

Selah GymKids KidsClub Policy Handbook

Welcome to Selah GymKids KidsClub. We provide a quality and loving atmosphere and believe that every child is special and unique. We encourage parental involvement and appreciate your support. Our mission statement:

"Selah GymKids exists to provide a confidence building program for children, that is educational and entertaining, where fitness and fun go hand in hand."

Positive guidance techniques are used by our staff to enhance a child's feeling of self-worth. We provide large and small group interaction, which helps children learn cooperation, listening and sharing skills. We also offer self-selected activities that stimulate cognitive growth and creativity, as well as emotional and social development.

Selah GymKids KidsClub is licensed by Washington State Department of Early Learning, and follows the guidelines listed in the Washington Administrative Code. The KidsClub program is overseen by Tami Hesselgesser (co-owner). The Center Director is Amanda Mills, and the Assistant Director is Tara Goodwin.

SERVICES OFFERED

We provide care for children ages 3 to 10 years old. The center is open 6:45am- 6:00pm, Monday through Friday. We have an All-day Preschool program for children ages 3 to 5 years old, as well as a School-age program offering before- and after-school care for students attending Selah School District, Kindergarten through fourth grade.

The All-day program is a full-time preschool and childcare program in one. We follow the state licensing ratio of 1 teacher to every 10 children. Due to our licensing requirements, we require all children to be fully potty-trained before enrollment. If a child has frequent or regular potty-accidents while at the center, service will be discontinued until he/she is fully potty-trained. We provide two nutritional snacks each day, one in the morning and afternoon. Parents/guardians will need to provide a nutritional lunch for their child daily. Refer to the Food section for more details. Each child must arrive every morning before 9:00am. If you know you will be later than 9:00am, you must call the center to let us know 24 hours in advance, otherwise attendance for the day will be denied. To contact KidsClub staff, please use the following phone number, 698-5537.

The School-age program has a variety of childcare options depending on your needs. We follow the state licensing ratio of 1 teacher to every 15 children. We offer a before-school only, after-school only, or before- and after-school care.

- **Before-school only** care includes all late-starts.
- **After-school only** care includes all early-releases and no school days.
- **Before- and after-school** care includes all late-starts, early-releases, and no school days.

With the exception of **before- and after-school** care, we cannot hold or guarantee care for any child outside of what is outlined above. If you need additional care, please contact the office for more information.

School-age children will be transported to and from school by the Selah School District transportation. On a typical morning the bus will be here to pick-up the children around 8:00am. We ask that each child is at the center by 7:45am every morning to make sure they catch the bus. In the afternoon, the bus will drop-off the children around 3:30pm. If your child does not arrive we will call and alert you. We will provide a nutritional snack when your child returns from school. When school-age children are at the center a full-day, parents/guardians will need to provide a nutritional lunch for their child. Refer to the Food section for more details. On no school or late-start days, each child must arrive at the center before 9:00am. If you know you will be later than 9:00am, you must call the center to let us know 24 hours in advance, otherwise attendance for the day will be denied. To contact KidsClub staff, please use the following phone number, 698-5537.

Center closures vary from year to year and will be indicated on the annual KidsClub calendar posted on our website every September thereafter.

A yearly non-refundable registration fee of \$50.00 for a single child or \$75.00 per family (2 or more children) is due upon enrolling in our program(s). This fee will reoccur every year and the payment secures your child's space in our program.

Tuition will be charged on a monthly basis through our auto-pay program. Payments are due the first day of each month. You will be held responsible for the monthly fee in the event of your child's absence. Families with more than one child in our KidsClub program can set up special payment arrangements with Kitty, the Office Manager. A \$20.00 NSF fee will be added to all returned auto debits.

If the monthly tuition needs to be divided between parents, please understand that both parties are held responsible to pay in full to maintain service. If either parties involved do not pay, service will be suspended altogether until a payment in full is received.

A late pick-up fee of \$1.00/minute will be applied if your child is here later than 6:00pm, and/or if your child is here more than 10 hours in one day.

TRANSITIONING TO THE CENTER

We understand that each child goes through a transition period, allowing time to adjust to the center. If a fair amount of time has gone by and a child has not adjusted, we will have a conference with the parent/guardian to decide what would be best for the child.

PARENT COMMUNICATION

We strive for verbal communication with parents/guardians daily. Parents/guardians will receive monthly calendars to stay informed of upcoming events, activities, and/or curriculum themes. Parent boards are also a great source of information and include the following: a daily schedule, snack menu, lesson plans for each group, staff hours, and a posting on non-discrimination, child abuse regulations, and center hours. In addition to the above, our All-day Preschool program offers parent-teacher conferences held two-times a year. Please check out our website SelahGymKids.com. Click on the Parent Reminders tab for more information on upcoming events, and much more.

We encourage parents/guardians involvement in all of our program activities. Parents are welcome to observe anytime.

DROP-OFF/ PICK-UP PROCEDURES

A parent or designated adult, 18 years or older, must accompany children in and out of the building, making contact with a teacher before leaving. The adult dropping-off/ picking-up must sign the child in/out using a full legal signature. If someone other than a parent/guardian is picking-up the child, verbal or written permission from the parent/guardian is required before we can release the child. Once permission is obtained, staff will ask for verification of identity. ID will be checked and must be current.

School-age children will be signed-out by staff upon departure to the public schools and signed-in upon return.

State law prohibits us from releasing children to any person who is under the influence of drugs and/or alcohol.

CUSTODY/ PARENTING PLAN/ RESTRAINING ORDER

When there is a parenting plan, custodial plan or restraining order in place that affects the eligibility of a biological parent's right to pick up their child, we require a copy of the court ordered plan. If we do not have the set plan in our possession, we cannot withhold a child from their parent/guardian. Any custodial disputes need to remain outside of our facility.

CONFIDENTIALITY

As permitted by law, our staff cannot share any information about students, parents, and/or staff members with anyone other than Selah GymKids employees. When employees share confidential information with other Selah GymKids staff, the information is given on a need-to-know basis.

FIELD-TRIPS AND TRANSPORTATION

Field trips are an integral part of our program. We encourage parents to join us whenever possible. Transportation of children to and from field-trips will be provided by our staff in designated company vehicles. School-age children will be transported to and from school by the Selah School District transportation.

We take every safety precaution while transporting children to and from the center. All of our staff are trained to use a check-system during the transition to and from the center to account for each child. Car seats are used in accordance to state laws.

NAPTME

The All-day Preschool program has a two-hour rest period every day. We provide cots for each child, designated just for him/her. Parents/guardians must supply clean bedding every Monday including, a fitted crib-sheet, small blanket, and small pillow (optional). During naptime children are asked to rest quietly. They are never required to fall asleep. After a while, if a child has not fallen asleep, we will provide quiet activities to keep him/her occupied while the other children nap. On Fridays, teachers will gather each child's bedding and send it home in a Selah GymKids bag. Clean bedding and the Selah GymKids bag must be returned Monday morning.

SAFETY

Safety is our number one concern. We take every precaution to ensure staff and children are in a safe, healthy, feel-good environment. All of our staff have taken first-aid/CPR and blood-borne pathogens courses.

In the event a child gets hurt while in our care, we will assess the injury and aid to the child as needed. If it is a serious injury we will call 911 and parent/guardian immediately. An accident report will be completed describing the accident in detail. The accident report will be viewed and signed by a parent/guardian and kept in the child's file.

If a child exhibits destructive or harmful behavior toward others, he/she will be removed from the situation immediately and sent home for the day. An incident report will be completed, documenting the child's behavior. The incident report will be viewed and signed by a parent/guardian and kept in the child's file. If the destructive or harmful behavior continues, the child will be disenrolled from the center. Parents/guardians will be held responsible for any damage to Selah GymKids property due to a child's destructive behavior.

MEDICAL

In accordance with the Washington Administrative Code, we must exclude children and staff with the following symptoms from care:

- Vomiting (two or more times in a 24-hour period)
- Diarrhea (three or more times in a 24 hour period)
- Open or oozing sores, unless properly covered with cloth or bandages
- For suspected communicable skin infection such as impetigo, pinkeye, and scabies. The child may return 24-hours after starting antibiotic treatment,
- Lice or nits
- Fever of 100 degrees Fahrenheit or higher and who also have one or more of the following:
 - o Earache
 - o Headache
 - o Sore throat
 - o Rash, or
 - o Fatigue that prevents participation in regular activities

Selah GymKids requires all students and staff to be free from any of the above signs or symptoms (unless noted otherwise) for a full 24-hours before returning to the center.

Children and staff that have a reportable disease may not be in attendance at the center unless approved by the local health authority.

We will notify families in writing when children and staff have been exposed to infectious diseases or parasites.

A parent/guardian is required to notify center staff of any medical conditions their child has that requires special attention or considerations. These may include, but are not limited to, seizures, asthma, and severe allergic reactions. We will provide a Plan of Action form for each medical condition and must be completed by a parent/guardian and the child's physician. The Plan of Action will help us understand the medical condition and the steps to follow should he/she need special attention.

Medication use, both over-the-counter and prescription, is permitted while at the center. A Medication Authorization form will need to be completed by a parent/guardian in accordance to the medicine label on the bottle/box, as well as the name on the prescription label. The box with the prescription label and/or dosage instructions will need to accompany the medicine in order for us to verify and administer as directed. The prescription label waves the need for a physician signature. Parents/guardians will be responsible for supplying all measuring and/or serving devices for the medicine. Staff will store the medicine in a designated area in between uses. Medication will be sent home as directed on the Medication Authorization form.

All topical ointment use such as chap-stick, sunscreen, and lotion, require parent authorization. Similar to the medication use, parents/guardians will need to complete a Medication Authorization form to indicate when, where, and how it should be applied.

If your child has food allergies please notify staff right away. If medication or medical attention is required when your child comes in contact with the allergen, a Plan of Action form will need to be completed by a parent/guardian and the child's physician. Refer to medical conditions for more details. As a safety precaution, we *may* ask that parent/guardians provide two snacks a day, in addition to the child's lunch, as a supplement to the snacks we provide. The snack(s) you provide must each contain two of the following four components: protein, grain, fruit and vegetable, and/or dairy. Though we will take every precaution, we cannot guarantee that a child will never come in contact with the food they are allergic to.

FOOD

We provide two nutritional snacks daily, one in the morning and afternoon. Each snack item will include two of the following food groups: protein, grain, fruit and vegetable, and dairy.

Parents/guardians will need to supply a lunch for their child daily. The lunch must include the following food groups: protein, grain, fruit or vegetable, and dairy.

Parents/guardians may bring snacks for the class on special occasions such as birthdays or class parties. All food must be store bought and prepared. This includes uncut fruits and vegetables, and foods prepackaged in original manufacturer's containers.

HEALTHY DISCIPLINE AND SUPERVISION

The purpose of discipline is to help children learn basic human values, problem-solving skills, and to take responsibility for their own choices. Our staff have been given clear guidelines on the discipline policies used in the center and have been trained in positive discipline techniques.

We are consistent and follow daily routines. We give choices and use short concise instruction. We use positive reinforcement for the behavior we want by ignoring the negative behavior.

Staff actively supervise and engage in activities with children throughout the day. We constantly observe and document behavior, both mentally and in written-form. Should we observe any concerning behavior, we will share these concerns with the child's parent/guardian.

PARENT/ CHILD CODE OF CONDUCT

We expect that all who come into our facility conduct their behavior in a kind, productive, and respectful manner. Physical or verbal abuse is not permitted. Any child or adult considered abusive will be immediately dismissed from our program. We have the right to refuse service to anyone.

NOTICE OF TERMINATION OF CARE

Prior to withdrawal from our program, a parent/guardian will be required to give a two-week written notice of termination. Payments will continue to reoccur monthly until a two-week written notice is received. If not paid, it will be turned over to our collection agency and the parent/guardian will be responsible for all charges that may occur.

CHILD ABUSE REGULATIONS

As teachers, we are mandated to report child abuse and neglect. We are required to report any suspicion of physical, sexual, mental, and emotion abuse or neglect that we witness or suspect to Child Protective Services. We will follow all recommendations given by the agency.

RELIGION

Our center celebrates holidays and birthdays. We are a non-denominational center. We do not promote prayer, but if a child wishes to pray before a meal he/she is welcome to.

NON-DISCRIMINATION

No person shall be subject to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disability or with the presence of any physical, mental or sensory handicaps.