



LITTLE DUCKLINGS CHILDCARE & PRESCHOOL PARENT POLICY HANDBOOK

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

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**“Play gives children a chance to practice what they
are learning.”**

Mr. Rogers

Welcome to Little Ducklings Preschool! 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 6 weeks-6 years are eligible for enrollment. Classes are held Monday through Friday but there is an option for 3 or 5 days a week. There will be a discount available of \$25 for siblings and/or military and first responder's discount. A registration fee of \$150 due at registration and is nonrefundable. All required documents are to be signed and returned before enrollment.

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, \$75 drop in fee
- Drop off cut off time is 10:00am for Poulsbo and Silverdale center and 9:15am for Farm
- Tuition rates have a 3% increase every calendar year (January)

Tuition Rates

Poulsbo Center Hours: Monday through Friday 6:30am-5:30pm
Tuition rates are based on full days, 10 hours of care each scheduled day

3 days per week: \$985/month (if available)

5 days per week:

Infant: \$1800/month

Under 3 years old: \$1600/month

Over 3 years old: \$1450/month

Holidays and Closures

We will be closed on the following holidays: New Years Eve, New Year's Day, MLK Day, Columbus Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's 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.

All locations close one (1) week out of the year. This week is the last week of December of each calendar year (dates may vary). A 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 the week off in December 4pm, last Friday of September 4pm.

Regular tuition is expected and will not be discounted.

Snow Policy

We follow the school district snow closures. Poulsbo Center location, you will follow **NORTH KITSAP SCHOOL DISTRICT**

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.

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:

POULSBO CENTER: Please provide a blanket for your child each day. We provide sleeping sheets for each child.

Breakfast, Lunch & Snacks

POULSBO CENTER: We participate in the state USDA food program. 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.

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 child's 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 child's 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.

"Play is the highest form of research." Albert Einstein