**EARLY LEARNING CENTER**

**& BEFORE AND AFTER CARE**

**PARENT HANDBOOK**

**2019/2020**

**Admissions**

**Early Learning Admissions**

Our early learning center provides care for 2 -5 year old. We offer full day care for 2 year old’s, full day care for preschool and prekindergarten children. Children must also be enrolled in Valley Christian preschool and Pre-k program to take advantage of our early learning center. With the exception of children enrolled in our 2-year-old room.

Admission into our program is on a first come, first serve basis. The benefits of this program are available to all children without regard to race, color, ethnic origin, handicap, religion, or creed.

Prior to admission, each child must have a current immunization form from the child’s doctor and Non-refundable application and enrollment fees are required before child is admitted to the VCS Early learning center. A yearly physical examination is recommended for each child who is not under regular medical care. Child must be class appropriate age by August 31st.

**Extended School Care Admissions**

Children enrolled in before and after school age program must be kindergarten age and not over twelve years of age.

Prior to admission, Parents or guardians of students must complete and sign the following forms:

* Enrollment packet
* Extended school contract
* Individual Health Care Plan Form*, if applicable*
* Written Food Plan for Allergy/Intolerance/Special Dietary Requirements Form
* current immunization form from the child’s doctor

Admission into our program is on a first come, first serve basis. The benefits of this program are available to all children without regard to race, color, ethnic origin, handicap, religion, or creed.

**Mission Statement**

Valley Christian early learning center commits to partnering with families to provide a safe, educational and nurturing environment that reflects Gods love; strengthen their development; Ent through the focus of the whole child (physically, intellectually, social/emotional and spiritual)

**Vision Statement**

Equip and inspire children spiritually and educationally to impact the communities we serve. We also seek to be a resource for and partner with parents searching for high quality child care.

Valley Christian Early Learning Center offers the opportunity for each child to develop physically, socially and cognitively according to their individual learning style. Each child is considered unique and it is important to us that we meet their individual needs. To obtain this we conduct a CDC screening on all children within the first 90 days of enrollment. We screen for developmental delays. Results of the screening are shared with parents within 30 days of the screening. We conduct both formal and informal assessments on an ongoing basis for all children in our center. Every month our trained staff will conduct monthly observations to help meet individual needs. Our curriculum will be used to challenge and meet individual needs so that every child will be achieve goals and be school readiness.

**Values Statement**

Relying on God, Valley Christian School is committed to providing quality education based on the following core Biblical values:

**-** To love the Lord God with all your heart, soul, mind, and strength.

**-** To love your neighbor as yourself.

"Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.'  The second is this: 'Love your neighbor as yourself.'  There is no commandment greater than these." (Mark 12:30-31)

**Curriculum Philosophy – Early Learning Center**

Young children learn through meaningful play and experimentation. Preschool and Pre-K students will have the opportunity to engage in hands-on and interactive play through art, dramatic play, science, language, math, cooking and much more, in a safe, non-threatening environment. Through direct and indirect teacher instruction students have the opportunity to explore and learn in their own time frame. In preparing for future grades, socializing and group activities are emphasized while students develop an understanding of structure and self-control in the classroom.

**Valley Christian School Philosophy**

Valley Christian Ministries is a ministry of the New Day Christian Fellowship (Auburn Free Methodist Church) and exists to serve the Lord Jesus Christ.  Through the perspective of God's Word, we attempt to meet the educational and spiritual needs of our pupils.

The teaching of the Holy Scriptures concerning God, nature, man, life, and eternity are accepted as the basis for a Christian philosophy in which true education integrates and correlates all academic and spiritual truths.

**Enrollment Procedures**

A $150.00 enrollment fee is required for our 2 year old room, DSHS enrolled, and before and after care students and summer care students not enrolled in Valley Christian School. A $75.00 enrollment fee is required for our summer child care program. A registration packet must be completed and turned in to the office. Each section of the registration form must be filled out in its entirety.

The first month’s full-time child care payment, or payment for a block of hours, must be made before the first day of attendance. No space will be held unless this fee is paid in full. You will need to register at enrollment time for planned days or number of days of attendance. A drop-in schedule is permitted in before and after school care; however, it is important for you to call and notify the office at least 24 hours in advance (this is especially important in summer months).

If the director and staff determine that this child care experience is not in the best interest of the child or the center, the right to refuse acceptance shall be within the authority of the director. This shall apply to a child already enrolled as well as the candidate for enrollment.

**A two-week trial period will be mandatory for each new child enrolled in the center.** At the end of the trial period, the director will discuss with the parents their child’s compatibility with the center’s environment. The trial period may be extended if needed. If it is decided the center is not a good fit referral will be given to help the child transition to a new center.

**Hours and Calendar Information**

Our center is open Monday through Friday (hours may differ depending on enrollment.) We follow the school calendar for closures during the school year; please mark your calendar accordingly. We also follow the school for snow delays and closures.

**A late fee of $4.50 per minute**, per child will be charged for every minute your child is left after closing. If you are late two consecutive months $6.00 per minute, per child, will be charged. If continual late pick-up becomes an issue disenrollment from the center may be recommended.

**Arrival and Pick-up Procedures**

**Toddler room:**

* Adults dropping off or picking up may enter through the back entrance or the school front entrance.
* For safety purposes, the school front door will always be locked. A passcode will be given only to authorized adults.
* If entering through the back entrance. The toddler door will be locked. Teacher will unlock the door for authorized adults.

**Before and after Preschool-school age rooms:**

* If you are dropping off or picking up before and after school, you will enter through the playground gates.
  + **EXCEPTIONS:** The gates are closed during after school recess. Please park in front of the school and walk through the side gate to pick up children. **DO NOT** open gates and drive through during this time. This is for the safety of your children.
* Authorized adults will be given a passcode to unlock the entrance door.

**Sign-in/Sign-out**

Upon arriving a parent or guardian will sign their child in and out using our electronic sign in app. We use an app called brightwheel. Before enrollment you will receive an invite via email. This allows you to set up your account and receive notifications.

One feature Brightwheel is used for is to record attendance, it must record either an electronic signature, personal identification number (PIN), or similar action by the parent or designee when signing the child in and out; you must remember to hit **enter** for the electronic system to be successful. When our electronic system is down, please document correct time and sign in and out using your full legal signature. Initials are not acceptable under state licensing guidelines. The drop off and pick up time must **ALWAYS** be entered. If there are any blank spots for drop off or pick up time the following procedures will be taken:

* If youdo not sign your child in or out, you will be notified, and ask to return to the center to complete the sign-in or out or to pick up your child.
* After the first time, and ever time after, you do not sign your child in or out, you will be fined $5 every day your child is not signed in or out. You will also be charged a full days rate if there are any blank spots for drop off or pick up times.

We reserve the right to pass the total amount of any licensing fines incurred to the responsible parent. Fines can be up to $200 per incident.

Signing in and out not only helps us track attendance of children, but also serves as a key feature of our emergency evacuation procedures. Not signing your child in or out not only impedes our ability to account for your child’s whereabouts in an emergency but can also result in legal and financial penalties for our center.

On our registration form, the parent or guardian will list who is authorized to pick up their child.

If we do not recognize the person picking up we will ask to see identification. If someone picking up is not on the approved list a note must be provided by the parent or guardian prior to the pick-up date. We will not release a child to a person that we do not know or to a person whom the parent has not notified us will be coming. Neither shall we release a child to a person who appears to be under the influence of drugs or alcohol.

A child's signature will never be accepted as verified times of attendance.

**Rates and Payment Procedures**

All payments are due and payable at billing by the 10th of each month and may be paid to a child care staff person or in the school office. Charges are based on a contracted monthly plan that is based on the number of days school is in session, plus two snow days are averaged over the 10 months to ensure a consistent monthly fee monthly fee, or the hours signed in and out of the child care on a daily basis. A *half hour minimum* is charged for hourly children.

**Late payments** – A $35 late payment fee (per child) applies for any payment not received after the 11th of each month.

Families may choose one time during the year to be on hourly or full-time billing. Charges will include snacks and drinks and all care costs. Additional charges apply to children not enrolled in Valley Christian School. There may be additional charges on full days and summer care to facilitate field trips and transportation. These costs would be published and collected prior to the trip.

When any account falls into arrears, the child's position with the child care program is automatically placed on probation. A plan for payment must be reached with the bookkeeper within two weeks. If no such plan is reached or if an agreed upon plan is not followed, child care will be terminated and re-enrollment will not be permitted until the account is paid in full. Your school account must also be current to participate in the summer child care.

Students enrolling after the month has begun will have a tuition prorated to the actual number of days enrolled. Monthly rates are based on the number of days school is in session, plus two snow days are averaged over the 10 months to ensure a consistent monthly fee monthly fee. No deduction will be made in tuition for absences during the month regardless of the cause of such absence(s). Any students withdrawing after the 10th of the month is assessed that month’s full tuition.

Additional hours and fees not included in the monthly rate: $60 per day will apply for all Non–School Days, Winter Break, Spring Break, Holidays or Summer Break. This rate will also apply to the days outside of your current plan selection. These days will appear on your next months’ bill.

**Vacations:** For families enrolled under **full time** monthly billing, we offer a one-week tuition break for vacations. This must be used during the school year if you are enrolled in before and after school care. The one week can be applied in the summer only if your child is enrolled in full time summer child care for the entire summer. Your week cannot be carried over to the following year. It is the parent’s responsibility to inform the director when they wish to apply their vacation week. Monthly rates will not be pro-rated for additional vacations.

NSF checks and late payments will be charged a service fee of $35.00.

**Health and Emergencies**

Children should be well and able to participate in program activities. **Children who are ill must be sent home**; consequently, parents are urged to keep children home when they have symptoms of illness. Please, do not medicate your child and send them to care. A child exhibiting any symptoms of a contagious condition: temperature, bad colds, chicken pox, impetigo, pinkeye, etc., shall not be admitted unless an evaluation by a medical professional has determined that the condition is not contagious. A signed note from the treating physician is required.

Our chief concern is for the child's welfare. When ill, a child needs care and attention that he cannot get in the center; also, if they return to the center before fully recovering from the illness, they are susceptible to secondary infections and prolonged substandard health.

Children who become ill while under our care shall be separated from the other children and given a quiet place to rest whenever possible until arrangements can be made to pick the child up. Parents should understand that staffing limitations make it difficult to care for the sick child for any extended period of time and that they should therefore have prearranged options for the timely pick up of a sick child.

**Children will not be permitted at Valley Christian child care with any of the following:**

1. A fever of 100 F Fahrenheit or higher. Child must not have a fever for 24 hours without fever reducing medicine before returning to school.
2. Vomiting on two or more occasions within the past 24 hours.
3. Diarrhea - three or more watery stools in a 24-hour-period.
4. Draining rash. Conditions may be contagious and may require treatment from your health care provider.
5. Eye discharge or pinkeye. Pink eye (conjunctivitis) or thick mucus or pus draining from eye should not return to school for 24 hours after starting treatment
6. Chronic cough and/or runny nose: Continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from your health care provider.
7. Sore Throat: With fever or swollen glands in the neck. Conditions may be contagious and may require treatment from your health care provider.
8. Lice/Nits – Parents are required to inform child care when a case of lice is found. Children found with lice in child care must be sent home and treated immediately.
9. Head checks will be done by staff upon the child’s return. If recurring lice/nits are found, your child may be required to stay home for 24 hours before returning to care. Our staff will be happy to help provide you will all the needed information to treat your child, home, car, etc.

If your child has food allergies you must complete a “Health Care Providers Report of Food Allergies” form before your child begins attending child care. A meeting with the director needs to be scheduled to go over the health care plan and treatment procedures.

For other health issues, such as asthma, etc, there are specific forms that need to be filled out and discussed with the director.

#### Medication Management

**Never send medication in any form with your child.**

Medication will only be given with prior **written** consent of the child’s parent/legal guardian. This consent (The Medication Authorization Form), will include the child’s name, the name of the medication, reason for the medication, dosage, method of administration, frequency (CANNOT be given “as needed”), duration (start and stop dates), special storage requirements and any possible side effects (use package insert or pharmacist’s written information).

A parent/legal guardian will be the sole consenter to medication being given without the consent of a health care provider **if and only if** the medication meets all of the following criteria:

The medication is available over-the-counter and is one of the following:

• Antihistamine

• Non-aspirin fever reducer/pain reliever

• Non-narcotic cough suppressant

• Decongestant

• Ointments or lotions intended specifically to relieve itching or dry skin

• Diaper ointments intended for use with “diaper rash”

• Sunscreen for children over 6 months of age

The medication is in the original container and labeled with the child’s name; *and* the medication has instructions and dosage recommendations for the child’s age and weight; *and* the medication is not expired; *and* the medication duration, dosage and amount to be given does not exceed label-specific recommendations for frequency and duration.

For sunscreen and diaper ointment, the written consent may cover an extended time period of up to 6 months.

**Health Care Provider Consent**

The written consent of a health care provider with prescriptive authority is required for

all prescription medications and all over-the-counter medications that do not meet the previous criteria (including vitamins, iron, supplements, oral re-hydration solutions, fluoride, herbal remedies, and teething gels and tablets).

A licensed Health Care Provider’s written consent must be obtained to add medication to food or liquid.

A licensed Health Care Provider’s consent may be given in 3 different ways:

• The provider’s name is on the original pharmacist’s label (along with the child’s name and name of the medication, dosage, frequency (CANNOT be given “as needed”), duration and expiration date; *or*

• The provider signs a note or prescription that includes the information required on the pharmacist’s label; *or*

• The provider signs a completed Medication Authorization Form.

### Medications for chronic conditions such as: asthma or allergies

For chronic conditions (such as asthma), the parent/legal guardian’s written consent must be renewed monthly. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given.

### Emergency supply of medication for chronic illness

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case of an earthquake or other disaster.

1. It is by doctor's order (ex: by prescription).

1. Parent completes medication request form.
2. Medication is in original container
3. Medication container contains the child's name and date of purchase.

We will not:

1. Disburse "over-the-counter" medications without a doctor's note.
2. Disburse medications prescribed for someone else.
3. Disburse medications that are outdated.

All medications to be administered at child care must be accompanied by written instructions and signed consent from the parent or guardian

**In Case of Emergency**

The staff is trained in first aid and in the event of a minor emergency will take appropriate action. They will refer to the "Standard First Aid and Personal Safety" book as needed. The incident will be recorded in the "Incident/Illness Record." If needed, one parent will be notified by phone or written notice the day of the incident. Two copies of the incident report will be placed on the child’s sign-in sheet. The parent must sign the original copy, returning it to a staff person and take the other copy home.

In the event of a life-threatening emergency, the staff person will call 911 and then stay with the injured/ill person. As soon as possible, the staff person will contact a parent or emergency contact. If a parent cannot be reached in an emergency situation, the child will be transported by private car or ambulance to the emergency room at Auburn Regional Medical Center, 202 N. Division St. The staff person will consult with the child's personal physician if he/she can be reached.

**Emergency Response Plan**

The school/ child care emergency response handbook is available for viewing in the child care foyer. A copy is also available upon request. Monthly fire drills are conducted as well as earthquake and lock down drills.

**Before and After School**

In before and after school care we want the children to feel comfortable and at home. Everything offered is optional. Children may choose to move around the room from designated areas set up for games, art, reading, computer, etc. In addition to our centers we will have optional activities for children to participate in.

**There is homework/quiet time every day from 4:30-5:00. Many times parents need to communicate with staff if they would like their child to use this time for homework.**

**Early Learning Center**

All children enrolled in our early learning program will participate in a variety of activities designed to be an extension of the Valley Christian preschool & pre-kindergarten programs. Time is permitted for free play and exercise as well as structured times for math, science, art, sensory development, cooking, multicultural activities and bible. We believe, play is a vital part of the child’s day. Play activities influences your child’s growth, including: physical, mental, cognitive, and social development. Children’s play is an activity; it does not necessarily result in a product. It may be built around toys, and tools, or it may involve nothing more than the child’s imagination.

We will teach children to treat each other with love and respect based on Biblical principles and scripture. We will teach the children to talk to each other and encourage them to solve their own problems and mediate when needed.

We are dedicated to providing each child with early learning experiences to help their intellectual, social and emotional development to lay the foundation for later school success.

**Transition Plan** – When starting at our center we give a tour of the facility, introduce the staff to parents and children, we give a registration packet that includes information for parents to fill out about their child. Copies of the forms can be found in the registration packet in the child’s file.

To facilitate a smooth transition from one class to another the school has the class visit the next class they will be transitioning into. This usually happens in late spring before school dismisses for the summer. The children are able to spend time with the new teacher during both choice and group time. Parent engagement is encouraged through informal conversations and a welcome letter from the teacher.

When children are ready for kindergarten they experience a kindergarten preview day. The school sends a letter to pre-k students inviting your child to participate. The school also gives them a kindergarten packet, this includes information about their schedule, supply list, expectations, etc.

When children transition from the toddler room to the preschool room a letter is sent home from the toddler teacher explaining the transition and what parents can expect.

**Meals and Snacks**

Children may eat breakfast at child care if they arrive before 8:25 a.m. A box of cereal needs to be brought and stored at the child care for their use. Please be sure this cereal is either whole grain or enriched with 10 grams or less sugar. We will provide milk. Morning snack is served at 10:00. Lunch is served at 12:15 – Afternoon snack is served from 3:00-4:00, late snack is served at 5:30.

On full school days, hot lunch is available for children in the center; if you send a sack lunch with your child the lunch must include a protein, bread, and two fruits or vegetables. We will provide milk as a supplement. If it is necessary for us to supplement your child's lunch with more than milk, an additional fee of $3.00, will be added to your monthly statement. We do not allow food to be shared between children.

Our center is a **NUT FREE ZONE**. This means no nuts or nut products of any kind are allowed at the center. DO NOT send any nut products or products made/packaged in a facility that has nuts in your child’s lunch or for special events even if there is not a child in his/her class with a nut allergy. If your child does come with a nut product, we may have to place it in his/her cubby to take back home. We apologize for any inconvenience, but every child’s safety is our first concern.

On half days and non-school days there is **NO** hot lunch service. Please mark your calendars accordingly and bring a sack lunch.

School hot lunch is available for $3.00. (This price is set for the children enrolled in early learning program). All hot lunches must be paid in advance.

Snacks are provided in the AM and PM. Snacks will contain at least two of the following food groups:

• Dairy, such as milk, cheese or yogurt

• Protein, such as meat, or beans

• Grain, such as cereal, bagel, crackers or bread

• Fruit or Vegetable

**Birthday/party treats** – Please bring in only store purchased food/treats.

**Discipline**

Discipline shall be based on an understanding of the individual child's needs and shall be designed to help the child develop inner control, acceptable behavior, respect and regard for adult authority, and respect for the rights of others. Harsh or severe punishment and humiliating or frightening punishment shall never be administered. Specific behaviors for which children will receive disciplinary/suspension include, but are *not limited to:* lying, cheating, stealing, fighting (hurting others), swearing, direct defiance (e.g. backtalk, refusing to cooperate with staff or harming staff in any way, disruptive behavior, continuing behavior after probationary or warning period, behavior that causes one teacher to continually remove child, leaving the room out of ratio, vandalism, harassing or bullying in any form.

**School age** – General guidelines for inappropriate behavior will be handled as follows:

1. A verbal request will be given to modify the behavior
2. The child will be redirected to a different activity
3. If behavior continues the child will be removed from the activity and given consequences deemed appropriate for the child’s personality

**School age children** -If disruptive behavior continues a parent conference will be set up and a probationary period will be determined to improve behavior. If positive improvements have not been made by the student during the probationary period, the student will be suspended for a determined amount of time or withdrawn from the center.

**Our early education program** – Our main goal for the toddler/preschool age is to provide a loving, secure environment while helping them learn and manage their feelings in socially acceptable ways. We will teach children “what to do” instead of focusing on what not to do. We will teach your child proper communication techniques to be able to express their feelings and “rewind” using those words to try again in a more positive manner. Because each child is different so are the ways we discipline each child. After learning each child’s personality we then can assess what technique works best for that child. Getting to know each child and what motivates him or her is part of the process of learning how we can individualize each child’s behavior and if needed come up with a behavior plan.

**Expulsion Policy** In cases where a child has many documented incidents of challenging behaviors where they are harming themselves, teachers or other children, and they are not responding to the program and families initial, coordinated attempts to modify the behavior, a special meeting between parent, teacher and director will be called to discuss the next steps and the implementation or update of a behavior plan. This plan will include types of redirection, consequences, and skills the child needs to work on. If after the probationary period (set at the discretion of the teacher/principal) the behaviors have not improved an evaluation from an outside source will recommended (example: a professional evaluation, pediatrician visit, etc.) In most cases, this will result in a revised behavior plan and a second probationary period.

Should we feel a situation is beyond our expertise and it is found that the behaviors or physical and/or emotional problems the child has require supervision and expertise beyond our scope the student will be withdrawn from the program and a referral will be given to Child Care Resources to help them find alternative childcare.

**Transportation**

The child care does not transport children to and from home, school, or child care. Frequent field trips are taken during the summer months as this is a main part of our programming, these will usually be done on a school bus. When the children are to be taken off the premises, the parents will be notified in advance and all children present will need to participate. Due to staffing needs, children who are not able to participate in a field trip will need to make other arrangements for child care for that day. Occasionally we will take students on walks to area parks. When transportation is needed, there is always extra staff on hand to help with needed supervision and safety precautions. When transportation is provided, the following State regulations will be observed:

1. The vehicle will be in safe operating condition. The driver shall have a current driver's license and be at least 21 years old.
2. The child care and driver shall carry liability and medical accident insurance coverage.
3. Seat belts will be provided for all passengers except when traveling in the school bus. The number of passengers will not exceed the vehicle's seating capacity.
4. Children up to their 8th birthday, unless they are 4'9" tall (which ever comes first), must ride in a child restraint. (For example a child car seat, booster seat, vest, or other restraint that is federally approved for use in the car.)

**Our Early Learning Child Care Program**

We offer early education and care for two, three-and four-year-olds. Preschool and prekindergarten children will be enrolled in Valley Christian School’s Preschool and Pre-Kindergarten classes in order to be enrolled in our program. The following specifications are in addition to the handbook policies.

* Rest time is required each day. A small sheet, small pillow, and blanket need to be supplied. A small stuffed animal can be included for comfort if necessary. Every Friday the bedding is sent home to be laundered.
* Children enrolled in our two year old room will begin working on potty training when they are ready. Children moving into our preschool/pre-k program must be **fully potty-trained** upon entering our program. An extra change of clothes must be labeled and kept in their cubby in case of accidents.
* Clothing: Please bring a warm coat for your child in the winter months, a hat, and mittens (not gloves). When it is raining outside we still play outside. Please bring an extra pair of rain boots that can be left at the center.
* Please leave **all** toys, electronics, jewelry etc. at home. Exceptions to this are class show-and-tell days and Fridays. Fridays it is electronic day in our center.
* While in child care, personal items need to remain in children’s backpack.
* Label all of your children’s items with their name.
* If your child needs to borrow one of our loaner clothing items, please wash and return it the next day
* Signing in and out is extremely important for safety and record keeping. Please make sure you always sign your child in and out of care. If you leave a in or out time blank, you will be charged for a full day.
* Screening/Assessment Policy- We began implementing the screening & assessment policy on September 6, 2016. We conduct a CDC screening on all children within the first 90 days of enrollment. We screen for developmental delays. Results of the screening are shared with parents within 30 days of the screening. We conduct both formal and informal assessments on an ongoing basis for all children in our center. We begin conducting assessments in the first 90 days of enrollment. Informal assessments are done twice a month. Formal assessments are done once a quarter (Dec. March and May). Copies are given to parents after formal assessments are completed, parents have the opportunity to share their comments about children’s strengths and needs. Both informal and formal assessments are available for parents to view at any time in their child’s portfolio. Completed screenings can also be found in each child’s portfolio file. The files for the preschool/pre-k are in the classroom. The files for the 2 year olds are located in the back office.

**Student Emergency Kits**

In the event of a natural disaster such as an earthquake or windstorm, it might be necessary for children to remain at school beyond the normal dismissal time until someone can come and pick them up.

To help your child feels more comfortable and safe and to give parents a little more peace of mind, we are asking that each child have a “Comfort Kit” at school. A “Comfort Kit” is simply a large one or two gallon size zip-lock bag, which contains non-perishable food items, drinks, and supplies. Food items should have a shelf life of at least one year. Please send things that can be opened without a can opener and that your child will eat. Please label the bag with your child’s name. The follow is a list of suggested items:

* Handwritten letter of comfort, family photo
* Emergency space blanket
* Large garbage bag
* Plastic rain poncho (optional)
* Antiseptic or wet wipes
* 12-hour light sticks or flashlight
* Instant hand/body/warmer (find one that last the longest)
* Drinking straws
* Band aids
* Plastic spoons, forks, knives
* 48 hour food and water ration
* Food suggestions include high energy/calorie bars, granola or nutri-grain bars, beef jerky, crackers, dried fruit, fruit cups, tuna cups, juice boxes, water that is packaged flat (located in camping supply aisles in stores)
* Pre-made kits are also available at some stores

Or, you can also purchase through the school office a “Short Term Student

Emergency Kit” for $6.00 each that contains the following items:

* 1 – 5-year Life Food Bar (400 calories)
* 1 – 5-year Life Aqua Box (8 oz. with straw) or 2 – 5-year Life

Water Pouches (4 oz.)

* 1 – Emergency Blanket
* 1 – Penlight or 1 – 12 hour Green Light Stick
* 3 – Wet Naps
* 3 – Band-Aids
* 1 – Zip-lock Bag.

The above kit is designed to provide basic personal emergency response items packed in a handy pouch for the first 4 – 6 hours following a major disaster.

**Miscellaneous**

1. Please no smoking on the school premises.
2. In accordance with the school policy child care also follows the “no flip flop” policy.
3. All personal belongings (jackets, etc.) must be clearly marked with your child's name. If you are missing an item check the lost and found cabinet in the child care entry
4. Toys, books, electronics, etc. should not be sent to child care. We cannot take responsibility for these personal items. Friday is electronic day, students may bring their device (at their own risk).
5. If parents wish to send birthday treats, arrangements should be made in advance with the child care staff (please see meal section for specific instructions).
6. If the child is ill and will not be present, please phone or email the director.
7. Never send gum or candy with your child.
8. Please have your child wear appropriate clothing for child care play (no flip flops)
9. Parents have free access at all times to visit their child. At the same time, this is a closed campus, people who are not affiliated with the child care or school are not permitted this same access. When visiting the school grounds during the day, sign in at the school office and get a visitors tag.
10. We are required by Washington State licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or exploitation. We are under no obligation to inform parents if either of these agencies is called.
11. Children that are enrolled in child care are protected by the general insurance coverage of the Auburn Free Methodist Church “New Day Church”.
12. We take DSHS for families. We will hold 3 DSHS spots for child care.

**State of Washington non-discrimination policy**

Chapter 49.60 of the Revised Code of Washington (RCW) describes the rules and procedures for the Human Rights Commission.

It is the policy of this child care center that no person shall be subjected to discrimination because of race, creed, color, national origin, religion, creed, marital status or the presence of any sensory, mental or physical disability.

This center does not discriminate against children, families, or staff with disabilities. We assess children on an individual basis to determine whether a child with special needs can be cared for at our school and center with reasonable accommodations. We are committed to treating all families with dignity and respect for their individual needs and differences.

**Available Policies**

The following policies are available for review at any time in the child care foyer.

1. Parent Handbook
2. Health Care Policy
3. Pesticide Policy
4. Emergency Preparedness Plan

This handbook is in addition to the Valley Christian School handbook

Parent Acceptance of Handbook

**Please sign and return this form.**

I acknowledge that I have received, read, and understand the policies in the Parent Handbook and Disaster plan for Valley Christian Child Care. I agree to abide by the policies in this handbook.

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Parent Signature

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Parent Name (Printed)

Child’s (Children’s) names

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**Note: Valley Christian Child Care retains the right to change any policy or procedure at any time in its sole discretion**.