LITTLE DUCKLINGS CHILDCARE
PARENT POLICY HANDBOOK

(In-Home License)

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the owner.

Mary Jones: Owner

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Welcome to Little Ducklings Childcare! We are excited to provide an amazing opportunity for your child to learn and grow with us in Poulsbo. We encourage exploration and play based learning to develop your child's imagination and all areas of their development. Play is the foundation for academic success and is such a vital part in raising a happy and healthy child. We offer the perfect balance of indoor and outdoor time with playful exploration to inspire the children to discover the nature that surrounds us in the beautiful Pacific Northwest. .

Communication is so important for caregivers and parents. We want to have an open and honest relationship with your family for the safety and wellbeing of everyone. We encourage you to bring your child to visit our school before enrollment to meet us and get introduced to the environment and the classroom. We also invite and encourage parents to visit school anytime after enrollment. Parents are expected to conduct themselves in a professional and respectful way to staff and the children in the building at all times.

Tuition

Children between the ages of 3 months-6 years are eligible for enrollment. Classes are held Monday through Friday but there is an option for 2, 3 or 5 days a week. A registration fee of $100 due at registration and is nonrefundable. All required documents are to be signed and returned before enrollment. Children cannot exceed 10 hours of care per day so if extended care is needed, an agreed upon drop off time will need to be discussed. Ex: if a family needs care until 11pm, drop off cannot be before 1pm.

Tuition can be paid monthly on the 1st of the month or two payments of half on the 1st and half on the 15th of the month. Payment can be made by cashiers check or online, cash will not be accepted. There will be a late fee of $60 for any late payments past the 15th.

30 day notice is required before withdrawing a child and your account must be paid in full. In the event of unpaid balance will result in collections and/or small claims.

- Children are expected to be picked up at the agreed upon daily time
- We require all parents to be enrolled in auto pay via the Brightwheel app
- There will be a late fee of $1 per minute if a child is picked up after the agreed time with a $10 minimum. If children are here 45 minutes past closing with no communication from parents, the police will be notified
- If your child is absent, you are still charged. Tuition is based on contracted schedule, not on attendance

- If additional days are needed you are welcome to add days if space is available, $102 drop in fee
- Parents, guardians and the department of licensing has full access to the licensed space during business hours.
- Drop off cut off time is 10:00am unless discussed
- Tuition rates have a 3% increase every calendar year (January)

Tuition Rates

Hours of operation are Monday through Friday 7:00am-11:00pm

2 days per week: $765/month (upon availability)
3 days per week: $985/month (upon availability)

5 days per week:
Under 12 months: $1700/month
Over 12 months: $1450/month

Drop in Rate: $102/day

Holidays and Closures

We will be closed on the following holidays: New Years Eve, New Year's Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Columbus Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected.

We close one (1) week out of the year. That week is the last week of December of each calendar year. Yearly calendar is provided and reminders sent via Brightwheel prior to closure.

Early closures (Centers): Halloween Day 4pm, day before Thanksgiving 4pm, last Friday of March 4pm, Friday before week off in June and December 4pm, last Friday of September 4pm.

Regular tuition is expected and will not be discounted.

Snow Policy

We follow **CENTRAL KITSAP SCHOOL DISTRICT** for SNOW closure only

Extended Hours

We offer extended care hours Monday through Friday until 11:00pm. We provide dinner at 6pm for all children that follows the USDA guidelines. Children will start rest time at 7:30pm, if parents choose to keep children awake, we will have a planned quiet activity for the time they are here. We do not bathe any children. Children will have outside time daily from 4pm-5pm (winter hours may be shortened due to light). We offer 2, 3 and 5 day options depending on availability.

Video/Photos

We do have cameras inside the classroom and playground for training purposes. We do not share video with any families and it is confidential at all times for family protection.

Military Families

Military families are required to provide their command to the childcare provider on their registration paperwork with contact number and email. Any changes in command need to be communicated to the director immediately.

Pets/Livestock

We are a working farm and the property is a home to: horses, cows, sheep, goats, chickens, ducks, peacocks, pigs, dogs and cats. The class takes a daily farm walk to see the animals. If a child is to pet an animal we will wash hands afterwards and we will not be entering any fenced areas that they are housed. Kids will only observe birds from afar.

Consistent Care Policy

Continuity of care **supports consistent relationships between caregivers and children for the length of enrollment in a program**. Continuity of care can be provided in either same-age or mixed-age group care settings. In same-age settings, the most frequent strategies are (1) to keep a group of children in one environment and change it to fit the children's needs as they grow or (2) to move the caregiver with the small primary group of children to rooms or spaces that are appropriate for their developing abilities. In mixed-age settings, the program needs to ensure that the environment meets the needs of each age group served.

Field Trips

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the center. Your permission for your child to participate in walking excursions is part of this agreement. You will be notified of all field trips.

Birthdays

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Due to potential allergies please inform us in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Parents are always welcome at their child's birthday celebration. If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers.

Clothing/Potty Training

Because of the wide range of activities it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the center for art and water activities. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. The children will be taken outdoors each day. The children will play outdoors if the temperature is 20° or warmer.. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name. It is recommended to leave a pair of rainboots at school that we can use everyday for outside play.

Parents supply all diapers and wipes. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of thick training underwear, plastic pants, socks, and outer clothing. Diapers are changed every two hours and/or as needed.

Rest Time:

Please provide a blanket for your child each day. We provide sleeping sheets for each child and a sleep cot. Our rest times are 12pm-2pm and 7:30pm

Breakfast, Lunch, Dinner & Snacks

We serve meals that meet the USDA food guidelines daily. We will provide breakfast, lunch and snack. If your child has special restrictions, you will be required to fill out a Personal Care Plan and options discussed with center director. Breakfast 8am, Lunch 11:15am, Snack 2:15pm, Dinner 6pm

Wellness Policy

You are the best judge of your child's health and we trust you will not bring a sick child to school. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash.
- Fever of 100.5° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. *See Medicine below.

• Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.
• Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.
• Persistent cough for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor)

Your child may return to school after:
• Obtaining written verification from a doctor.
• Fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications. • In the case of chicken pox, when all the lesions are scabbed over.
• In the case of head lice, following treatment with appropriate shampoo (such as Kwell or RID) so that all nits (eggs) are gone.
• In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.
• In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, Medication Permission. The parent must provide all medications. Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the center staff. We will not administer cold medications to any child. Staff cannot administer medication (prescription or over-the-counter) without the proper dosage for that child listed on the container. If the container reads, “Consult/see Doctor” then a note from the doctor with the child’s weight, and the dosage recommended, must be provided. A Non-Prescription Release form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

Discrimination Policy

Little Ducklings Childcare does not discriminate on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity,

Injuries/Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report will be completed by the closest adult. Adult will administer basic first aid. Incident report will then be recorded on Brightwheel as well as a hard copy in childs file. A parent or guardian will be notified regarding any injury that occurs while your child is in our care. In the event of a major medical emergency or accident, the teacher or director will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital).The parent/guardian will be called immediately.

Parent Expectations

Parents are expected to treat staff and children with respect. Yelling, inappropriate language, aggressive behavior, threatening, etc. will not be tolerated. If a parent results to any of these behaviors, their child's care will be terminated immediately.

Conflict of Interest

We do not allow staff to babysit or provide childcare outside of our center. Personal numbers are to not be shared with staff. All communications should be through Brightwheel or to the center director via office number or in person.

Brightwheel Use

We use an app platform called Brightwheel. It offers updates throughout the day of your child. The logs are untimed and may not match up to accurate time of care to the childs day. We hold paper copies on diaper and food logs each day per licensing, so if you ever want to look at a log, please ask our staff anytime.

Student Expectations and Discipline

We want each student to grow in kindness, honesty, respect and consideration for others. Children are taught to behave in a courteous, thoughtful fashion. Our goal is to allow all individuals to grow and learn in a healthy and happy environment. Teachers carefully plan the classroom environment to encourage and foster cooperation and collaboration. The day is carefully orchestrated to provide the routines and consistency children need. Young children are still learning the problem-solving skills to express their feelings in appropriate ways. Therefore teachers are pro-active, deliberately teaching cooperation, collaboration and compassion. Teachers model sharing, talking about feelings, respect for others and problem solving. Expectations for behavior are clearly delineated and discussed with the children on a regular basis. Cooperative and respectful behavior is praised and kind acts are modeled and noted. The need for discipline is circumvented and minimized by purposeful guidance and education. The safety of each child is our highest priority. In our classrooms, conflict can often be deterred with redirection, reminders and the provision of alternate choices. A young child may be asked to sit quietly to regain self-control and may be removed from the activities of the other children for a short time, but children are never completely isolated from others. Communication with families is at the heart of any discipline and guidance program.

I/We _____have read the parent handbook for Little Ducklings Childcare and Preschool and understand all the information, policies and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement, we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures.

By signing this agreement, we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

Signature of Parent/Guardian:

_____Date:_____

_____Date:_____

Expulsion Policy

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM:

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriate of activities, supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Child will be given time to regain control
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation
- Recommendation of evaluation by local school district child study team

In the event that we feel a child is in harm of themselves or others we will follow the restraint WAC 0335. Please see attached

PARENT BEHAVIOR: An early learning provider may terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the early learning program. Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near early learning program space. Please see attached WAC on listed behaviors.

SCHEDULE OF EXPULSION: If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed regarding the length of the expulsion policy. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school. PARENTAL

CHILD'S ACTIONS FOR EXPULSION: Failure of child to adjust after a reasonable amount of time. Uncontrollable tantrums/angry outbursts. Ongoing physical abuse to staff or other children. Unable to toilet train in our three year old program. A CHILD WILL NOT BE EXPELLED If child's

parents: • Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements. • Reported abuse or neglect occurring at the school. • Questioned the school regarding policies and procedures. • Without giving the parent sufficient time to make other child care arrangements.

WAC 110-300-0331 Prohibited behavior and discipline, and physical separation of children. (1) An early learning provider, staff member, or household member is prohibited from using the following behaviors and discipline of children: (a) Profanity, obscene language, "put downs," or cultural or racial slurs; (b) Angry or hostile interactions; (c) Threats of physical harm or inappropriate discipline such as, but not limited to, spanking, biting, jerking, kicking, hitting, slapping, grabbing, shaking, pulling hair, pushing, shoving, throwing a child, or inflicting pain or humiliation as a punishment; (d) Intimidation, gestures, or verbal abuse including sarcasm, name calling, shaming, humiliation, teasing, derogatory remarks about a child or the child's family; (e) Emotional abuse including victimizing, bullying, rejecting, terrorizing, extensive ignoring, or corrupting a child; (f) Sexual abuse, pursuant to RCW 26.44.020; (g) Preventing a child from or punishing a child for exercising religious rights; (h) Restricting a child's breathing; (i) Binding or restricting a child's movement unless permitted under WAC 110-300-0335; (j) Taping a child's nose, mouth, or other body part; (k) Depriving a child of sleep, food, clothing, shelter, physical activity, first aid, or regular or emergency medical or dental care; (l) Forcing a child to ingest something as punishment such as hot sauce or soap; (m) Interfering with a child's ability to take care of their own hygiene and toileting needs; (n) Using toilet learning or training methods that punish, demean, or humiliate a child; (o) Withholding hygiene care, toileting care, or diaper changing from any child unable to provide such care for themselves; (p) Exposing a child to extreme temperatures as punishment; (q) Demanding excessive physical exercise or strenuous postures. Excessive physical exercise includes, but is not limited to, running laps around the yard until overly tired, an extensive number of pushups, having a child rest more than the child's development requires, standing on one foot for an uncomfortable amount of time, or holding out one's arms until tired or painful; (r) Placing the separated child in a closet, bathroom, locked room, outside, or in an unlicensed space; and (s) Using high chairs, car seats, or other confining space or equipment to punish a child or restrict movement. (2) An early learning provider must supervise to protect children from the harmful acts of other children. A provider must immediately intervene when they become aware that a child or children are teasing, fighting, bullying, intimidating, or becoming physically or sexually aggressive. (3) An early learning provider may separate a preschool age or school age child from other children when that child needs to regain control of themself. (a) During separation time, the child must remain under the appropriate level of supervision of a licensee, center director, assistant director, program supervisor, lead teacher or an assistant teacher. Certified on 1/15/2025 WAC 110-300-0331 Page 1 (b) Separation time should be minimized and appropriate to the needs of the individual child. (4) If a child is separated from other children, an early learning provider must: (a) Consider the child's developmental level, language skills, individual and special needs, and ability to understand the consequences of their actions; and (b) Communicate to the child the reason for being separated from the other children. (5) If an early learning provider follows all strategies in this section, and a child continues to behave in an unsafe manner, only a licensee, center director, assistant director, program supervisor, lead teacher, or an assistant teacher may physically separate the child to a less stimulating environment. Staff must remain calm and use a calm voice when directing or separating the child. Physical separation of a child is determined by that child's ability to walk: (a) If

the child is willing and able to walk, staff may hold the child's hand and walk the child away from the situation. (b) If the child is not willing or able to walk, staff may pick the child up and separate the child to a quiet place where the child cannot hurt themselves or others. [Statutory Authority: Chapter 42.56 RCW, RCW 43.215.070, 43.215.201, 43.216.055, 43.216.065, and 43.216.742. WSR 25-02-097, s 110-300-0331, filed 12/30/24, effective 1/30/25. WSR 18-15-001, recodified as § 110-300-0331, filed 7/5/18, effective 7/5/18. Statutory Authority: RCW 43.215.070, 43.215.201 and chapter 42.56 RCW. WSR 18-14-079, § 170-300-0331, filed 6/30/18, effective 8/1/19.]