

NQACC
north queen anne childcare center

» Celebrating 40 Years «

PARENT HANDBOOK



NORTH QUEEN ANNE CHILD CARE

WELCOME TO NQACC!



Dear Families,
Our center was originally opened as North Queen Anne Day Care on January 1, 1969 as an outreach ministry of Seattle First Free Methodist Church. Over the years, more than 4,000 children have been lovingly cared for during their formative years. We have a long tradition of compassionate care as evidenced by people stopping by to visit, who have either worked here or attended here as children.

We have and will always continue to operate as a ministry of FFMC with supervision of the Local Board of Administration. We are advised by the Child Care Committee whose members include Seattle area educators, business people, and parents. We believe that every child should have an opportunity to experience learning in a safe and nurturing environment and will work with families in need of financial assistance.

We are proud to present you with a dedicated and well trained staff who are eager to challenge and support your child as they develop a love for learning. Many of our staff are available to help your child transition into their home away from home. In this book you will find information about our philosophy, the programs and curriculum we offer, and some useful resources.

We are very excited that you have chosen our center to help you in caring for your child and we are looking forward to developing a long lasting relationship.

Sincerely,

Royale Lockhart
Center Director



VISION AND PHILOSOPHY

Vision

A learning center guided by Christian principles and values providing the highest quality care for young children and their families.

Philosophy

We believe that home and family are the principle influences in shaping the body, mind, and soul of a child in their formative years. Teachers and staff seek to work together with parents to provide a nurturing environment that will begin a lifelong love of learning.

Our early childhood environment is based on Christian principles and values which emphasize God's love. We strive to go beyond talking about God's love to help our children and their families experience God's love in tangible ways.

Qualified teaching staff and a thoughtfully prepared environment will nurture each child's spiritual, physical, and cognitive development in the following ways:

- Spiritual growth: Provide activities that develop Christian principles and values such as loving God, self, and others.
- Physical growth: Provide activities and an environment that are safe, healthy, inviting and well maintained while balancing rest and activity.
- Cognitive growth: Provide age appropriate structured and unstructured activities in literacy, math, art, music, and dramatic play.

Mission Statement

To extend the ministry of First Free Methodist Church by providing affordable, quality child care in a loving and stimulating environment, and to provide a nurturing environment which respects children and families and promotes positive, Christian values.

Non-Discrimination Policy

It is the policy of NQACC that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Vietnam Era Veteran status, or the presence of any physical, mental, or sensory disabilities. This policy applies to every aspect of NQACC's programs, practices, policies, and activities, including client employment practices.

Enrollment at NQACC is available to children age one and walking through twelve years of age.

Enrollment Process

1. Tour the facility, which includes parent orientation
2. Place your child on the waiting list and pay a \$50.00 registration
3. When the start date is confirmed enrollment paperwork should be turned into the office.
4. Schedule, with the office, two visitation days just prior to start date.
5. Once enrollment is complete, the child's name goes on the class roster.

Arrival and Pick-up

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

Signing In and Out

Each family has their own folder and each child has their own sign-in and out sheet. Parents are required to sign their child in and out with a full signature.

Visitation Days and Parent Orientation

To help your child transition into their new child care home, we provide two visitation days just prior to the start date. These are 1 1/2 hours each. Visit days are scheduled with the office as soon as space is available and the start date for your child has been determined.

Weather Closures

Center Closures will only happen during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. In such an event we will follow Seattle Public School closures.

Center Closures

New Year's Eve Day (close at 4:00 p.m.) and New Year's Day, President's Day, Martin Luther King Day, Memorial Day, July 4, Labor Day and the day after for Teacher In-Service Training, Thanksgiving and Friday following, Christmas Eve Day (close at 4:00 p.m.) and Christmas Day. If a holiday falls on a Saturday, we close Friday; if it falls on Sunday, we close Monday.

Vacations and Illness

Every family gets two weeks of vacation credit per year. Once you have been enrolled in the center for 90 days, you will be eligible for a 50% credit on your tuition for your vacation. Notice must be turned in for every planned absence two weeks in advance. For those on a part time schedule, a week is defined as Monday through Friday. No credit is given for days missed due to illness.

TUITION AND PAYMENT

Tuition Payments Tuition is due in full on the first of each month, a subject to a \$30.00 late fee, unless you have contracted otherwise (see Payment Options below). If your account remains unpaid past the 10th of the following month, your child will no longer be able to attend until your past due amount is paid in full.

Payment Options

Our preferred method of payment is Tuition Express; an automatic monthly charge to your credit card or an electronic funds transfer (EFT) from your bank account.

- Tuition Express
- Cash
- Check
- Money Order
- Child care subsidies are also accepted.
- Scholarships are available upon application and review by the Child Care Committee.
- Arrangements can be made to change your payment due date to another day.
- Please contact the office with your request.

Receipts and Taxes

- Each month's statement will include your previous month and credits. Receipts are also provided on request.
- You will receive an Internal Revenue Service (IRS) W-10 Form and a year-end statement with annual child care expenditures for the applicable tax year.

Sibling Discount

For families that have more than one child, there is a 5% per child family discount.

Leave of Absence (LOA)

If you will be gone from the center for an extended period of time (2 weeks or more) you will need to withdraw your child from the center. If you will return, you will need to place your name on the waiting list and pay the registration fee of \$50.00. When space is available, your child will be re-enrolled.

Discontinuing Child Care

Two weeks prior written notice must be given for withdrawals or schedule changes. If no prior notice has been given, you will be charged for two weeks, as if your child were here. Upon withdrawal, your account must be paid in full no later than your child's last day of attendance; otherwise collection agency action may be necessary.

Fees

- Non-refundable registration fee per child, \$50.
- NSF check or declined credit, \$30.
- Care for over 10 hours a day, \$20. per day.
- Late payment fee \$30.00

FACULTY AND STAFF

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

Our Teachers display

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



Qualifications and Training

- 20 hours of STARS training in the first 6 months
- 10 hours of training every year after
- CPR/First Aid
- Food Handlers Card
- Center Orientation
- Child Abuse and Neglect training
- Blood borne Pathogen Training and Universal Precautions
- High school diploma required
- 18 years of age or older
- Experience working with children ages 5 and under

EDUCATIONAL PROGRAMS

Classroom Environment

Our center environment is clean, safe and well planned. The Center Director and staff place children in groups by age and developmental level. We provide activities and learning experiences designed especially to each child's needs, abilities, and development. We want your child to feel safe and secure in our classrooms. We have child-sized furniture, equipment, toilets, and sinks that help children develop self reliance in taking care of his/her own personal needs. Each classroom is divided into learning centers such as block play, housekeeping, dramatic play, science, art, and manipulatives for exploration and problem solving. Children work together in small groups in the learning centers around their room. This environment allows your child to become involved in meaningful, self-directed activities.

Outdoor Play

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

Lesson Plans

Parent Boards located on or near your child's classroom will help you be aware of valuable information regarding your child's classroom.



EDUCATIONAL PROGRAMS

Curriculum for Yellow Ducks

Social/Emotional Development
Language Development
Small and Large Muscle Development
Songs, Rhymes, and Finger plays
Color Recognition

Curriculum for Purple Bunnies

Social/Emotional Development
Language Development
Name Recognition
Small and Large Muscle Development
Songs, Rhymes, and Finger plays
Color and Shape Recognition
Problem Solving

Curriculum for Orange Giraffes and Blue Birds

Language development and literacy
Phonological awareness
Numbers 1—10
Shapes and Colors
Counting, Sorting, and Patterning
Graphing and Problem Solving
Science
Healthy Habits
Socialization

Curriculum for Green Monkeys and Red Bears

Language development and literacy
Graphing and problem solving
Phonological awareness
Creative expression
Counting, sorting and patterning
Numbers 0—20
Alphabet
Positional concepts and one-to-one correspondence
Science
Shapes and colors
Socialization

DAILY SCHEDULE

| | |
|-----------------|---|
| 6:30 a.m. | Center opens, combined family groups, & morning snack |
| 7:15/7:30 a.m. | Classrooms open |
| 8:30—9:00 | Hand washing and snack time |
| 9:15 a.m. | Preschool session begins: curriculum, activity centers, chapel, art, gym or outside time. |
| 11:30 a.m. | Hand washing and lunch time |
| 12:00—2:30 p.m. | Quiet time or nap |
| 2:30—3:00p.m. | Hand washing and afternoon snack |
| 3:00—5:00 p.m. | Special activities, music, stories, art, outdoor play/gym time. |
| 5:00—5:30 p.m. | Free play time and table toys as the children prepare to go home |
| 5:30—5:45 p.m. | Late afternoon snack |
| 5:45—6:00 p.m. | Children are combined into family groups and the center closes. |

Naps and Rest Periods

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

Items Brought from Home

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



PARENT INVOLVEMENT

At NQACC we recognize that

*Parents and extended family are the most important persons in a child's life.

*Parents know their children best and most intuitively.

*Parent ideas and input are valuable to staff and sup-

port children.

*Parents are welcome in our program at any time.

*Parents have the right to ask staff questions at any time.

*The children benefit when parents share their insight nts, and skills.

Parent Programs

*Wednesday Night Dinners—sponsored by the First Free Methodist Church.

*Special Programs: 2—3 times a year the children will put on a program for their parents, showcasing the variety of things they've learned while at school. (Open House in October, Christmas Program in December, and other smaller classroom events throughout the year)

*Parent Page—Monthly newsletter to let parents know about special events happening in the center.

*Parent Education Meetings— Held once a month on a variety of topics, please watch the Parent Page for announcements and topics.

Progress of your child

*Parent/Teacher conferences will be held during February and March and can be scheduled at the request of the parent or teacher at other times of the year.

*Daily "What We Did Today" reports are located by the sign-in and sign-out table for parents to have a glimpse of their child's day, even before going into the classroom.

**"My Day" children in Toddler 1,2 and Room 3 will receive a daily form letting parents know specifically about their child.

Mandatory Child Abuse Reporting

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

Parent Volunteers

We request that each family donate 10 volunteer hours each year. Volunteering and working with the child care center ensures the success of every child! There are a variety of volunteer opportunities available throughout the year, including but not limited to: Working in your child's classroom, helping out during special occasions (classroom parties, the Christmas program, and fundraising events) cleaning projects, repair projects, building projects, and much more. Please contact the office to schedule your volunteer hours.

We use indirect guidance techniques

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

We also use direct guidance techniques

We use the affirmative: “We use walking feet indoors” rather than “Don’t run!” or

“Use your words to tell us you’re angry” rather than “Don’t hit!”

- We get the child’s attention by crouching down to his/ her level, making eye contact, speaking quietly and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age-appropriate, and we don’t make rules just because an activity is too noisy or messy.

We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “You can choose a quiet place or activity or I can help you choose one.”

If a child is unable to demonstrate self-controlling behavior, a *brief time-out* may result allowing for the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as a punishment.

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

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

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

Toilet Learning

We consider potty training to be a process that will help children gradually master toileting as a self-help skill. We want potty training at our program to be a non-stressful experience that is appropriate to each child's individual development and involves the child, parents, and caregivers. We believe that when children are in group care, parents and caregivers must work as partners so children can be comfortable, confident, and successful while they learn toileting skills.

When children are displaying readiness skills, parents and teachers will work together to begin the training process. We will provide extra resources for parents at this time.

Exposure to potty learning at the center can begin in toddler 2; a more focused program, in cooperation with parents, continues in room 3.

Biting

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

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

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

More resources are available on biting and prevention in the parent resource center.



SPECIAL EVENTS

Transportation and Field Trips

We enjoy giving children the opportunity to learn about the community. For our younger children that community is the child care center and immediate neighborhood around the center; places where they walk. Children in Rooms 5 and 6 explore larger community and may take field trips. You will be notified in advance of all scheduled trips. Responsible adult supervision is provided for these excursions. Your permission for your child to participate is part of your enrollment record, but you must authorize each field trip in order to have your child participate. There may be occasions when an additional fee or lunch home is required. Walking shoes are recommended.



Annual Carnival

Each June we have a carnival and auction. This is the primary fundraising event of the year and a wonderful opportunity to build community and connect with other child care families. If you are interested in helping to plan this event, please contact the director.

We celebrate the following holidays with classroom parties Christmas, Valentines Day, Easter, and Halloween. We also know that it is some families preference not to celebrate holidays at all. In this situation, we will meet with the parents/guardians to find a solution that will meet their family's needs.

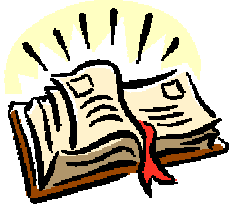


Christmas Program

A wonderful tradition at our center is a special presentation from all of the children to their parents held on the first or second Thursday evening of December. There is a reception following the program!

Birthday Celebrations

You are welcome to help your child celebrate their birthday at our center. Food items need to be pre-packaged store bought. We are a nut free center. Special treat ideas include: Fruit roll ups, fruit, popcorn, stickers, small erasers. You can donate a copy of your child's favorite book to the classroom, in honor of your child's special day. Unfortunately, balloons are a choking hazard, but other decorations would be welcomed!



Bible Learning

Having a “Chapel Time” two times a week is a tradition we begin teaching bible stories and concepts at the young age of one and continue through school age.

Many wonderful Christian principles and values (ex: We show God’s love when we are kind.) can be taught and “caught” during a typical chapel experience. The children learn special songs, participate in stories, and have lots

of fun during chapel.

It is my great pleasure and privilege to introduce you g children to a loving God who cares for all of us. Research tells us that early experiences are so important in every area of development. This is also true in the area of spiritual development.

Mary Ann Abbott (Mary Ann “Chapel”)
Chapel and Program Director

Chapel Themes

Fall

Beginnings Creation

** Old Testament Heroes **

Thanksgiving to God

Winter

The Story of Jesus

The Christmas Story

Jesus: His Life and Ministry (Miracles, Healing, People Encounters)

Spring

The Story of Easter

Favorite Bible Stories: David, Daniel, Peter, Elijah, Joseph

Women and Children of the Bible

Summer

Lesser known Bible Characters: Josiah, Nehemiah, Hannah

The Parables of Jesus

Chapel Schedule

Monday and Wednesday Mornings

Toddler 1 9:30—9:45

Toddler 2 9:15—9:30

Room 3 10:20—10:35

Room 4 10:00—10:20

Room 5 10:35—11:00

Room 6 11:00—11:45

MEALS AND SNACKS

Policy for Food brought from home...

We understand that some children have allergies and preferences and are willing to work with parents providing food for their child.

For birthday celebrations and activities where food will be shared with the entire class, the food must be pre-packaged and store bought.

Our Menu

Our menu is on a four week rotation schedule and is posted right outside the kitchen and in each classroom. Any substitutions will be posted on the white board outside the kitchen. You will also find our menus posted on our website.

Sample Menu:

| Meal/Time: | What: |
|-----------------------------------|--|
| Open Breakfast 7:00a.m.—8:00 a.m. | Please bring a breakfast for your child during this time. |
| Morning Snack 9:30 a.m. | Raisin Toast and milk |
| Lunch 11:30 a.m. | Chili with beans Cornbread Fresh fruit and veggie slices Milk |
| Early Afternoon Snack 2:30 p.m. | Apple and cheese slices |
| Late Afternoon Snack 5:30 p.m. | Crackers |

In consideration of those with severe allergies:
WE ARE A NUT FREE ENVIRONMENT.



Disaster Response Plan

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

Emergency supplies include:

Drinking water

Non-perishable food

First aid supplies

Battery operated radio

Flashlights and extra batteries

Fire extinguisher

Diapers

Emergency documents and telephone numbers

Garbage bags

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

Out of State Emergency Contact

Our center requests that you provide us with an out of state emergency contact number. In the event of an emergency and we were unable to contact you we will call your out of state contact person. We have provided you an out of state contact number and ask that during an emergency situation, you call that number for information about the center and your child. This will keep our phone lines open, so that we can contact parents with how, where, and when they can pick up their child. You will find our out of state contact at the back of this handbook under emergency numbers. Your out of state contact should be listed on the emergency authorization and child release form, located in the enrollment materials.

Health Care Practices

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

Cleaning and Disinfecting

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

Hand Washing Practices

All children and adults will wash their hands before and after preparing food, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. We encourage parents to model hand washing in the center as well as at home.

Injury Prevention

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

Pet Policy

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

Health and Safety Binder

Our Health Plan, Disaster Plan, Pesticide Policy and all other policies in the Parent Handbook are available for your review at any time. If you would like an opportunity to view the binder, please request to do so at the office.

ILL CHILDREN

1. Each child will be observed daily for signs of illness.
2. Children who are contagious must stay at home. All parents of children in our care, as well as the Health Department, will be notified by telephone of communicable diseases or food poisoning.
3. Please call the center if your child will not be coming due to illness. If you are unsure if your child should come or not, please call.
4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such an event, your child will be isolated from the other children until you arrive.
5. When you arrive to pick up your ill child, you will be given an illness report that explains why we are sending your child home and the conditions for their return to school.

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

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

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

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

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

Eyes: Thick mucus or pus draining from the eye or pink eye. May return 24 hours after beginning antibiotic treatment.

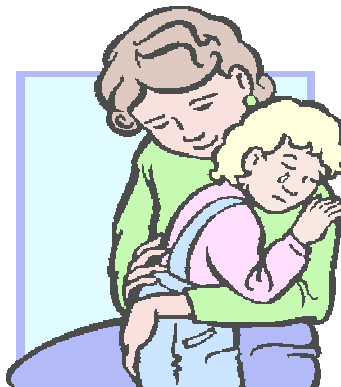
Appearance/Behavior: Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. Unable to participate in normal activities.

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

Fever: Temperature of 100 degrees or higher.

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

The parent is responsible for finding substitute care in a case of the child's illness.



MEDICINE AND MEDICAL INFORMATION

Medicine Management

1. All medications (prescription and non-prescription) shall be administered only on the written approval of a parent or guardian. A Medication Treatment Authorization form (authorization to administer medication) must be completed.
2. Prescription medications shall be administered only as directed on the label and as authorized by a physician.
3. Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.
4. Doctor's permission is not required for non-prescriptions drugs such as:
 - a. Anti-histamines
 - b. Non-aspirin pain relievers and fever reducers
 - c. Cough medicine
 - d. Decongestants
 - e. Anti-itching creams
 - f. Diaper ointments and powders
 - g. Sunscreen

Non-prescription medication not included in the categories listed above, taken differently than indicated on the manufacturer label or lacking labeled instructions, shall only be given if authorized in writing by a physician.
5. Any medicine taken by mouth for children under two will need written permission from a physician.
6. A detailed record will be kept of all medicines given at the center.

Medical Emergencies

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

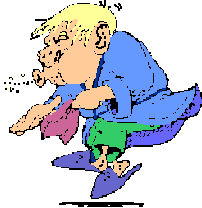
EMERGENCY PHONE NUMBERS

North Queen Anne Child Care
3200 3rd Ave. W, Seattle, WA 98119
206-281-2919

| Emergency Assistance | Number(s) |
|--|---------------------------------|
| Police | 911 |
| Fire/Medics | 911 |
| Swedish Medical Center Emergency Room | 206-781-6341 |
| U of W Medical Center Emergency Room | 206-598-3300 |
| Poison Control Center | 1-800-222-1222 |
| Seattle City Light | 206-684-3000 |
| Puget Sound Energy (Gas) | 1-888-225-5773 |
| Seattle Public Utilities | 206-684-3000 |
| Property Manager: First Free Methodist Church | 206-281-2240 |
| Facilities Manager: Dick Flowers | 206-281-2240 |
| Thomas and Associates Insurance Agency | 1-800-227-5846 |
| Auto Policy Number 6011-225 | Building Policy Number 9621-835 |
| KRKO Radio 1389 AM | 425-304-1381 x 117 |
| KIRO Radio 710 AM | 206-421-5476 |
| Center Cell Phone | Not available at this time |
| Public Health of Seattle | 206-296-4600 |
| Out-of-Area Contact (Wenatchee Free Methodist Church) | 1-509-662-1507 |
| Child Protective Services | 1-800-562-5624 |
| Child Care Licensor: Kimberly Early | 206-760-2458 |
| Alternate Site Location (Evacuation Site) | Seattle Pacific University |
| Location of Nearest Payphone | 7Eleven at 9 Nickerson |

KEEP ME HOME IF...

I am
Vomiting!



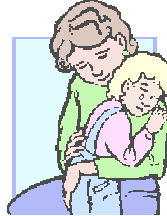
2 or more
times in 24
hours

I have a rash,
lice or nits!



Body rash,
especially
with a fever

I have
diarrhea!



3 or more
watery
stools in 24
hours

I have an eye
infection!



Green mucus
or pus draining
from the eyes

I have a
sore throat!



With a fever
or swollen
glands

I have a fever and
really don't
feel good!



Temp of 100 (f) or more. AND/OR
sore throat, vomiting diarrhea, or just
not their normal self

WHEN YOUR CHILD IS SICK:

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

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

PARENT ACKNOWLEDGEMENTS:

Upon enrollment of my child/children, the following center operating policy and procedures were discussed with me:

- Center Philosophy
- Center Policy & Procedures
- Use of pesticides
- Location of licensing information.
- Educational Programs Offered
- Facility Layout
- Crisis/Disaster Handbook
- Center Health Plan

Parent Initials

**Including where information is posted*

Upon enrollment of my child/children, I received written information on the following center policies and operational procedures contained in the parent handbook.

- Enrollment and admission requirements
- Tuition Rates and Payment Procedures
- Sample Daily Schedule
- Center Operating Hours including School Closures
- Sample Menu **Including the policy on food brought from home*
- Open Door Policy (Free Access)
- Sign In and Out Procedures
- Child Abuse Reporting Requirements
- Behavior Management Philosophy
- Nondiscrimination Statement
- Policy on Religious and Cultural Activities
- Transportation and Field Trips
- Sick Child Procedures
- Medication Policies and Practices
- Disaster Plan
- Diapering
- Toilet Learning

I have received, read, understand, and agree to adhere to the policies contained in the parent handbook.

Parent/Guardian Signature

Date

Center Director Signature

Date

Please return this page to the office.