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| **POLICIES AND PROCEDURES** |
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**SHIDEH ANISSIPOUR**

**DIRECTOR**

**1810 N. 155TH ST.**

**SHORELINE, WA 98133**

**(206) 362-8278**

**LICENSED BY STATE OF WASHINGTON**

**REVISED ON 07/03/2017**

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**MISSION STATEMENT**

Our mission is to provide a safe, healthy, positive, encouraging and most of all a

happy environment for everyone. Care and Control are the main ingredients of our policy.

**PHILOSOPHY AND PROGRAM DESCRIPTION**

Our philosophy is based on a set of strong held beliefs:

We believe each child is a unique individual. We are sensitive to their social,

emotional, and intellectual needs. We provide a developmentally appropriate program

that focuses on the process of learning and helps the children enjoy successful

experiences. We encourage, not just learning, but the love of learning.

We believe in providing a physical environment that is safe, clean, healthy and

oriented to children. Classrooms are arranged to offer challenging play and

learning choices at a range of developmental levels. Discovery centers allow

children the opportunity to explore, to experience, and most importantly to

succeed.

We believe the strength of our program is the dedication of our teaching staff.

We support our teachers with training, resources and freedom to create a unique

learning experience for children. We provide many opportunities for teachers to

share ideas and grow professionally. Our teachers create a caring and nurturing

atmosphere and foster each child's creativity and positive self-image.

We believe in positive methods of discipline. We establish consistent, age

appropriate limits to help children function in their world. Our programs are

designed to develop in children a sense of independence and responsibility. We

desire to strengthen each child's own cultural identity, while instilling a respect

for others who may be different.

**CURRICULUM POLICY**

At Petite Academy we provide opportunities for continual learning and growth. Our goal is to promote a love of learning in each child. Developing a curriculum around student interests is important because every child is unique. We encourage child dialogue about the lessons and activities teachers have provided. We also ask the children what they are interested in as well.

The children learn to respect themselves, others, and their environment. They all need a safe and secure place to be play and socialize daily. Teachers need to be caring and create a peaceful atmosphere. Children are developing their social emotional, science, critical thinking, and literacy, cognitive, fine and gross motor skills.

As a first educator’s we provide a safe environment that invites teamwork. Lead teachers guide and demonstrated intentional and emergent learning. We encourage children to explore their environment around them at school and at home. When children feel they have ownership in the curriculum, they are motivated to work to reach their goals.

Teachers provide resources to parents and information to children how children naturally build their knowledge and find answers to their questions. Lead teachers provide the children with the opportunity to make self-discoveries. Teachers give the children plenty of time and space to use materials. Teachers create many hands-on activities that the children can individually experience. Teachers help children to develop a deep love and respect for themselves, others, and their environment occurs through an open sharing of ideas. Children respect for their teachers, peers when their voices are heard and they have the freedom to express themselves.

**DISCRIMINATION POLICY**

We do not discriminate in enrollment or hiring practices or in the care of

children because of race, creed, color, ethnicity, national origin, gender, sexual

orientation, age and communication and learning styles. Petite Academy's policy

is to make reasonable accommodation to physical or mental limitations of any

otherwise qualified or disabled children, parents and staff. It is center policy to

prohibit sexual harassment and provides a grievance procedure for making and

resolving sexual harassment complaints. Petite Academy welcomes honors

and respects the diversity of families and is committed to providing a culturally

enriched environment for your children.

**BACKGROUND**

We have been licensed by the State of Washington since 1980. Our center

is inspected by a State Licensor yearly and meets the Washington State requirements.

We are a member of Childcare Resources and United Way. We have continuous on-site

training for our staff . We also participated in Early achievers program.

**ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE**

**INTRODUCTORY VISIT**

Each new child needs to visit our center at least one time prior to enrollment.

Please call in advance to schedule a visit.

**ADMISSION FORMS**

There are several forms you are required to complete prior to your child's attendance:

1. Registration form

2. Agreement form

3. Certificate of Immunization status (to be updated yearly)

4. Completed USDA food program enrollment form

5. Consent to Medical care and Treatment

6. Medication Treatment Authorization (authorization to administer Medication.

7. Permission authorization

8. Handbook Verification

**TRANSITION PERIOD AND SEPERATION**

It has always been difficult to kids to start in a new place. This adjustment time

may be more difficult for parents than for the children. Every child is different.

We can discuss with parents what works best for their child. We recommend

parents be patient for the first couple of weeks and give their child a chance to

adjust. Parents are given verbal and written notice when the transitions will begin.

Prior to the move the Lead Teacher speaks with the child several times about the move. The lead also takes the child that will be transferred for 1 hour per day until the child is comfortable and gets familiar with the new classroom.

**TRIAL PERIOD**

The trial period will be two weeks. Within the first 90 days an Ages & Stages Questionnaire is completed by parent or staff. This is used to observe the child’s adjustment

to care and to talk about concerns. We will talk to you daily about your child's

day. Please tell us if you have any concerns. After two weeks trial period, we will

determine if School services are satisfactory to everyone. If any problem cannot

be resolved then care is terminated.

**HOLIDAYS**

Petite Academy is closed on the following Days:

New Year’s Day, Martine Luther King, President Day, Memorial Day,

Independence Day, Labor Day, Veteran's Day, Thanksgiving and the following

Friday, Christmas Eve Day and Christmas day

If the holiday falls on a weekend, we will be closed on either Friday or Monday to

observe the holiday.

**EMERGENCY CLOSURE**

Due to snow or any other hazardous situation, Petite Academy will be closed if

the Shoreline School District is closed. Please listen to Radio or TV for news

updates. You may call to check if we have managed to open.

**BACK-UP PLAN**

Petite Academy recommends you have access to alternative childcare if possible.

You may need care if Petite is closed for emergency reason. If Petite is

Closed, you will be notified the night prior so that you can make other

arrangements. It is always your responsibility to find back-up childcare. For a

childcare referral please call:

**LICENSOR Meagan Green 206-550-0935**

**CHILDCARE RESOURSES**

(206) 865-9530 East King County

(206) 461-3207 Seattle/North King County

(206) 852-3080 South King County

**INSURANCE COVERAGE**

Petite Academy carries Liability Insurance and Medical Insurance for children.

Parents must use their own health insurance for incidents.

**PETS**

We have no pets in School. Pets, such as fish in an aquarium will be okay for

Educational purposes.

**RECEIPTS AND TAXES**

Petite Academy will give you a payment receipt when you pay for children in

cash. You will receive an annual statement with tax ID # at the end of the year to show

your childcare expenditures for the applicable tax year.

**RATES AND PAYMENT PLAN** RATES ARE ADJUSTED EVERY YEAR IN SEPTEMBER One month notice will be given. If more frequent adju*s*tments are needed, then two months’ notice will be given.

**Annually Fee Per Child Rates: Registration Fee is $100.00**

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| --- | --- | --- | --- |
| **AGE** | **FULL TIME** | **HALF TIME** | **DAILY** |
| 12 months - 29 | $1400.00 | $1000.00 | $80.00 |
| 30 months – 5 years | $1200.00 | $850.00 | $70.00 |
| Before/After School | $350.00 | N/A | $50.00 |

**DEFINITIONS:**

Full time: Over 4 hrs. per day and over 4 days a week

Half time: Less than 4hrs between the hours of 6:30 to 12:30 or 12:30 t0 6:00pm

Daily: Over 4 hrs.

**PLEASE NOTE: LATE FEE RATES ARE $1.00 PER MINUTE AFTER**

**6PM AND IS DUE IN CASH TO THE STAFF ON DUTY**

**MISCELLANEOUS RATE INFORMATION**

FEES: PARENTS ARE REQUIRED TO PAY FOR THE TIME THEIR CHILDREN ARE

SCHEDULED TO BE IN CARE. IN OTHER WORDS, **PARENTS ARE PAYING FOR A**

**SLOT WHETHER THEIR CHILD IS THERE OR NOT.** PAYMENTS ARE DUE FIRST OF

EACH MONTH IN ADVANCE. SPECIAL PAYMENT TERMS ARE NEGOTIABLE ON RARE

OCCASIONS AND WILL BE DEFINED IN THE CONTRACT.

**VACATION POLICY**

There is no deduction for Vacations and Holidays. In order to keep your child's

spot you have to pay the flat monthly rate. Please give written notice when taking time off.

**PAYMENT POLICIES**

Payments are due first of each month in advance. There is a $5.00 per day late fee charge after the fifth. If the fee is not paid after a period of five days, your child will not be admitted until all fees are paid in full. The Penalty for NSF check is $50.00 plus $5.00 per day late fee as of first of the month to the time that payment is paid in full. Cash payment is required for returned checks. You may be put on a cash basis after the second NSF check. **Upon enrollment, half of the monthly fee & registration fee is required to hold the spot and is non-refundable. The other half is to be paid the day the child starts.**

**FIELD TRIP FEES:**

Field trip fees will be charged when necessary.

**TERMINATION OF SERVICES**

**30 Day** notice in writing is required if you intend to terminate care from Petite or make

any changes to the current agreement. (Ex: from full time to part time, etc.).

Petite Academy requires parents to fill out an **exit questionnaire**.

**If you should terminate your child's care without notice, you will be responsible**

**for payment of a full month . Failure to comply, you will be responsible**

**for additional fees and charges that may occur in order to collect the fee.**

**(Ex: Attorney fees, Collection agency, court, etc....)**

**Petite Academy may terminate care with no notice. The following are conditions that will cause termination of our childcare services:**

1. Failure to abide by policies.
2. Challenging behavior by the child such has physical violence to children and staff.
3. Development needs that may require a specialty school.
4. Continued failure to pay dues and fees on time.
5. At the discretion of the Director

**Expulsion with Support Steps**

* Parent Meetings
* Referrals and expert evaluations
* Documentation of challenges, process, findings and development planning
* Upon request, visits or phone calls to other facilities

**BUSINESS PRACTICES:**

**Arrival and Pick-Up**

1. Arrival instructions: Parents are required to walk in with their children, please sign in and out with your full name. Please help your child to wash hands upon arrival (required by Health Department). Children must be in good health and clean (including diapers, if this applies).
2. Please Identify on the child care register that is authorized to pick up your child. Any person not on register, who is to pick up your child, must have written permission or be verified by a phone call from/to parent and faxed authorization. The person picking up your child must have identification.
3. Your child will not be released to anyone under the influence of alcohol or drugs.
4. Your child will not be released to anyone under age of 18.

**ALL THE LATE FEES WILL BE APPLIED.**

**TOYS, FOOD AND ITEMS BROUGHT FROM HOME**

1. No gum is allowed in this facility
2. Food can be brought to school to share with other children only if the food

 is pre-packaged from the store.

1. Children can bring toys for show and tell or play but school and staff are

 not responsible for stolen, destroyed or lost toys.

1. Children can bring foods for themselves. Please notify the school staff so

 we can store it properly.

1. Homemade foods cannot be accepted to share with other children.
2. If you plan to bring treats for your child's birthday, they must be

 commercially baked, labeled and in the original box or bag.

**MEALS AND SNACKS**

It is your responsibility to notify us of any allergies or adverse reactions your

child has to any foods or beverages. Allergies will be posted in eating area. If your child has an allergy, there are forms that need to be completed by physician and kept in child’s file. There is also a form for any intolerance as well. If your child is required to have an epi pen please hand to teacher for safe keeping.

**Individual healthcare plan for severe allergies written and signed by**

**Doctor must be on file for the child with allergy.**

We will work closely with you on your child's transition to solid foods when appropriate.

Menus will be posted weekly on the parent board above the sign in/out sheet

shelf. Meals will be served family style. They will be nutritionally balanced with

foods from all food groups. Menus rotate every 3 weeks. Petite academy is

participating in USDA food program and follows the program guidelines. The

center provides Breakfast, Am Snack, Lunch, PM Snack and late PM Snack.

**SAMPLE MENU:**

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| --- | --- |
| Breakfast : | Toast, Butter, Jelly, Milk, Banana |
| AM Snack: | Wheat Thins, Apple, Water |
| Lunch: | Beef, Potato, Peas with tomato sauce, Rice, Orange, Milk |
| PM Snack: | Peanut Butter and Jelly Sandwich, Water |
| Late PM Snack: | Graham Crackers, Water |

**FOOD HANDLING**

All staff working with food has food and beverage has a service workers permit. All

proper food handling procedures will be followed at all times.

**RELIGIOUS ACTIVITIES**

No religious activities are conducted.

**HOURS AND DAYS OF OPERATION**

6:30 am to 6:00 pm, Monday through Friday, accept Holidays.

Parents are welcome to visit their children at any time during the day.

**DAILY SCHEDULE**

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| **TIME** | **ACTIVITY** |
| 6:30 – 7:30 | Quiet activities, Breakfast |
| 7:30 – 9:30 | Work stations, Academics |
| 9:30 – 9:45 | Snack |
| 9:30 – 11:00 | Calendar, Circle time, Storytelling, Free Play |
| 11:00 – 11:30 | Outside / Music / Dance |
| 11:30 – 12:00 | Lunch |
| 12:00 – 2:30 | Nap time |
| 2:30 – 2:45 | Snack |
| 2:45 – 3:30 | Academics |
| 3:30 – 4:30 | Work stations / Free play |
| 4:30 – 5:30 | Outside / Music / Group activity |
| 5:30 – 6:00 | Free play / Story telling |

 Work Stations: Manipulative, Art, Science, Block Center, Dramatic, Music Station,

Quiet Reading Area, Puzzles, Math, Sorting, Sensory (water/sand/rice/beans/etc...)

**FIELD TRIPS**

If we plan field trips, you will be notified ahead of time and it will be optional.

Extra fees may apply. We may go to the Park, Zoo, Aquarium or movie Theaters.

Some field trips will be walking to a destination and some we would need to

use vehicles or Metro bus. When we use vehicles, each child will be required to

wear seatbelts or be in a car seat at all times according to child's age or weight.

Permission slips will be required for a child to participate. Each driver will have

insurance, be over 18 and have a good driving record.

**SPECIAL ACTIVITES**

Parents may arrange birthday parties for their kids with prior arrangements.

**PERMISSION FOR FREE ACCESS**

You have the right to access any area of the School. You are welcome to visit or

drop-in unannounced. Please schedule time in advance to observe your child

participating in specific activities.

**BEHAVIOR MANAGEMENT AND DISCIPLINE**

Spanking or any form of corporal punishment is prohibited. Physical restraint,

the withholding of food or any form of emotional abuse is prohibited. We use

positive guidance techniques. These include redirection; cool down periods,

advance warnings of transitions, discussions with child, limit setting, modeling,

clear expectations, choices and others.

**CHILD ABUSE REPORTING**

We are required by law to report any suspected child abuse or neglect to the

Department of Social and Health Services and Child Protective Services.

**PARENT INVOLVEMENT**

Parent participation is always welcome! If you would like to help or share a

particular talent with children, please see the Director or the Lead teacher in the

classroom. You are welcome to visit the site at any time. We may have potlucks

or other family gatherings. Please check the parent bulletin board for any news

of family functions. We always appreciate any donations of material such as

paper, paint, glue, recyclable art materials or markers. Please check parent bulletin

board for any current needs.

**PARENT COMMUNICATION AND PARENT CONFERENCES**

We will talk daily with parents about the child’s day for 15 minutes of more per week. However, we are available when the parent needs Monday to Friday from 6:30 to 6:00 pm. We encourage all parents to take advantage of our open door policy. Please feel free to call, email or visit the office to bring up any topic or ask questions about anything that may concern you.

Each month we will issue a parent Newsletter. We encourage parents to check the parent bulletin

board daily. Parent conferences will be held yearly or as often as requested by parents and providers. Every three months we will review the child’s progress by providing anecdotal and progress notes. We use Teaching Strategies Gold for the children in the classroom. This is a virtual tour that parents have access to and can log in to see their child’s activities.

**CHILD CARE SUPPLIES**

Parents provide bottles liners that are labeled with child's name and date.

If your child needs formula, nipples, wipes, pacifiers, teething devices or toilet

training diapers, etc. Parents provide fitted sheet, blanket and pillow as well.

Bring an extra change of clothes to keep in your child's cubby at all times. Please have warm clothes when the weather is cold and rain or snow gear for rainy or snowy days. Children are required by law to go outside regardless of weather conditions so it is important the child is dressed appropriately for the weather.

Show and tell is on ***FRIDAYS ONLY*** for Preschool children. Please do not allow your child to bring toys to class unless requested by the Lead Teachers. Please check your children’s cubbies daily for art work, academics and other important information. If you bring food for your child please make sure to remove it daily to avoid ants, rats or any rodents from entering the school.

**HEALTH POLICIES**

**COMMUNICABLE DISEASES**

Communicable diseases are illnesses that are spread by direct contact with

infectious agents ( germs or bacteria). Illness can be spread by:

1. Direct contact with bodily secretions or discharge from open sores.

2. Indirect contact with inanimate objects (drinking cups, toys, bedding, etc.).

3. Flies, Mosquitoes or other insects (vectors) capable of spreading disease.

**PREVENTING INFECTION FROM CONTACT WITH BODILY FLUID**

We work hard to keep our staff and children healthy. Still, even healthy people

can develop illnesses that can be spread wisely in a group care setting. To

help reduce the risk of diseases, including illness associated with bodily fluids,

all blood and bodily fluids will be considered to be capable of cussing illness.

Bodily fluids include blood, urine, stools (feces), drool (saliva), vomit, drainage

from sores/rashes ( pus). Etc. There are many diseases that can be spread

through direct contact with bodily fluids. To protect the staff and children the

guidelines below are followed when anyone is at risk for or has been in contact

with bodily fluids.

**GUIDELINE FOR GENERAL HYGIENE**

**Staff and children will wash hands frequently**, including as of entering the school,

after toileting, before and after each diaper change, before food preparation,

meals or cooking activities, after handling any contaminated materials and after

coming in from outside. Any open cuts or sores on children or staff must be kept

covered. Gloves will be worn when dealing with any bodily fluids including blood

and diaper changing. All fluids will be observed daily for signs of illness. Bleach

solutions will be mixed fresh daily.

**CHILDREN AND ILLNESS**

All children will be observed daily for signs of illness. Children or staffs who are contagious must stay at home. All parents of children in our care will be notified of any communicable diseases.

Please call us if your child will not be coming due to illness. If you are unsure, if your child should come to school or not, please call us first or bring in a doctor’s note. If a child should become ill during the day, you will be notified immediately and your child will be isolated from the other children until you arrive. The parent is responsible for finding substitute care in case of child's illness.

**The following illnesses require a child to stay home:**

1. **DIARRHEA**: Two or more watery stools in a 24 hour period, especially if the child acts ill.
2. **VOMOTING**: Vomiting on two or more occasions within 24 hours
3. **RASH**: Body rash not associated with diapering, heat or allergic reaction especially

with fever or itching.

1. **EYES**: Thick mucus or pus draining from the eyes, or pink eye.
2. **APPEARANCE/BEHAVIOR**: if the child seems unusually tired, pale, lacks appetite,

 is difficult to wake, confused or irritable.

1. **SORE THROAT**: Especially if associated with fever or swollen glands in neck.
2. **FEVER**: Temperature of 100 degree F. or higher with sore throat, rash, vomiting,

earache, irritability or confusion.

1. **LICE**: Children who have lice not returned to school until they are louse and nit (egg) free.

**Please read:**

***“Keeping your ill child at home" from the Seattle King County***

***Department of Public Health.***

**DIAPERING PROCEDURE**

We accept only disposable diapers. Diaper changing pads will be disinfected

after each use. We never have a child alone on the changing table. Staffs are

required to wash hands before, during and after diapering. The children's hands

will be washed after each diaper change.

**TOILET TRAINING**

We help with toilet training. The staff tailors the time to the need of the child. Children must be in diapers or pull-ups until completely trained. For a trial time, children must wear plastic pants over their underwear until we feel they are ready.

**SLEEPING EQUIPMENT**

All children will take naps or lie down and read books. Petite Academy will

provide the Mats. Parents must bring blankets, crib sheets and other naptime

needs for their child. Mats and other equipment’s will be cleaned between uses by

different children. We wash the child’s blankets and sheets at our school but parents are welcome to take them home and wash them. We ask this is done once a week.

**MEDICATION MANAGEMENT**

1. All medications will be administered only with written permission from the doctor & guardian.
2. Prescription medications will only be given as directed on the label and on the original container, with the child's name, instructions and date of expiration.
3. Non-prescription medicines will only be given with parent's written permission.

These include diaper ointments and creams, and sunscreen.

1. Non-prescription oral medications for children fewer than 2 years must be accompanied by a doctor written permission and instructions for that child.

This includes acetaminophen (e.g. Tylenol).

1. Detailed records will be kept of all medicines given at childcare.

**MEDICAL EMERGENCY PLAN**

Petite Academy staff will call the parent or other emergency contact listed on the

Registration forms if any of these events occur.

1. Minor cut, bruises and scrapes are treated by staff
2. In case of emergency
	1. We will call 911
	2. We will notify parent or guardian immediately
	3. If child is injured, which results in medical treatment or hospitalization, we will notify the Department of Early Learning Licensor.

**PLEASE READ THE MEDICATION POLICY AND CRISIS/DISASTER RESPONSE**

**HANDBOOK AND HEALTH CARE PLAN WHICH IS AVAILABLE BY THE SIGN IN/**

**OUT SHEET AND IN THE OFFICE.**