



PARENT HANDBOOK

2021-2022

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The Orchards Childcare and Preschool is owned and operated by the Next Door Church of the Nazarene.

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Introduction and Welcome

Welcome to The Orchards Childcare and Preschool. The Orchards Childcare and Preschool serve families in Renton and is a ministry of the Next Door Church of the Nazarene.

Mission Statement:

To educate and develop the whole person for the glory of God.

Vision Statement:

The Orchards Childcare and Preschool will be a place of excellence that produces a student of excellence who serves God with excellence.

Philosophy Statement:

The Orchards Childcare and Preschool a place of Christian nurturing, where we proclaim God's Word in all aspects of a child's care.

We believe that the children and their needs come first. We believe that children learn through play and instruction in a secure, accepting, and loving environment. In doing so, children learn to make appropriate choices, explore new options, and come to see themselves as capable, competent, and interesting people with useful skills and ideas.

We believe each child is a unique individual who should be encouraged to develop at his or her own pace aided by competent caregivers who provide a warm and supportive environment with stimulating activities geared to the child's developmental level. Through active exploration, discovery and careful planning, each child's spiritual, social, emotional, physical, and cognitive needs will be met.

Religious, social, and cultural values will be shared with the children. No attempt will be made to prejudice a child against their family's faith; however, our atmosphere, role models and objectives are distinctly Christ-centered.

Child Care and Teaching Philosophies

1. Program Overview

The primary objective of the Orchards Childcare and Preschool is to provide a Christ-like environment. Our center is safe for children and a place they feel safe. We provide a nurturing preschool and an extended daily care program.

Preschool classes use a well-planned curriculum with age-appropriate activities divided into themes. Our goal is to provide stimulating activities and active learning in the areas of: Bible, numbers, language, and self-expression through art, music, dramatic play, sensory perception, and the use of manipulatives for math concepts. We celebrate Christmas, Thanksgiving, Easter, and other national holidays throughout the year as well as providing opportunities for multicultural experiences.

2. Curriculum / Goals

We use a combination of theme-based curriculums as a guide in the classroom.

Jr. Kindergarten (4 & 5 year old) class (JK class) focus on getting them ready for Kindergarten.

Chapel is held once a week in all preschool classrooms. All classes have Bible time every day.

Each teacher endeavors to meet the needs of each child emotionally, socially, physically, spiritually, and academically. This is accomplished by employing all available resources in an individual approach to each student.

The love of Jesus Christ is central throughout the program and teachers strive to set examples of Christian behavior and love. We feel our preschool/childcare program affords an opportunity for a gentle, loving introduction of the young child into the Christian community and for the encouragement of his/her own personal growth within that community.

School Culture

1. Operating Information

Childcare is open Monday-Friday from 6:00 a.m. until 6:00 p.m.

The Orchards Childcare and Preschool will be closed in observance of the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and the day after, Christmas Eve and Christmas Day. There will be additional closure days if holidays fall on the weekend.

In addition, the Orchard's Childcare will close two additional days per year for Teacher's-In-Service days for the purpose of deep cleaning and sanitizing of classrooms and required staff meetings.

According to state regulation a child may remain in care a maximum of ten hours or less each day. If needed, this time may be extended at the discretion of the director.

Children are not to remain at the center past 6:00 p.m. If you are certain that you will be late, a phone call is mandatory. Please message the teachers through Brightwheel or call 425-271-3206 to reach a classroom after office hours. There will be a charge for pick-up after 6:00 p.m. at the current rate of \$10, per every five minutes, per child if paid at the time of pick up. OR the current rate of \$20, per every five minutes, per child if we have to bill the parents later. Please see the financial policies on page 20.

Attendance

If your child will not be in school, please notify the childcare by sending a message through Brightwheel. Thanks!

Sample Daily Preschool/Child Care Daily Schedule

| | |
|-------------|--|
| 6:00- 8:30 | Supervised play |
| 8:30-11:00 | Creative Learning Activities & Outdoor/Indoor Play Time |
| 9:30 | Approximate Snack |
| 11:00 | Transition to Lunch, Nap and Rest Time |
| 11:30-12:00 | Lunch |
| 12:00 | Nap and rest time, mats and sheets are provided |
| 3:00 | Approximate Snack |
| 3:30 -6:00 | Creative Learning Activities & Outdoor/Indoor Play & Snack |

All children must arrive for childcare by 11:00 am. Please message your teacher if you have a doctor's appointment or some other reason to be late to class. Arrivals later than this cause disruptions to the schedule, the classrooms, and to meal planning.

Weather Closure

Should weather or other conditions outside of our control require us to close or be on delay, you will receive a Brightwheel message. In most instances' childcare will follow the same schedule as the Renton School District on the first day of a weather closure and late start. Subsequent days will be decided by the office and the ability for the staff to arrive safely.

2. Enrollment, Wait List, and Withdrawing Policies

Registration & Withdraw Policy

It must always be understood that attendance at The Orchards Childcare and Preschool is a privilege and not a right. Any student and family who do not conform to the school's standards of conduct and/or who is not willing to adjust to our program and regulations must forfeit that privilege. If a family withdraws from the Orchards, a two-week notice is necessary and will give the opportunity for the Director of the childcare to consider a refund on tuition.

The registration process is conducted annually. Current families may take advantage of early registration before classes are opened to new families. The Orchards Childcare and Preschool families with two children in our Fulltime Childcare program will receive a multiple child discount on the oldest child. (partial week full-time days not included)

The staff in the Administrative Office handles all student accounts. All payments are made through F.A.C.T.S. For further information, please refer to the financial policies on page 18.

Notice of Non-Discrimination

It is the policy of The Orchards Childcare and Preschool not to discriminate on the basis of race, color, national origin, sex, age or disability in the admission and access to, or treatment or employment in its programs or activities. As a religious educational institution, Orchards is permitted and reserves the right to preference to employees and prospective employees on the basis of religion.

3. Sign-in and Pick-up Procedures

Check-In and Check-Out

STATE LAW REQUIRES UNDER WAC 110-300A-7030: The parent of other person authorized by the parent to take the child to or from the center must sign in the child on arrival and sign out the child at departure, using their full signature and writing the time of arrival and departure OR record the child's attendance using an electronic system if used by the licenser under WAC 170-295-7032.

The Orchards Childcare and Preschool uses the Brightwheel program for signing in and out children. In the case the electronic system is not working we will have sign-in sheets located by the door. CHILDREN ARE NOT PERMITTED TO SIGN THEMSELVES IN OR OUT OF THE CENTER. A \$10.00 charge will be assessed per session if a child is not signed in or out.

When checking out

Collect all your child's belongings and papers. If your child has medication, please ask a staff member to retrieve it. Sign your child out and notify a staff member that you are leaving. All persons designated to pick up your child must be on the permission to pick-up form. Picture identification will be required of persons we are not familiar with. The office staff may call you about any situation that is questionable. Therefore, it is very important that work and emergency numbers are kept current.

Brightwheel Sign-in Program

Once you have registered your child you will receive the paperwork to and/or email inviting you to join Brightwheel. The program will have you set up your own pin which you will use to check your child in and out each day. If you have any issues setting up your account, go to the office for assistance. For more information on the Brightwheel program visit myBrightwheel.com

EACH AUTHORIZED PICK-UP PERSON MUST USE THEIR OWN PERSONAL CHECK-IN CODE.

4. Supplies and Dress Code

What to Bring

Parents are to supply disposable diapers for their child, a large container of diaper wipes and always keep an extra set of clothes and shoes at school in case of accidents. We will store those and contact parents when they need to replenish them.

Bottles and Pacifiers

Bottles and pacifiers are not allowed in the play area. These items have a tendency of being shared (willingly or not). We have found it easier to inhibit the spread of illness and colds by restricting the use of bottles and pacifiers to rest time. The children receive plenty of liquid during the day served in cups. Please refer to Section 3 under Classrooms for more details on infant care.

Toys

Our center is well equipped with age-appropriate materials for the children's needs. Please do not allow your child to bring toys from home. If there is one small item the child requires to feel safe or to sleep with, please be sure it is marked clearly with their name and it must fit in their cubby.

Dress Code

Please remember we are a Christian School and when dressing your child for school make sure that their clothing does not have messages that may be offensive, such as beer logos, names or slogans, rock group names or lyrics, slang, or generally negative messages. Your child should wear comfortable clothing that is free of complicated fasteners, and shoes are required at school. Preschool activities involve the child in art projects, outside play, cooking projects, and painting, and can be very messy. Children need to feel that they can express themselves freely, which sometimes means getting very dirty. Please make sure the clothing is easily washed so it allows this freedom.

We ask that you provide extra pants, shirts, socks, underwear, and shoes for your child. Remember to label everything. DO NOT wear Flip Flops to school. Especially in the summer months. It is out of an abundance of safety of your children that we have made this rule.

Outdoor Play

We do go outside to play, even in the rain and snow. The Washington Administrative Code (WAC) 110-300-0360 requires childcare facilities to provide outdoor play time activities for all children in their programs. This means that even in the rain, children need to go outside and play! Remember, your child does not get sick from playing outside in the rain. Colds are caused by viruses, not wet clothes, so it is safe for kids to play in the rain. Of course, getting wet is uncomfortable, so bring rain gear (including boots, if possible) and a change of clothes for your kids. On very cold days, hats, coats, boots, and mittens are needed!

Encourage kids to be active outdoors. Playing in the sun or rain helps kids develop emotionally, socially, and physically. It is also fun, so encourage physical activity even in rain

Water Play

In the warm weather we spend a lot of time in water play. Shorts and T-shirt towel, and sandals or water shoes are convenient for these times. Each child should have a complete change of clothes to be kept at school in case of an accident. If your child has toilet accidents more frequently - a change should be brought daily. Remember to label everything!

Rest Periods

Rest time is a very important part of our school day. The Orchards provides each child with a sleeping mat and sheet. Each child may bring a blanket and a small stuffed animal from home for sleeping. It is soothing to the child to have something familiar at rest time. Please remember that rest time blankets and stuffed animals must fit into your child's backpack or cubby.

On Fridays be sure that blankets and other naptime items be taken home to be laundered weekly, (or more if needed) and brought back on Monday. Laundering helps cut down the spread of sickness with so many children in close contact daily. Children also feel more comfortable with a fresh smelling blanket. We do have extra blankets for an occasional day when a blanket is forgotten.

Nutrition, Health and Safety

1. Snacks, Meals and Menus

At this time, the Orchards is not serving breakfast. All children must finish consuming breakfast before entering the childcare.

Lunch menus for childcare are sent home each month. Both Lunch and Snack Menus are posted in the classrooms as well as online. Children are welcome to bring additional snacks from home if needed for dietary purposes. Otherwise, we encourage the children to try the food we are serving. (must meet our allergy approved guidelines)

We are unable to cater our menu for allergies or diet preferences. The teachers do not go through the children's backpacks so if you decide to provide your child with lunch/snack alternatives, please hand them directly to a staff member so it can be properly refrigerated. Our teachers cannot cook or reheat lunches.

* You MUST notify the Orchards of all allergies and of any changes to your child's allergies.

2. Policy and procedure for excluding ill children

Children with any of the following symptoms will not be permitted to remain in the program, the Orchards is not specifically approved for the care of ill children. If your child exhibits any of the following symptoms, they may be isolated and sent home:

- Fever of at least 100 ° F or higher and who also have one or more of the following:
 - earache
 - signs of irritability or confusion
 - sore throat
 - rash
 - fatigue that limits participation in daily activities
 - *No rectal or ear temperatures will be taken. Digital thermometers are used. Oral temperatures may be taken for preschool if single use covers are used over the thermometer.*
- Vomiting on 2 or more occasions within the past 24 hours.
- Diarrhea: 3 or more watery stools within a 24-hour period, or any bloody stool.
- Rash, especially with fever or itching
- Eye discharge or conjunctivitis (pinkeye) until clear or until 24 hours of antibiotic treatment.
- Lethargic, sick appearance, not feeling well and/or not able to keep up with program activities.
- Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment if treatment is necessary.
- Lice or scabies. For head lice, children and staff may return to childcare after treatment and no nits, or scabies return after treatment.
- Symptoms of possible communicable disease are present. Please call the center if your child does have a communicable disease and we will return the courtesy.

Following an illness or injury, children will be readmitted to the program when they have a note from their doctor and/or no longer have the above symptoms, no longer have significant discomfort and

Public Health exclusion guidelines for childcare. Must be fever free (without medication) and symptom free for 24 hours prior to returning to school.

We must notify parent/guardian in writing, either by letter or posting notice in a visible location, when their children have been exposed to a communicable disease. Contact your local childcare health consultant for fact sheets and sample letters.

Staff members will follow the same exclusion criteria as children.

3. Watch for Illness

Sickness occurs whenever a group of children assemble. Teachers disinfect and sanitize toys and surface areas regularly. However, we need your help too!

1. Watch your child in the morning for any unusual signs of poor health.
2. Have alternate arrangements for care arranged in case of illness.
3. Make arrangements for emergency pick-up in the event your child becomes ill during the day.

Children may return to school if:

1. The fever has been gone for 24 hours without medication
2. On an antibiotic for 24 hours
3. With Physician's written permission as long as it meets licensing standards.

4. Hand washing Policy

The Orchards Childcare and Preschool requires all students, parents, staff, and volunteers to wash hands upon entry into classrooms to help prevent the spread of illness and for allergy contamination protection. Please ask a staff person if you are unsure of where to wash your hands.

- On arrival at the center
- After using the toilet
- After the child is diapered
- After outdoor play
- After touching bodily fluids (such as blood or after nose blowing or sneezing)
- Before and after the child eats or participates in food activity

5. Pandemics

In the event of a pandemic, we will follow King County and Washington States Health Guidelines. As a Christian childcare facility, we are not exempt from following the guidelines set before us.

6. Immunizations

All children must be immunized according to state regulations. Record of immunization is requested at the time of enrollment and must be turned in by your child's first day of attendance. Please notify the office when your child has additional immunizations.

7. Child Abuse and Neglect Reporting Law

Employees of the childcare center are required by law to report any suspected child abuse or neglect to Child Protective Services. In doing so, they have civil immunity under the law for good faith reporting. Failure to report can result in a gross misdemeanor charge. Our staff has undergone training to recognize abuse or neglect situations and works in conjunction with the administration to determine if abuse has occurred. (WAC 388-295-6040)

8. Medications

A medication form must be completed and signed upon arrival for ALL prescription and non-prescription medications

Prescription Medication

Prescription medication can only be administered from an original container with the printed label from the pharmacy with your child's name on it, amount, and frequency to be given.

Non-Prescription Medication

The following non-prescription medications will be given with parental consent with the over-the-counter medication form:

- *Non-aspirin fever reducers/pain relievers
- *Antihistamines
- *Decongestants
- *Anti-itching ointments or lotions
- *Diaper ointments or powders
- *Sunscreen

9. Emergency Procedures

Emergency Procedures

Each child is required to have all medical information and emergency release forms properly completed and on file.

1. Minor emergencies

- Staff trained in first aid and CPR will take appropriate steps.
- Accident reports are filled out on each accident. A copy is placed in our file and one is sent home to the parents.
- Contact the parent/guardian to report incident if necessary.

2. Critical emergencies

- Staff trained in first aid and CPR will take appropriate steps while another staff member
- Attempts to call parent/guardian, and 911 if necessary.
- If we are unable to contact the parent/guardian, we will transport the child to obtain medical care.
- Attempt to contact persons listed on the emergency pick-up list.

Disaster Plan

A copy of our Disaster Plan is located in each classroom by the exit and is reviewed by all staff annually.

The Next Door Church of the Nazarene and Orchard's Childcare and Preschool are considered a drug free and gun free zone and if any are discovered on the campus the staff is trained to call 911 and get the children to safety. All staff have been trained in all of the emergency procedures and disaster preparedness for earthquakes, lock downs, fire and more. Monthly and quarterly drills take place to make sure that the staff and children know what to do in the case of an emergency.

10. Codes of Conduct and Discipline Procedures

Guidance and Behavior

Guiding behavior with the help of adults enables a child to learn to control their own actions and decisions. Our goal is to help children develop their own controls from within, rather than depending on outside controls from adults.

The development of social skills including emotional control, coping, delay of gratification, appropriate self-expression, problem solving, and decision-making are important learning tasks for children. The staff will facilitate learning these important skills by guiding and directing behavior outcomes that relate to the specific behavior and appropriate to each child's needs and development.

We believe in positive reinforcement. We will strive to increase good feelings and good behavior in our children. We will emphasize rules and regulations that children must learn for their own safety, for the safety of others, and to enable them to be a productive member of society. We do not use corporal punishment.

An individualized behavior plan may be developed with the parents, teachers, and director to help a student be successful at school.

Suspension

The Director at all times has the authority to suspend a child. The Director will determine the length of suspension.

The reasons for suspension are as follows:

- Continued deliberate disobedience/disrespect displayed.
- A rebellious spirit, which is unchanged after much effort by the staff.
- A continued negative attitude toward other students/teachers.
- Failure of the parents to comply with the disciplinary actions of the school.
- Failure of the parents to get professional help for exceptional children.

Suspension will lead to dismissal if the child's behavior continues in an uncontrolled manner after all other avenues of disciplinary actions have been taken. This will be decided at the discretion of the Director.

Biting

Biting, unfortunately, is one-way children express themselves. We will endeavor to remedy the situation causing it and help the child to understand the seriousness of it, to the point of stopping the habit.

To stop biting we will utilize these steps:

- Place our finger over their mouth and tell them they must not bite their friends in a firm voice. We will reinforce using our words to communicate.
- Try to resolve the situation that caused the biting.
- Make a note of behavior to track repeated offenses.
- A second offense within the same week will result in the above approach and removal of child from the group for a short time.
- Communicate with parents to help us reinforce at home that biting is not ok, and that we need to use our words.

If biting still persists after all of the above, we will, out of concern for our other children, put the child on two weeks probation. During this time, we will work with you to break the biting habit. Should a child's behavior continue in an uncontrolled manner, suspension might be the only alternative. If there is no improvement by the end of the probation period, we will ask that the child be withdrawn. Complete records of these actions will be placed in the child's file.

Classrooms Need short descriptions of each classroom, entrance requirements and goals for each.

1. Care for Children with specific or special needs

Each child will be considered on an individual basis. Children with disabilities will not be excluded merely because they have a disability or based on myths and stereotypes about that disability. The Director and staff will in good faith make efforts to consider each child individually. The most important step is that providers and parents sit down together to discuss what the specific needs of the child are, and then see if they are able to meet those needs. Unfortunately, The Orchards is not equipped to take care of children that require one on one attention or special care due to special needs.

2. Toilet Training

The teachers will discuss toilet training procedures with each child's parent or guardian when a child is ready for training. We will facilitate the toilet training process by encouraging the child with Positive reinforcement, will use methods that are culturally sensitive, developmentally appropriate and in agreement with the parent or guardian. We will do everything possible to assist you in making your child's potty training a positive experience of their development. Please remember that the environment in our childcare center is different than at home. Consequently, your child will respond differently here, such as, cooperating better or resisting more.

3. Infant and Toddler care

Diapering

We have a designated diaper changing area, including stand-up diapering, for each classroom or for every age grouping of children who require diapering that is separate from areas where food is stored, prepared, or served and has a sink with hot and cold running water, not used for food preparation and clean up. It will also have a sturdy surface or mat that is not torn or repaired with tape, is washable, has a moisture resistant surface that is cleanable, and is large enough to prevent the area underneath the diaper changing area from being contaminated with bodily fluids. The teacher will never leave a child unattended on the diaper changing table.

Proper hygiene poster will be viewable at each diaper changing station, and an appropriate container for disposal of soiled diapers will be within arm's reach.

Feeding

Parents will bring from home filled bottles clearly labeled with the date and infant's first and last name for daily use. Bottles must be immediately refrigerated.

To prepare bottles, the teacher will:

- Clean bottles and nipples before use using warm soapy water and a bottlebrush and sanitize by boiling in hot water for one minute, or pursuant to WAC 110-300-0198.
- Use bottles and nipples in good repair (with no cracks).
- Use glass or stainless-steel bottles, or use plastic bottles labeled with "1," "2," "4," or "5" on the bottle. A plastic bottle must not contain the chemical bisphenol-A or phthalates.
- Prepare infant formula according to manufacturer's directions and never serve infant formula past the expiration date on the container.
- Warm bottles under running warm water, in a container of water, or in a bottle warmer – we will not heat a bottle in a microwave.
- Keep bottle nipples covered if bottles are prepared ahead.
- Store prepared and unserved bottles in the refrigerator.
- Not allow infants or toddlers to share bottles or cups when in use.
- Throw away contents of any formula bottle not fully consumed within one hour (partially consumed bottles must not be put back into the refrigerator).

Breast Milk

When a parent or guardian provides breast milk, a teacher or staff member will immediately refrigerate or freeze the breast milk. Please label the breast milk container with the child's first and last name and the date. Frozen breast milk will be kept at zero degrees Fahrenheit or less, and in a closed container to prevent contamination. Frozen breast milk will be kept for no more than thirty days upon receipt and will be returned to the parent after thirty days.

Thawed breast milk must be kept in the refrigerator at a temperature of 39 degrees Fahrenheit and for up to twenty-four hours after thawed. After 24 hours any thawed, unused breast milk will be labeled

"do not use" and will be returned to the parent. Please do not return the unused breast milk to the childcare.

We thaw frozen breast milk in a bottle warmer. We will never use a microwave oven or on the stove.

We must obtain parental consent prior to feeding infant formula to an otherwise breastfed infant.

Child Sleep Pattern & Safe Sleep Requirements

For each infant in our care, we provide a single level crib, or playpen with a certificate of compliance sticker. Each crib will have a moisture resistant and easily cleaned and sanitized mattress and a tight-fitted sheet that is designed for the sleep equipment that will be laundered at least once per week or more often, such as between uses by different children or if soiled. We will allow toddlers to follow their own sleep patterns. We will immediately remove sleeping children from car seats, swings, or similar equipment not designed for sleep unless doing so would put another enrolled child at risk.

When a child is able to climb out of their sleeping equipment we will consult with a child's parent or guardian before that child is transitioned to developmentally appropriate sleep equipment. When parents do not agree with transitioning, the provider and parent will cocreate a transition plan.

Infant Safe Sleep Practices.

All teachers will follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including:

- Actively supervising infants by visibly checking every fifteen minutes and being within sight and hearing range, including when an infant goes to sleep, is sleeping, or is waking up.
- Placing an infant to sleep on his or her back or following the current standard of American Academy of Pediatrics. If an infant turns over while sleeping, the provider must return the infant to his or her back until the infant is able to independently roll from back to front and front to back.
- Not using a sleep positioning device unless directed to do so by an infant's health care provider. The directive must be in writing and kept in the infant's file.
- Sufficiently lighting the room in which the infant is sleeping to observe skin color.
- Monitoring breathing patterns of an infant.
- Allowing infants to follow their own sleep patterns.
- Not allowing blankets, stuffed toys, pillows, crib bumpers, and similar items inside a crib, bassinet, or other equipment if occupied by a resting or sleeping infant.
- Not allowing a blanket or any other item to cover or drape over an occupied crib, bassinet, or other equipment where infants commonly sleep.
- Not allowing bedding or clothing to cover any portion of an infant's head or face while sleeping and readjusting these items when necessary.
- Preventing infants from getting too warm while sleeping, which may be exhibited by indicators that include, but are not limited to, sweating; flushed, pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability.

4. Classroom Descriptions & Information

Infant 6 weeks to 12 months Childcare – Ladybugs (1:4) Ratio Class size 4

For many, the infant room is the first step into childcare. Our staff in the infant room are well educated, kind and empathic for you and your little's needs. Each day you will receive a daily report of your child's activities at school. Including diapering, naps, and meals. We work individually with each infant's schedule to support their needs and development. Introduction of solid foods is based on the family's choice. Each infant room teacher is trained in the WA States "Safe Sleep" program.

Blankets are not allowed in our cribs but if you choose, you are welcome to bring a sleep sack along with the typical supplies of, diapers, wipes, formula or breastmilk and solid foods when desired. Our classroom ratio for the infant room is 4:1, in compliance with state regulations.

Waddler's 12 to 18 months Childcare – Caterpillars (1:7) Ratio, Class size 5

The Caterpillar class is our Waddler class. It is a cozy room created to provide a safe environment for your little to master their big milestones. In this room we support those who cannot walk or are just finding their balance. The Caterpillar class is a transition to the older rooms. This class loosely follows a schedule as some are still adjusting to a more structured day. Some activities the teacher will do with the littles are read books, sing songs, and do art projects. This class is provided smaller bites of the school lunches to ensure their safety and self-serving skills. This class has a 5:1 teacher ratio, 2 children less than state regulations and daily electronic reports are available.

In this class items needed are a backpack or bag with seasonally appropriate spare clothes, diapers, wipes, and a blanket for naptime.

Toddler's 12 to 30 months Childcare – Butterflies (1:7) Ratio, Class size 10

After the waddlers become sturdier on their feet, they are moved into our Butterfly room. Here we begin a more structured day. They will start to have a circle time, more complex art projects and more developmentally appropriate activities. This class is an 11:2 ratio, 3 less than state regulations and daily electronic reports are available.

In this class items needed are a backpack or bag with seasonally appropriate spare clothes, diapers, wipes, and a blanket for naptime.

2's to 3's Childcare – Bumblebees (1:10) Ratio, Class size 14

Our Bumblebee Room is our older 2, up to 3-year-old class. In this classroom we support and help ease the struggles of toilet training. Once the little shows signs of interest or upon family request, we begin to sit them on the toilet during diaper changing times. This classroom begins to follow a preschool type of schedule, helping them achieve their developmental milestones. This class is a 14:2 ratio, in compliance with state regulations and daily digital reports are available.

In this class items needed are a backpack or bag with seasonally appropriate spare clothes and shoes, diapers, wipes, and a blanket for naptime.

3's Childcare & Preschool

(1:10) Ratio, Class size 14

This class is taught by Mrs. Lina. Your Child must be fully potty trained to be eligible for this class. Preschool & Childcare Options include 2, 3, and 5 days per week with 12 monthly payments from September-August. Preschool is included as a part of Childcare.

Spiritual Goals for the 3's class include how to know who Jesus is and learn that the Bible is God's word, that Jesus loves them and He's our friend, that they can talk to God anytime and anywhere through prayer and to listen and enjoy Bible stories. The emotional and social goals include providing a loving and nurturing environment while they are away from their homes and parents, to help them develop self-confidence and independence, friendships with their peers, how to express their feelings (using words) in an appropriate manner, to learn how to cooperate by taking turns and sharing with others, to teach and show respect, express concern, and compassion for others and to encourage participation in group activities. The cognitive goals include learning how to sort and classify shapes, colors, and size objects, to understand patterns and sequences in order, learning simple measurements and compare sizes (big v. little, up v. down, same v. different), recognize a few letters and their names, recognize numbers 1-10, rote count 1-10, and to complete simple puzzles. Some physical goals are to work on the development of small or fine motor skills through activities such as painting, tracing, holding markers and crayons correctly, using glue, and cutting (under teachers' supervision), work on the development of large or gross motor skills through outdoor activities, such as throwing or catching a ball, running, hopping, jumping, and/or skipping.

4's JK (Jr. Kindergarten) Childcare & Preschool (1:10) Ratio, Class size 18

This class is taught by Mrs. Passantino. Your Child must be 4 years old by August 31 and must be fully potty trained to be eligible for this class. Preschool & Childcare Options include 2, 3, and 5 days per week with 12 monthly payments from September-August. Preschool is included as a part of Childcare.

JK Goals Academically include recognize and write the alphabet A-Z (upper and lower case), be able to write name free hand. Recognize and write numbers 1 to 20 and understand number associated with quantity (2 apples = 2), rote count 1 to 20 and higher. Social goals include solving problems with words understand how to communicate with friends, even when upset. Enhance vocabulary to describe objects or pictures, speak in complete sentences, an increased level of independence, understand and show kindness, follow directions, express creativity, and inspire confidence. Spiritual goals include memorization of 5 verses through school year, to celebrate and understand the meaning of Jesus birth and the legend of the candy cane, St. Patrick and what he did for Christianity in Scotland and the Easter story and Jesus dying on the cross for us

5. Parent Conferences, and Engagement

Parent Teacher Conferences

We have yearly conferences for the JK classes in March to provide parents an understanding of how your child is doing. The teacher will cover several different stages of your child's development and discuss if there are any concerns, and the goals for the remainder of the year. The JK conference will cover the kindergarten transition plan for the next school year.

If there are any issues with child that requires immediate attention, the Director will call a conference and will meet with the teacher and parents.

Parental Visitation

We would love to get to know you. The better you know us, the better you will feel about your child being in our care. We invite parents and grandparents to contact the school office to schedule a time to come and help with classroom projects, holiday celebrations, field trips, and to share gifts and talents they have with the children. Observations should be limited to a 1/2 hour. All parents/visitors volunteering must receive a Background Check from the DEL and sign-in at the office and get a visitor's badge.

You can go to the following website to get your background check done:

<https://apps.del.wa.gov/MERIT/Home/Welcome?ReturnUrl=%2fMERIT>

6. Special Classroom Activity Rules

Special Occasions and Parties

Parties will be happening in each of our preschool classes throughout the school year. We will need your help with various party items.... watch for a sign-up sheet in each classroom.

We do not permit homemade treats due to the difficulty of obtaining permission from all parents. The WAC requires a signed permission slip from every child in your child's class, no exceptions! (Pursuant to Licensing Regulation WAC 110-300A-3180) So the Orchards policy is that all birthday & party treats must be STORE BOUGHT!

Fieldtrips

?The JK Preschool class is the only class that will be taking field trips. In order for your child to participate in a fieldtrip we require a signed permission slip for each separate event.

7. Mixed Age Group Policy

During the day, everything is done to keep the classes and age groups separated to their designated areas. There may be intervals of times throughout the day where groups of preschool, toddler or infant children spend time together, following Washington State and DCYF regulations and Best Practices. This is most likely to occur during:

- Opening (6:00 am – 8:30 am) in the designated opening preschool or infant room.
- Daily outdoor time in one of the 3 playgrounds located on the campus, which is safe for all age groups
- Closing (5:15 pm - 6:00 pm) in the designated closing play areas.
- Other times may include when children come together for activities or events for a short period of time in one of the larger rooms such as the gym/sanctuary or foyer, to allow children to spread out.
- When a child is visiting another classroom, prepping for their transition up to that room.

During the times that the children come together in a mixed age group setting, the preferred room will be one that is accommodating to the youngest children. Small materials and equipment will be adjusted and placed high during the visit, staff will be familiar with the space and monitor the children closely. If

preschool children are visiting the infant program, (for example, at the end of the day) materials will be provided that meet the needs of the preschool children and are safe for the infant/toddler children.

Services & Support

1. Communication

Parents can contact the office directly by phone or email

Office Phone: 425-271-3206 Director's extension: x10

Office email: admin@rentonnazarene.org

Director's email: claudia@rentonnazarene.org

If you have updates for your child's file, i.e., address change, immunizations, new pick up authorizations please contact the office directly.

Daily communications between staff and parents will regularly happen through the Brightwheel app. The teachers are able to send updates, pictures and let the parents know how the child is doing throughout the day. Likewise, the parents are able to let the school know that their child will be absent, ask questions and stay up to date on changes in the calendar.

Each class provides the parents with monthly newsletters that will include important dates to remember for the month and some details on what the teacher has planned for the month. Remember to check your child's cubby each day for important papers and art projects to go home.

2. Financial and Billing Policies

Annual Registration Fee

The full registration fee must be paid for each student enrolling in childcare/preschool up to the family maximum. The fee is non-refundable and must be paid to secure a spot for your child.

Responsibility for Payment of Fees

The parent or legal guardian(s) who sign(s) the Financial Agreement upon enrolling the student for the school year is fully responsible for payments of all fees according to established payment schedules of The Orchards Childcare and Preschool. Parties who agree to share responsibility for fees must both (all) sign the financial agreement.

Payment Terms/Methods

Parents must select a payment plan at the time of enrollment. Monthly payments of annual tuition and fixed monthly fees must be paid by electronic fund transfer (EFT) payments through F.A.C.T.S. Tuition Mgmt. There is an annual fee charged by F.A.C.T.S. Tuition Mgmt. for this service. See F.A.C.T.S. brochure for further information and payment policies. An advance payment directly to THE ORCHARDS may be required depending on the number of months' payment plan chosen and the processing time required.

Result of late payments/NSF checks/Delinquent accounts

F.A.C.T.S. assess a fee for each check returned or for insufficient funds, etc.

Pro-ration/Withdrawals/Late Enrollment

Parents must provide advance notice in writing at least two weeks prior to a student's withdrawal. Tuition pro-ration is based upon the last day the child attends school and may result in an additional amount due, based on the number of school days attended.

Should the school initiate the withdrawal, the tuition pro-ration will be determined by the effective date of termination. All tuition payments received in excess of withdrawal fees or pro-rated tuition will be refunded.

When a student enrolls on or after the first day of classes, tuition is pro-rated based on the portion of the month to be completed

Condition of Attendance

On the first day of care, a child may not be admitted into class unless the registration fee has been paid. Children may be denied admission to class when an account is 45 days or more past due. Failure to maintain timely payments, or pay past due amounts after repeated requests, per the financial arrangements agreed upon with THE ORCHARDS, may jeopardize the child(ren)'s enrollment and/or result in an account being turned over to an outside collection agency. This does not reduce, eliminate, or waive any obligation to pay amounts owed to THE ORCHARDS. School records may be retained by THE ORCHARDS until all account balances are paid in full.

Vacations, Holiday, Illnesses, etc.

Prorating for vacation is not possible. The space is being held for your child's return; therefore, you must pay for that spot. Holidays when the campus is closed is accounted for in your child's tuition fees. Extreme illness or hospitalization of the Fulltime Childcare child can be reviewed on a case-by-case situation.

Credits for tuition, childcare, preschool and other variable fees are not available for vacations, holidays, illnesses, or unscheduled school closures (snow, power, etc.).

Multiple Child Discounts

THE ORCHARDS tuition rate schedules provide discounts for multiple children in a family. The child enrolled in highest class within THE ORCHARDS is considered first child. All children must be legal dependents of the same parent(s) to be eligible for discounts and be enrolled in Fulltime Childcare.

Other Variable Charges

THE ORCHARDS campuses charge various fees in addition to those published in the fee schedule, such as field trips, or extra-curricular activities, etc.

Fundraisers

The classrooms will do fundraisers that are approved by THE ORCHARDS director for classroom needs or other non-profit organizations. These activities are not required participation, but we encourage all families to participate.

Donations

The childcare center is open to donations of good quality, age-appropriate materials. We can accept children's clothing, toys, puzzles, books, computers (newer), and child size furniture. Please check with the director if you have items such as these that you would like to donate or purchase for the center.

We also accept monetary donations for playground and classroom enhancement funds. Please check with your employer to see if they will match your donation. This is a great way to make your dollars go further to improve the Orchards Childcare and Preschool.

3. Forms to Return

Please use this list to make sure that you completed all required documents for your child/children to begin to attend childcare / preschool here at the Orchards Childcare and Preschool:

- Enrollment Application (2 sided)
- Student Information (2 sided)
- Immunization Records
- Handbook Signature Page – last page of this Handbook
- Sunscreen Application form (half page)

All student files are kept locked in the office and can only be accessed by the following:

- Office staff and program directors
- DCYF Officials
- To courts to comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies



Acknowledgment and Signature

Parent/Student Handbook

2021-2022 School Year

Dear Parents,

Please take some time to read over our Parent/Student Handbook. The information contained within these pages is meant to help clarify any questions you may have about our program. The Handbook can also be found online at:

<http://nexrdoornaz.com/the-orchards>

State law requires a parent's signature to acknowledge receiving and reviewing our policies and procedures. Our Health Policy, Staff Personnel Policy & Manual, Medicine Policy, Disaster Preparedness Plan, Pesticide Policy, copy of our Liability Insurance, inspection reports, and Menus are all available in our office, as well as on our website, for your review.

Please sign the form and return it to the preschool office by your child's first day of attendance of childcare/preschool. This will help us be in complete compliance with state regulations.

Thank you,

Pastor Claudia Miller

Director

I have received the Parent/Student Handbook and am aware the Health Policy, Medicine Policy, Disaster Preparedness Plan, and Pesticide Policy from the Orchards Childcare and Preschool are available for my review in the office.

Parent's Signature _____

Printed Name _____

Child's/Children's Name _____ Date _____