

CENTER HOURS

The center will be open from 6:00am to 6:00pm Monday through Friday.

STATEMENT OF PHILOSOPHY

NLCDC believes that children are special creations of God, made in His image. We operate on the philosophy of unconditional love and acceptance for the individual child, regardless of their background, behavior or life situation. It is our desire to help every child reach his or her full potential by helping the child cognitively, physically, emotionally, socially and spiritually. We believe children learn best through everyday experiences with people they love and trust. We surround the child in a nurturing environment with passionate, patient teachers and a rich curriculum. We view our relationship with families as a partnership in the care of their children. We strive to ensure the family's needs and desires are respected. We seek to partner with parents to help their children grow into well rounded members of our communities.

WELCOME AND ACCEPTANCE POLICY

NLCDC practices a policy of open enrollment. We do not discriminate based on color, sex national origin, religion or physical, mental or sensory disability. We accept children ages six weeks through 12 years. Children may enroll in our center as space requirements permit, without regard to race, religion, sex or handicap. At NLCDC we welcome families as active participants in care of the child. We have an open door policy meaning that parents or guardians of children are welcome in our center any time their child is present. We accept families for their uniqueness and personal values. We welcome conversations about their personal beliefs and child rearing practices so that we may best partner with them in the care of their child. Parents are encouraged to volunteer in their child's classroom or another place in the center if they so desire. Volunteering is open to all and volunteers are accepted in a non-bias way. Please see your child's teacher or administrative staff if you would like to volunteer so we may discuss that process with you.

RELIGIOUS ACTIVITY

We are a Christian center. We believe in applying God's word into our daily curriculum and lives. We practice thanking God for our food and we include devotion times in all our classes. Devotion time includes memory verses; bible reading and simple question and answer times. We believe in and teach the Christian holidays, including: Christ's birth at Christmas, The Resurrection during Easter, being thankful at Thanksgiving. We also celebrate Harvest time in the fall. Halloween is not practiced here, although we do allow a dress up day and Harvest party in October. Guidelines are given for costumes and we appreciate your family honoring all families served here by following these guidelines.

STAFF QUALIFICATIONS

The staff at NLCDC is carefully selected. You will find them to be happy, healthy and loving people who have a talent and love for working with children. They have extensive experience in the care and development of children and undergo a one week training period (with 90 days probation following)

upon employment with our center. They are required to have a current CPR and First Aid card, take a tuberculosis test, complete a HIV/AIDS course and in some cases obtain a food handlers permit. Staff members are required to take a 20 hour basic childcare training course approved by the state of Washington within their first 6 months of employment.

EDUCATIONAL BACKGROUND

All **teaching staff** are required to meet criteria set forth from NAEYC. This means that they possess or obtain a credential in Child Development or equivalent. New Life Child Development Center financially supports teachers in this endeavor and constantly provides additional training that is relevant and meaningful to our work with children. This makes our center a desirable place to work and also helps us to retain qualified staff. **Every staff** that has contact with children are required to take a basic 20 hour child care training course upon hire and are required to take 10 annual hours of training each year thereafter. The **director** holds a degree in Early Childhood Education and is currently enrolled in an undergraduate program to further her education.

PAYMENT POLICY

A once a year non-refundable \$75.00 (or \$150 per family) registration fee will be charged when your child enrolls and every September thereafter. The registration fee purchases a nap mat and goes toward educational materials. Enrichment registration fees go toward the restart of classes and materials needed each year. All tuition payments shall be paid in advance monthly or twice a month, due by the 1st and late after the 5th. Tuition that is not paid may result in removal of child from care. In extreme cases where a collection agency must be used, you are responsible for all costs incurred. A parent whose child is not picked up by 6:00PM will be charged an overtime fee of \$1.00 per minute for every minute your child is in our care. Full time is 10 hours daily and part time is 9 hours daily. There will be a \$9.00 per hour overtime fee charged for time over this. Likewise, if a child is not signed in daily it will be figured as a 6:00AM drop off and if they are not signed out daily a 6:00PM pick up.

Two weeks of vacation credit will be yours when your child has remained in care for six months or more. You must give two weeks' notice to use the vacation credit. Vacation credits simply mean you may, with notice, take your child out of care for two weeks. We will hold your spot and you will be credited for the time you are gone. Vacation time can be split into one week periods but no less than a full week at a time and no more than two weeks a calendar year.

If you choose not to use your vacation credit, you must pay full tuition until your child returns. Vacation credit year runs from January 1 to December 31. Credit MAY NOT be saved and used in the following year.

EMERGENCY CLOSURES AND HOLIDAYS

NLCDC will follow the Yelm School District schedule for weather closures. If Yelm Schools are closed, NLCDC will also be closed. We understand this may be inconvenient; however we appreciate your understanding in our efforts to keep our staff (and you as parents) safe. In the event of excessive

closures, we may choose to open with limited capacity to serve families in need. Please call the center for notification.

NLCDC will observe and be closed the following holidays:

Labor Day, Veteran's Day, Thanksgiving and the day after, Christmas Eve at 4:00 PM, Christmas Day and the day after, New Years Day, President's Day, Memorial Day, Independence Day. NLCDC takes its holidays even if they land on the weekends. If a holiday lands on Saturday we are closed the Friday before, if it lands on Sunday we are closed the Monday after.

No refunds will be given for absences, holiday closures or emergency closure days.

HEALTH POLICIES

All children attending NLCDC are provided with a rest time. Since this is a state requirement, we ask that you do not request your child to be kept awake. We have busy mornings discovering and learning, and all children can benefit from a rest period.

State law requires all your immunization records are kept up to date in the center office. We will give reminders for your convenience. If you choose not to have your child immunized there is a special for that must be filled out and signed by both you and your pediatrician.

Your child should remain at home if they have a fever above 101.0, heavy green nasal drainage, constant cough, excessive diarrhea (3 or more watery stools in a 24 hour period), vomited on 2 or more occasions in the past 24 hours, a draining rash, lice or nits, pink eye or any other contagious disease.

The staff members can administer medicine, only with parent written permission. Prescribed medication must be in its original container, as required by the Department of Health. Please sign a medical slip upon arrival at the center. Medication, along with the applicator must be placed in a plastic bag with your child's name on it. If you are giving over the counter medication to your child it must be administered per manufactures recommended dosage or we must have a doctor's note stating the dosage to be given and how often.

*Our policy is to medicate once daily, during lunch. The morning and afternoon dosages will be the responsibility of the parents.

In case of accidental injury to your child, we will attempt to contact you immediately. If we cannot reach you, we will contact your child's physician and/ or emergency contacts. If necessary, 911 will be called.

Parents must sign an emergency medical treatment authorization form and will be held responsible for all necessary treatment and services. Children will be kept separate from other children until someone arrives to pick them up. We will report communicable diseases to the local health department and notify all parents so they can take appropriate action to protect their children. All illnesses will be documented. Staff coming to work with any of the above symptoms will be sent home until well.

Pesticide policy

We do not use pesticides regularly at New Life Child Development Center. In the event that we would need to, we will post a notice 24 hours before any application for all parents to see. The pesticide applicator will provide a copy of the records to us within 24 hours of when the pesticide is applied. These records are available upon request.

CHILD ABUSE

For the safety of all children attending New Life Child Development Center, it is important for you to know our policy on child abuse. We are required by law to report any suspicion if any form of child abuse or neglect including physical, sexual and emotional. If the staff or director feels there is due cause to suspect child abuse of any kind, to any child, it will immediately be reported to Child Protective Services. We may not be able to inform you when the police or CPS is called. This depends on the recommendation of Child Protective Services.

CURRICULUM AND ASSESSMENT

We at NLCDC feel one of the most important things we teach your children is to discover life. Our curriculum framework is called "Creative Curriculum." The creative curriculum process is as follows:

- Creative curriculum assessment will be done formally within the first 3 months your child is in attendance with us.
- We gather family input both at the initial intake conference and throughout the year. During these times we ask you to communicate with us your goals and assessments of your child.
- Observing the child (both individually and as a group).
- Documenting observations, taking into consideration the children's interests and needs
- Studying things observed against goals and objectives in the children's "developmental continuum" *(see explanation below).
- Creating activities to support the child and encourage the next step in development and placing those activities into our weekly curriculum, changing and improving the classroom environment as needed.
- Conferencing with parents during the school year. Conferences will take place in the Fall (as an intake conference) Winter and Spring to see development throughout the year so we may share our findings with you. These meetings are of great value in collaborating with families in regards to their goals and plans for their child's education. Families or staff may request a conference more often if necessary. Daily communication also takes place on a more informal basis.
- We will explain to you how the screening and assessment methods work. During conferences we will explain to you the purpose and use for the assessment tools and why they are useful. These results will help us plan better learning opportunities for your child. The teaching staff has been trained to use these methods by experienced trainers that have proven the method to

be useful. You are welcome to view these methods any time you wish and you will be provided with a copy of the assessment at each conference.

- Children are assessed during group time as part of a group as well as individually by a teacher they know and trust. We do not place time constraints on children being assessed.
- **ALL CHILD OBSERVATIONS, ASSESSMENTS AND CHILD PORTFOLIOS ARE KEPT IN A LOCKED FILE CABINET SO THAT CONFIDENTIALITY CAN BE MAINTAINED.**
- In addition program staff and administration meet at least once a year to assess these methods. Feedback from families is taken into consideration as we determine how effective these methods are and if needed a plan is formulated to implement changes for improvement.

**The “developmental continuum” is a set of objectives (21 for infants and toddlers, and 50 for preschoolers) that cover all of the developmental areas. Staff document when children have met the objectives or if they are developing in those areas. The observations take place continually thorough out the year, with the data collected, analyzed and assessed in the Fall, Winter and Spring.*

CONFIDENTIALITY AND ACCESS TO RECORDS

By signing the consent form you agree that the following categories of individuals can have access to your child’s file, including screening and assessment results.

- Legal guardians or other parent of the child (we will allow access to both parents of the child unless we have legal paperwork stating that this is not allowable)
- School authorities that request the information during school transfers
- Early childhood specialists that are contracted with our center to work with program staff for training purposes, classroom evaluations, observations of staff and our program, and those that may help us with individual children developing behavioral plans.
- Emergency personnel, such as medics or doctors that may request your child’s personal information in order to administer proper medical care
- All staff and administration of New Life Child Development Center.

Your child’s records will be kept confidentially stored in a locked filing cabinet. The office holds the filing cabinet that holds all personal records and the individual classrooms hold the filing cabinets that hold child portfolios, assessments and observations.

DEVELOPMENTAL CONCERNS

It is our goal that every child will receive the highest level of care and education to best fit their needs. If there is a concern that a child may have a developmental delay or other special need care is taken to communicate this to the family in a sensitive and confidential manner. Progress of the child will be tracked through observations and assessments and families may request this information at any time. Program staff and administration will support the family through a referral process to Yelm Schools and/ or the child’s pediatrician for further assessing. The process may entail further developmental

screenings and diagnostic testing. Our goal would be to retain the child in care and work with any therapies, school schedule or other service the child may utilize.

You are your child's number one advocate! If you feel your child would benefit from a service we do not offer we encourage you to obtain that service for them. We will be happy to offer you resources at your request. You know your child best and we value your input regarding their goals, plans, activities and services. We will do everything in our power to come along side you when it comes to your child!

GROUP SIZE AND TRANSITIONS

The children at New Life Child Development Center receive consistent loving care from teaching staff that are assigned to their specific group. These teachers operate in a child to staff ratio that often exceeds state standards. This ensures that children are receiving personal care and their activities are planned according to their needs developmentally as well as individually.

Child to teacher ratios are as follows: Infants: 1 teacher to 4 children, Toddlers 2 teachers to 12 children, Preschool: 2 teachers to 18 children, School age: 1 teacher to 15 children.

Child to teacher ratios are maintained during all hours of operation including indoor time, outdoor time and field trips.

TRANSITIONS

As children show readiness developmentally they will transition to another class (or group) of children. Transitions happen: typically around 1 year of age, 2 ½ years of age, 3 ½ years of age and 5 years of age when a child is entering kindergarten. Collaborations between teachers, administrators and families ensure proper assessment of children's readiness developmentally and emotionally. Relationships are a priority at New Life not only between teacher and child, but child and peers.

Transitions also happen daily from one classroom to another, or one activity to another. Children are kept in the same peer group during these transitions and activities are often used to ease the transition process. Consistent predictable schedules also lend to a smooth transition at New Life between activities. We keep these transitions to a minimum in attempt to be as least disruptive as possible to a child's day.

We recognize at New Life that your child needs a consistent, loving teacher to guide and protect your child and help them feel secure. For this reason we strive to maintain longevity of teaching staff, many of whom have been with us for many years. With this commitment we can minimize the number of transitions your child must go through from teacher to teacher.

Program transitions: when a child must transition from our program to another (kindergarten, developmental programs, or because a family is moving) we do everything we can to assist the child and family. Administrators and teachers work with families to assist you in getting the resources you need to make this transition smooth for your child. This may be done by visiting the new program with your child, or bringing kindergarten teachers from a local school to talk with potential kindergarteners.

Infants and Toddler twos:

Infants and toddlers are our littlest learners and very susceptible to feeling uncomfortable in new situations away from trusted family. At New Life we strive to keep our infants and toddlers with their same primary care provider for 9 months or longer. This fosters a strong bonding experience and allows your child to feel safe and secure.

BEHAVIOR MANAGEMENT

The behavior management policy at NLCDC is based on observation and understanding of the individual child's needs and stage of development. Learning to manage one's behavior is a vital lifelong tool one must obtain at an early age. We believe in helping a child learn to correct and manage their own behavior. We believe this method of teaching through natural consequences is much more effective than solely correcting the child. The techniques used are:

Speaking with the child about the situation

Allowing natural consequences to happen if the environment is safe

Redirecting the child to another area, or an area away from children to help them gain their self-control

Discussion with parents: For children with persistent, serious, challenging behavior teachers, families and other professionals work as a team to develop and implement an individual plan that supports the child's inclusion and success.

As a last resort, when problems cannot be worked out with parents, we reserve the right to withdraw the child from care.

We will prohibit and prevent:

Corporal punishment by any person on the premises (staff, volunteers and parents); including biting, jerking, shaking, spanking, slapping, hitting, striking, or kicking the child, or other means of inflicting physical pain or causing bodily harm, the use of physical restraint method injurious to the child, the use of a mechanical restraint for disciplinary purposes, locked time out room, closet, or the withholding of food as discipline. We do not permit anyone to engage in psychological abuse or coercion and teaching staff never use threats or derogatory remarks.

SPECIALIZED CONSULTANTS

When a challenging situation presents itself to us we may use specialized consultants to support staff and help meet the needs of children. These services may include but not be limited to: children with disabilities, behavior challenges, or other special needs. We use the Child Care Action Council for approved trainers in the specific area we need assistance in. Our staff is committed to working with professionals so that we may gain skills to benefit the children and families we serve. Children that may have special needs beyond what we can support at our center will be referred to the Yelm School

District. The early intervention program through Yelm schools conducts evaluations and offers further services to assist families and children.

DIAPER CHANGING AND TOILET TRAINING PROCEDURE

Parents of NLCDC children are required to provide all diapers and wipes for their children daily. Your child has a cubby in their classroom and you may keep a supply of diapers and wipes there. All diaper changes will be marked on the diaper changing chart and kept for one week for reference. If your child has a diaper rash and needs ointment, please fill out an Authorization to Medicate form and provide the ointment for your child. The staff will change gloves as well as wash hands between each child. The changing table will be sanitized with sanitizing spray each time a child has been changed.

If toilet training.... Please let your child's teacher know. We will work with you and your child to toilet train. Children toilet training need three extra pairs of clothes daily and need to be wearing pull-ups or underpants if ready. We will take your child to the bathroom and encourage them to go potty at regular intervals during the day. Children may not enter the preschool class until potty trained. If your child is not toilet trained and is over the age of 3 ½ we may move them up for appropriate learning and development activities. We cannot, however take children on field trips that are not potty trained, unless a parent accompanies them. This is for staffing reasons and for reasons of fairness to all children.

NUTRITION

Breakfast will be provided (served from 8:30-9:00 am), lunch (served at 11:45 am) and afternoon snack (served from 3:15-3:45) to the children at the center during those times. Please note that on school days, school age children go to the bus or EVCS at 8:15am. They are welcome to eat an AM snack here or bring in breakfast with them. We follow the USDA food program. Please see the kitchen for weekly menus.

TRANSPORTATION AND FIELD TRIP ARRANGEMENTS

Arrival of children: When you drop your child off in our center please sign them in in the sign in book for their age group with your full legal signature. Bring your child to the bathroom so that they may use the toilet and wash their hands. Upon dropping them off in their assigned classroom please use that opportunity to make communication with your child's teacher. We value interaction with our families!

Bus procedures: We accompany children to the bus and do not leave the bus stop until all children are safely inside the bus. We use a separate sign in and out sheet for our children that leave the center and are transported to school. We sign them out when they get on the bus and in when they come off the bus each day. This keeps your child safe and accounted for before, during and after transport. Children are organized in a line and counted before they leave the building and when they arrive at the bus stop. If child to teacher ratio exceeds state standards another staff member is present to keep kids safe.

Children riding a special services bus:

Children that ride a special services bus (whether it be for developmental preschool, Head Start or special needs) are attended to by a caregiver with one on one delivery to the bus. The same care is taken when the bus drops the child off at the center after their activity. The special service bus drives down into our driveway near the entrance of the center so that extra care can be taken to get the child into the building and classroom safely and quickly.

Picking up your child: When you arrive at our center to pick up your child please sign them out at the sign in table. Once you proceed to your child's classroom we would like to take a moment to visit with you about your child's day. This doesn't take very long and is a wonderful opportunity to build relationship with your child's teacher. If you need to send someone else to pick up your child please tell them to bring their picture ID. We check all ID of persons picking up children and cross check this with your registration form to be sure you authorized them as a pick up person. If they do not both have ID and are written on your registration form they WILL NOT be allowed to pick up your child.

Field trip transportation may be provided in various ways. Field trips are an extra cost to all families. Cost will be posted and you will be notified the week before the scheduled trip. Staff and parent volunteers normally drive children on field trips. You will be notified in advance of the particular situation for that field trip. We will always provide children with seat belts (and booster seats for children under 8 years), use vehicles covered by auto insurance, use only licensed drivers, have a first aid kit on hand and one adult present who is CPR certified. Field trips will only take place with children preschool and older. We cannot take preschoolers on field trips that are not potty trained. We will provide care for them here at our center, unless you can accompany them on the trip. Please leave your car seat on field trip days if your child is under 8 years old or under 4'9" tall.

PARENT RESPONSIBILITIES

*Please sign your child in and out daily. *Use your full legal signature. *Please dress your child according to the weather in mind. *Children need fresh air rain or shine. *Please bring in a full change of clothing, including socks for your child's cubby. *Please mark all items of clothing with your child's name. *Children potty training and toddlers need 3 changes of clothes in their cubby at all times. *Personal items, (toys, books, etc.) are safer left at home except on show and tell day. *Please bring in a blanket and crib sheet for your child to nap with and launder them weekly. *Your child may bring a soft toy to sleep with at nap time. *Parents are required to provide diapers and wipes daily. THANK YOU!!

OUR COMMITMENT IS TO YOU

Thank you for choosing NLCDC as your child's home away from home. We look forward to many years of getting to know you and your family. We encourage parent participation. Please take advantage of our open door policy and visit anytime. We will occasionally have family activities; we encourage you to come and get to know us socially. If there is anything the staff or I can help you with, please let us know. Please stop by the office anytime if you have questions or just to chat!

Mical Gaynor, center director