebulizer use for asthma, feeding tube usage, diabetes monitoring etc.)

Please list any equipment or medications necessary to accomplish special health care needs.

If your child is receiving additional services such as educational or therapeutic services, please list these providers. Please attach any additional information from these providers that might be beneficial to your child's care here at the center.

I give permission for CLCCC staff to perform the procedures listed above. I also give permission for staff to consult with any additional service providers for consultative purposes.

(parent signature)

(date)

I have read the above information and reviewed it with the parent(s). Staff listed will perform the above outlined procedures to the best of our abilities. We will confer with parents and other service providers as necessary.

(director signature)

(date)

Names/signatures of staff trained in the above procedures
