

# The Country Playhouse Learning Center, Inc. Parent Handbook





# The Country Playhouse Learning Center, Inc.



## Parent Handbook

Welcome to **The Country Playhouse Learning Center, Inc.!** Thank you for allowing us the opportunity to serve you and your child(ren). At The Country Playhouse Learning Center, Inc., we realize that you are entrusting us with your most prized possession(s), and expect a loving, caring, and safe environment for your child(ren). It's that kind of environment that helps to develop a trusting relationship between our staff and your family. We are dedicated to help each child be the best he/she can be, and our goal as caregivers and educators is to help your child achieve their own level of excellence.

This handbook helps to establish that relationship by outlining not only your responsibilities, but ours as well. Please, take time to read this handbook and familiarize yourself with our policies and philosophies; in the long run it will serve to reduce many anxieties, questions, and concerns. In this handbook you will find a copy of our philosophy, as well as a summary of the owners/director's experience and background. You will also find the attached necessary paperwork to start enrolling your child(ren). At the back, you will find a ***Parent Handbook Receipt and Acknowledgement*** form that you will need to sign and date stating that you have read the entire handbook. This form will need to be returned with the enrollment forms, and will be kept on file at the center.



### Hours of Operation

6:00 AM to 6:00 PM

Monday-Friday

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**The Country Playhouse  
Learning Center, Inc.**



## Our Philosophy

At The Country Playhouse Learning Center, Inc., we want each child to be the very best they can be. We strive to create a caring, loving, and nurturing environment, one that promotes both individual learning as well as group learning. Children learn in so many different ways, and we feel that it is necessary for them to have the proper tools that will lead to new experiences, and help to enhance their abilities and strengths even further. Learning requires active thinking, and hands on activities to let them learn first hand about the world around them. A child that is absorbed in the positive components of life has little time to focus on the negatives.

We want our children to grow up with the knowledge that they can make a positive difference in their life, as well as in the lives of others around them. It is our goal as caregivers and educators to help each child achieve his/her own level of excellence. To do this, we need to work as a team. This means that our center will work with you, the parents, in projecting the most positive influence possible.

We all want the best for our children; they are our future, and we must never lose sight of that fact. As a community of caregivers and parents, we need to work together to make that future as bright as it possibly can be; for each and every child.



## **The Country Playhouse Learning Center, Inc.**



### Introduction to the Owner

I would like to thank you for the opportunity to serve you and your child(ren). My name is Tara Grogan-Stivers, and I have worked with children for approximately 20 years. I began my career at a child care facility where I worked as a before

and after school caregiver, and that fueled my desire to become a teacher. I later took a job as a Preschool teacher at another center, and I absolutely loved it. This job reinforced my desire to finish college and get my teaching certificate. I went back to school at a community college, and then transferred to Central Washington University. There, I earned a Bachelor's Degree in Early Childhood Education/Elementary Education, as well as receiving my Washington State Teaching Certificate which allows me to teach grades Preschool through Eighth grade.

I learned early on with my first child care job how rewarding it can be to take care of children. Even the simple daily routines can be exciting for a child because you never know what they will do or say, so that makes every day an adventure. Their little minds work in such mysterious and remarkable ways, and it continues to amaze me the things they do and say. Such as the way they can spot the smallest detail on a story book page, or become completely fascinated with how a toy works. They look at the world around them far more differently than adults do, and their innocence allows them to have experiences that help to mold their futures. I have always believed that children can teach us as well, we just have to be open and willing to welcome these experiences.

I have an open door policy, so if you ever need to talk or you have some concerns or questions, please let me know and I will do whatever I can to help.

Thank you for entrusting me and my staff with your precious gems!

Tara Grogan-Stivers



## **Admission Requirements**

All enrollment forms are to be filled out and turned in prior to your child(ren) starting at the center. A non-refundable **Annual Registration Fee of \$100.00** per child, will be paid at the time of enrollment and each year thereafter. Tuition will also be due prior to your child(ren) entering the center. **DSHS clients must provide an Award Letter and/or have an approval email sent from DSHS, plus first month's co-payment.** All immunizations must be up to date and recorded on the accompanying **Certificate of Immunization Status** form. The child(ren) must be between the ages of 4 weeks and 6 years.

All children are enrolled under a **thirty (30) day probationary period.** This will allow the child, as well as the parent, to orient him/herself with the center, and its policies and procedures. If during the first thirty (30) days either party finds that the child is not integrating well within the center and/or classroom, care may be terminated without notice.

## **Late Arrivals**

Please be sure your child is at the center no later than **9:00 am**. Our primary academic portion of the day runs from **9:00-11:00 am**, so when the children show up after 9:00 am, it becomes a disruption to the entire class and the routine, and the late child misses important information and lessons. The cut-off for bringing a child is **10:00 am**. No child will be accepted after this time unless prior arrangements have been made.

## **Early Arrivals/Late Pick-Ups**

Please remember that each child has “**Contracted Drop-Off and Pick-Up**” times that need to be adhered to. We staff our facility based on these times, so it is very important that your child be dropped off and picked up according to these times. If a parent/guardian is going to be more than **20 minutes** late picking up, then management needs to be notified by phone immediately. If a parent/guardian needs to drop off a child **20 minutes early or earlier**, management needs to be notified prior to the early arrival, at least the day before to ensure proper staffing. If a child is consistently dropped off early or picked up late, without prior arrangements being made, then there will be an early or late fee of **\$1.00 per minute, per child**. We are open until 6:00 pm, so any child picked up after that time is considered late, and the late fee of **\$1.00 per minute per child** will be charged.

## **Fees and Charges**

According to the Washington State law (WAC 170-295-2020), a child cannot be left in care for any longer than ten (10) hours a day. If a child is left over ten (10) hours, then anything over those ten (10) hours is considered over-time and will be charged accordingly. The state does allow up to 12 hours a day if a parent has a long distance to travel for work. In this case, special arrangements must be made upon enrolling your child(ren), and there will be an added tuition fee of **\$150.00 per child, per month** for any amount of time over the normal **10 hours a day** to cover the extra hours of care each month. If a child is consistently left for more than **10 hours per day**, and no special arrangements have been made, then the families account will be charged a fee of **\$20 per day, per child**, for each day over the 10 hours. One warning will be issued prior to any fees as a reminder of the 10 hour rule, but any overages after the first warning will be charged accordingly. The center will be closed on all major holidays, and three training/cleaning days each year. See attached list. Holidays and training days are considered paid. **Fees will be pre-paid according to your individual payment plan. If you have a co-pay through DSHS it is due no later than the 2<sup>nd</sup> of each month. DSHS clients are responsible for any and all tuition and fees that the state of Washington will not pay.**



If payment is not received by **6:00 p.m.** on the date due (1<sup>st</sup> and/or 15<sup>th</sup>), there will be a late fee of **\$10.00 per day** starting on the 3<sup>rd</sup> and 17<sup>th</sup> of the month, depending on your payment plan, until the balance is paid in full. **THIS WILL BE STRONGLY ENFORCED.**

There will be a **\$35.00** charge for all checks returned by the bank. Should a check be returned to us, you are required to pay the full amount of the check, and the **\$35.00** bank charge or your child(ren) may not be allowed care. The Country Playhouse Learning Center, Inc. may, at our discretion, refuse to accept checks as payment for childcare and require you to pay all childcare fees in cash. Any unpaid amounts will be subject to being sent to collections.

## **Termination of Care**

To terminate care, a **written notice 30 days** in advance must be given to The Country Playhouse Learning Center, Inc. by the parent or guardian. On the day you give written notice, your account must be current and the balance must be pre-paid up to the termination date, or care will be terminated immediately.

Should you fail to give a **30 day written notice**, you will be charged an additional (1) one months' tuition at your current rate, regardless of whether the enrolled child(ren) is present or not. DSHS clients will be charged according to the center's rates which are higher than what the state pays.

You want to enroll your child(ren) in a safe, comfortable, educational, loving, caring, professional and quality preschool program and child care center. We all want, as parents and as a community, the very best for our children, indeed they deserve it. We need to go to work and/or school feeling safe in the knowledge that our child(ren) is (are) being taken care of in the best manner possible. Ask yourself, "How much is my child(ren)'s safety and education worth?" If your financial responsibility is not handled in a dependable manner, it is the children that suffer, in lower quality equipment, teachers, meals, and educational supplies. Overall, the way in which you handle your child care financial responsibility directly influences your child(ren)'s future.

## **Deposit Form**

All families are required to fill out the Deposit Form, choosing to either make a deposit for one month's tuition in full, per child, or fill out the credit card portion, only to be used in the event proper notice of termination is not given. If proper notice, according to the Parent Provider Contract and this handbook, is given, then the deposit will go towards the last month's tuition. If your child is terminated for any reason, the deposit will be forfeited and will be used to pay any outstanding debt on the account.

## **Divorced or Separated Parents Contracts**

Parents/guardians need to inform The Country Playhouse Learning Center, Inc. administration of their custody status and financial responsibilities regarding their payment contract prior to signing. Once signed, contracts must be kept current and balances paid each month to avoid suspension or termination of care. The Country Playhouse Learning Center, Inc. will not act as negotiator or liaison between divorced or separated parents who fail to resolve contract or payment disputes. Suspension or termination of services may be implemented due to unresolved contract and/or payment disputes. Billing options for divorced or separated parents are as follows:

1. The primary custodial parent or guardian signs the contract accepting full responsibility of the payment contract. That parent/guardian will be billed directly and pay the balance each month and will be responsible for seeking reimbursement from the non-custodial parent.
2. Both parents/guardians sign their own individual contracts reflecting their percentage of financial responsibility. Both parties accept responsibility of their own payment contract and receive separate invoices indicating their portion due.



Both pay their balance each month by the due date. Payments are recorded separately and on two different accounts. Any fees or charges will be applied to the party that is negligent. Upon written authorization from both parties, billing and payment history may be provided to both parties. Regardless of which method is chosen, a copy of the parenting plan, if one exists, must be on file in the students' record at the program, along with the completed registration paperwork.

## **Curriculum/Assessment Information**

- We offer developmentally appropriate educational programs, curriculum and assessments that are supervised and maintained by a Washington State Teacher with a Bachelors degree in Early Childhood Education/Elementary Education, and well trained/educated staff.
- Our professionally developed curriculum is Mother Goose Time for the Infant classroom through to the Preschool class, and our Pre-K class uses the Big Day for Pre-K.
- We utilize the Center's for Disease Control and Prevention (CDC) child screening tools to conduct student development screenings for each student within 90 days of enrollment, and throughout

each student's development. Individual results are available for review in each student's portfolio, which can be found in your child's classroom.

- In addition to the developmental screenings, our school uses Teaching Strategies Gold and Big Day for Pre-K, professionally developed assessment systems to assess the social, emotional, cognitive and physical development of every student enrolled. Results can be found in your child's portfolio.

## Adjustment

**What is Normal:** It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new and unfamiliar situations. Try to prepare your child for the changes as far in advanced as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.

**First Experience:** If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful good-bye kiss, a smile, and a reassuring word that you will be back after work is all you need to do. Our caring staff will take it from there. **Please do not sneak out when your child is not looking.** Usually the child will settle down shortly after you leave.

**Common Behaviors:** Depending on their age, some children will "act out" their feelings by:

1. Clinging to you and refusing to let go
2. Having tantrums
3. Forgetting their toilet training
4. Not eating
5. Waking up at night or having bad dreams
6. Thumb sucking
7. Bed-wetting
8. Expressing desire to stay home

**What to do:** Usually these problems are temporary. If your child is treated lovingly but firmly, this behavior should go away. Please feel free to call the The Country Playhouse Learning Center, Inc. when you arrive at work. Chances are that your child will be busy playing and you can relax and concentrate on work.



## Holiday & Training Closures List

There will be no Religious activities, however certain religious holidays will be observed, these include Easter and Christmas. If you would not like your child to participate, please let us know in advance. These are the holidays that the **center** will be **CLOSED**.

**New Years Eve & Day**  
**Memorial Day**  
**Independence Day**  
**Labor Day**  
**Thanksgiving Break**  
**Christmas Break**

**Dec. 31<sup>st</sup> & Jan. 1<sup>st</sup>**  
**May 29<sup>th</sup>**  
**July 4<sup>th</sup>**  
**September (1<sup>st</sup> Monday of month)**  
**November (Last Thurs. & Friday of month)**  
**December 24<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup>**

*\*\*We will also close for (2) two training days, and (1) one cleaning day each year. The training days will be the **last Friday in January**, the **last Friday in April**, and the cleaning day is the **last Friday in August**. Parents will be notified well in advance of these dates. Training days are paid days for our teachers to maintain certifications, take classes, learn about updated industry*



*standards, and spend time in their classrooms planning and prepping, etc. These days are vital to the proper education of our students.*

The Country Playhouse Learning Center, Inc. reserves the right to close the center if necessary for safety, maintenance, or administrative reasons. We will endeavor to give parents advance notice if this should occur. Advance notice may not always be possible.

## **Free Access**

Parents have permission to be in any part of the center that **YOUR child(ren) is (are) allowed** in during the time that the child(ren) is (are) in The Country Playhouse Learning Center, Inc. care. Please note that due to Washington State Health laws, no parent or child is allowed in the kitchen area. **Parents must go directly to their child(ren)'s classroom from the outside only.**

## **Discipline**

The Country Playhouse Learning Center, Inc. does not allow spanking, shaking, slapping, or any other form of humiliating or corporal discipline. Our goal is to teach your child(ren) to use self control in their dealings with other children and adults. We will do this by redirecting the child to a more acceptable behavior. Also, helping him/her to realize that he/she may express his/her frustrations by using his/her verbal abilities. If someone or something upsets a child, he/she may say so and we will discuss the problem and show them some things they can do that are acceptable in order to solve their problem. Along with redirecting and discussing the situation, there will be occasions where we will need to use other forms of discipline. We will occasionally use a time out to help solve the problem, or other methods such as losing outside play time, or the right to play with a particular toy. On very rare occasions, it may be necessary to call a parent to let him/her know that the child(ren) is having a difficult time. In this case, we would just ask that you speak to your child, and in many cases just hearing mom or dad's voice is enough, and actually may be all the child(ren) needed to go on with his/her day.

- **Persistent Inappropriate Behavior**

Persistent inappropriate behavior is any behavior which continues in an unabated manner, even after discussing the situation with the parent and child in conference. Persistent inappropriate behavior is also any behavior which threatens the health or safety of other children or staff. Persistent inappropriate



behavior demonstrates a continuous inability to conform to the rules and guidelines of The Country Playhouse Learning Center, Inc.

The following progressive procedures will be used in dealing with a child's persistent inappropriate behavior:

- We will observe and record the child's inappropriate behavior.
- We will document what we have done to try to change that behavior.
- If inappropriate behavior continues, parents will be asked to participate in an immediate Parent/Teacher Conference. A specific plan of action will be developed at this conference to address the behavior. The plan of action will outline all steps the Teacher will take to try and change the behavior and the steps the Parent will take to try and change the behavior.
- The Director and/or Teacher may suggest outside resources to the parents to assist them if necessary.
- If the inappropriate behavior continues, parents may be asked to keep the child home for a day or two.
- If the behavior persists, The Country Playhouse Learning Center, Inc. has the right to immediately expel the child(ren).

## Immediate Expulsion

Certain behavior may cause a significant risk of harm to the health and safety of other children or staff (i.e. a physical assault which results in serious bodily injury, an attempted physical assault which, if completed, would result in serious bodily injury, setting or attempting to set fires, bringing weapons to the center, substantial damage to real or personal property, verbal assaults which threaten the safety and health of another individual, etc.). The Country Playhouse Learning Center, Inc. reserves the right to immediately expel any child(ren) whose behavior creates a significant risk of harm to the health and/or safety of other children or staff without following any of the inappropriate behavior steps outlined above.

## Health Care Plan

An advisory physician, physicians' assistant, or registered nurse may assist in the development, approval, and periodic review of the facility's health care plan. Only children who are current on immunizations shall be admitted, with the exception of those whose parents/guardian file a physician's letter of exemption with The Country Playhouse Learning Center, Inc. Medical records and immunizations will be kept up to date in children's files. Any non-immunized children will be excluded from care if there is an outbreak of an illness normally covered by vaccines.

## Accidents & Injuries

First Aid will be administered to a child needing care. Each accident will be recorded on a report. Parents will be given a copy of this report and the center will maintain a copy. Serious accidents will be reported to the Department of Social and Health Services (D.S.H.S).

## First Aid/Medical Training

We require **all of our staff** to maintain a current CPR & First Aid Certificate, and an A.I.D.S./HIV/Blood Borne Pathogens training certificate, as well as a Food Handlers Permit.



## Release of Children

Children will absolutely **NOT** be released to anyone except those authorized to pick up the child on the enrollment form or Emergency Card. Identification is required of those authorized who are unfamiliar to staff. In the event you wish another adult to pick up your child, it would require that you give written permission in advance or a phone call to verify.

## Transportation and Field Trips

We currently have two vans that we use for transportation to and from field trips and special events. These vehicles are properly maintained and insured, with the maintenance records and insurance information kept on the premises. All children will be required to ride in a booster seat, provided by the center, unless a parent requests their own booster seat to be used. All drivers of the vehicles have been background checked and are insured through the company.

## Daily Schedule

The following is indicative of a typical Preschool/Pre-K day at The Country Playhouse Learning Center, Inc. The current schedules are posted in each classroom, so if you have any questions, please talk to your child's teacher for detailed information. Please note that this schedule is subject to change.

6:00-7:00 AM	Center Opens, setting up classrooms, Free Play
7:30-8:30 AM	Breakfast and Clean Up/Free Play/Stations
9:00-9:20 AM	Circle Time: Calendar, Songs, Counting, Colors, Shapes, Finger Plays, Stretching, Show and Tell
9:20-9:45 AM	Free Choice of Centers:(Small Motor Skills, Social Skills, Arts & Crafts and Imagination Building)
9:45-9:55 AM	Snack Time/Bathroom/Wash Hands
9:55 -10:25 AM	Project/Work Time-Art, Science, Letters, Numbers
10:25-10:30 AM	Bathroom Break/Coats for Outside
10:30-11:00 AM	Outdoor Play (Large Muscle Activity)
11:00-11:30 AM	Story Time/Literacy
11:30AM-12:00 PM	Lunch and Clean Up
12:00-2:30 PM	Nap Time
2:30-3:00 PM	Snack Time/Nap Items Away/Bathroom/Wash Hands
3:00-3:20 PM	Music & Dance
3:20-4:00 PM	Outdoor Play (Large Muscle Activity)
4:00-4:30 PM	Free Choice of Centers:(Small Motor Skills, Social Skills, and Imagination Building)
4:30-5:00 PM	Story Time/Literacy
5:00-6:00 PM	Free Choice of Centers and Afternoon Recess: (Small Motor Skills, Social Skills, and Imagination Building), Clean Up and Go Home

This schedule varies according to the age of the child(ren), and we do try to maintain continuity throughout the center. Should you have any questions about the specific schedule followed by the child(ren), please feel free to ask.



## **Child Abuse**

By Washington State Law, child care professionals are **REQUIRED** to report **ANY and ALL SUSPECTED** cases of child abuse and/or neglect. This is to ensure compliance with the Washington State Law (WAC 170-295-6040). We document any bruises or injuries that happen in the center and any that the child has when coming into the center. We **MAY** ask the parent to sign the form that explains how the child received the bruise or injury. This is for the protection of all concerned. In addition, if a child is left in our care after the normal business hours and we have not been notified by the parent that they may be late, the child may be considered abandoned and Child Protective Services would be called.

## **Sick Children**

**If your child(ren) is/are vomiting or has diarrhea, we will ask the parents to keep their child(ren) at home for the day. If a child runs a fever of 100° degrees or higher, or is vomiting, or has diarrhea, we will call the parents to come and pick up the child.** This is to ensure compliance with Washington State Law (WAC 170-295-3030). Please bear in mind that per Washington State Department of Health regulations, the child(ren) must be free of these symptoms for **24 hours before returning to the center**. *We are very strict with this policy. If a parent cannot be reached, an emergency contact will be called. We need to keep the environment of our facility as clean as possible to ensure the health and well being of the children and staff.*

For slight colds and mild distress we will not require the child to leave the center. We will lay a child down in a quiet area if he/she feels “under the weather” until we can check with the parents and decide if they need to come and get the child(ren).

### **Breakdown of Illnesses Policy:**

1. **Diarrhea:** If your child has 2 or more watery stools while at the child care center; or 2 watery stools within a 24 hour period, then he/she will be sent home. Before returning to care, your child must be free of symptoms and may return **24 hours after the last diarrhea episode.**
2. **Vomiting:** 1 or more times within 24 hours. You must keep your child at home for a minimum of **24 hours after the last vomiting episode.**
3. **Open or Oozing sores:** unless properly covered with cloths or bandages.
4. **Skin Infection or Rash:** For suspected communicable **skin infection** such as Impetigo and Scabies; the child may return **48 hours** after starting antibiotic treatment. Any child with a Rash or Skin Infection will be sent home and will require a doctor’s note saying he/she is not contagious before returning to the center.
5. **Conjunctivitis (Pink-Eye):** The Country Playhouse Learning Center, Inc. requires your child to be on antibiotic eye treatments for a minimum of **48 hours** and to be puss free before returning to school, or be on antibiotic drops for 24 hours and have a doctor’s note. Conjunctivitis (Pink-Eye) is highly contagious, requiring a 48 hour period will greatly reduce group flare ups in our center.
6. **Lice or Nits:** any child with Lice or Nits **MUST** have a doctor’s note to return to the center.



7. **Fever of 100 degrees or higher** and/or who also have one or more of the following:
  - Earache
  - Headache
  - Sore Throat
  - Rash
  - Fatigue that prevents participation in regular activities.

## **Medication Management**

1. Medication will only be given with prior **written** consent of the child’s parent/legal guardian. This consent (The Medication Authorization Form), will include the child’s name, the name of the medication, reason for the medication, dosage, method of administration, frequency (can **NOT** be given “**as needed**” except for Asthma medication or Epi-Pens), duration (start and stop dates), special storage requirements and any possible side effects (use package insert or pharmacist’s written information).
2. A parent/legal guardian will be the sole consent to medication being given, without the consent of a health care provider, **if and only if** the medication meets all of the following criteria:
  - The medication is over-the-counter and is one of the following:
    - Antihistamine
    - Non-aspirin fever reducer/pain reliever, but not being used for a fever.
    - Non-narcotic cough suppressant (no cough drops)
    - Decongestant
    - Ointments or lotions intended specifically to relieve itching or dry skin

- Diaper ointments intended for use with “diaper rash”
  - Sunscreen for children over 6 months of age
- The medication is in the original container and labeled with the child’s name.
  - The medication has instructions and dosage recommendations for the child’s age, not weight. We can only go by the child’s age since we have no way of knowing what a child’s actual weight is.
  - The medication is not expired.
  - The medication duration, dosage and amount to be given does not exceed label-specific recommendations for how often or how long to be given.
3. For sunscreen and diaper ointment, the written consent may cover an extended time period of up to 6 months.
  4. For all other medications the written consent may only cover the course of the illness or up to 10 days.

**Health Care Provider Consent**

1. A licensed Health Care Provider’s consent, with prescriptive authority, along with parent/legal guardian consent, will be required for prescription medications and all over-the-counter medications that do not meet the above criteria (including vitamins, supplements and fluoride).
2. A Health Care Provider with prescriptive authority’s written consent must be obtained to add medication to food or liquid.
3. A licensed Health Care Provider’s consent may be given in 3 different ways:



- The provider’s name is on the original pharmacist’s label (along with the child’s name, name of the medication, dosage, frequency (can **NOT** be given “as needed”), duration and expiration date); *or*
  - The provider signs a note or prescription that includes the information required on the pharmacist’s label; *or*
  - The provider signs a completed Medication Authorization Form.
- All prescribed medicine needs to be brought clearly labeled in its original container. The prescribing physician name, the child’s name, type of medication, and dosage also need to be printed on the label.

The Country Playhouse Learning Center, Inc. reserves the right to ask for a doctor’s statement stating that your child(ren) is/are well enough to remain in the center.

**Vacations & Schedule Changes**

Upon completion of one year (12 consecutive months) of child care, a child who is enrolled **full-time** (4-5 days a week) can receive a one week (5 consecutive days) vacation without paying a child care fee for that week, **provided** that a thirty (30) day **written** notice is given to The Country Playhouse Learning Center, Inc. As this time is for vacation purposes, the child may not attend The Country Playhouse Learning Center, Inc. during those five (5) consecutive days. Schedule changes may not be made within the same month, but may go into effect the next calendar month, provided a **2-week** notice is given prior to the change.

**Medical Emergencies**

If a child is hurt, a Teacher will stay with that child and administer First Aid while another Teacher goes to call for aid if needed. The Teacher will also call the parents, and if the parents cannot be reached, then we will try the emergency contacts next. Anytime a child is hurt, an Accident/Incident Report will be filled out to notify a parent. If the child sustains a head injury, it is the centers recommendation that the child see a physician. If the

emergency is life threatening, we will call 911 before notifying the parent. This is to ensure compliance with Washington State Law (WAC 170-295-7060).

## Meals and Snacks

**Nutrition:** Since food and nutrition are important components of a child's development, The Country Playhouse Learning Center, Inc. offers a wide variety of foods for the children to enjoy.

**Meal Times:** Well-balanced breakfast, lunches, mid-morning and mid-afternoon snacks will be provided.

**Dietary Restrictions:** If a child has a particular dietary need, substantiated by a medical evaluation, the director of The Country Playhouse Learning Center, Inc. must be so informed and given a doctor's note. Substitute meals or snacks may be brought from home. However, they must meet the requirements listed on the chart below.

**Menus:** We offer a four week rotational menu. Our complete menus are posted in the Kitchen, and one on each room bulletin board.

**Menu Requirements:** We are required by the state to offer:

Breakfast	Mid-Morning Snack	Lunch	Mid-Afternoon Snack
Milk Bread Fruit	Choice of 2 Protein Bread Fruit Vegetable	Protein Bread Fruit Vegetable Milk	Choice of 2 Protein Bread Fruit Vegetable



Lunch will end at 12:00 p.m.

## Sign In and Out

Parents are required to **SIGN IN** and **OUT** their child(ren) from the program **EACH DAY** using the provided computer and biometric finger scanner and Procure software. This is to ensure compliance with Washington State law (WAC 170-295-2080). There will be a computer placed in each classroom with the appropriate information for your use by the door when you walk into the classroom. This system is vital to the record keeping of our business, and we need to make sure all records are correct. So to ensure that the parents follow the sign in and out procedures, a **\$5.00 charge per child/per incident** will be billed each time a parent fails to sign his/her child(ren) in or out for the day.

## Arrival & Departure

1. Children are expected to arrive no later than **9:00am** unless other arrangements have been made, no child will be accepted after **10:00 am**.
2. Children are to be neatly groomed and dressed in clean clothes (and clean diapers) upon arrival. Please **DO NOT** bring your child in wearing pajamas and/or still wearing their overnight diaper.
3. The State of Washington requires your **complete signature** when you drop off and pick up your child.
4. The Sign In/Out record will be kept in your child's classroom.
5. Children **will not** be permitted to sign themselves in and out.

## Children's Supplies

Parents are requested to label and supply those items necessary for the proper care of your child:

1. Two sets of clothing to be kept in child's cubby.

2. Small Blanket (Toddler Bed Size or smaller, no bigger than 4' x 4')
3. A small pillow, no bigger than 6" x 6".
4. Diapers and/or Pull-Ups
5. Necessary medications (refer to Medications section)
6. Substitute food (for children with food allergies or special dietary needs)

**\*All of your child's items should be labeled with a permanent marker.**

\*\*No sleeping bags please. We have limited space for storage and they do not hold up well with frequent washings.

## Infant and Toddler Room Procedures

\*\*A separate infant information packet will be provided to the parents of infants in our care; that will detail more in depth the policies and procedures followed.

Each staff member providing care has been trained in CPR, First Aid, and HIV/Aids training. All food, formula and bottles (supplied by parents) are labeled with the child's name and dated. Unused bottles of formula will be refrigerated and sent home with the parents at the end of the day. Used bottles (empty or not) will be placed in the child's diaper bag and sent home at the end of the day. We request all parents to have bottles capped to prevent the spread used, and new bottles and accessories will need to be supplied for the following day. All bottles and accessories will need to be taken home the same day they are used, and cleaned and sanitized.



Pacifiers will only be used with the permission of the parent.

Our diapering procedures are very exacting. The diapering area is completely separate from any food handling area. Hand washing facilities are adjacent to the diapering table. All the necessary equipment for cleansing and sanitizing the area are at hand. Disposable wipes are used for cleansing, and disposable diapers (supplied by parents) are used. Diapers are checked and changed as needed, with a two hour maximum. There is a **\$1.00 charge per diaper** if the parent does not supply an adequate amount of diapers for the child(ren). Always plan on one diaper per hour that your child(ren) is in care. Oils or ointments will not be used without a parent filling out a medication form, and we do not use baby powders at all. The teacher will sanitize the diaper table and wash thoroughly after each use. Diapers are disposed of using a covered waterproof lined container. Soiled clothes will be put in a sealed plastic bag and labeled for the parents. We **CANNOT** rinse out bowel movements from clothes or even blood if a child should get cut. If your child is in different clothes when you pick him/her up, please check for a plastic bag so that you may wash the clothes immediately upon arriving home.

## Toddler Biting Policy

Toddlers bite; it is a natural part of being a Toddler. A Toddler can bite out of frustration, to show affection, to get attention, because of emotional instability, or simply because they cannot communicate their needs and wants. Though this is normal, **we absolutely do not tolerate biting**. If a child bites another child and breaks the skin or bruises the skin, an Accident/Incident report will be filled out for both the child biting and the child who was bitten. The parent of a biting child will be called to come and pick up their child if that child has bitten up to 3 times in one day, and the bites have broken and/or bruised the skin. We will work as diligently as possible to keep the biting at bay, and to keep every child safe. Unfortunately it can happen so very fast, which can make it impossible to stop an incident from happening in certain situations. If a child continues to bite on a consistent basis, then there will need to be a conference called between the parents, the teacher, and the director to try and come up with a solution to stop the biting. If a child bites, and breaks and/or bruises the skin of another child(ren), **5 or more times in one week**, then that is grounds for termination of care of the biting child. Please keep in mind that we will work as hard as possible to prevent terminating a child, but we have a responsibility to keep the other children in the class in a safe and loving environment.

## **Disaster Plan**

In each of the classrooms we have posted the procedures that would be followed in the case of a natural disaster. Also posted are the emergency evacuation routes that would be followed in the case of a fire. We encourage you to look at these and become familiar with the procedures we would follow. Fire drills are performed at random times at least once per month and/or quarter. The dates and times are then kept on record.

## **Pets**

Currently there are no pets at The Country Playhouse Learning Center, Inc., however Miss Tara's small dogs Sadie and Lucy occasionally comes to visit the children for a day. They love the children and the children get really excited when they come to visit. Every pet will be required to be up to date with all the necessary shots, and proof of shots will be required.



## **Pesticides**

Anytime a pesticide is used, it will be done so on a weekend, and the parents will be notified of what will be used and when, a minimum of 24 hours prior to the use of the pesticide.

## **Discrimination**

We at The Country Playhouse Learning Center, Inc. do not discriminate. No one will be turned away for care because of race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion, or disability.

## **Religion Policy**

We respect all religions, we do not celebrate the religious aspects of certain holidays, such as Christmas and Easter; however we do have celebrations and parties for the different holidays. If you do not want your child to participate in these activities, please let us know prior to the event.

## **Broken Materials**

We provide the educational and play materials necessary for every child, and once in a while a child breaks a toy, book, educational materials, etc. In these cases we will ask the parents to either fix the broken item or replace it with a new item. If an item is sent home to be fixed or replaced, and is not done so in an adequate time frame, then your account may be billed for the broken or destroyed item.

## **Storms & Snow Closures**

The director will determine, prior to opening hours, whether or not to open the center. Parents can go to our website, [www.thecountryplayhouse.com](http://www.thecountryplayhouse.com) to learn further details about a school closure, or visit our Facebook page. For closures, the website and Facebook page will be updated by **5:30 AM** on the day of the storm. If weather conditions persist while the center is open, or become severe, then the parents will be notified to pick up their children as soon as



possible. While we do not follow the Enumclaw School District's policy for closures, we do take into account decisions made by the district in determining whether to close or stay open.

## Outside Toys

Children love their toys, but please keep them at home. Students are not allowed to bring toys to school unless it is for a specific purpose or event. Each classroom is equipped with plenty of items to keep the students engaged and learning throughout the day. When students bring toys from home, the toys can break, or cause discord throughout the class, which in turn becomes a disruption to the education process. Please do not allow your child to bring toys into the classroom, and encourage them to be left in your vehicle. **The Country Playhouse Learning Center, Inc. is not responsible for any toys brought to the center.**



## Additional Information of Interest

- When entering The Country Playhouse Learning Center, Inc. for the day, the children are asked to remove their shoes and wash their hands. We also require hand washing after toileting and before eating.
- Smoking is **prohibited** on the property of the child care center. Parents and visitors are required to extinguish cigarettes before coming onto the property.
- We appreciate a parent disciplining their child while he/she is at the center, but please adhere to our discipline policies and not use corporal punishment (ie. spanking) as a discipline technique. Although it may be a useful technique for a parent at home, we do not feel it is appropriate for children, or for any other children in our care to witness such behavior.
- Children love their toys, but please keep them at home. **The Country Playhouse Learning Center, Inc. is not responsible for any toys brought to the center.** We will supply all toys needed to keep your child(ren) happy and in teaching them in our classroom.
- We supply milk to the children, however, if your child is allergic to milk or any other foods, we will need a doctor's note stating this in order to comply with Washington State requirements. We do serve whole milk to children under 2 years of age. In addition, if your child(ren) requires a milk other than whole milk or 1% milk, we do ask that the parents provide it.
- We do **NOT** provide formula, diapers, or baby food. You will need to ensure that you bring an adequate supply of each to the center every day. If your infant child is willing and able to eat table foods, then we will serve what we can, however it is still the parents responsibility to make sure that the child has an adequate amount of food to substitute.
- We **CANNOT** rinse out bowel movement from clothes. If an older child has a bowel accident in underwear, we will not keep the underwear, it will be thrown away, or else it will cause a terrible odor throughout the classroom. This is to ensure compliance with Washington State law (WAC 170-295-4120).

### **Center Information:**

#### **Address:**

1515 Chinook Ave.  
Enumclaw, WA 98022

Phone Number: 360-825-4666 Fax Number: 360-825-5493

Website Address: [www.thecountryplayhouse.com](http://www.thecountryplayhouse.com)

Director's Email Address: [tara@thecountryplayhouse.com](mailto:tara@thecountryplayhouse.com)



## The Country Playhouse Learning Center, Inc.



### **Parent Handbook Receipt, Acknowledgement & Liability Release**

This Parent Handbook is an important document intended to help you become acquainted with The Country Playhouse Learning Center, Inc.. This handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Please read the following statements and sign below to indicate your receipt and acknowledgement of The Country Playhouse Learning Center, Inc. Parent Handbook and Liability Release.

I have received and read a copy of The Country Playhouse Learning Center, Inc. Parent Handbook. I understand that the policies, rules and procedures described in it are subject to change at the sole discretion of The Country Playhouse Learning Center, Inc., as well as sole discretion of the State of Washington at any time, according to the Washington Administrative Code.

I understand that my signature below indicates that I have read and understand the statements here and within the handbook, and have received a copy of The Country Playhouse Learning Center, Inc. Parent Handbook.

**LIABILITY RELEASE:** In consideration of The Country Playhouse Learning Center, Inc. (herein is collectively known as the "Center") allowing the enrolled child(ren) to participate in activities, events, field trips and childcare, I, the parent/legal guardian (herein is collectively known as the "undersigned"), do hereby release, forever discharge and agree to hold harmless the Center, its directors, employees, teachers, volunteers and affiliates, from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the child(ren) while involved in the daily activities and child care at the Center. I, the undersigned, hereby grant my permission for the child(ren) to participate fully in daily activities and child care, including trips away from the Center, either by Center transportation, or by foot. Furthermore, I, the undersigned, on behalf of my minor child(ren), hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of participation in Center activities involved therein. The undersigned further hereby agrees to hold harmless and indemnify the Center for any liability sustained by said Center as the result of the negligent, willful or intentional acts of the enrolled child(ren), including expenses incurred attendant thereto.

I understand that my signature below is acceptance of the policies, rules, procedures and liability release as outlined in the Parent Handbook and that I will abide by said policies, rules, procedures and liability release.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian