

WELCOME

HANDBOOK

Lake Stevens Christian Daycare and Pre-School



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Definitions

Part Time: Under 25 hours a week

Full Time: 25 hours plus

Infants: 6 weeks to 12 months

Toddlers: 12 months to 30 months

Young Pre-School: 30 months to 36 months

Pre-School: Children 3 through 4 years of age and toilet trained

Pre-Kindergarten: Children 4 through 5 years of age

School Age: Children who attend kindergarten through 5th grade

Mission Statement

At Lake Stevens Christian Daycare and Pre-School, we provide a faith-based program in a safe, warm and stimulating environment. We strive to provide the best possible care for children 6 weeks through 12 years of age, respecting each child's individuality. We help each child develop academically, physically and socially while maintaining self-confidence and a positive self-image.

Policy Statement

Lake Stevens Christian Daycare and Pre-School is a non-profit organization, operating under Lake Stevens Assembly of God Church. All Pricing information listed here is subject to change without prior notice.

Childcare 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 based on race, creed, color, national origin, sex or disability.

- Parents have access to all areas used by children **after** checking in at the front desk.
- LSCDP is a non-smoking environment.
- Alcoholic beverages and 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, the police will be contacted immediately.

Available Programs

Infant Program: Ages 6 weeks to 1 year old (approximately)

Waddler Program: 1 year old to 18 months (approximately)

Toddler Program: 19 months old to 30 months old (approximately)

Young Pre-School: 30 months old to 3 years old by September 1

Pre-School: 3 years old by September 1 to 4 years old

Pre-Kindergarten: 4 years old to 5 years old

School Age: We offer a before and after school program as well as a summer program for kindergarteners through 5th grade. LSCDP provides van transportation to 3 local schools including Sunnycrest Elementary, Stevens Creek Elementary and Highland Elementary

Curriculum Philosophy

LSCDP provides a faith-based, hands-on, early learning program that teaches the whole child. Much of a child's early learning takes place through play. Our program offers hands on learning where children are encouraged to explore, create and solve problems. Play-based learning opportunities with intentionally prepared indoor and outdoor learning environments are utilized to support all learners. We also encourage spiritual growth through weekly chapel time and daily prayer. Your child will build a love of learning and spiritual growth in a Christ-centered environment.

Hours of Operation

We are open from 6:00am to 6:00pm Monday through Friday. If your child is not picked up by 6:00pm, a late charge of \$1 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 people authorized to pick up the children have failed, we will contact law enforcement.

We at LSCDP reserve the right to modify our hours of operation depending on weather, road conditions, or other unforeseen circumstances. Should our normal hours of operation need to be modified due to unforeseen circumstances, weather, and etcetera, we will post all changes on our "Lake Stevens Christian Daycare & Pre-School" Facebook page as well as the ProCare App.

Holiday

Daycare families are credited 2 weeks per calendar year (January 1 through December 31) for vacation time after 90 days of enrollment. Pre-School only students do not receive any vacation credit.

Holidays Closed

Memorial Day	July 4 th	Thanksgiving Day
Day after Thanksgiving	Christmas Day	New Year's Day

Close at 3pm

Christmas Eve	New Year's Eve
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Please keep these days in mind and plan your schedule accordingly. Remember our 9-hour minimum requirement as that is still in effect weeks when there is a holiday.

Admission and Enrollment

At LSCDP we accept children 6 weeks through children 12 years of age. A registration fee of \$100 per child is required to be paid at the time of registration. Immunization records and all other paperwork needs to be completed before the child starts. Accurate contact phone numbers are required.

Drop-in care cannot be provided. There is a minimum attendance requirement of 9 hour per week per child.

Pre-School Only

Students registered in the Pre-School only program will attend 3 or 4 days per week (Monday-Friday) 9:00am to 12:00pm. The child should be dropped off between 9:00am and 9:15am. If the child is dropped off before this time, a \$1.00 per minute early drop off fee will be charged. If the child is picked up after 12:15pm, a \$1.00 per minute late pick up fee will be charged.

Reporting of Child Abuse or Neglect

WAC 170-296-7060 requires that we at LSCDP report immediately the following:

1. A death, serious injury requiring medical treatment, and an 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 reputable communicable disease as required by the state board of health to the local public health department and to the licensor by telephone.

Parent Responsibilities

We ask that you help your child get the most of his/her experience at LSCDP by following these guidelines:

1. Children should be free of illness or if on medication, free of symptoms and well enough to participate in activities.
2. Children should be well rested.
3. Children should be dressed appropriately for outside activities - please no flip flops.
4. Please provide an extra set of clothes to be stored in your child's basket in case of an accident or spill.
5. Children must arrive by 10:00am daily.

Note: if you have someone else pick up your child, please make sure they are on your child's Emergency Contact/Authorized Pick-Up Form. 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, they will not be allowed to pick up your child. They will also be fingerprinted as we use a fingerprint check-in/out system. We take the responsibility of the children in our care very seriously.

Health Procedures and Policies

Immunizations: To be enrolled at LSCDP 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 the required immunizations, please contact your doctor. If your child is exempt, an exemption form must be completed prior to the state date.

Sick Children: At LSCDP we follow the advice of the Health Department in preventing the spread of communicable diseases by preventing children who exhibit symptoms of illness from attending childcare.

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 in the past 24 hours
3. Rashes: Any draining rash or body rash that persists with no apparent cause and especially if it is 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 to care and be goop free.
5. Appearance and Behavior: Pale skin, lack of appetite, unusually tired or irritable - these symptoms provide sufficient reasons for keeping a child from attending childcare because of the group oriented, active childcare environment
6. Sore Throat: Especially if it is accompanied by a fever and/or swelling at 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 and Scabies: Children who have lice may not return to childcare until they are free of lice and nits (eggs). Children with scabies caused by the burrowing itch mite may be admitted for childcare after treatment
8. Fever: If the child's temperature is 100 degrees Fahrenheit or higher
9. Nose Discharge: Children with chronic colored tick discharge from their nose
10. Chronic Cough: Severe chronic cough
11. Apparent Respiratory Problems: When a child experiences any unexplained difficulty 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 to care

Children must be symptom free for a 24 hour period before returning to Lake Stevens Christian Daycare and Pre-School.

Parents must notify LSCDP of a child's communicable disease, including lice, worms, non-visible infections, and open wounds. LSCDP will notify families and Snohomish County Health District if there has been a report of a child with a communicable disease. Infected children should return to a center until healed or are no longer contagious.

CHILDREN WITH THE FOLLOWING SYMPTOMS MAY ATTEND CHILD CARE provided they DO NOT exhibit any of the items listed 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 the above symptoms
2. Mild Cold Symptoms: Children with occasional clear discharge from the nose and an occasional cough
3. Minor Rash with Known Causes: Such as a minor diaper rash, heat rashes, or minor apparent discomfort to the child

Restraint Policy

LSCDP will not use physical restraint as a practice for managing behavior. It will only be used as a last resort and to ensure the safety of the child and others around the child. Physical restraint will be used for as short a time as possible and avoided whenever possible. Any incident which requires restraint will be documented. Please know that this is only used in extreme situations.

Medication Management

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 medication. Unused portions of all the medications will be returned to you. Please ensure the child's full legal name is on each medication they are taking. When you fill out the form, the amount and time need to be clearly stated.

Over the counter medication can only be given as directed by the manufacturer's recommended dosage on the label. The child's specific age and weight must be within the age 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 such as dosage, when, how often, and method of administration must be included. You will still need to fill out a medication consent form at the front desk, whether long or short term as appropriate.

Non-prescription medicines allowed:

- Antihistamines
- Non aspirin for fever reducers and pain relievers
- Anti-itch ointment or lotion intended to relieve itching
- Diaper ointment intended for use with a diaper rash
- Sunscreen

Medication will be given only if:

- The medication is in its original container
- The dose and frequency is stated on the label
- The medication is age appropriate for your child. Infants need a doctor's note in order to give any medication

The following stipulations apply:

- A medication/treatment form MUST be completed for each medication and condition
- All medications given will be documented on the medication form
- All medications are kept in the director's office

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

If your child gets sick while at LSCDP, he or she will be removed from their group and made as comfortable as possible, and you will be contacted to pick them up. If we cannot get in touch with the parent or guardian, we will contact whomever you have listed on the Authorized Emergency Pick Up Form. Make sure the people you authorized to pick up your child are available if you are not. If we feel the illness is serious, we will seek emergency help immediately.

We understand the inconvenience and expense of keeping a child home or having a child sent home from daycare. However, the above policy must be enforced to protect all the children in our care as well as our staff from unnecessary exposure to communicable diseases. If you have questions, please ask. The LSCDP director reserves the right to make final decisions regarding any child showing signs of illness.

Hand Washing

All personnel and children must practice proper hand washing techniques which are posted at all the sinks. Please have your child wash hands upon their arrival at the daycare.

Accidents and Injuries

Accidents and injuries are part of every child's life. When they occur at LSCDP, we will apply first aid, call 911, and notify parents/guardians immediately. All injuries, whether minor or serious, will be documented on our Ouch Report form for parents to read. The report is also filed in the child's records for future reference.

Emergency Response Plan

LSCDP's top priority is the safety of the children and staff. In the event of an emergency, staff will stay with your child until they can be reunited with their parents/ guardians. If a major disaster occurs, we have emergency supplies on hand that will last for 72 hours. These supplies include food, water, blankets, first aid kits, fire extinguishers, and flashlights. We will shelter in place unless our building is not safe. If we must relocate, then we will go to the nearest aide station. If we move children to a safe location, families will be notified. If local phone service is non-functioning, then we will leave a message with your out of state or county contact.

Class Times

We ask that the children be on campus by the start of their class times, 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 10:00am, so this doesn't disrupt lunch/nap time. Our daily routines differ depending on the 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

LSCDP participates in the Washington State USDA Program. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Our cook plans and prepares all breakfast, lunch, and snack menus 2 weeks in advance. Menus are available at the front desk.

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

Breakfast is served from 8:00am to 8:30am at no extra charge. If your child needs to eat breakfast, please be here within that time frame. All breakfasts are served with milk.

Snacks are served mid-morning and mid-afternoon generally around 10:00am to 10:30am and from 3:30pm to 4:00pm. Exact times may vary depending on arrival time from public schools, classrooms activities, etc. Juice, milk or water are provided with every snack.

Lunch is served from 11:30am to 12:30pm depending on the child's class. Milk is served with every lunch.

We at LSCDP monitor children's lunches to ensure compliance with WAC 170-295-3160 which states that a minimum lunch 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 servings

If you wish to bring special treats for a birthday or special occasion (such as cupcakes) 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 children to have gum.

Rest/Nap Time

After lunch, toddlers though pre-k age have a nap/rest time. Children are welcome to bring a small blanket or stuffed animal from home to use during this time. We provide sheets for naps. Mats are washed daily with bleach after nap and sheets will be washed once a week. We recommend taking the child's blanket home occasionally for washing.

Infant rest time will be in a crib with a firm mattress without a blanket. They will be laid on their back for naps time. Infants will not be left in swings or car seats while sleeping.

Transportation

LSCDP provides transportation to 3 schools: Sunnycrest, Highland, and Stevens Creek. \$17.00 per family, per month will be applied to your bill for service during the school year. These fees are adjusted for all months from September to June. No half month charges.

Field Trips

Field trips are scheduled throughout the year. 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. Water bottle
3. Good walking shoes
4. Dress appropriate for the weather

Bringing Things from Home

We discourage children from bringing toys or personal items from home. The only exception to this rule is for show and tell time. 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 with your child's teacher. Toy weapons of any kind are NOT allowed. LSCDP will not be responsible for items brought from home that may be damaged or lost.

DO NOT BRING:

- Large blankets or large pillows (we cannot store them)
- Toys from home. All toys brought will be kept at the front desk to be picked up at the end of the day. If lost, LSCDP will **not** replace nor search for it
- Sleeping bags
- Multiple blankets

Items Needed for Preschool and Toddler Aged Children

Each child will have a basket which is kept in the classroom. Please bring the following items:

Toddler:

- 2 changes of clothes, including pants, shirt, socks, and underwear
- A small blanket clearly labeled with their name
- Disposable diapers or pull-ups
- All items should be clearly marked with their name
- Children must be fully dressed upon arrival

Diaper changing procedures are posted by changing tables. Changing tables are sanitized between each use. The personnel will wash their hands before and after diapering. If your child is allergic to the wipes we have, please provide your own.

Pre-School:

- 2 changes of clothes, including pants, shirt, socks, and underwear
- Blanket clearly labeled with their name

Disciplinary Practices

We at LSCDP 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 class as appropriate for a short "time-out" to reflect on their actions. Time-outs consist of one minute per age of the child (at 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.

We shall prohibit and prevent: Corporal punishment by any staff member on the premises, which includes hitting, biting, shaking or kicking a child or any other means of inflicting physical pain or causing bodily harm.

LSCDP's policy to correct undesirable behavior:

- The child will be told to stop and an explanation to the child will be given.
- If the behavior continues, another explanation will be attempted.
- If a third infraction is committed, the child will be separated from the rest of the class by means of a chair put aside away from activity, but in the same room. If the action injures another child or has the potential to injure another child, the misbehaving child may be sent to sit in the office. Parents may be called and/or a written report will be filled out and sent home.
- If the behavioral problem continues, a meeting between the director and parent will be scheduled. The purpose of this meeting will be to design a plan that both the school and parents can follow to correct behavior problems.
- Finally, if LSCPD cannot find a satisfactory means to bring a solution to the problem, expulsion from the center will be carried out.
- It is our desire to use positive, encouraging words when bringing correction. Reinforcement of acceptable behavior will be accomplished with words, stickers, privileges, etcetera. We ask that you work with us to make LSCDP a safe, happy place for all the children. Just as children "act up" at home, they will here as well. Our means of correction are limited, so we ask that you partner with us in this regard.

An unacceptable behavior agreement is included in your registration paperwork and is to be signed by the parent or guardian.

Termination of Care

Voluntary Termination: You unenroll your child from LSCDP. A withdrawal form must be completed and turned in prior to the last day of care. Without a completed withdrawal form, billing will continue.

Involuntary Termination: Will occur when we can no longer meet the needs of your child. However, if a child is uncontrollable by the staff or persists 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, after all attempts, have failed to find a reasonable solution, parents will be notified of termination.

Billing and Payment

A one-time, non-refundable registration fee of \$100.00 will be due at the time of enrollment. All tuition charges are based on a fixed hourly charge. Tuition billing is posted at the beginning of each week for the previous week. Other charges are billed at the time of their occurrence; for example, field trips, late pick-ups, and etcetera.

We require a minimum of 9.0 hours per child per week. On weeks of non-attendance or short attendance, your time card will be adjusted and you will be billed the 9.0 hours.

A yearly registration renewal fee will be billed during the anniversary month of enrollment. \$125 for the first child, \$50 per additional child with a cap of \$225 per family.

Our billing cycle runs from the first to the last day of each month. A zero (0.00) balance is required each billing cycle. At the time of withdrawal, your bill must be paid in full within 7 days of the last day of attendance. On the 5th of each month following withdrawal, if there is a balance remaining on your account, you will be charged a \$55.00 late payment fee.

Tuition Express (TE): This is our preferred method of payment which assures you of no late payment fees and no worry of missing payment due dates. You will decide on a payment date that will work with your personal family budget. You may chose to pay with a Credit/Debit card or by ACH-checking account. There is a 3% fee when paying with a card. The account you use for your payments

must have available funds at the time of your scheduled payment to avoid it from being declined. Each time a payment is declined, a \$55.00 decline fee will be charged to your account along with the returned payment amount. To utilize this form of payment paperwork must be filled out.

Pre-School Only Program: An annual, non-refundable fee of \$100.00 will be due at the time of enrollment. The tuition fee of \$242 for 3 days or \$308 for 4 days is billed on the 1st day and paid by TE autopay on the 5th day of each month, September through June. The monthly fee is required regardless of attendance or absences and will not be prorated for any reason. The 9.0 hour weekly minimum requirement and the 2-week vacation provision does not apply to this program.

Fire and Earthquake Drills

All age groups practice fire and earthquake drills on a regular basis at LSCDP. These topics are discussed with the children and then practiced. Unannounced fire and earthquake drills are then performed monthly throughout the year. Due to the loud sound of the fire alarm, an announced fire drill can be a frightening experience for many children. However, once they understand what the sound is for, the fear usually subsides. A staff member checks the entire building to ensure all children 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 what the purpose of the drill was before returning to normal activities.

Thank You

Every effort will be made to give your child(ren) a good experience while at daycare. We will contact you if we have any concerns and you may do the same.

Just as every child occasionally misbehaves at home, he or she may misbehave in daycare. We ask for your cooperation and understanding if we must contact you to discuss your child's behavior. No child is bad, but everyone needs guidance and good role models in their lives to help them become the best they can be. We do not expect perfection, but some rules are necessary for safety reasons and to respect parents' beliefs and morals. LSCDP believes that God has given us rules for our own safety (even adults) so it will uphold those standards while watching your children.

Children learn from one another as well as from adults. Your child might hear something from another child they wish they hadn't while at daycare or school. We try to listen to and monitor conversations between children but can't hear everything. Let us know if we can address something more specifically. We can't solve all problems, but we can do our best to make your child's environment here at LSCDP as healthy and wholesome as possible.

We are truly committed to QUALITY CARE and work very hard to make sure that all procedures and practices are followed daily. If you have any concerns or suggestions, we would love to hear your thoughts. Thank you for trusting your children to our care.

Thank you for reading this! It helps to know what to expect. We appreciate your time and trust in us.