

The Country Playhouse Academy, Inc.

Parent Handbook



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Welcome to The Country Playhouse Academy, Inc.

This handbook helps to establish a relationship between our faculty and the families we serve by outlining not only the parent responsibilities, but ours as well. Please take time to read this handbook and familiarize yourself with our policies, procedures 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 Mission Statement, Philosophy, as well as a summary of the owners' experience and company background. At the back of this packet, there is a ***Parent Handbook Receipt and Acknowledgement*** form that will need to be signed and dated, signifying parental/guardian acknowledgement of the information outlined in this handbook. This form will need to be returned with the accompanied enrollment forms, and will be kept on file at the school.

Mission Statement

The Country Playhouse Academy, Inc. with its professional and courteous faculty, promotes confident, curious, resourceful learners who demonstrate critical and creative thinking, respect for individual differences, and a strong sense of personal and social responsibility. Proven early childhood education principles; coupled with a nurturing and supportive environment, cultivates whole-child education and development.

Our Philosophy

Thank you for allowing us the opportunity to provide your family and child with the most respectful and high quality early learning education opportunity. At The Country Playhouse Academy, our goal as early childhood educators is to provide a strong foundation, through proven developmentally appropriate practices, that will help all of our students become lifelong learners, in a professional and supportive environment. We understand that every child is unique, and believe that children learn through experience and discovery, therefore we have organized our classes to allow children to initiate activities that grow from personal interest, as well as allowing our teachers to introduce the students to new concepts and strategies. We facilitate this active learning by providing industry relevant resources, hands-on activities and critical thinking experiences that enhance the whole child; socially, emotionally, physically and cognitively.

We want our students 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. As a community of educators, caregivers and parents, it is imperative that we work together to make that future as bright as it possibly can be, for each and every child.

History of the Owner & Company

My name is Tara Stivers, and I have worked extensively in the education field for approximately 25 years, teaching first and second grade in the Federal Way school district, teaching Preschool, and spending my late teens as a before and after school teacher. I began my career at a childcare facility where I worked as a before and after schoolteacher, which fueled my curiosity of becoming an elementary education teacher. I later took a job as a Preschool teacher at another school, and absolutely loved it. This experience reinforced my desire to focus my studies on elementary education and earn my teaching certification. I attended Central Washington University and earned a double major Bachelor's Degree in Early Childhood Education and Elementary Education, as well as received my Washington State Teaching Certification, which allowed me to teach grades Preschool through 8th grade.

My husband Jon and I opened our first school in 2006, The Country Playhouse Learning Center, Inc. in Enumclaw, serving students 4 weeks to 6 years of age, and it is still a thriving school with an amazing reputation. In 2012, we noticed a severe lack of quality school age programs in the area, so we opened The Country Playhouse Club; to serve students ages 5-11 years old from all four Enumclaw elementary schools. After receiving numerous inquiries throughout the years for a Preschool half-day program, we opened The Country Playhouse Preschool in January 2019.

I learned early on with my first childcare teaching position how rewarding it can be to be an educator. 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. Children's ever-expanding brains work in such mysterious and remarkable ways, and it continues to amaze me the things students do and say. The way a child can spot the smallest detail on a storybook page, or become completely fascinated with how a toy works, is a privilege to witness. Children look at the world around them vastly different than adults do, and their innocence allows them to have experiences that help to mold their personalities. I have always believed that children can teach us as well; we just have to be open and willing to welcome these unique lessons.

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

Thank you for entrusting my faculty and I with your most precious gems!

Warmest Regards,

Tara Stivers, Owner/Director
The Country Playhouse Academy, Inc.

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Student Admission Required Forms (Additional forms will be required for the school age program,)

1. Student Registration Form
2. Tuition Agreement Form
3. Financial Contract
4. Health History Forms
5. Tooth Brushing Opt-Out Form
6. Immunization Record
7. Photo Permission Form
8. Emergency Card
9. ACH Tuition Express Form
10. Deposit Form
11. All About Me Questionnaire

Admission Requirements

All the above mentioned enrollment forms are to be filled out and turned in, along with the first month's tuition payment, prior to your child starting school. A non-refundable **Annual Registration Fee of \$100.00** per child will be paid at the time of enrollment and each year thereafter. Immunizations must be up to date and recorded on the accompanying **Certificate of Immunization Status** form.

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

Arrival & Departure

Parents, legal guardian or authorized persons must electronically clock their child in and out, as well as sign in the attendance book, using their full signature and include the time. If an authorized individual is either dropping off or picking up and does not have an electronic check in code, they will need to ring the bell for assistance. The Country Playhouse Academy, Inc. personnel will assist in the check in or out process.

Late Arrivals

In order to be successful, students need to arrive at school well rested and prepared to learn. Please be sure your child arrives to school no later than **9:00 am**, if possible. Arrival times after 9:00 am creates a disruption to the schedule and routine of the class, and students miss out on important lessons. We do have a school cut-off time for dropping students off of **10:00 AM**. Students will not be accepted after this time, unless prior arrangements have been made with the administration.

Contracted Drop-Off & Pick-Up Times

The Tuition Agreement form outlines the **“Contracted Drop-Off and Pick-Up”** times for your child, and are to be strictly adhered to each day.

1. We staff our school based on these times, so it is very important that students are dropped off and picked up accordingly.
2. If a parent/guardian is going to be more than **30 minutes** late picking up, then the administration needs to be notified by phone immediately.

3. If a parent/guardian needs to drop off a child **30 minutes or more earlier than usual**, the administration needs to be notified prior to the early arrival, at least the day before to ensure proper staffing.
4. If a child is consistently dropped off early or picked up late, without prior arrangements being made, there will be an early/late fee of **\$1.00 per minute, per child**.
5. We are open until **6:30 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.

Tuition Fees and Charges

According to the Washington State law (WAC 170-295-2020), a child cannot be in school for any longer than ten (10) hours a day.

1. If a child is left over ten (10) hours, then any time over those ten (10) hours is considered over-time and the families' account will be charged **\$20.00 per day, per child**.
2. The state does allow up to 12 hours if a parent has a long distance to travel for work. In this case, special arrangements must be made upon enrolling your child. There will be an additional fee added to the base monthly tuition of **\$250.00 per child, per month** to cover the additional hours. Parent/Guardian must travel one hour or more each way.
3. 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.
4. **Payment methods:** A check may be used to pay for the Registration fee only. Tuition payments are required to be made via ACH (automatic funds transfer), or processing a debit/credit card on file each month. There is a **3.5% user convenience fee that will be added to the transaction at the time of payment**. The school will be closed on all major holidays, three (3) training/cleaning days and four (4) additional days each year. *See the closure list for details*. Holidays, vacations and training days are considered paid. Tuition fees are considered pre-paid.
5. Payments are due on the 1st and/or the 15th of the month. For payments that are split up, a **\$15 Bi-Weekly Fee** will be charged to the account each month. Payments that fail to process via ACH or debit/credit card will be charged a **Late Fee of \$10.00 per day** starting the 3rd and/or 17th of the month until an alternative form of payment is received and processed. **THIS WILL BE STRONGLY ENFORCED.**
6. There is a **\$35.00** charge for any checks, ACH or debit/credit cards that fail to process or are returned as NSF by the bank. Should a payment of any form fail to process and be returned, the full amount, plus the **\$35.00** bank charge will be required to be paid promptly or your child may not be allowed to return to school. The Country Playhouse Academy, Inc. (hereinafter referred to as TCPA) may, at its discretion, assign unpaid balances to a collection agency should the parent/guardian fail to fulfill payment obligations.

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 or a family leaves without paying the balance on the account. If proper notice, according to the Financial Contract and this handbook, is given, then any deposits will be applied towards the students' last month's tuition. If your child is terminated by TCPA, for any reason, the deposit will be forfeited and will be used to pay any outstanding debt on the account.

Sign In and Out

Parent/guardians are required to **SIGN IN** and **OUT** their child from school **EACH DAY** using a provided family code with our Procure system, as well as signing your child in and out in the attendance binder located in the school foyer. This is to ensure compliance with Washington State law (WAC 170-295-2080). 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 a child in or out for the day.

Withdrawal from School

TCPA reserves the right, at its sole discretion, to immediately terminate the enrollment of a student; due to either a student's or parent's noncompliant behavior, the safety (including sexual abuse) or health or safety of staff and or students is threatened, or determination has been made that TCPA is not a suitable environment for the student.

Some students have needs that go beyond the capabilities of the TCPA administration and faculty. To withdrawal your child from TCPA, a **30 days written notice of withdrawal** by the parent/guardian is required.

1. On the day the written notice is delivered, the families' account must be current.
2. The monthly tuition is due regardless of attendance. Withdrawal tuition is not prorated.
3. Should the parent/guardian fail to give a **30 day written notice**, the families' account will be charged an additional one (1) months' tuition at the current school tuition rate for the students' age range, regardless of attendance.

Divorced or Separated Parents Contracts

Parents/guardians are required to inform the TCPA administration of their custody status and financial responsibilities regarding their payment contract prior to enrollment. Once signed, contracts must be kept current and balances paid each month to avoid suspension or termination. TCPA 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 Tuition Agreement form, accepting full responsibility of the payment. That custodial parent or 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.
3. Both parties will fill out separate registration packets and 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' file at school, along with the completed registration paperwork from each parent/guardian.

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 experiences your child will have. 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 faculty 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 subside quickly. Please feel free to call TCPA when you arrive at work. Chances are that your child will be busy playing and you can focus on your own job.

Curriculum/Assessment Information

TCPA follows developmentally appropriate practices, which help to guide our educational programs, curriculum and assessments. These programs are supervised and maintained by a Washington State Teacher with a Bachelors degree in Early Childhood Education and Elementary Education, and implemented by a well-trained and educated faculty.

1. Our professionally developed curriculum, Creative Curriculum, begins in our Infant classroom and continues through to our Pre-Kindergarten classes.
2. We utilize the Center’s for Disease Control and Prevention (CDC), as well as the ASQ3 (Ages and Stages Questionnaire) for child screening tools to conduct student developmental 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.
3. In addition to the developmental screenings, our school uses Teaching Strategies Gold, a professionally developed assessment system to assess the social, emotional, cognitive and physical development of every student enrolled. Results can be found in your child’s portfolio, as well as being shared at Parent/Teacher Conferences.

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 school will be **CLOSED**.

New Years Eve & Day	Dec. 31st & Jan. 1st
Teacher In-Service/Training Day	January (the last Friday in January)
Teacher In-Service/Training Day	April (the last Friday in April)
Memorial Day	May 29th
Independence Day	July 4th
Teacher In-Service/Cleaning Day	August (the last Friday in August)
Labor Day	September (1st Monday of month)
Thanksgiving Break	November (Last Thurs. & Friday of the month)
Christmas Break	December 24th, 25th & 26th (if these days fall during the week)

***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 Academy, Inc. reserves the right to close the school if necessary for safety, maintenance, or administrative reasons. The administration will endeavor to provide our families advance notice if this should occur, however advance notice may not always be possible.

Parking Lot Etiquette

Thank you for cooperating with these rules. We want to ensure safety for you and your children at all times.

1. When entering the school, please yield to exiting traffic.
2. Never leave a child unattended in a vehicle. An adult must be present with a child when inside a parked vehicle in the parking lot.
3. When parking on side streets, please park completely off the street. Do not block traffic.
4. Do not leave valuables in your vehicle while parked in the school parking lot or side streets.
5. Do not leave your vehicle idling unattended or leave your vehicle keys in the ignition.

Free Access & Escorting to the Classroom

Parents have permission to be in any part of the school that **YOUR child is allowed** in during the time that your child is enrolled at TCPA. Please note that due to Washington State Health laws, no parents or students are allowed in the kitchen area. **Parents must go directly to their child's classroom.** Students must be escorted to and from a vehicle, by an adult, or a TCPA employee, as well as be escorted into their classroom. Children are never to enter or exit the building unattended. Please keep your child from running through the hallways.

Parent and/or Guardian Expectations

Success in a child's educational experience is supported by a good relationship between parents, teachers and support staff. To ensure a healthy professional relationship, TCPA respectfully requests that parents refrain from inviting TCPA employees to participate in non-school related social events such as, but not limited to the following; birthday parties, baby or wedding celebrations, sales parties, social media or personal e-mail lists. Your cooperation is appreciated. We also have requested that our faculty do the same. If you find that faculty is communicating to you, other than school related information, please inform administration immediately. We thank you for your cooperation.

GUIDANCE & DISCIPLINE

As early educators, we at TCPA understand that classroom guidance is designed to help children develop self-control, acceptable behavior, and respect for the rights of themselves and their classmates. Our teachers work with the students consistently, fairly, and with regard to each child's individual development. TCPA takes pride in providing a stimulating and well-balanced learning environment, accompanied with respect, care and positive teacher attitudes. This type of classroom atmosphere allows for cooperation between students and helps in the prevention of most behavior problems.

Guidance Guidelines

- Teach students to evaluate situations and make choices.
- Teach students to take responsibility for their own actions.
- Teach students to recognize and express their feelings appropriately.

Positive Guidance Techniques in the Classroom

1. Build Positive Relationships by:
 - Building mutual respect between teachers and students
 - Having fun

- Providing encouragement
2. Communicate Clearly by:
 - Speaking slowly with patience and a clear voice
 - Taking time to listen to the child's responses
 - Communicating with parents/guardians
 3. Using Descriptive Reinforcement by:
 - Focusing on the improvement of process rather than the product
 4. Setting Clear Limits by:
 - Using classroom behavior props
 - Creating easy transitions
 5. Preventing Inappropriate Behaviors by:
 - Anticipating trouble
 - Giving a gentle reminder
 - Ignoring minor annoyances
 - Involving humor
 - Offering choices
 6. Establish Logical Consequences by:
 - Offering a brief explanation of behavior and the logical consequence that would follow.

How Staff Respond When Children Hurt Others

1. The Staff Prepare Themselves by:
 - Pause and notice how they are responding and make themselves steady.
 - Moving toward the student so that the student knows they are present.
 - Reminding themselves, "I am going to express myself clearly and respectfully."
2. The Staff Make a Choice by:
 - Stepping in and stopping hurtful behavior that is physical, and set a limit or state a rule.
 - Stepping near and monitoring hurtful behavior that is not physical.
 - Stepping back and watching hurtful behavior that you can deal with at a more appropriate time.
3. The Staff Notice Student's Emotions by:
 - Moving near the student and ask self what the student is feeling.
 - Staying near, take a few deep breaths together and ask how each student is feeling.
 - Expressing empathy and understanding, and help the student name their emotions.
4. The Staff Will Guide Children toward Positive Behavior:
 - If the students start behaving positively, describe it for them and affirm it to them.
 - If the students do not start behaving positively, problem solve with them.
 - If the students cannot solve the problem on their own, guide them to solve the problem.
5. The Staff Will Give Themselves Feedback

Persistent Inappropriate Behavior

Persistent inappropriate behavior is any behavior, which continues in an unabated manner, even after discussing the situation with the parent/guardian and the child during a conference.

1. It is any behavior that threatens the health or safety of other students or faculty.
2. Demonstrates a continuous inability to conform to the rules and guidelines of TCPA.
3. The following progressive procedures will be used in dealing with a student's persistent inappropriate behavior:
 - We will observe and record the student's inappropriate behavior.
 - We will document what we have done to try to change that behavior.
 - If inappropriate behavior continues, parents/guardians will be asked to participate in an immediate 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 student home for a day or two as a suspension.
- If the behavior persists, TCPA has the right to immediately expel the student.

Immediate Expulsion

Certain behaviors may cause a significant risk of harm to the health and safety of other students or faculty (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 school, substantial damage to real or personal property, verbal assaults which threaten the safety and health of another individual, etc.). TCPA reserves the right to immediately expel any student whose behavior creates a significant risk of harm to the health and/or safety of other students or faculty without following any of the inappropriate behavior steps outlined above.

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 student bites another student and breaks the skin or bruises the skin, an Accident/Incident report will be filled out for both the student biting and the student 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, bruised, scraped the skin or left teeth marks. 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 come up with a solution to stop the biting. If a child bites, and breaks and/or bruises the skin of another child, **5 or more times in one week**, then that is grounds for immediate termination from school 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 safe.

HEALTH & NUTRITION POLICIES

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 students who are current on immunizations shall be admitted, with the exception of those whose parents/guardian file a physician's letter of exemption with TCPA, with the exception of the MMR (Measles, Mumps & Rubella) vaccine. According to state law, all students must have received the MMR vaccination, and show proof via immunization records, a Titer blood test showing the student is immune, or a note from a doctor stating the student may not have the vaccine due to medical reasons. Medical records and immunizations will be kept up to date in the student's file. Any non-immunized students will be excluded from school if there is an outbreak of an illness normally covered by vaccines.

Accidents, Injuries & Medical Emergencies

First Aid will be administered to a student needing care. Each accident or incident will be recorded on a two-part Accident/Incident Report. Parents will be given a copy of this report and

the school will maintain a copy in the student's file. Serious accidents will be reported to the Department of Social and Health Services (D.S.H.S).

If a student is injured, a Teacher will stay with that student and administer First Aid while another Teacher goes to call for aid if needed. The Director will also call the parents, and if the parents cannot be reached, then we will try the emergency contacts next. Anytime a student is hurt, an Accident/Incident Report will be filled out to notify a parent. If the child sustains a head injury, it is the schools recommendation that the child see a physician right away. If the emergency is life threatening, we will call 911 before notifying the parent. This is to ensure the child receives the appropriate medical attention in a timely manner, and compliance with Washington State Law (WAC 170-295-7060).

First Aid/Medical Training

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

Sick Children

If your child is vomiting, has diarrhea, or a fever of 100° degrees or higher, parents/guardians are not allowed to bring the child to school until he/she is vomit, diarrhea and fever free for twenty-four (24) hours without medication. If while at school, your child becomes ill, an Illness Report will be filled out and a member of the administration will contact the parent/guardian to come 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 student must be free of these symptoms **for 24 hours without medication before returning to school.** *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 school as clean as possible to ensure the health and well being of the students and faculty. Please understand that we are not health professionals and are required by law to follow state guidelines regarding ill students.*

For slight colds and mild distress, we will not require the student to leave school. We will lay a student down in a quiet area if he/she feels "under the weather" until we can check with the parent/guardian and decide if the student needs to be picked up.

Breakdown of Illnesses Policy:

1. **Diarrhea:** If your child has 2 or more watery stools while at school; or 2 watery stools within a 24-hour period, then he/she will be sent home. Before returning to school, 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 bandages.
4. **Skin Infection or Rash:** For a suspected communicable **skin infection** such as Impetigo and Scabies; the child may return **48 hours** after starting antibiotic treatment, or have a doctor's note stating he/she is not contagious. Any child with a Rash or Skin Infection will be sent home and will require a doctor's note stating he/she is not contagious before returning to school.
5. **Conjunctivitis (Pink-Eye):** If your child is confirmed to have Conjunctivitis (Pink-Eye), he/she must be on antibiotic eye treatments for a minimum of **48 hours** and be puss free before returning to school, or be on antibiotic drops for 24 hours and have a doctor's note stating the

child is cleared to return to school. Conjunctivitis (Pink-Eye) is highly contagious, requiring a 48-hour period will greatly reduce group flare-ups at school.

6. **Lice or Nits:** any child with Lice or Nits **MUST** have a doctor's note to return to school. There is absolutely no leeway in this policy. While we understand that it can be a common childhood occurrence, lice can spread at a rapid rate and be extremely difficult to kill.
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 by 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/guardian will be the sole consent to approve 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 cream 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, teething remedies 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. We will not accept prescription medication that is dated for more than 2 weeks from the current date the medication is to be administered.

The Country Playhouse Academy, Inc. reserves the right to ask for a doctor's statement stating that your child is well enough to remain in school.

Infant and Toddler Room Procedures

1. Each faculty member 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, date and if it's a bottle, the amount of ounces.
2. 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.
3. According to health laws and policies, all bottles are to have a cap/lid on them to prevent the cross contamination with other bottles and accessories. New, unused, pre-made bottles and accessories will need to be supplied for each day. All bottles and accessories will need to be taken home the same day they are used, and cleaned and sanitized before returning to school with the child.
4. Pacifiers will only be used with the permission of the parent/ guardian, and only used in the classroom. Students will not be allowed to have a pacifier outside or on the playground.
5. 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 their child. Always plan on one diaper per hour that your child is at school.
6. Oils or ointments will not be used without a parent filling out a Medication Authorization form, and we do not use baby powders at all. The teacher will wash, rinse and sanitize the diaper-changing table 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 with the child's name to be sent home. 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.

Hand Washing (WAC 388.295.3040)

Soap, running water and individual paper towels will be available for faculty and students. Faculty

and students will wash their hands:

- Upon school entry
- After outside play
- After playing with animals
- After toileting
- After diapered
- After contact with body fluids
- Before and after food preparation or eating

Diaper Policy

Parent/guardians are responsible for supplying disposable diapers for their child. Please identify diapers with child’s name prior to bringing to school. TCPA supplies diaper wipes. If you would like your child to have diaper cream at school, please bring in a tube of your choice, labeled with your child’s name, and accompanied by a completed Medication Authorization form. Diaper cream forms can be dated for up to six (6) months.

Toilet training students

- Potty chairs will not be used to toilet train students.
- Toilet training begins in our Toddler-112 classroom.

Teeth Brushing

While we support the importance of teeth brushing, and it’s vital role in the health and well being of our students, it is our school belief that teeth brushing should be done at home and not at school. Families will be provided with a Teeth Brushing Opt-Out/In form to fill out upon enrollment. If you do wish your child to brush his/her teeth while at school, the parent/guardian will be required to supply a pre-pasted, disposable toothbrush for every day the child is in attendance at school. Due to hygiene concerns, we will not store used toothbrushes at school.

Meals and Snacks

Nutrition: Since food and nutrition are important components of a child’s development, TCPA offers a wide variety of foods for the students to enjoy.

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

Dietary Restrictions: If a student has a particular dietary need, substantiated by a medical evaluation, the director 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 in each classroom.

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

SAFETY POLICIES

Evacuation and Disaster Procedures

Evacuation plans and alarm stations are posted next to the classroom exit doors. TCPA's alarm system is linked to our local Fire and Life Safety Department.

- The faculty member discovering the fire shall decide the appropriateness of using a fire extinguisher.
- A faculty member will sound the fire alarm or a school wide alarm will be activated.
- The Director or staff person will call 911.
- Teachers will escort their students to our playfield or front parking lot.
- Teachers will take student information and attendance records when exiting the building, as well as the classroom Grab 'n Go bag.
- The Fire Department will take over when they arrive.

Release of Children & Authorized Pick-Up Persons

Students 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 the faculty or administration. 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 verbally verify.

TCPA will not release a child to a parent, guardian or authorized adult who is under the influence of alcohol or drugs. An authorized person will be contacted and the child will stay in the care of a TCPA employee until an authorized person can safely escort the child off the premises.

Alcohol * Illegal Drugs * Dangerous Items

Possession of any of the following items on school premises by a student will be cause for immediate termination of the student. Parents will be notified immediately upon knowledge of a dangerous item that has been found or confiscated from a student on school premises.

- Knives
- Bows and arrows
- Firearms
- Sling Shots
- Alcohol
- Illegal drugs
- Paint ball guns

Child Abuse

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

TRANSPORTATION & FIELD TRIPS

We currently have two vans that we use for transportation to and from schools, field trips and special events for students 4 years of age and older. These vehicles are properly maintained and insured, with the maintenance records and insurance information kept on the premises. All students 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.

Each student will be required to use either a:

- Seat belt
- Booster seat
- Child safety seat
- Should public transportation or charter buses be used, TCPA will adhere to Washington State guidelines.

*According to Washington State law, any child eight (8) years of age or younger is required to ride in a booster seat or car seat. A parent/guardian will be required to fill out and sign the Booster Seat form before a student will be able to ride in one of our vans.

Field Trip Permission Form

The Field Trip Permission form will detail all of the pertinent information for the field trip to be taken. All students will be required to have a signed Field Trip Permission form by a parent/guardian before attending any school field trips.

ADDITIONAL SCHOOL INFORMATION

Vacations

Upon completion of one year (12 consecutive months) of school, a student who is enrolled on a **full-time basis** (4-5 days a week) can receive five (5) consecutive days vacation without paying a fee for that week, **provided** that a thirty (30) day **written** notice is given to TCPA about the vacation. As this time is for vacation purposes, the student may not attend TCPA during those five (5) consecutive days.

Children's Supplies

Parents/guardians are required to label and supply those items necessary for their 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. Diapers and/or Pull-Ups
4. Necessary medications (refer to Medications section)
5. Substitution foods (for children with food allergies or special dietary needs)

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

****Sleeping bags are not allowed. We have limited space for storage and they do not hold up well with frequent washings. If we find that your child's blanket is too large, you will be asked to take it home and bring a more acceptable sized blanket for your child.**

Guests and Volunteers (WAC 388.295.1050)

Guests are a welcome asset to our classrooms. We appreciate that you are willing and eager to come and be a part of your child's learning experience. If you visit your child's classroom as a

guest, you are required to do the following:

- Sign up or notify your child's teacher in advance.
- Check in at the office prior to going to your child's classroom.
- Do not bring a student's sibling while being a classroom guest.
- Be at least 16 years of age.

Volunteers are welcomed as well. Volunteers are considered an adult who would be assisting in the classroom on a regular schedule for a scheduled time frame. This person would be required to do the following:

- Show evidence of a negative TB test
- Complete a Criminal History Background Check prior to volunteering
- Have a current First Aid/CPR training card
- Show proof of an MMR vaccination.
- Limit your volunteering to one day per week.

Student Attendance

Please call the school office to inform us if your child will be absent from school for any reason.

Student Dress Code

This is a very simple dress code. Send your child to school in clothing that is seasonal, comfortable and shoes that do not slip off their feet. ***Your child will get messy!*** A few helpful tips that make for a safer experience for your child and our teachers:

- Shoes that lace, buckle or Velcro, and are well fitting.
- No super-hero clothing or symbols that promote alcohol, drugs, tobacco, sex, violence or gangs.
- An appearance which constitutes a clear and present danger to the student's health and/or safety or which causes disruption within the classroom will not be permitted.

Parent-Teacher Conferences

Progress Report conferences will be held in February/March timeframe. Sign up sheets will be available for conferences a few weeks prior to the conference period.

Lost & Found

Please check our lost and found box located in the school foyer. Articles that have been left at school for an extended period of time will be donated to a local clothing bank.

Adult Smoking

Smoking on school property is strictly prohibited. Please respect our school policy and remove yourself from the school property to smoke. Anyone caught smoking on school property will be asked to leave immediately.

Money & Valuables

We request that students do not bring money, cameras, radios, or other valuables to school, unless specifically directed to do so by a teacher or a member of the administration.

Birthdays

We enjoy recognizing your child on their birthday. If you would like to send a special treat to be included at snack time, please advise your child's teacher in advance. Washington State licensing requires us to provide food from an approved source, such as a grocery store or food service

company. Please be aware when bringing a treat, TCPA is a NUT FREE school. Please do not include nut products in any foods brought to school.

Nut Disclaimer

While TCPA does not include nuts in our foods or meal preparation, food items that may have been processed in a facility that, also, processes items with nuts could be provided in our student's meals and or snacks.

Pets Policy

Currently, there are no pets at TCPA. Any pets that will be visiting our school 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 parent/guardians 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 Academy, 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 student, and once in a while a student 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 the families' 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 school. Parent/guardians can go to our website, www.thecountryplayhouseacademy.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 school is open, or become severe, then the parents/guardians will be notified to pick up their child as soon as possible. While we do not follow the Tahoma 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 Academy, Inc. is not responsible for any toys brought to school.

SCHOOL AGE ENRICHMENT PROGRAM DETAILS

TCPA provides a year-long before and after school enrichment program providing developmentally appropriate activities for students between the ages of 5 and 12 years, enrolled in K-5th grade, in a safe, fun and nurturing environment. Students are encouraged to explore, create, work as a team and respect one another, by making positive choices for themselves and those around them.

TCPA accepts students from the following schools only:

1. Rock Creek Elementary School
2. Glacier Park Elementary School

Additional enrollment forms to fill out for our school age program are:

1. Transportation Permission Form
2. Walking Permission Form
3. Booster Seat Form

Homework Policy

Each afternoon we will provide up to a (30) thirty minute block of time once we have returned from school for children to do their homework. Staff will encourage children to do homework, and assist/tutor a child if he/she needs it, however we are not responsible for making any child finish his/her homework.

Supervision During Transitions

The staff to child ratio will be maintained at all times during transitions times between activities and to and from the program. Children will absolutely not be allowed to go to or from the playground, playfield, outdoors, or classroom without the knowledge or supervision of a staff member.

The staff members will post and review the classroom rules and expectations with the children. Staff will give children clear and concise directions before changing activities in order to allow adequate time for clean-up and preparation for the next activity.

Transition to school: Before school, students will be given ample time to clean up, use the restroom, gather their belongings, and put on coats and backpacks. With staff supervision, the students will line up to board the vans, OR for those students attending Glacier Park Elementary, the staff and students will line up along the sidewalk out front, and then walk in a single file line to the school. Staff will drop the students off at the entrance to the school, ensuring their safe arrival, and will then sign out each child on the attendance sheet. Students attending Rock Creek Elementary school will be dropped off in the designated drop off zone determined by the school.

Transition from school:

After school, students attending Glacier Park will gather at a meeting point in front of the school, the staff will take attendance to ensure all students are present, and walk back to the center in a single file line. Rock Creek Elementary students will line up in a designated area determined by the school, and then load the vans upon staff arrival. A staff member will sign students in upon their arrival. After sign in is complete, students will put their belongings away and begin their scheduled activities.

Departures of students during activities: In order to maintain safety levels, staff members will only release students from activities to an authorized parent, guardian or pick-up person, and only once the student has been properly signed out of the programs care. Students may be picked up from the classroom or outside playground. Once positive identification is made, the program will release a child. If a staff member is unsure of the pick-up person, a state issued driver's license or identification card must be shown to prove identity before a child is released from the programs care. Upon staff discretion, students may be released to parent, guardian, or authorized pick-up person if their identity is positively identified by adequate visual range.

Daily Schedule

The following is indicative of a typical day at TCPA. A current schedule is posted in the classroom. Please note that this schedule is subject to change and may be different on non-school days.

6:00-7:00 AM	Program Opens, Individual Activities, Arts & Crafts
7:00-8:15 AM	Breakfast, Clean Up and Prepare for School
8:15-8:40 AM	Children leave for school. (Times vary depending on the school.)
3:25-4:00 PM	Children arrive to the program from school. (Times vary depending on the school.)
4:00-4:30 PM	Afternoon Snack, Social Interaction, Homework, Individual Activities
4:30-5:30 PM	Individual & Group Activities, Centers, Outside Play Time
5:30-6:30 PM	Free Play, Arts & Crafts, Clean Up, Go Home

This schedule may vary according to the time of year, breaks or holidays. Should you have any questions about the specific schedule followed by the child(ren), please feel free to ask.

Glacier Park Elementary hours: 8:40AM to 3:10PM with Early Release at 1:40PM on Fridays.
Rock Creek Elementary hours: 9:10AM to 3:40PM with Early Release at 2:10PM on Fridays.

Students' Personal Belongings

While it is normal for children to want to bring toys and other personal items, it is our policy that all toys, books, computer games, personal electronics, and listening devices such as iPods, remain at home unless a prearranged activity allows for its use. Students will be asked to keep such items in their backpack, or have parents take them home if they are brought without prior authorization. Cell phones and tablets will be kept in backpacks and need to be set on silent while in attendance. The Country Playhouse Academy is not responsible for damaged or lost personal items.

Fees for School Breaks and Non-School Days

The school age program runs all year long, providing continuous care for our students. During non-school days, regular tuition is due as well as an additional fee per child, per day to cover the extra hours, food and supplies for the students. Please see the administration for tuition and fee details.

Discipline Guidance/Behavior Management

In addition to the overall school Guidance/Discipline Policy, our school age program also follows a policy directed solely for the school age students. TCPA adheres and complies with state licensing guidelines and recommendations regarding discipline and guidance of a student. Positive behavior management promotes developmentally appropriate social behavior, self-control, and respect for the rights of others. The staff implements a clear and concise behavior management plan that includes redirection, positive reinforcement, specific rules, guidance

practices that are fair and consistent with a student's behavior, encouragement of self-management, problem solving techniques, and promoting appropriate conflict resolution.

Outline of steps followed should a student not adhere to the program rules:

- 1st Offense: Verbal warning
- 2nd Offense: Redirection and conversing with the child about why he/she behaved a certain way, and how he/she could have behaved differently.
- 3rd Offense: Incident Report filled out, then signed by parent/guardian and sent home with the child.
- 4th Offense: Behavior Improvement/Modification Form is filled out and sent home with the parent/guardian.
- 5th Offense: Parent/Guardian conference and Behavior Contract, signed and returned for child's file.

Certain inappropriate actions by a child may warrant an immediate parent/guardian conference with a behavior contract:

1. Continued disrespect and/or inappropriate attitude, language, and actions.
2. Continued disrespect and/or inappropriate use of property.

Actions that may warrant immediate suspension or termination:

1. Aggressive physical contact that is initiated and intended to cause harm to another person or person's property (i.e. hitting, kicking, shoving, biting, scratching, throwing)
2. Actions, words, gestures, or threats intended to cause intimidation, fear, or humiliation of others (i.e. bullying).
3. Use, possession, or distribution of drugs, alcohol, tobacco products, or weapons.

School Breaks

There are several non-school day breaks, such as Winter Break, Midwinter Break and Spring Break. During these breaks, we will be providing all day care for those students currently enrolled, as long as the days are not days the entire school is closed. We will plan multiple activities, crafts and projects to keep the students engaged. In addition, we will be taking the students on field trips during these times, typically 2 field trips per week, which are an additional cost per child. Field trips will be preplanned and require a parent/guardian to sign a Field Trip Permission form prior to participating in a field trip.

School Information

Address:

23928 SE 276th St.
Maple Valley, WA 98038

Phone Number: 425-432-6340

Fax Number: 425-432-6341

Website Address: www.thecountryplayhouseacademy.com

Director's Email Address: tara@thecountryplayhouse.com

**The Country Playhouse Academy, Inc.
Parent Handbook Receipt
Acknowledgement & Liability Release**

This Parent Handbook is an important document intended to help you become acquainted with The Country Playhouse Academy, 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 Academy, Inc. Parent Handbook and Liability Release.

I have received and read a copy of The Country Playhouse Academy, 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 Academy, 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 Academy, Inc. Parent Handbook.

LIABILITY RELEASE: In consideration of The Country Playhouse Academy, Inc. (hereinafter is collectively known as "TCPA") allowing the enrolled students to participate in activities, events, field trips and childcare, I, the parent/legal guardian (hereinafter is collectively known as the "undersigned"), do hereby release, forever discharge and agree to hold harmless TCPA, 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 while involved in the daily activities and childcare at TCPA. I, the undersigned, hereby grant my permission for my child to participate fully in daily activities and childcare, including trips away from TCPA, either by TCPA transportation, or by foot. Furthermore, I, the undersigned, on behalf of my minor child, hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of participation in TCPA activities involved therein. The undersigned further hereby agrees to hold harmless and indemnify TCPA for any liability sustained by TCPA as the result of the negligent, willful or intentional acts of the enrolled child, 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.

Printed Name of Parent/Guardian

Date

Signature of Parent/Guardian