

# Colton Childcare Parent Handbook

306 Steptoe St.  
Colton, Wa 99113  
509-229-3401

The Colton Childcare center is operated and supervised by the Colton School District. The District believes the future impact of a quality childcare will positively impact our schools and community. The District is committed to providing a quality childcare program that will help children learn, grow, and develop.

Listed below are contact numbers for administrators:

Sheena Kerr  
Childcare Director  
1-509-229-3401  
Email: [SKerr@colton.k12.wa.us](mailto:SKerr@colton.k12.wa.us)

Paul Clark  
Superintendent/Principal  
Colton School District  
1-509-229-3386  
Email: [pclark@colton.k12.wa.us](mailto:pclark@colton.k12.wa.us)

The policies and procedures handbook provides you with the necessary information you should have concerning this program, goals, admission requirements, business practices, enrollment procedures, and health care procedures. Please read this and agree to comply with everything contained herein. If you have any questions, please feel free to ask before signing the form.

## **NON-DISCRIMINATION POLICY**

CHILD CARE CENTERS ARE DEFINED BY STATE AND FEDERAL LAW AS PLACES OF PUBLIC ACCOMMODATION AND MUST NOT DISCRIMINATE IN EMPLOYMENT PRACTICES AND CLIENT SERVICES ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, GENDER, SEXUAL ORIENTATION, CLASS, AGE, RELIGION, OR DISABILITY.

### **Goals and Objectives**

Our goal is to nurture social, emotional, physical, and intellectual growth in a loving and safe environment. At Colton Childcare, we strive to provide the basis support needed for enhancing your relationship with your child.

To achieve these goals, we realize it is important to:

- Value each child's qualities and recognize individuality
- Have resources readily available and confidence that the child will reach his/her full potential
- Guide each child in making choices and finding satisfaction in his/her own decisions
- Encourage each child to complete tasks and praise their accomplishments

Remember, it is very important that you select an environment for your child that best compliments your philosophy at home.

It is our goal to meet each parent's needs and provide your child with the highest quality care available. We hope we can work together to make this the best possible experience for you and your child.

## **Admission Requirements**

The following forms are to be completed before the child can begin care. Parents must also schedule an appointment with the Director to review the contract and forms.

- Childcare registration/medical history
- Emergency medical consent
- Certificate of Immunization status
- Agreement and permission form
- Childcare financial agreement and policy and procedure agreement
- Policy and handbook acknowledgement

Each child will have a four week trial period to determine if it is in the best interest of your child to continue care.

## **Hours of Operation**

Monday through Friday 7:00am to 6:00pm

\*We are restricted to a certain number of children at one time. It is imperative that you adhere to your contracted schedule so that we can adhere to our child/adult ratio.

\*Any child picked up after 6:00pm will be charged \$1.00 per minute per child.

\*After 3 occurrences of afterhours pick up, your child will be disenrolled from the program.

## **Closures**

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the day after Thanksgiving

Christmas Eve and Christmas Day

\*Closure days are subject to change based on the scheduling needs of the childcare center. Any further closure days will be posted at minimum one week prior.

## **Rates**

See our current fee schedule for Childcare rates. Our hourly and flat rates are subject to increase each year and will be approved by the Colton School District board, prior to any increase taking place. Families will receive a 30 day notice before a rate change occurs.

## **Schedules**

Families are required to choose their childcare schedule upon enrollment. In order to make a change to your schedule, you must notify the Childcare Director in writing at minimum one month prior to the change in order ensure that there is sufficient space available.

### **Credit Days**

There is no credit given for absence based on your contracted attendance. Any absences for illness, holiday, closure, or vacation will be charged as a regularly scheduled day.

### **Termination of Care**

Parents are required to provide one month written notice of intent to terminate care. Parents are required to pay all tuition and fees due at the time termination notice is given. If one month's notice is not given, parents will be responsible for one month's tuition after the last day of care.

### **Payments**

Payments are due no later than the 10<sup>th</sup> day of the month following your statement. Checks should be made to Colton School District #306. After the 10<sup>th</sup> of each month, a late fee of \$25 will be assessed. The Childcare Director will suspend care if payment is not received in full by the 15<sup>th</sup>.

### **Parent Responsibilities**

Please use the front entrance and walk your child into the building each day. You must sign in and out each day on the sign in and out sheet provided by the Director.

Please send your child in clothes that can get dirty or messy. We try to protect clothing, but accidents do happen. Also, help your child pick out clothing that is appropriate for the weather and outdoor play. Please provide an extra set of clothing.

Please update any changes to your phone numbers or address promptly. Registration paperwork is to be filled out annually, each year in August.

### **Parent Concerns**

Daily communication between parents and our employees is very important. We are always happy to provide you with a brief account of your child's day. If at any time, you would like to discuss your child's progress or would like an extended conversation, a private conference can be scheduled for a time to speak one on one.

The Director holds an open door policy to addressing all concerns and would be happy to assist and meet with you by appointment.

### **Allergies and Accommodations**

Please inform us about allergies, fears, and special needs. Certain allergies or accommodations will require paperwork in addition to the enrollment and registration forms to be filled out.

**Child Abuse and Neglect Reporting procedures:** We are required by law to report suspected child abuse and/or neglect. If it is suspected that a parent has indulged in drinking of alcoholic beverages and arrived to pick up his/her child(ren), the following actions will be taken:

A person suspected of drinking alcoholic beverages will be asked to call someone else to pick up their child. If the suspected parent refuses to comply with the above actions and insists on leaving with the child or is disruptive, 911 (Police) will be called immediately and it will be reported. If the person picking up the child appears to be intoxicated repeatedly, CPS will be notified and the Child Care Services will be terminated immediately without notice. Payment will be due for one month of contracted services and any fees currently owing will be due immediately.

### **Behavior Management and Discipline:**

If a child displays adverse behavior, he/she will first be told verbally that a behavior is not acceptable and is disruptive to the group. He/she will then be asked to stop the behavior and told about acceptable behavior. If the unacceptable behavior continues, the child will be asked to leave the group and spend quiet time away from the others and will be reminded of the rules for behavior before returning to the group of play. If appropriate behavior is observed, the child will receive positive praise for following the rules.

### **Transportation and field trip arrangement:**

It is the parent's responsibility to make arrangements with school bus transportation or car pools for transporting your child to the day care center before and after school. We must be notified in writing if your child will be leaving at a later time than usual or will not be attending daycare after school hours. When transporting children, all children will be in seat belts or car seats. Crossing guards supervise children crossing the highway before and after school.

### **Health Requirements:**

State law requires that your child be up to date with the immunization program. Children may not attend without a completed up-to-date immunization form. Please inform us when your child has had additional immunizations after registration, so that we may update and keep your child's file current.

If your child is ill, please do not bring him/her to daycare and please do not bring him/her after an illness until he/she has been free of symptoms for at least 24 hours. If while in care, your child shows signs of illness such as a temperature over 100 degrees, rash, listlessness, chronic coughing or sneezing, vomiting, diarrhea or other obvious signs of illness, or needs continual attention, we will contact you and you will need to pick up your child from daycare as soon as possible. It is important that you arrange with another person to accept that responsibility if you are unable to do so yourself.

We must report any communicable diseases to the Public Health Department and notify other parents. If your child has a communicable disease (strep, chicken pox, measles, etc.) you must get a note from your doctor stating that your child is no longer in the communicable stages of the disease before you bring the child back to daycare. For head lice, your child must not attend daycare until properly treated and procedures for de-licing of your home and clothing are completed.

### **Handwashing, diapering, sanitizing, and laundering:**

Hands will be washed before and after preparing snacks and meals, between diapering and after using the restroom. Children will be required to wash their hands before and after eating snacks and meals, after using the restroom, after playing outdoors and when needed to prevent spreading germs.

Diapers will be changed on the changing mat and disposed of in a diaper pail. Only disposable diapers will be used. You may bring these daily or bring a supply and we will let you know when more are needed.

Bedding will be laundered weekly, unless it becomes soiled during nap/rest time. We will keep toys and equipment as clean as possible.

### **Medication management:**

Children diagnosed with an infection and prescribed an antibiotic or other medication/treatment by a physician must have received full 24 hours dosing of the medication before returning to childcare. Parents are required to complete and sign a Medication Release Form in order for any prescription medications to be administered. We must also have written permission to use diaper ointments or powders, sunscreen, and Benedryl or Tylenol. Prescription medications

must be in their original container and clearly labeled. We will then give your child his/her medication according to physician's instructions, and record it in your child's file.

**Fire drills:**

Fire drills will be conducted monthly. If the alarm sounds, all children and adults will leave through the nearest exit (window or door). The children will be accounted for outside, and the fire department will be called. The evacuation plan will be posted near the doors. **All care will be taken so as not to frighten the children as we practice these necessary emergency procedures.**

**IN THE EVENT OF AN EVACUATION EMERGENCY, all children will be taken to GASB School and parents contacted. Their phone number is (509)229-3579.**

**Emergency procedures:**

**Children will not be left alone without at least one person being certified in Infant/Child CPR and first Aid Training.**

The nearest hospital is Pullman Regional Hospital at (509)332-0193. In case of emergency, your child will be taken to PRH unless you state otherwise in writing, and state your preference for hospital care.

**Minor emergencies:**

If a child becomes injured, First Aid will be administered and parents notified of the injury. The date, time of injury, first aid given, time parents were called, and instructions regarding medical care, will be recorded and signed by parents.

**Life threatening emergencies:**

In the case of a life-threatening emergency, 911 will be called immediately. CPR and First Aid will be administered and parents/guardians will be called. The emergency medical treatment release and medical history records will be provided to 911 attendants. A record of the injury, time of injury, time of calls to 911 and parents, and type of aid provided will be recorded in your child's file.

**Child development:**

We recognize each child is a unique individual. We will meet each child's needs and challenges using the following developmentally appropriate techniques:

**INFANTS:**

- \*Allowing the infant to learn trust.
- \*Provide the child with consistent and quality care.
- \*Take care of the infant's physical and emotional needs immediately; diapering, feeding, sleeping, and quality social interaction.
- \*Provide routine.
- \*Provide a stable and familiar environment.

\*Respond to the child in a positive and caring manner.

**TODDLER:**

\*Allowing the child to develop autonomy.

\*Encourage, support, and reassure the child with his/her toilet training endeavors.

\*Provide the child with choices, encouraging him/her to explore and experiment on his/her own. (Love, cooperation and freedom of self-expression)

\*Provide variety.

\*Provide a safe, accepting and supportive environment.

\*Respond to the child in a positive manner, building self-esteem, and individuality.  
Provide a “yes” environment.

\*Allow the child to go at his/her own pace.

\*Provide plenty of active movement

### **PRESCHOOL:**

- \*Allowing the child to develop initiative.
- \*Setting clear rules and limits in advance, to allow the child to learn socially acceptable behaviors.
- \*Provide the child with a wide variety of social and cognitive experiences.
- \*Plan an environment that fosters natural curiosity and the desire to create.
- \*Allow for the child to make contributions of his/her own ideas.
- \*Provide activities with “hands on” experiences.
- \*Allow the child to work out his/her own differences, without too much adult intervention.  
(Problem Solving Skills)
- \*encourage language development through modeling.
- \*Provide an accepting environment.

### **SCHOOL AGE:**

- \*Allowing the child to develop a sense of competence.
- \*Give the child positive feedback regarding accomplishments.
- \*Provide positive support and role modeling.

### **Infant care:**

Feeding practices will be determined by the parent regarding what to feed the infant, how much, and how often. All formula will be heated and never served cold. Iron fortified formula needs to be provided by the parents until they are weaned. From 12-23 months, 2% milk will be provided. Infant cereal, fruits, and vegetables will be provided by the parent. Infants will be napped on their backs according to the current updated information regarding SIDS.

### **Toilet training:**

We will work with you at potty training your child. When parents have decided on the time to start the training, we will follow potty training guidelines and expect it to be continued evenings and weekends at home. If the child shows no interest, we will stop and try again at a later date. If we find a parent is not working with the child too, we will stop. It must be a full time effort for both the parent(s) and the day care.

### **Rest time:**

State licensing regulations suggest that any child 5 years of age or younger be given a “quiet or rest time”. We ask that all children under age 5 rest approximately 1 1/2 hours daily.

### **Nutrition:**

All meals provided are nutritionally balanced. mid-morning snack, lunch, and afternoon snack are provided. Breakfast is not served but you are more than welcome to bring breakfast with your child. If your child is on a special diet, you will be required to provide necessary food items per day. All meals are provided at a set time each. If your scheduled mealtime conflicts with serving times, you will be required to provide a meal for your child at home prior to attending day care. This does not apply to infants. If your child(ren) are not at day care before 10:30 please feed them before arriving.

On half days from school, children will be required to bring their own lunch. Sack lunches are available at CHS.

A relaxed atmosphere, good table manners, and good eating habits are encouraged during mealtime.

Parents are welcome to provide treats for birthdays and holiday parties, but please no peanuts, balloons, or candles. Please check to see if there are any food allergies.

**Parent Handbook Signature Page**

I agree to follow the Colton Childcare policies and procedures set forth in this handbook. I understand that policies and procedures can change from time to time and that the Childcare Director will update me if any policies or procedures change.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_

Date of Withdraw: \_\_\_\_\_