



Teaching Children to Explore Their World

CV Parent Handbook

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Teaching Children to Explore Their World

Introduction

Welcome

Dear Parents,

Welcome to Children's Village, a child care and preschool program operated by Vision House, a not-for-profit Christian agency. Our mission is to provide every child with a loving, nurturing, Christ-centered environment, where your child builds positive relationships with others and fosters a love of learning.

Each of our teachers have been handpicked because of their educational achievements, experience, and their love of caring for children. Families entrust their children to us, and we take that responsibility very seriously, providing a program of the highest quality designed to help give children the foundation they need to build self-esteem and to develop school competence.

Child care is a shared process, and we encourage you to participate in the day-to-day activities of the center: meals, field trips and class visits. We invite you to share your ideas, traditions, recipes and more. Parents are an important part of our community and are welcomed into the center and classroom at any time.

As we create a program for your child together, please feel free to share any concerns, comments and/or praises. We believe that the most important element in our program is the caring and respectful relationship that teachers have with the families. We look forward to getting to know you and your child better!

Sincerely,

Sherrine Rakish
Director
Children's Village Child Care



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Mission and History

John and Susan Camerer founded Vision House in 1990. The couple were moved to help the homeless after seeing a heartbreaking television portrayal of a single mother who became homeless due to no fault of her own and was forced to place her daughter in the care of the state because she could not care for her while living on the streets. Soon after, the couple wrote a personal check for \$800 to establish the ministry.

Our values are to make a significant contribution to the community by reducing the number of homeless men, women and children in Washington State and to dramatically change the lives of the homeless by providing housing and supportive services, enabling our residents to avoid homelessness, poverty and abuse in the future. Although Vision House was founded on Christian principles, there are no mandatory spiritual activities for clients. Vision House's mission statement is:

***To follow our Lord and Savior Jesus Christ
in working with the poor and homeless to
promote positive transformation of their lives.***

The primary goal of Vision House is to promote self-sufficiency. Vision House first provides residents with a stable, safe living environment. Secondly Vision House provides counseling and support services enabling residents to pursue further education, training, or a job. Once a family becomes self-sufficient, Vision House's goal is to transition the family to permanent housing making sure the family has adequate income, health care coverage and child care that will ensure the family will remain self-sufficient in the future. Vision House is committed to serving the homeless whose income falls below 30% of the median income. Residents are invited to live in our facilities for 18 months to 2 years, but many stay longer when they pursue a four-year degree. Vision House charges no more than 30% of a person's monthly income for rent, however residents are welcomed with the inability to pay any rent.

Vision House staff quickly became aware that a lack of quality child care is a major obstacle when supporting families in transition to self-sufficiency. Children's Village Child Care opened its doors in June of 2005. Our goal is to provide a high quality, Christian based program meeting the child care needs of Vision House clients and the local community.



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Philosophy

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Experiences in childhood form the foundation for personality development, learning ability, and general perception of life. At Children's Village our program provides a rich and culturally diverse environment to support children's healthy development.

***"Shaping the future one child at a time"
"Train up a child in the way he should go,
when he is old he will not depart from it." Proverbs 22:6 NKJV***

Goals

At Children's Village each child is viewed as an individual with limitless potential. We understand that cognitive, physical, emotional and spiritual milestones can be reached at each child's own special pace. To foster a child's curious nature and build on it an innate love for learning, we have established the following goals for each area of development.

Cognitive Development:

- To build a foundation that will develop school competence and kindergarten readiness;
- To promote the development of each child into a self-confident, risk-taking lifelong learner;
- To recognize that all children learn differently, are not on the same timeline and are most successful in a balanced child –initiated and teacher-facilitated learning environment;

Physical Development

- To provide activities and an environment that are safe, healthy, inviting, and well maintained while balancing rest and activity;

Emotional Development

- Provide an emotionally supportive and stimulating environment designed to meet the children's needs in a caring atmosphere.
- Children's feelings are treated with respect.



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- Children are encouraged to express themselves appropriately and constructively.
- Activities are designed to challenge, not frustrate.
- Routines and transitions are tailored to children's needs
- Routines and transitions are consistent without being rigid.

Spiritual Development

- To foster a feeling of being loved and welcomed by providing an environment where the love of Jesus is expressed openly;
- To teach children to honor and respect each person regardless of cultural differences or differing abilities;
- Support parents and families as the child's primary and first teacher;

...and to create an active partnership with families based on cooperation and respect to provide consistency for your child's development.



Vision House is committed to providing quality child care through Children's Village for Vision House clients and the surrounding community. Our passion for quality is found in our support and encouragement of our child care staff in developing their strengths and utilizing resources available to them, like the Association for Early Learning Leaders and Washington State Early Achievers.

Early Achievers, Washington's quality rating and improvement system, is a voluntary, no-cost program that gives participating child care professionals access to coaching, professional development and a tangible way to demonstrate their commitment to providing quality care and education for young children. Early Achievers rates the quality of child care and early education programs on a scale of 1-5. Higher ratings demonstrate a track record of delivering high-quality care. Providers can move up the rating scale by completing milestones and gaining points through an evaluation.

Children's Village Child Care is currently rated at a level 3.



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Faculty and Staff

Our teachers serve as loving guides and models to the children, providing examples of positive relationships and instilling in the children a love of learning. They work to prepare the children with the skills, abilities and motivation that will help them to understand, grow, and thrive in the world.

Qualifications and Training

- * 30 hours of Basic Child Care training within the first 6 months of hire
- * 10 hours of annual Continuing Education Credits through Washington State Merit Program
- * CPR and First Aid Certification
- * Food Handlers Certification
- * Center Orientation
- * Child Abuse and Neglect Training
- * Blood Borne Pathogen Training and Universal Precautions
- * High School Diploma required
- * Most of our staff have completed their Child Development Associate or are in the process of completing it
- * Experience working with children ages 5 and under

Our Teachers Display:

- * Concern and love for the children
- * Kindness
- * Respect for others
- * Cheerfulness
- * Warmth
- * Flexibility
- * Stability
- * Enthusiasm
- * Energy
- * Willingness to be trained
- * Strong sense of team work.
- * Commitment to working with families and children
- * Pursuit of a Christ-centered life-style



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Enrollment at Children's Village

Enrollment Process:

1. Tour the facility.
2. Complete the wait list form and pay \$50.
3. When the start date is confirmed, complete enrollment paper work and pay \$100 registration fee.
4. Turn in completed enrollment paper work two weeks in advance of your start date.
5. Schedule, with our Enrollment Coordinator, your child's transition days just prior to the start date.

Anti-Bias/Non-Discrimination Policy:

We welcome children and their families without regard to race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Vietnam Era Veteran Status, or the presence of any physical, mental, or sensory disabilities.

Drop Off/Pick Up Procedures:

To ensure that each child is safe and supervised at all times and to foster daily communication between families and staff, a parent or authorized guardian must accompany your child into the classroom and ensure that the child is under supervision before leaving the premises.

Children will be released only to a parent or legal guardian or to persons whose names are listed on the Emergency Contact form. Families should advise the director and staff in advance, in writing, if an alternate or a person not listed on the original form is to pick up their child. We will not release a child to a person we do not know or who is not authorized to pick up your child.

We encourage you to drop your child off prior to 10:00 a.m. so that they can enjoy learning activities prior to lunch and rest time. If you need to drop your child off after 10:00 or pick your child up before 2:30 p.m., we ask that you call the center to let us know. We do not provide half day child care, and as such, children cannot be dropped off after 12:00 noon.

Signing In and Out

Parents and guardians are required to sign their child in and out using the computer at the reception desk.



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Communication

As your child will be spending a major portion of his/her days at the center, we want to make sure that parents are kept informed of all that is happening both in the classrooms and in the center. Once enrolled, your e-mail will be added to our parent's center e-mail group along with the classroom e-mail group. Please look for these e-mails to stay informed with important center and classroom information.

Speak with your child's teacher for information of how they will send home your student's classwork. Notices are also posted at each classroom and on the parent board across from the reception desk.

Tadpoles Daily Reports

Tadpoles is the software that our center uses on classroom tablets to send electronic daily reports to parent's e-mail. Through this app, you will receive pictures of your child throughout the week, daily information what they did as well as important reminders, dates, child needs and notes about how your child is doing. You are also able to send notes to your teacher and to mark if your child is going to be absent and why.

Transition Days, Intake Meeting and Parent Orientation

To help your child transition into their new child care home, we provide two transition days just prior to the start date. These will be an hour to an hour and a half each. Transition days are scheduled with the office as soon as space is available and the start date for your child has been determined.

During your child's first transition day, you will have a chance to meet with your child's teacher for an intake meeting. This will provide you and your child's teacher an opportunity to establish a communication foundation.

Parent Orientation will happen during your second transition day with the child care Enrollment Coordinator.

Throughout the year, your child will have 3 opportunities to transition to the next class. September is the first day for some student, but children who have been attending the center during the summer will transition as a group to the next class based on where their birthdays fall. The center will move children as a group to the next class again in January based on where their birthdays fall and again in June at the end of the school year and at the beginning of the summer program.



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Children will not move classes on their birthdays unless they are showing signs of being under challenged in their current classroom.

Program Closures

Holidays

- New Year's Eve Day
- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day Labor day,
- Veterans Day
- Thanksgiving and Friday following
- Christmas Eve and Christmas Day.
- October Staff Retreat (The center will be closed for one day, date TBD)
- The last two week days of August for staff training, classroom preparation and parent orientation.
- Every third Wednesday of the month, the center will close at 5:30 pm for staff meetings.

If a holiday falls on a Saturday, we close Friday. If it falls on Sunday, we close Monday.

Emergency Closures

Children's Village closures will only happen during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. In such an event, we will follow the Renton School District. An announcement will also be made on our Facebook page and a notification will be sent through our Tadpole text and our parent e-mail group.

Babysitting

Children's Village exercises the right to a no babysitting agreement. This policy is due to:

- * The fact that we will not take responsibility for anything that happens outside the setting with regards to looking after a child/children in your own home.
 - * Confidentiality is looked upon very seriously at Children's Village, so we would like to avoid the risk of this being affected.
 - * Children's Village does not want to place our staff or parents in any situation that may hinder their working relationship at the child care.
- Employees are notified of this policy via the employee handbook.



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Termination of Services

Family Terminated Services

Children's Village requires two weeks written notice of your intent to terminate care. One month's written notice is preferable. We reserve the right to collect fees for two weeks in lieu of adequate notice. If you should terminate your child's care without notice, you will still be required to pay for the last two weeks of care.

Disenrollment Policy

Children's Village is committed to providing the best quality care for children enrolled in our program. We are committed to a solid partnership with parents for the success of each child enrolled in our program. We seek to provide for the needs of each individual child in our group care environment. It is on rare occasion that a child's or family's behavior may warrant the need to find a more suitable setting for their child care needs. We will do everything possible to work with you to avoid a disenrollment from the center. The following are some examples of instances where disenrollment could be considered:

- * Ongoing physical or verbal abuse to staff or other children
- * Ongoing uncontrollable tantrums/angry outbursts
- * A parent/guardian failing to follow center policies
- * Non—payment of tuition and fees
- * Bringing ill children to child care after being advised to keep them at home
- * A parent/guardian demanding special services that are not provided to other children and cannot be reasonably delivered by Children's Village. This includes a failure to cooperate and support the program as well as any request that departs from the goals of Children's Village Child Care.

Immediate Disenrollment

A parent/guardian is physically or verbally abusive or intimidating to center staff, children, or anyone else in the center
Potentially dangerous behavior by a parent or child

Disenrollment Procedures

If the decision has been made that a child/family should be dis-enrolled from Children's Village after reasonable effort to find a positive solution to the situation, the family will be contacted for a meeting with the Center Director and Vision House Director of Operations. The Center Director will share the decision for the disenrollment with the family and follow up with a letter. The letter will include, if applicable:



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- * The reasons for the disenrollment or suspension
- * The effective date for the disenrollment, which allows the parent time to find alternative care, (a minimum of two weeks unless the disenrollment falls under the immediate disenrollment conditions listed above).

Children's Village will maintain records of the reasonable effort given to finding a positive solution for a situation as well as records of the disenrollment process.

Attendance: Vacations, Illnesses, and Summer Break

In order for children and families to benefit from the program at Children's Village, we ask our families to make school attendance part of their child's regular routine. Adhering to a schedule of regular consistent attendance is a key part of a child's success in Early Learning. In order to ensure appropriate staffing levels at all times of the day, you will need to provide the specific hours of care needed for your child.

Children's Village bases our tuition on a reserved space for your child, not on their attendance.

Absences due to:

Illness

If your child is going to be absent from school, please call the office by 9:00 a.m. or enter a note in your child's Tadpole profile to communicate with us the symptoms of your child's illness. This will help us track any illnesses that may be going through the center as well as helping families be more knowledgeable about any illnesses in the center.

Hanging out with the family

If your child is going to be absent from school, please call the office by 9:00 a.m. or enter a note in your child's Tadpole profile to communicate with us.

We do not give credits or make up days for days missed due to illness or family events.

Vacations

Please give us two weeks advance notice of a vacation. This helps the teachers in planning their curriculum and activities ahead. They may be able to plan special projects so that your child does not miss out.



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Summer Breaks

If you plan to be gone for more than two weeks, you have two options available:

Option 1:

Withdraw your child from care for the time you will be gone. If you choose this option, we cannot guarantee your child's space will be available when you return.

Option 2:

Pay for the space for your child while you are gone.

IF your child is in the school age program and there is an older sibling of a currently enrolled child that wants to come for the summer only, we may be able to make an arrangement with you. This will be at the discretion of Children's Village. This option is only available to children enrolled in the school age program. Younger siblings not in the SA program will have to choose option 1 or 2 above.

DSHS subsidized child care does not guarantee your child's space in the event of illnesses or absences. It is important that your child miss no more than 5 days per month to maintain their enrollment at Children's Village.

Program Financials

Tuition and Payment

Tuition is due on the first of each month, and subject to a \$20 late fee after the 10th of the month. Payments for the current month, not paid by the 1st of the following month will be subject to disenrollment.

Our preferred method of payment is Tuition Express using an automatic monthly charge to your credit card or an electronic funds transfer (EFT) from your bank account which is processed on the 10th of each month.

Children's Village also accepts:

- * Checks
- * Cash
- * Money Orders
- * Child Care Subsidies
- * Payment Options: with an application, you may make your tuition payments twice a month on an agreed upon date. This option is only available if you are using Tuition Express.



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Scholarships

Are not available at this time except by discretion of the director and the accounting department.

Family Discount

For families that have more than one child, there is a 5% per child family discount. This discount is not available for accounts with a scholarship or subsidized child care.

Receipts and Taxes

* Each month's statement will include your previous month's charges and credits. Receipts are also provided upon request.

* You will receive a year end statement with annual child care expenditures by the end of January each year.

Hours of Operation

Children's Village is open from 6:30 a.m. to 6:30 p.m. Monday through Friday.

Care for over 10 hours a day

Children's Village recognizes that in our modern world, many families have a commute that requires their child to be in care for 10 to 11 hours. If your work and commute requires over a 10 hour day for your child, you must provide documentation of your work hours and employment address from your company for our records. A fee will be charged to families using care for longer than 10 hours a day on a consistent basis without this documentation on hand.

Late Pick Up Fee

Parents arriving to pick up their children after the child care has closed will be subject to a late pick up fee. This late fee is payable directly to the teacher that has stayed after their working hours to provide care for your child. If you are unable to pay at that time, the child care will bill your account at double the rate.

If a child is not picked up by 7:00 p.m., he or she will be considered abandoned if a parent has not called and the center is unable to reach family or emergency contacts. A community police officer will be called to pick up the child and a follow-up report to Child Protective Services will be filed.



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Fees

Non-refundable waitlist fee per child	\$50.00
NSF or declined credit	\$25.00
Care for over 10 hours a day	\$20.00 per day
Late payment fee	\$30.00
Extra key fob	\$5.00
Lost or not returned	\$15.00
Late pick up fee:	
First Time	\$1.00 per minute
Second Time	\$2.00 per minute
Third Time	will result in possible disenrollment from the child care

Refunds

All child care payments made are non-refundable.

Trial Period

A child's family or the Center Director may request and arrange for a trial enrollment period, lasting up to one month, to be used to observe the child's adjustment to care and to discuss any concerns. After the trial period, the family and director will determine if services are satisfactory to the client and if the program can meet the child's needs. If it is determined that suitable care would be found somewhere else, enrollment would be terminated without requiring the standard notice or charge in lieu of notice.

Parent Involvement

At Children's Village we provide family-centered child care. This begins with the premise that families are the center of children's lives. Our program reflects and respects the unique characteristics of all members of a child's family. This includes not only the child and the child's parents, but also all other significant adults who are involved in caring for your child.

Historically, parent involvement in child care programs has been viewed from a program perspective. At Children's Village, parent involvement is viewed from the family's perspective. It is our goal to forge a true partnership with your family. Unlike traditional partnership models in which parents are in a passive role being informed or educated, parents in our program are in a creative role of establishing goals and making decisions. A basic belief in the value of families permeates program policies and practices. All family members are included and treated with respect and warmth. Children's Village staff are welcoming and non-judgmental, and readily available to family members.



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This partnership relationship is at the heart of our child care center. Your family is viewed as part of the program and our program is viewed as part of your family's life. The partnership between family members and program staff is based on cooperation, respect, and the mutual goal of doing our best for the children in our program.

Children's Village believes that families are the center of children's lives. We believe that family is the principle influence in shaping the body, mind, and soul of a child in their early years and our job is to partner with you to meet the needs of your children and their family life.

Our Early Childhood Environment is based on Christian principles and values which emphasize God's love. We strive to be a Christ-centered program where the Spirit shines in our daily interactions and love towards you and your children.

Volunteer Opportunities:

Volunteering and working with the child care center insures the success of every child. There are many opportunities available throughout the year, including but not limited to:

- * Working in your child's classroom
- * Helping out during special occasions
- * Cleaning Projects
- * Repair Projects
- * Building Projects
- * Managing Scholastic Book Orders
- * Taking home projects: (cutting things out for teachers, putting craft kits together)

Family and Teacher Relationship

We can strengthen your role as your child's first and most important teacher when you participate in activities both at home and at the center.

- * Children's Village has an open-door policy and welcomes you to call or visit at any time.
- * Share your family culture with your child's teacher.
- * Join your child for lunch or drop in and observe your child's play.
- * Bring in a family photo to be displayed in your child's classroom.
- * Read to your child. Take your child to the library and check out books on a theme happening in their classroom.
- * Get activity ideas from classroom calendars.
- * Check your classroom bulletin board for important information about upcoming events, classroom needs, daily events, and other important notices.
- * An annual survey allows you to confidentially rate and comment on all aspects of the program.



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Progress of your child

After a child has been with us for two months, the teachers will use the Ages and Stages assessment tool to detect if there are any red flags in development. The center will offer a conference in the fall to discuss the results of the assessments. Conferences will again be offered again in the spring where teachers will present evidence of the children's growth and development. Any additional conferences are available upon request of teacher or parent.

Resolving Conflicts

We recognize that in any community, there are inevitable situations or conflicts that are potentially negative for individuals or for the community. It is critical that before conflict arises, an environment already exists that fosters mutual respect, trust, flexibility, and clear and honest communication. We realize that conflict will occur, but the health of our center and the children we serve is dependent on how both staff and parents respond to the conflict.

Children's Village is committed to responding to all family concerns within a 24-hour period and to resolving those concerns as quickly as possible.

If a specific classroom concern arises, you should discuss the issue with your child's lead teacher, who will document and inform the director. We encourage you to discuss more general center concerns with the Center Director.

If you feel that your problem is not yet resolved after talking with the teacher and then the director, you may then wish to speak with the Vision House Director of Operations.

Mandatory Child Abuse Reporting

We are required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or our local law enforcement agency immediately (without prior notification to the parents involved). The Department of Early Learning will also be notified.

Educational Programs

Scientists at Play

We believe that children are little scientists and their play is their experiments. They are conducting social experiments and science experience throughout their play activities. The learning in each classroom is different based on what is developmentally appropriate for that



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age group. Our infant, toddler, preschool and school-age child care programs provide a rich and culturally diverse environment to support the healthy development and exploration of children. As developmentally appropriate, our curriculum incorporates school readiness and social and skill-building activities for each child.

An emphasis is placed on promoting self-esteem in children, and our staff provides consistent, friendly and warm care to develop trust. We believe that for our youngest children play is their work and we recognize its value in helping them develop the skills and attitudes that will ensure their proper development and intellectual capabilities. We utilize “functional play” to help children explore and examine the world around them.

Integrating Faith

We are a Christian child care center; the principles of our child care are based in the ideas that all children are equally and uniquely created by God. We have prayer time together twice a week during the school year and once a week during the summer. All of the classrooms join together for a short time of prayer, bible story, and singing. Each classroom will also spend time with bible stories and prayer time throughout each day. Should you prefer your child not participate in these activities, please inform the director. We will work with you to provide alternative activities for your child.

Outdoor Play

Our playground structure has been specifically selected for the total development of children. Your child will spend time climbing, balancing, sliding, swinging, riding, and playing with others. Safety surfaces that absorb falls have been installed to cover the portion of the playground under the climbing equipment. Hard surfaces provide for riding toys and group games. Each room’s daily schedule includes at least two outdoor times each day.

Lesson Plans

Parent boards located inside your child’s classroom will help you to be aware of valuable information regarding your child’s classroom.

Our Curriculum Plan

Children and teachers’ strengths and interests are included in our curriculum plan. Teachers are also able to utilize the tool, *“The Creative Curriculum,”* produced by Teaching Strategies as a resource for their classroom.

“At Teaching Strategies, we believe that the best way to help children succeed is to teach them to be creative, confident thinkers. That means offering those opportunities for hands-on exploration and discovery that help build lifelong critical thinking skills and foster confidence.”



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Classroom Introduction

Infants Room

Infants 8 weeks through 12 months of age enjoy individualized attention in our infant room. Learning in this classroom is at an individual pace; the teachers work with the babies at their developmental level to challenge and build new skills while also building confidence in the skills they have mastered. Here are some of the ways we support infant development in The Castle Room.

Personal Care Plans

Parents and the lead teacher establish a personal care plan that is continually updated to ensure that care routines are personalized to fit the needs of the baby and his or her family.

Cuddle Care

Very young babies spend time each day “heart to heart” with their teacher. Every sound and movement of the baby is met with a warm response—a word, a smile or a touch that signals, “You are special.”

Time to Read

Long before they understand the words and pictures, infants benefit from the joy of sharing a book in the arms of a caring adult. Reading begins with young babies and gains momentum as the child matures. On laps, on the floor, and as they drift off to sleep, infants experience the magic and wonder of books.

Parent’s Prime Times

Teachers understand that the parent-child relationship is primary and parents are encouraged to visit their babies during lunchtime or call anytime with ideas, questions or concerns.

Breastfeeding and the Working Mother

At Children’s Village we understand and value the nursing relationship. It is our hope that the working mom can continue that relationship through our support and flexibility. We will help with that nursing relationship by supporting our mothers, entertaining the baby until she can come to nurse, and providing a quiet space for moms to nurse.

Nurse Consultant



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We have a partnership with a local nurse who visits our infant room once a month. She is available to answer questions from both teachers and parents.

Toddlers

Toddler's ages 1 and walking through 30 months are introduced to basic self-help skills and independence in our Meadow Room. We strive to respond to both our infants' and toddlers' needs consistently, promptly and lovingly. We are helping them learn to trust and showing them what it means to be in a caring relationship with another person. When we guide your toddler's behavior in a respectful, positive way, we promote self-discipline and help your child learn to express their feelings in acceptable ways. We listen to your children and create a safe environment filled with interesting things to do and opportunities for them to feel competent. We are helping them feel good about themselves and their growing skills.

Exploring Senses

Toddlers are provided experiences with a variety of materials that help them learn about their senses. Playing with shaving cream, ice cubes, bubbles, and sand paper all help your child explore their senses.

Exploring Music

Your child may spend time dancing with bubbles and listening to silly fast paced music or they might drift off to sleep listening to a lullaby.

Exploring Our Imagination

A variety of pretend toys are available for your toddler to engage in pretend play. Items from pretend food and plates to blocks, and dress up clothes engage your child's imagination.

Exploring Literacy

A print rich environment fills the toddler classroom so that your child is exposed early to the printed word. Teachers and toddlers also enjoy story time throughout the day, both in groups and in one on one reading time.



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Exploring Emotions

We work to help our toddlers understand and name the variety of emotions they can experience in a moment. Helping them to identify what it is they are feeling and to learn positive ways to deal with frustration, disappointment, being tired and other emotions is an important aspect of social-emotional development.

Younger Preschool

Children in this classroom are transitioning from Toddlerhood to becoming a Preschooler. They range in age from 30 months to 3 1/2 years old. The basic self-help skills toddlers learn in The Meadow Room are built on in The Jungle Room.

Self Help Skills

Important self-help skills are developed in this classroom. Children begin and complete the important process of potty training, which includes the skill of self-dressing. Other self-help skills we work on with your child to develop are:

- * Brushing Teeth
- * Potty Training
- * Dressing and Undressing
- * Cleaning up after themselves

Scientists at Work

Work is the play of young children. Through their play they are learning how to interact with one another, solve problems, and ask questions. Their play will also help them to develop a fundamental understanding of gravity, motion, measurement, mathematics, cultural differences, and much more.

Some of the “work” activities your child will enjoy include:

- * Building towers
- * Playing with play-dough
- * Story Time and acting out stories
- * Finger Plays
- * Pretend play
- * Nature walks
- * Bug studies



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- * Mud studies
- * Water play
- * Bicycle safety
- * Cooking
- * Following their own imagination

Older Preschool

In The Under the Sea Room children ages 3 to 4 are encouraged to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, and inquisitive learners. We are teaching them how to learn, not just for preschool, but all through their lives.

We allow children to learn at their own pace and in a way that is appropriate to their learning style. We teach children good habits and attitudes, particularly a positive sense of themselves, which will be important later in life.

Social Development

We work to help children feel comfortable in school, trust their new environment, make friends and feel that they are part of the group.

Emotional Development

We work to help children experience pride and self-confidence, to develop independence and self-control, and to have a positive attitude towards life.

Cognitive Development

We work to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations and feelings.

Physical Development

We work to help children to increase their large and small muscle skills and feel confident about what their bodies can do.

Spiritual Development

We work to help children develop Christian principles and values such as loving God, self, and others.



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Prekindergarten

In Our Beginners Room children ages 4 to half day kindergarten are challenged to reach new heights in their risk taking, learning adventures.

Our goal is to help them successfully transition from the Preschool Learning Environment to the world of Elementary School. By offering a variety of activities and opportunities for learning through play, the Beginner class builds on the love of learning established in previous classrooms.

Social Development

By creating a welcoming and safe environment we build a child's sense of personal identity and teach social skills like sharing, taking turns and helping others so that children feel like an active member of the community. Teaching responsibility for their actions, words, and emotions helps to build positive relationships as they use their problem solving skills, communicate ideas and make new friends.

Emotional Development

When children are taught how to problem solve, how to recognize their own and others' emotions while respecting the rights of others, they begin to understand empathy and sympathy. Our classroom philosophy is that everyone is a very special and unique creation that deserves to be treated with kindness. Through stories, group activities and discussions we reinforce and teach the necessary skills to navigate social and peer interactions.

Cognitive Development

Every moment is an opportunity for learning. By supporting hands on, activity oriented learning, we prepare your child for elementary school learning and farther! Having a strong foundation in language and reading skills, math and logical thinking while supporting creativity, problem solving, exploring cause and effect, and forming hypothesis, encourages exciting learning opportunities at a quality level.

Physical Development

By providing large blocks of time throughout the day, we provide large motor movement and activities such as musical chairs, obstacle courses, songs, games, and exercises. All of these activities help build balance, hand to eye coordination, pre-reading skills as the left to their right side of the brain develops in tandem. Your child will also be encouraged as they grow in knowledge of what their bodies are capable of doing.



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Spiritual Development

As Christian examples of love, patience, and forgiveness, we teach your child important principles and values such as loving God, self and others. Through our daily Bible lessons and weekly verses we explore the Bible and come to know Christ.

Field Trips

Children's Village does not use any private vehicles for off-site transportation. The majority of our field trips are either within walking distance, or children will be transported in our Children's Village and Vision House vans.

Our preschool and school age programs are enriched through the inclusion of carefully planned field trips. First-hand experience can provide children with information and a level of understanding that adds elements to their play, enriches vocabulary and enhances their overall learning.

Careful planning and research is done in advance to ensure that field trips are age and developmentally appropriate for all children in the class. Field trips are appropriate for all children in the class and accessible for children with special needs.

Field trips are thoughtfully chosen and relate to the curriculum and children's interests. Meaningful field trips are integrated with a current study, theme or classroom project. If children are interested in farm animals, a trip to a real farm could greatly enhance children's understanding. If children have not had any exposure to farm animals, the trip would provide concrete experiences that the teacher will be able to build upon.

First field trips for our youngest children in The Jungle Room are too familiar places in our community. Trips to the local grocery store, library, and flower shop, etc. can enhance relationships between family members, the school and the community. Some field trip experiences will also take place in-class or in-school by inviting special guests and setting up an area of the room with books, props and materials relevant to the content.

Our teachers implement best practice by introducing a field trip in advance and providing opportunities for the children to apply new concepts and information in the days after the trip. The teacher may use a storybook and props to set the stage for the trip. She/he will discuss the trip with the children and chart their predictions of what they might see and/or questions they might ask.



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On the day of the trip, teachers will actively engage the children by discussing the sights, people, etc. (context) and by encouraging the children to explore, question and think about their experience (content). Adults may take photographs to record the day and to create a book with the children. The teacher may return to the class chart the day of or the day following the trip so that children can compare their predictions and questions with their actual findings.

Parent Notice

We will inform parents at the beginning of each month of any planned field trips. Permission slips must be signed and returned for children to participate in the field trip.

Center Schedule

Each classroom develops its own schedule according to the developmental needs of the children in that classroom. Activities are adjusted for developmental appropriateness for each individual child. Routines are consistent, but the time frames are flexible.

Meal Schedule

Meal	Classroom	Time Served to the classroom	Dishes Ready for Pick Up
Breakfast	Infants and Toddlers	7:15 a.m.	8:00 a.m.
	All other rooms	7:30 a.m.	8:00 a.m.
Morning Snack		9:30 a.m.	10:00 a.m.
Lunch	Infants, Toddlers, Beginners, SA	11:15 a.m.	11:45 a.m.
	YPS and OPS	11:30 a.m.	12:15 p.m.
Afternoon Snack		2:00 – 2:30 p.m.	Teachers return
Late Afternoon Snack		5:00 p.m.	Teachers return



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Naps and Rest Periods

Naps and rest periods are provided for the children every day. The children are not required to sleep, but should rest quietly so that they do not disturb those children that fall asleep. We provide sheets and mats for the children to use, which are laundered weekly

Infants	Individual Schedules
Toddlers	12:00—2:30
Younger Preschool	12:15—2:45
Older Preschool	12:15—2:45
Beginners	1:00—2:30

Field and Playground Schedule

Outside play is critical for early childhood development. It is an opportunity for children to practice their large motor skills as well as supporting them emotionally and socially. Per the Seattle Public Health Dept and the W.A.C 110-300-0360, we are required to take children outside every day for two 45 minute session every day except when severe weather permits. Examples of severe weather would be heavy down pour rain, temperatures below freezing, heat above 100 degrees and storms. Please be sure to send weather appropriate clothing and a change of clothes as they will get wet outside. Remember that children do not get sick from cold weather. Children only get sick from viruses.

Morning		Afternoon	
Toddlers	9:30—10:15	Toddlers	3:15—4:00
Younger Preschool	10:30—11:15	Younger Preschool	3:15—4:00
Older Preschool	9:45—10:30	Older Preschool	4:00—4:45
Beginners	9:00—9:45	Beginners	4:45—5:30

Meal Program



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Meals and Snacks

Children's Village provides nutritious, well-balanced meals. Adequate nutrition is critical for the growth and development of children. We feel providing children with well-balanced meals and snacks in a pleasant atmosphere can help them develop healthy eating habits. Our cook provides a daily on-site prepared meal for toddlers, preschoolers, and school age children when school is not in session.

Sample Menu

Breakfast: Cheerios, Bananas and Milk

Morning Snack: Cheese-It Crackers and Water

Lunch: Chili with meat, Green Salad, Pears, Cornbread and Milk

Afternoon Snack: Vanilla yogurt, graham crackers, pineapple juice

Late Afternoon Snack: Ham slices, Ritz Crackers, Milk

USDA Food Program

Children's Village participates with the USDA food program and our menus are posted a week in advance in each classroom in accordance with USDA law. A variety of foods are offered. All food substitutions are of equal nutrient value and will be recorded. Our daily lunch menu is posted on Facebook for your convenience.

Children with Allergies

It is your responsibility to notify Children's Village of any allergies or adverse reactions that your child may have with certain foods or beverages. We need a note from your doctor if your child is allergic to certain foods. You will be responsible for providing substitute or alternative foods for your child.

Bringing Items From Home

As part of the learning experience, all children share the toys and educational materials for the center. The center has an ample supply of equipment and materials. It is acceptable for a child to bring a blanket, special soft toy or animal for rest time. We strongly encourage parents to label everything in permanent marker in order to identify lost items. The center cannot assume responsibility for loss or damage to any personal possessions children bring into the center. It is distressing for children to misplace or lose belongings and sometimes difficult for teachers to identify the owner. Therefore, children are encouraged to leave toys at home. Please help your



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child understand why it is not wise to bring toys or other objects that they may not wish to share with other children.

Share Days

Several classrooms have a toy share day. Please talk with your child's classroom teacher to find out the specific day when children are encouraged to bring toys from home to share with their classmates.

Making Child Care Feel Like Home

To help your child feel at home and have the things they need to be successful each day, we ask parents to bring the following items from home. These items should remain at the center and be changed out seasonally and as your child grows:

- * A favorite blanket or doll for rest time
- * An extra change of clothes, including socks and underwear
- * A sippy cup or water bottle
- * A photograph or photographs of your family including grandparents, pets, siblings, a picture of your home.

Things to bring everyday

Each day your child will need

- * A backpack or item for carrying their things to and from school
- * Seasonally appropriate clothing and shoes

Please make sure that everything you bring from home is labeled with your child's first and last name.

Behavior Management Policy

Indirect guidance techniques

- * We give previous warnings: "You have 5 minutes to play before it's time to clean up."
- * We give choices: "You may paint with the other children or you may read a book in a quiet corner."
- * We have a regular routine: "We always wash our hands before lunch. After lunch is story time."
- * We avoid nagging: We tell the child what we expect just once, and follow by asking the child if he or she remembers what we asked, and then offer to help the child do what was asked.
- * We're consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.



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Direct guidance techniques

- * We use the affirmative: “We use walking feet indoors” rather than “Don’t run!” Or “Use your words to tell us you’re angry.” rather than “Don’t hit!”
- * We get the child’s attention by crouching down to his or her level, making eye contact, speaking quietly and asking the child to repeat the directions.
- * We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don’t make rules just because an activity is too noisy or messy.
- * We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “You can choose a quiet place or activity or I can help you choose one.”

If a child is unable to demonstrate self-controlling behavior, a *calm-down time* may result allowing for the child to regain control. Calm-down time occurs only when other measures fail and is used as an opportunity for the child to re-group, not as a punishment. Children can rejoin activities when they are ready to do so safely.

By law, and program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, and labeling (“bad,” “naughty,” etc.) or any other negative reaction to the child’s behavior. All forms of corporal (physical) punishment are strictly forbidden.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to gain control and requires more individual attention than can be given within child to staff ratios, we may need to contact a parent. A child requiring one-to-one attention may have to leave the center temporarily for safety’s sake. Repeated uncontrollable behavior can lead to discontinuation of child care services.

Biting

Biting is quite common among young children. It happens for different reasons with different children and under different circumstances. Understanding the reason for a child’s biting is the first step to changing his or her behavior.

When biting happens here, our staff try their best to prevent it, but often the children are too quick and the damage is done. When this happens, we are all concerned—the parents of the child who has been bitten, the parents of the biter, the children and the staff.



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We can all work together to understand the reason for the biting and take measures to prevent the behavior from happening again. Some of the reasons that a child might bite include teething, experimentation, attention, imitation, independence, frustration, and stress. When biting occurs in the classroom, both the biter and the child who was bitten will receive incident/ouch reports. We will use these reports to determine the cause of the biting and determine methods of preventing the biting from happening again.

Behavior Management and the Very Young Child

Effective discipline occurs as an outgrowth of understanding the nature of young children and their development, as well as understanding the unique characteristics of each child. When working with very young children, we believe it is important to remember that discipline means "to teach." Infants and toddlers must first have an environment in which they feel secure in having their needs met and in feeling that it is their place to explore. When this occurs, discipline can revolve around re-directing behavior. For an infant, this may be in removing a heavy object the child wants to throw and substituting another, softer toy. For a toddler, this may mean using a duplicate toy when there is a struggle with another child, or offering choices. Our philosophy is that the best way for a child to learn gentle, considerate behavior is to see it modeled around him or her.

Confidentiality

As a program committed to the education and development of young children, Children's Village understands the developmental context in which these behaviors occur. When incidences of aggression do occur, parents and guardians of the children involved are informed of the incident as it pertains to their child, with any specific information to give them an understanding of the situation. The identity of the child who engaged in aggressive behavior is never revealed.

Our overall goal is to have each child develop a positive self-image while teaching him or her to develop self-control.

Health and Safety Policies and Procedures

Disaster Response Plan

In the case of a disaster of any kind, we have prepared the center for evacuating the children and have emergency supplies for up to seventy-two hours.



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Emergency supplies include:

Drinking water, non-perishable food, First aid supplies, battery operated radios, flashlights and extra batteries, fire extinguisher, diapers, emergency documents and telephone numbers, garbage bags

The children will practice emergency procedures and evacuation on a regular basis. Our staff will practice turning off water, power, and gas. Shelving, furniture, and heavy objects on high shelves have been secured to protect against falling. We continually check the center for potential hazards.

Out of State Emergency Contact

Our center requests that you provide us with an out of state emergency contact number. In the event of an emergency and we are unable to contact you, we will call your out of state contact person. We have provided you an out of state contact number and ask that during an emergency situation, you call that number for information about the center and your child.

This will keep our phone lines open, so that we can contact parents with how, where, and when they can pick up their child. You will find our out of state contact at the back of this handbook under emergency numbers. Your out of state contact should be listed on the emergency authorization and child release form located in the enrollment materials.

Health Care Practices

Disease and illness can often be shared and easily spread in child care centers due to the young age of the children in our care and the amount of hours spent in a group care setting. Even with appropriate hygiene practiced regularly, both at home and at the center, illness and disease can spread in group care environments. We have established a Health Care Policy to help us reduce/minimize the illnesses and disease exposure to the children, staff and families. It is critical that the health policies and procedures in our center be respected and adhered to at all times. This will ensure a much healthier environment for children, parents, and teachers.

Children's Individual Comfort Kits

Comfort kits are one-gallon, Ziploc bags, clearly marked with the child's name that is provided by their parents. These kits are collected at the beginning of the school year and kept in the classroom in a plastic tote. They are designed to provide, snacks, a small bottle of water, picture of family, letter from parents and a few games to help keep the children calm during an emergency where their parents are not able to pick them up quickly.



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You will find more information for what to put in comfort kits in our Emergency and Disaster preparedness policy, you should have also received an instruction sheet with your enrollment packet.

Hand-Washing Practices

Hand washing is the single best way to reduce the spread of bacteria that cause children to be ill. Our staff members wash their hands and teach children to wash their hands. We also ask parents to wash your hands when coming into a classroom.

Cleaning and Disinfecting

We clean and sanitize throughout the day, using soapy water and diluted bleach. Each classroom does laundry weekly.

Injury Prevention

The center will be checked daily to make certain that both the indoor and outdoor play areas are safe for children and families and that toys and equipment are safe and the area is free from hazards. All medications, cleaning products and chemicals will be inaccessible to the children.

Pet Policy

In order to have a healthy environment for our children, Children's Village has a NO PET policy. If your child wants to share their pet with their class, please do so in the form of a photograph.

When your child is ill

We believe that most people prefer to be home in a comfortable environment when they are ill; this is especially true for children.

Best Practice

- * Each child will be observed daily for signs of illness.
- * Children who are contagious must stay at home. All parents of children in our care, as well as the Health Department, will be notified by telephone of communicable diseases or food poisoning.
- * Please call the center if your child will not be coming due to illness. If you are unsure if your child should come or not, please call.



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* If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such an event, your child will be isolated from the other children until you arrive.

* When you arrive to pick up your ill child, you will be given an illness report that explains why we are sending your child home and the conditions for their return to school.

The following illnesses are not accepted in the center per instruction from the Department of Public Health:

Diarrhea: Three or more watery stools in a 24-hour period, especially if child acts or looks ill

Vomiting: Vomiting on two or more occasions within the past 24 hours

Rash: Body rash not associated with diapering, heat or allergic reactions, especially with a fever or itching. If infection/rash is contagious, children may return to the center 24 hours after beginning antibiotic treatment.

Open Sores: Open or oozing sores unless completely covered by bandages




Appearance/Behavior: Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. Unable to participate in normal activities.

Sore Throat: Especially if associated with fever or swollen glands in the neck.

Fever: Temperature of 100 degrees or higher.

Lice: Children who have lice may not return to the center until they are louse and nit (egg) free.

Keep Me Home If...

<p>I am vomiting!</p>  <p>2 or more times in 24 hours</p>	<p>I have a rash, lice or nits!</p>  <p>Body rash, especially with a fever</p>	<p>I have diarrhea!</p>  <p>3 or more watery stools in 24 hours</p>	<p>I have an eye infection</p>  <p>Green mucus or pus draining from the eyes</p>
<p>I have a sore throat!</p>  <p>With a fever or swollen glands</p>		<p>I have a fever and really don't feel good!</p>  <p>A temp of 100 (f) or more under the arm. AND/OR sore throat, vomiting, diarrhea, or just not their normal self.</p>	

When Your Child Is Sick:

1. Have plans for back up child care.
2. Let us know what is wrong with your child even if your child stays home.
3. Your child cannot return to child care until they have been symptom free for 24 hours.

If your child becomes sick at child care we will call you to come pick up your child



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Back-up/Alternative Child Care

We recommend that all families have access to alternative child care. You may need this type of care when your child is ill. Virginia Mason Medical Center provides child care for children over 12 months of age with mild illness. For registration information, call Virginia Mason's Tender Loving Care at 206-583-6521. You may also want to contact Child Care Resources for referrals at 206-461-3207.

Medication and Medical Information

Medicine Management

All medications (prescription and non-prescription) shall be administered only on the written approval of a parent or guardian. A medication Treatment Authorization (authorization to administer medication) form must be completed.

Prescription medications shall be administered only as directed on the label and as authorized by a physician.

Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.

Doctor's permission is not required for non-prescription drugs such as:

- Anti-histamines
- Non-aspirin pain relievers and fever reducers
- Cough medicine
- Decongestants
- Anti-itching creams
- Diaper ointments and powders
- Sunscreen

Non-prescription medication not included in the categories listed above, taken differently than indicated on the manufacturer label or lacking labeled instructions shall only be given if authorized in writing by a physician.

Any medicine taken by mouth for children under two will need written permission from a physician.

A detailed record will be kept of all medicines given at the center.

Medical Emergencies



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We will call 911 in case of a critical accident or illness. However, parents will be contacted first except under extreme or life threatening situations when we will consult with the child's own physician. If a child's physician cannot be reached and medical attention is necessary, we will take the child to Valley Medical Your child is covered by accident insurance while attending Child Care.

Emergency Phone Numbers



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Children's Village Child Care 450 Bremerton Ave. NE Renton, WA 98059 425-227-8912

Emergency Assistance	Numbers
Police	911
Fire/Medics	911
Hospital: Valley Medical	425-228-3450
Poison Control Center	1-800-222-1222
Property Manager: Vision House	425-228-6356
Operations Director: James Richey	206-812-8834
Insurance Broker: Sprague-Israel-Giles	
Virginia Mason Tender Loving Care	206-583-6521
Public Health	www.kingcounty.gov/health
Out of Area Contact: Michelle Nelson Marinette, WI	425-802-0461
Child Protective Services	1-800-562-5624
Child Care Licensor: Natasha Reed	425-917-7945
Alternate Site Location (Evacuation Site)	501 Union OR Renton Bible Church