



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, and 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 34 months to 10 years, 11 months old. The center is open 6:45am- 6:00pm, Monday through Friday. We have an All-day Preschool program for children ages 34 months 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.

All-day Program

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, otherwise attendance for the day will be denied. To contact KidsClub staff, please use the following phone number, 698-5537.

School-age Program

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 non-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. 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 non-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, otherwise attendance for the day will be denied. To contact KidsClub staff, please use the following phone number, 698-5537.

General Program Information

Center closures vary from year to year and will be indicated on the annual KidsClub calendar given upon enrollment and 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 recur every year and the payment secures your child's space in our program.

Tuition is billed on a monthly basis. Payments are due the first day of each month. We are an auto-pay only facility. Our auto-pay program is our required method of payment. We accept Visa/MasterCard. Or you may choose to Auto Debit from your checking account. A \$10.00 service fee will be charged for any declined payments. You will be held responsible for the monthly fee in the event of your child's absence.

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 payment in full is received.

CHILD RECORDS

To enroll in a program at Selah GymKids, you will be required to complete the online Web Registration form, and then use the Portal account information entered on the Web Registration form to log-in to the Parent Portal. (A link to the Parent Portal is kept on our website.) The Parent Portal is how parents/guardians will access, review, and update their child(ren)'s record and agree to program Policies. Child records are required to be reviewed/updated annually, or within 24 hours of any changes needed to the child's record. Accuracy and completion of records is the responsibility of the parent/guardian. If a parent/guardian is non-compliant with completing or maintaining records, care will be suspended until it is completed.

In addition to the information kept in the Parent Portal, we will also keep a paper record of each child's incident/accident reports, behavior plan, field-trip authorization, medication forms, health care plans, and immunization record. These will be kept on site for a minimum of one year and will be made available for parents/guardians and licensing personnel to view upon request.

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 and newsletters to stay informed of upcoming events, activities, center policies, and/or curriculum themes. ClassDojo and the Parent Portal are two forms of electronic communication used to keep families informed, as well as an outlet for parents/guardians to communicate with us. 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.

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

DROP-OFF/ PICK-UP

Authorized Contacts

When completing the enrollment process, the parent/guardian will need to designate a minimum of two additional authorized contacts aside from primary caregivers who are 18 years or older. All contacts will receive a personal identification number (PIN) to use when signing children in/out (see Arrival & Departure section).

If an authorized contact or 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.

Arrival & Departure Times

Children attending all-day preschool must arrive every morning before 9:00am, and be picked-up each day before 6:00pm or no more than 10 hours after their arrival time. If you know you will not make these cut-off times, you must call the center to let us know, otherwise attendance for the day will be denied and/or a late pick-up fee will be

applied. To contact KidsClub staff, please use the following phone number, 698-5537.

Upon arrival, the parent/guardian or authorized contact must accompany children in and out of the building, sign their child(ren) in/out using an electronic Sign-In/Out system on a designated iPad, making contact with a teacher before leaving.

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.

Late Pick-up Fee

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

Failure to Sign-In/Out Fee

Maintaining accurate, current sign-in/out records is a requirement of our Licensed Child Care program. In order for this to happen, we require all authorized contacts who pick-up/ drop-off to complete the sign-in/out process. If this is not completed, a \$5.00 charge for each failed sign-in/out will be applied to your account.

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.

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.

Child records will be viewed only by parents/guardians who have access to the Parent Portal account, as well as, designated staff at the center including directors, owners, and office staff.

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.

NAPTIME

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. Clean bedding must be returned Monday morning. Reusable shopping bags work great for bedding storage.

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.

Outdoor Temperatures

We ask that you dress your child in weather appropriate clothes every day. We are required to have scheduled daily outdoor playtime for children in our care. According to **WAC 110-300-0147: Weather conditions and outdoor hazards**, we "*must observe weather conditions and other possible hazards to take appropriate action for child health and safety. Conditions that pose a health or safety risk may include, but are not limited to:*

- (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;
- (b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;
- (c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;
- (d) Earthquake;
- (e) Air quality emergency ordered by a local or state authority on air quality or public health;
- (f) Lockdown notification ordered by a public safety authority; and
- (g) Other similar incidents.

(2) An early learning provider must dress children for weather conditions during outdoor play time.”

Injury

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 contact a 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.

Restraint Policy

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.

Emergency Preparedness Plan

We have and follow an emergency preparedness plan that addresses how we would respond in an emergency situation. Parents/guardians must review and agree to the outlined plan annually. Refer to our website to view the plan.

MEDICAL

Illness

In accordance with the Washington Administrative Code, we must observe all children for signs of illness when they arrive in the morning and throughout the day. We will notify parents/guardians right away if the child develops signs or symptoms of illness. In addition, 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 or contains more than a drop of blood or mucus)
- Open or oozing sores or wounds, unless properly covered with cloth or bandages
- For suspected communicable skin infections such as impetigo, pinkeye, ringworm and scabies. The child may return 24-hours after starting antibiotic treatment,
- Lice or nits
- Fever of 101 degrees Fahrenheit or higher and who also have one or more of the following:
 - o Earache
 - o Headache
 - o Sore throat
 - o Rash,
 - o Vomiting,
 - o Diarrhea, 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.

In the event a child is sent home with lice, they will need to be re-checked by a Director 24-hours after treatment to ensure all lice and nits are gone before returning to the center, and have a follow-up check 7 days after the initial discovery to ensure they have not come back.

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.

Toothbrushing

To promote healthy hygiene habits, we will conduct daily toothbrushing with all pre-school age children in our care as part of the daily routine and curriculum. We will provide a toothbrush for every child and replenish every three months. Each child will have a labeled spot to keep their toothbrush that allows air-drying and out of reach of contaminants.

If you prefer your child to opt out of the tooth brushing routine, please notify a director upon enrollment or as soon as possible.

Immunizations

According to the Department of Health guidelines, children and staff must have the following immunizations prior to starting service in a childcare facility, unless protected under a religious or medical exemption law.

As of July 28, 2019, "all licensed child care center staff and volunteers must provide a medically verified record of at least one dose of MMR vaccine, or proof of immunity from measles through lab evidence, or a health care provider's attestation that the person has had measles disease." -DCYF

Children



Parents: Are Your Kids Ready for Child Care or Preschool? Required Immunizations July 1, 2019 – June 30, 2020



Instructions: To see which vaccines are required for child care or preschool, find your child's age and look only at that row going across to find the vaccines and number of doses required.

	Hepatitis B	DTaP (Diphtheria, Tetanus, Pertussis)	Hib (<i>Haemophilus influenzae</i> type B)	Polio	PCV (Pneumococcal Conjugate)	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)
By 3 Months	2 doses	1 dose	1 dose	1 dose	1 dose	Not given before 12 months of age	Not given before 12 months of age
By 5 Months	2 doses	2 doses	2 doses	2 doses	2 doses		
By 7 Months	2 doses	3 doses	3 doses	2 doses	3 doses		
By 16 Months	2 doses	3 doses	4 doses	2 doses	4 doses	1 dose	1 dose OR Healthcare provider verified child had disease
By 19 Months	3 doses	4 doses	4 doses	3 doses	4 doses	1 dose	1 dose OR Healthcare provider verified child had disease
By 7 Years or Kindergarten	3 doses	5 doses	Not given after 5 years of age unless child has medical condition	4 doses	Not given after 5 years of age unless child has medical condition	2 doses	2 doses OR Healthcare provider verified child had disease

- Children must meet minimum intervals and ages to be in compliance. Please talk with your healthcare provider or child care or preschool if you have questions.
- Find information on other vaccines recommended, but not required, for child care/preschool attendance: www.immunize.org/cdc/schedules/

Medical Information

A parent/guardian is required to notify center staff of any medical conditions their child has that requires special attention or considerations, and document it on the Parent Portal. 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 & Topical Ointment

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, 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. *Please note: Over-the-counter fever-reducing/cough/cold medicine is not permitted.*

All topical ointment use such as chapstick, 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.

Food Allergies

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

Snacks

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

Water Bottle

Parents/guardians will need to supply a water bottle for their child daily. If your child does not bring one we will supply your child with one and charge your account \$1.00 each day they do not have one. You may leave a reusable one here for the week to refill and must take it home on Fridays to be cleaned.

Lunch

Parents/guardians will need to supply a lunch for their child daily. The lunch must include the following four components in any combination you choose: protein, grain, fruit and vegetable, and dairy.

Birthdays & Special Occasions

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.

CLASSROOM PETS

We have a variety of (non-aggressive, hypo-allergenic) classroom pets in our facility. They are kept in their designated tanks. With teacher supervision, children will learn how to care for and feed these animals as part of the classroom routine and curriculum, as encouraged by the Early Achievers program. Cages and aquariums are cleaned weekly, or more if needed, in our custodial sinks (non-handwashing or food prep sink).

HEALTHY DISCIPLINE AND SUPERVISION

Supervision

Staff actively supervise and engage in activities with children throughout the day. We strive to keep our 'backs to the wall' and our eyes on your child(ren) to ensure they are safe. We constantly observe children's behavior and state of health, and document both mentally and in written-form. Should we observe any concerns, we will share these concerns with the child's parent/guardian.

The purpose of discipline is to help children learn self-control, core values (such as respect and responsibility), problem-solving skills, and social skills.

Healthy Discipline Policy

Our staff have been given clear guidelines on healthy discipline used in the center and have been trained in positive discipline techniques, such as:

- Positive reinforcement: praise the positive behavior, ignore the negative behavior
- Get down to their eye-level and use a calm voice
- Use positive language: tell them what you want them to do, not what you don't (*use your walking feet*)
- Give choices (you can do this or that)
- When/Then statements (*when your body is calm, then you can join us*)
- Give short, concise instruction
- Give children a 'quiet moment' when needed

- Redirect any issues before they escalate
- We are consistent and follow daily routines.

Physical Restraint

Should a child exhibit extreme behavior that threatens his/her safety or the safety of others around them is threatened, we will take the following steps:

- Isolate the child by either removing them from the situation or remove those around them
 - The child can either come compliantly by hand or a staff-member will pick them up under the arms
- Call parent/guardian to come pick them up immediately
- Document the incident on an incident form (signed by parent & copy sent home with them)
- If the behavior is recurs, we will meet with parent/guardian to develop a behavior plan that includes:
 - Exhibited behavior and replacement behavior
 - Supports staff and teachers will provide to prevent the behavior
 - Timeline for improvement
 - Signatures from parent/guardian and director
 - If a parent/guardian does not agree to meet or work with the Director to develop said plan, the child will be immediately terminated from care.

Expulsion

When a child exhibits behavior that presents a serious safety concern to him/her or others and we are not able to reduce or eliminate the safety concern through reasonable modifications, he/she will be expelled from our program. In the event this happens, these are the steps we would take:

- Document the incident on an incident form (signed by parent & copy sent home with them)
- Provide community-based resources that may benefit the child
- Report the expulsion to our licensor

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 recur 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 trained by the state and are mandated to report child abuse and neglect. We are required to report any suspicion of physical, sexual, mental, and emotional abuse or neglect to Child Protective Services within 24 hours of the occurrence. 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.

DRUGS, ALCOHOL, WEAPONS

Illegal drugs, cannabis possession and use, alcohol, and weapons (including those with a concealed weapon permit) are not permitted on site.