



Welcome to West Valley Child Care

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as licensed child care providers.

Philosophy

West Valley Child Care is non-profit cooperative governed by a parent board that provides a safe, nurturing environment before and after school for the students of the West Valley School District.

Core Values

- We model and help kids learn skills to navigate life.
- We provide top level care for public school age children.
- We stay current on child development science and use best practices in our care setting.
- It is more important to get it right than to be right, we compromise and collaborate to find the best path forward.
- We Believe every behavior is the communication of a need.
- We approach all kids, staff and parents with love, compassion, kindness, accountability and the opportunity for relational repair.

2023-2024
POLICIES OF
updated January 1st 2023

WEST VALLEY CHILD CARE

AHTANUM SITE	965-4693
APPLE VALLEY SITE	965-1172
COTTONWOOD SITE	965-9766
MOUNTAINVIEW SITE	966-5644
SUMMITVIEW SITE	966-7445
WIDE HOLLOW SITE	965-5107
DIRECTOR	930-7876

PO BOX 8276 YAKIMA WA 98908

e-mail: westvalleychildcare22@gmail.com

Website: www.westvalleychildcare.net

Non-Discrimination Policy

West Valley Child Care will not discriminate against any child on the basis of race, sex, national origin, religion, or handicapping condition. WVCC will make all reasonable accommodations for any known physical or mental limitations of children unless the accommodations would pose an undue hardship to WVCC.

Registration/Withdrawal

-Children may be enrolled from five through twelve years of age when they are enrolled in school. The following forms are required by the state of Washington and need to be read, completed and/or signed prior to enrollment:

1. Parent Handbook (read & signed)
2. Registration form (completed & signed)
3. Immunization form (current, completed & signed)
4. Individual health plan (completed & signed) As needed, for any child with specific and/or special needs.

-West Valley Child Care registration is based on the school calendar year and children will need to be registered at the start of each school year.

-You will need to inform us in writing when you wish to withdraw your child. (signed & dated)

-Children's files are kept confidential only to be accessed legally

Arrival and Departure

Parents/guardians **MUST** accompany their children into the center and sign them in on the daily sheet each morning and sign them out each afternoon or evening. We will sign the children out when they leave for school in the morning and sign them in each day when they return after their school day is finished. Children are not permitted to sign themselves in or out of the center. No one other than the parent or person designated by the parent will be allowed to pick up your child without advanced permission from you. Staff will check IDs of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. If there is a court order keeping one parent away from the child, we must have that written order on file; otherwise, we cannot prevent the non-custodial parent from picking up the child.

Schedules

All children attending West Valley Child Care must be registered; having completed ALL required paperwork, and paying the registration fee. We **MUST** know your child's schedule. It is imperative that we are notified when that schedule changes.

Child Care Operating Hours

West Valley Child Care is open Monday through Friday before school and after school, opening at 7:00am and closing at 6:00pm during the school year with the following exceptions:

1. We are open on School Professional Days, Early Release Days, and Fall & Spring Conference Weeks.
2. We will be open as needed on Veteran's Day, Winter Break (dates vary), Martin Luther King Day, and Spring Break
3. We are **closed** on Thanksgiving and the day after, Memorial Day and Labor Day, Presidents Day, June 19th, July 4th, Christmas Day and New Years day.

On no-school days and early release days we require that you sign your child up. Sign-up sheets will be available the week prior to each of these days. Children who are signed up and don't cancel with a 24hr notice, will be charged a 2hr rate for all early release days and the full day rate for non-school days. We combine our centers on no-school days.

If school is delayed for bad weather, West Valley Child Care will be open. The staff will get to work as close to the normal schedule as possible. However, if school is canceled because of bad weather West Valley Child Care will be **closed**.

Fees, Operations, and Payments

\$50 non refundable registration fee per family per year

\$25.00 registration fee after spring break

\$15.00 re-registration fee during same school year, after withdrawal

\$4.00 per hour per child

\$7.00 monthly supply fee per child

\$25.00-day rate after 6.25 hours per day for your first child

\$23.00-day rate after 6.25 hours per day for each additional child

\$.50 phone call fee, if staff has to call parents to find a child

\$1.00 per minute early drop-off (before 7:00am) and late pick-up (after 6:00pm) fee

\$25.00 late payment fee

\$10.00 NSF/returned check fee

-One-hour minimum fee for each am & pm session that your child is with us

-**Seven hour weekly minimum** fee to hold your spot

-You must inform the Site Supervisor in writing when you wish to withdraw your child. The minimum weekly fee will be applied to your account until we receive your written withdrawal.

-All statements will be mailed by the 5th of each month. If you have not received your bill by the 10th please contact our Director @ 930-7876.

-Payments are due by the 15th of each month (regardless that the 15th falls on the weekend or holiday). Copies of your current month's charges are available upon request at your child care center. A late fee of \$25.00 will be charged after the 15th of each month.

-You may choose to pay either on site or mail your payments to the P.O. Box (postmarked by the 15th). Please remember that we are not responsible for the mail service. If your bill is not current by the end of each month, child care will be terminated and your account will be turned over to collection. If child care has been terminated, you must pay the re-registration fee.

Additional Fees

-West Valley Child Care will provide one tax information paper per year per family. It will be hand delivered or mailed to you (to the address we have on file) by 1/31. This information consists of the dollar amount you paid to West Valley Child Care in the past January - December, and our tax ID number. If you need more than one copy per year there will be a \$10.00 charge for each additional copy.

-Copies of sign in or out sheets will be charged at \$1.00 for each day that needs to be copied.

Health Policy

Health history information shall be obtained for each child upon admission to our program. Immunizations must be up to date. Full names, addresses, and phone numbers (home & work) of parents, guardians, physicians, and other persons to be contacted in case of an emergency, and names of all persons authorized to take the child from the center are required. This information shall be kept on file and easily available to all staff. The Department of Social and Health Services recommends that all children in child care programs have yearly physical examinations. We are required to supply the date of your child's last physical. Any communicable disease will be reported to the Health District.

Policy for excluding ill/contagious children:

- A. Fever of 101 degrees F. (auxiliary) or higher
- B. Vomiting on two or more occasions within the past 24hrs
- C. Diarrhea—3 or more times within a 24hr period
- D. Draining rash
- E. Eye discharge or pink eye
- F. Lice or nits
- G. Any contagious disease (unless cleared by doctor)
- H. Too tired or too sick to participate in activities

If your child is sick and vomiting at school you will be called to come and pick them up, as we do not have extra rooms (only rest mats) for isolating sick children.

State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted. Our Health policy is available upon request.

Medication Management Policy

-If your child is on medication make sure it is given adequate time to work. If medications have not been given—we reserve the right to refuse care until given or until given time to work.

-Prescription and non-prescription medications shall be given only on the written approval of a parent, person, or agency having authority by court order to approve medical care. Medication forms must be signed and dated and given only as specified on the prescription label, or as authorized, in writing, by a physician or other person legally authorized to prescribe meds. Non-prescription meds will be given (with permission) only at the dose, duration, and method specified on the manufacturer's label. Medications must be in the original container, labeled with the child's full name, date prescription was filled, or the medications' expiration date and legible instructions for administration Brought by and given to staff by parents/guardian.

Medical/Dental Emergency Procedures

Emergency information is kept on file. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at West Valley Child Care, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed and a copy is given to the parents as well as the DCYF. Authorization for Emergency treatment must be signed at the time of registration to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment they need. **It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made
2. Childs parent's (or emergency contacts) are called
3. Child is separated from the other children and appropriately cared for
4. Parent, provider or ambulance takes the child and health records to the doctor or hospital

Disaster Plan/Evacuation Procedures

West Valley Child Care has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted on site and we conduct monthly fire drills and quarterly disaster drills with the children. If an emergency situation occurs our centers will remain open until all children are picked up by an authorized person. In the

unlikely event the children need to be evacuated to an emergency location, you will be notified as soon as possible and a notice will be posted on site with all information on the alternative site.

When children are in our care, at least one staff member has current CPR/First Aid training. We have a first aid kit on site containing: Various sized Band-aids, sterile gauze, roller bandages, adhesive tape, scissors, tweezers, disposable gloves, ice pack, thermometer w/disposable sleeves, triangular bandage, CPR mask, first aid manual, and any/all individual health plans for children.

Discipline Policy

Discipline of children shall be in accordance with the child's age, stage of development, and knowledge the staff has of the child's needs. Disciplinary methods used shall be based on guidance to help the child develop inner control, self-responsibility and respect for the rights of others. Corporal punishment and physical restraint of children are not consistent with this objective and are prohibited by this center. Necessary rules shall be few, clearly and simply stated and consistently maintained. The health and safety of the children is of primary concern at all times.

At no time will a child be allowed to:

1. Hurt himself
2. Hurt another child/adult
3. Hurt property

Physical outburst, including biting, jerking, shaking, spanking, hitting, kicking, physical fighting or verbal outbursts including profanity or any inappropriate language is prohibited on site by adults and/or children.

Serious discipline infractions will be handled as follows:

1. Verbal warning and a time out method for self control
2. Parent contact/written referral, signed and dated
3. Suspension from program for one day
4. Suspension from program for one week
5. Permanent suspension from program

Some negative behavior is best ignored since the goal is often to get attention. 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. Serious infractions such as leaving boundaries without permission, hiding from staff, disrespectful behavior etc. by children/adults can result in immediate suspension. Children that have been suspended from one WVCC center will not be allowed to attend another WVCC center. Any questions/concerns may be directed to your Site Supervisor.

Communication

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child at any time. If your child has specific/special needs, i.e. needs quick trips to the bathroom, we will need you to supply extra clothes.

Staff fully realize that you are trusting us with your little ones and we want our relationship to be a good one. We are available to discuss a child's progress or needs anytime. However, due to staff responsibilities and schedules we ask that any lengthy conversation be made by scheduling a time to conference. We want to be able to focus on you and your child at these times. If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found. All contact information for the following is available on site. 1) Site Supervisor, 2) Director, 3) Board of Directors. Childcare may need to be terminated for issues like continual late arrivals, inappropriate or unsafe behavior by parent/guardian or family members or unpaid bills.

Child Abuse

By law, every child care staff person is required to report to Child Protective Services any suspected child abuse. State law prohibits abuse of any kind on child care premises, so please refrain from any physical punishment or verbal abuse. C.P.S. will also be called if a person picking up a child appears to be under the influence of alcohol or illegal drugs. We are mandatory reporters and your child's safety is our foremost concern.

Homework Policy

WVCC understands that families are busy, during free time we encourage any student who may have homework to use a quiet area of the room to work on it. We tell them that we are happy to answer questions, and provide items like rulers, glue and a dictionary. What we CAN'T do, however, is unlock classrooms to go back for forgotten items, or spend an entire morning/afternoon helping one child.

Religious Activities/Cultural Awareness

West Valley Child Care welcomes families from all religions and cultures and is not affiliated with any church or religion. We may include/share different cultural holiday celebrations to encourage awareness.

Snacks

Snacks will be provided each day at 9:30am and 3:30pm. Each of the snacks will contain at least two nutritional foods. Children may choose not to eat our snacks and bring their own nutritious snack from home or finish their cold lunches from that day. Children may not share food. Please let us know ahead of time if your child is not permitted to have any types of food due to allergies or religious beliefs. Food will not be withheld from children as a punishment. Menus available upon request.

Cleanliness/Hand Washing Policy

We are committed to keeping our centers as clean as possible. We clean surfaces that children come in close contact with using DCYF approved cleaners. Toys are cleaned and disinfected often. Hand washing is very important and we wash our hands many times throughout the day. Staff and children are required to wash hands: upon arrival at the center, before handling or eating food,

after using the bathroom, whenever hands are visibly dirty, before & after handling animals, after playing outside, after sneezing/coughing, and before going home. In addition, staff must wash before giving medication and after taking out/handling garbage and after attending to an ill child.

Activity Schedule

*With variations depending on center -Please look for your site's posted schedule

7:00am Centers open

7:00am-8:30am Free time while children arrive - table time/outside time/center play

8:30am-8:45am School Breakfast is served

8:45am Dismiss children to classrooms

3:30pm School dismisses

3:30pm-4:00pm Children check in, wash hands and have snack

4:00pm-6:00pm Recess/Gym time, free time includes time for homework if needed

6:00pm Centers close

Indoor activities include: board games, books, Legos, coloring, blocks, dolls, play food, cars/trucks, arts and crafts, paints, K'nex, and various learning toys.

Outdoor activities include: climbing, sliding, jumping rope, running, racing, sliding, and various games. Weather permitting, we play outdoors every day. on hot days we may do water play.

Additional Policies

-Staff Credentials

-Staffing requirements are set by DCYF and West Valley Child Care staff must meet these requirements.

-Staff policies, training and professional development records are available upon request.

-Transportation

-West Valley Child Care does not transport children because of our insurance.

-Pesticide Policy

-West Valley Child Care is required to notify parents/guardians of pesticide applications described in the school's pest control policies and methods.

-Media Policy

-Media (TV, movies, video games) is rarely allowed and is limited to "G" rated shows and "E" rated games. Parents will be notified if it is allowed to bring such from home.

-Transitions

-We are required to maintain 1:15 staff/student ratios at all times, including transitioning from one activity to another.

-Confidentially

- Information WVCC has concerning the families we serve is confidential. West Valley Child Care employees may only discuss what is pertinent to care for children.

-Smoking/Drug and Alcohol Policy

-West Valley Child Care is located on site on West Valley School District grounds and complies with all smoking, drug, and alcohol policies. Smoking, cannabis, drugs and alcohol are not allowed on school district grounds. Employees are not allowed to work under the influence of drugs or alcohol. Children will not be permitted to leave with anyone under the influence of drugs or alcohol; an emergency contact will be called to safely transport your child.

State Licensing Requirements

-West Valley Child Care is licensed and complies with all applicable licensing regulations and standards. These relate to our sites, staff, health, safety procedures, nutrition, care given to child ratios and record keeping. Our sites are subject to inspection by state and city health, fire and licensing officials.

-West Valley Child Care welcomes parents to visit their children at any time throughout the day. DCYF requires childcare centers to provide parents with full access to their children during operating hours.

PLEASE SEE ADDITIONAL PROTOCOLS/PROCEDURES REGARDING COVID AS THEY BECOME AVAILABLE