



CHILD CARE POLICY STATEMENT

of

Wray of Sunshine

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Philosophy/Mission Statement

Welcome to Wray of Sunshine. It is our mission to promote learning and continue to build relationships with the families, making a strong partnership. The most important thing we can do is educate each other about our culture and family traditions. Being intentional is the best practice and sharing informative information with fresh ideas and processes. Having a healthy, learning opportunity rich and thriving environment keeps children excited about learning. With meaningful interactions, tailored lesson planning, we make a huge impact in the lives of the young children we teach.

We are delighted to connect, build strong relationships and learn more about each other. Through intentional planning we create learning opportunities with meaningful social interactions with each other. We give children the space to demonstrate their awareness of his or her self, strengthen their self-regulation skills, how to give and take during social interactions and acknowledge the rights of others. We encourage persistence, imagination, creativity and exploration.

Our students are unique and we want each one to express themselves freely. We encourage our students to be confident and demonstrate their independence. We encourage our students to take calculated risks, seek solutions to problems and sustain challenging tasks. We build our curriculum on the interest of our students through one on one interactions with each student and providing space to express their needs, feelings and ideas.



"Mindology Fitness Kids is a fun, effective and accessible whole-body, mind and spirit fitness program created especially for children ages 3-12. The program is designed to integrate a sprinkling of original mind healing empowering techniques with a hefty dose of science-based methodology to ensure optimal mental health and wellbeing."

Dr. Troy Byer

Personal Background/Qualifications

Child care will be provided by the following individual(s) with the following qualifications:

Felicia Wray: "A certified Mindology Fitness Kids Trainer, Registered Center Director for 5 years and educator for 13 years. A single mother who raised 3 children of her own. Graduating from Bellevue College earning her ECE Associates Degree in Arts and continued her college journey earning her Bachelor's degree in ECE at North Seattle College.

Age and Number of Children Accepted

Wray of Sunshine will care for a maximum of 15 school age children. This number is based on the indoor and outdoor square footage of the child care facility as well as the number of child care providers on staff.

Wray of Sunshine provides care for children between the ages of 4-5 and 6-12 years. In order to provide quality child care services, Wray of Sunshine has established limits on the number of children in each age group.

Wray of Sunshine strictly complies with child care regulations regarding child-to-staff ratios.

Hours of Operation

Current Hours: Monday to Friday 7:30 am to 5:30 pm Saturday 8:30 am to 5 pm

Wray of Sunshine will accept children from 7:45 a.m. to 5:00 p.m., Monday through Saturday.

Note: Hours subject to change, increase as needed. Potential change in hours may include opening at 5:30 am. Extended hours after 5 p.m have additional fees.

Drop in care is available from 7:30 am to 4:00 pm, Monday through Saturday. Sundays available as needed. Early morning, late evening and weekend child care may be available with special arrangements and rates.

Fees

Child care fees are strictly based on the scheduled hours of contracted child care services. Wray of Sunshine will not adjust child care fees for late arrival, early pickup, or missed days. 2 Sessions available AM/PM \$550 per session.

Fees for Full-Time Child Care:

Full-time child care is defined to be 30 or more hours per week with a flat rate of \$1200 per month including am/pm half day. Lunch is not provided, center closed for lunch and lesson planning 12 pm - 1pm. Snacks and beverages for both Am/Pm are provided and included in this rate. Saturday is included in this rate.

Fees for Part-Time Child Care:

Child care fees for half days pre scheduled rates Monday, Tuesday, Wednesday, Thursday, Friday, \$550 per month/ 4 hours per day; Part-time child care is defined to be less than 20 hours per week. Parents may vary part-time child care hours if 48 advance notice is provided to Wray of Sunshine.

Fees for Unscheduled Child Care:

M, T, W TH, FR: Drop in care is \$16.00 per hour
Additional fee per 24 hour day of attendance: Snacks/Beverage: \$4

Saturday: Drop in care is \$18 per hour
Additional fee per 24 hour day of attendance: Snacks/Beverage: \$4

Sunday: Drop in care is \$22 per hour
Additional fee per 24 hour day of attendance: Snacks/Beverage: \$4

Past Due Payments:

Parents must pay child care fees on or before the First Day of each day of each week. Payments may be made by cash, credit card and money order. Credit cards which will be accepted are: Discover, MasterCard and Visa. If fees are not paid in full and on time,

parents must pay a \$5.00 per day late fee. If fees are not paid within 5 days of their due date, the child will not be allowed to attend the facility until all amounts due are received in full.

Returned Check Fee:

The parent must pay a \$40.00 fee for all checks returned unpaid. If a check is returned unpaid, all future payments by the parent must be made in cash.

Overtime Fees:

Wray of Sunshine will charge an overtime fee of \$.75 per minute if a child is not picked up by the scheduled time. If a child is not picked up within 15 minutes of the scheduled time, the per minute late fee will start accruing from the scheduled pickup time. This overtime fee must be paid when the parent picks up the child.

Collection Fees:

If any payment obligation is not paid when due, the parent is responsible for paying all costs of collection, including reasonable attorney fees, whether or not a lawsuit is started as part of the collection process.

Trial Period and Termination of Child Care Services

Trial Period:

The first one week of enrollment in Wray of Sunshine is considered a "trial period." Child care may be terminated by either the provider or the parent during this trial period without advance notice.

Termination of Child Care Services:

After the trial period has passed, child care may be terminated by the provider or the parent only by providing the other party with 2 weeks advance written notice. If the parent fails to provide 2 weeks advance written notice, payment for the 2 weeks or portion of such 2 weeks after such notice is still required.

Wray of Sunshine retains the right to terminate a child's enrollment without notice for the following reasons:

- A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider.

- A parent's behavior is threatening or abusive to the other children or providers at the care facility.
- Child care fees are 10 days or more delinquent.
- A child is absent for 20 Days days or more without reasonable explanation or payment from the parent.

All terminations of this type can be made effective immediately.

Upon termination of child care services, Wray of Sunshine is willing to assist with referrals. However, it is the parent's responsibility to find alternate child care.

Holidays, Vacations, Miscellaneous Closings

Wray of Sunshine will provide child care on the following federal holidays:

- Indigenous People Day
- Veterans Day
- Christmas Eve
- News Years Day
- Dr. M.L.K Day
- Presidents Day

The child care fees will not be adjusted for the holidays during which Wray of Sunshine is closed and training days. In addition, Wray of Sunshine will not provide child care on the following days:

Wray of Sunshine **Closed & Closing Early Days:**

January 1st - New Years Day

February 13th - Closed to routine services. *In Remembrance of Aaliyah*
Open to families to pray, eat and exchange conversations with us.

July 4th - Closing early at 3 pm (Have Fun Responsibility)

August 29th - Staff Training Day

September- TBD (1 day detail cleaning) for Day of Caring Volunteers

December 25th - Closed Christmas Day

December 26th - Closing early at 3 pm (Happy Kwanzaa)

The child care fees will not be reduced proportionately for the days during which Wray of Sunshine is closed.

The parent is responsible for arranging for alternate child care for closings when the provider is attending training classes and for emergency closings due to severe weather. The child care fees will not be adjusted for such closings.

The parent must provide Wray of Sunshine with 2 Months advance written notice of expected family vacations. The child care fees will be adjusted for the time period that a child does not attend because of a family vacation. If timely notice is provided, the child care fees will be reduced by 23% for the period of time that a child is on vacation with his/her family.

Program Activities

Wray of Sunshine will provide daily activities, engaging manipulatives, fun toys, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's physical, intellectual, social, and emotional development.

A child should not bring toys from home. Toy weapons, such as guns or knives, are absolutely prohibited. Wray of Sunshine is not responsible for lost or broken toys brought from home.

Wray of Sunshine will post a weekly activity chart, which will detail the activities for the upcoming week.

At various times, Wray of Sunshine may structure excursions, such as walks, bike rides, or car trips with the children. The parent must sign a general release authorizing Wray of Sunshine to engage in such activities with the child.

Snacks/Meals

Snacks/Meal times are as follows:

Mid-morning snack:	9:45 am
Mid-afternoon snack:	2:45 pm

These snacks/meals will be served by Wray of Sunshine and are included in the child care fees. Wray of Sunshine will post a weekly menu for parents to review.

Parents should inform Wray of Sunshine of their child's favorite foods. Wray of Sunshine may incorporate these foods into its menu.

Parents are not to send gum, mints, nut products or candy.

Wray of Sunshine will provide snacks for children with special dietary needs. The parent will be responsible for reimbursing Wray of Sunshine for all extra costs involved with providing and preparing the special dietary meals.

All meals provided by Wray of Sunshine will comply with the United States Department of Agriculture's nutritional guidelines.

Supplies

The parent is responsible for providing the following items to Wray of Sunshine For the benefit of the child whenever reasonably requested by Wray of Sunshine: One set of clothes, one pair of undergarments, one pair of socks, 1 reusable drinking cup, inside shoes or slippers, yoga mat and one extra mask. Yoga mats are available for purchase \$12 each. Masks are available for \$3 each.

In addition, Wray of Sunshine may request that the parent supply a specific item for the benefit of the child from time to time.

Wray of Sunshine will be responsible for providing the following items: Personal hygiene items, materials, books, games, manipulatives and art supplies.

Medical Care Information

The parent must provide Wray of Sunshine with updated medical information regarding his or her child, such as information regarding the child's medical problems, immunizations, allergies, regular medications, physical handicaps, or restrictions on the child's physical activities. Information should also be provided as to whether the child has had measles, chicken pox, mumps, whooping cough, or any other contagious disease. This information should be provided to Wray of Sunshine prior to the child's first day of care.

If a child becomes ill, Wray of Sunshine will first try to reach the parent. If the parent cannot be reached, Wray of Sunshine may contact the child's physician.

In case of a medical emergency, Wray of Sunshine will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The parent will be responsible for all costs and expenses incurred in connection with any medical care provided to the child, including the cost of transportation.

Sick Child Policy

The goal of Wray of Sunshine is to keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child will not be allowed to attend the child care facility until the symptoms are no longer present or unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the child care facility will be made in the sole discretion of the provider.

This policy applies to the following symptoms:

- a. Fever of 101 degrees F
- b. Persistent diarrhea

- c. Continuous coughing
- d. Irregular breathing
- e. Unusual rashes
- f. Vomiting
- g. Yellowish color to the eyes or skin
- h. Swallowing difficulty
- i. Persistent and/or excessive crying
- j. Discharge from eyes or ears
- k. Excessive drowsiness
- l. Lice
- m. Communicable diseases
- n. Earache
- o. Flu or Covid Symptoms

If a child exhibits any of these symptoms while present at the child care facility, the parent will be notified and must immediately remove the child. The child may be isolated from the other children at the child care facility until the parent arrives.

Wray of Sunshine will notify the parent of any contagious diseases about which the provider has knowledge that a child may have been exposed to while at the child care facility.

The parent is expected to inform Wray of Sunshine of any illness or problem of a child that might affect other children at the child care facility.

The parent is responsible to arrange for alternate care if the child is sick or is otherwise unable to attend the child care facility. Child care fees will not be adjusted for the days that a sick child does not attend the child care facility.

Wray of Sunshine will administer prescription medication to a sick child. The parent must complete a medication consent form listing the type of medication, the dosage, the time of day it should be administered, and any side effects or special instructions. All medications must be in the original container with the child's name on it.

Emergencies

Emergency telephone numbers are posted at each telephone. Emergency evacuation plans are posted at each exit. Periodically, the children will practice the evacuation plans.

In case of an emergency, Wray of Sunshine will first try to reach the parent. If the parent cannot be reached, Wray of Sunshine will then contact the child's emergency contact person(s) as listed in the Day Care Contract.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated by Wray of Sunshine with antiseptic and a bandage. Wray of Sunshine will inform the parent of the minor injury and the treatment provided.

Discipline

Wray of Sunshine will explain the rules of the child care facility to all children under its care, as appropriate. When a child understands the rules but chooses not to follow the rules, then Wray of Sunshine may discipline the child using age-appropriate techniques, which consist of the following: Time In's, defining limits, setting clear expectations, back and forth dialogue and redirecting behaviors. If necessary, Wray of Sunshine will discuss other options with the parent.

Substitute Child Care Providers

If Wray of Sunshine is temporarily unable to provide child care services due to circumstances beyond its reasonable control, Wray of Sunshine may, but has no obligation to, arrange for a substitute child care provider with qualifications similar to the provider's. Wray of Sunshine will use its best efforts to provide parents with reasonable advance notice of the need for such substitute care, the name of the substitute provider, and the hours that the substitute will provide care. The provider will provide parents with a list of substitute child care providers upon request.

Pickup of a Child

To ensure the safety of the children attending the child care facility, Wray of Sunshine has established the following procedures for the pickup of a child from its facility:

Please check in with staff members before leaving with your children or child. Check the child in and out. Please have identification when picking up for the first time or have not met the staff member previously. Please take all of your child's projects and personal items.

The parent must inform Wray of Sunshine in advance if someone other than the parent will pick up the child. If the parent has not provided Wray of Sunshine with such information, the child will not be released to the individual(s), and the parent will be notified.

Parent Participation

Communication between parents and the provider is important in maintaining high quality child care. All comments and suggestions regarding services are welcome.

Children with Special Needs

Wray of Sunshine is willing to provide care for children with special needs.

Provider qualifications include:

Felicia Wray: Associates and Bachelor's degree in Early Childhood Education with Special Education components. Worked with children with special needs for 7 years. Certified Mindology Fitness Trainer.

Future Enrollment

An advance payment of \$32 per child will hold a child care spot open. Wray of Sunshine will not hold a child care spot open unless the parent has signed the Childcare Contract, completed all required forms, provided up to date immunizations and paid the advance payment. The advance payment is nonrefundable if enrollment is canceled.

Day Care Contract

The parent must review and sign the Daycare Contract prior to the child's first day of care.

Equal Opportunity

No child will be denied care on the basis of race, color, sex, disability, age, national origin, or religion of either the parent or the child.

Confidentiality

Wray of Sunshine will keep files on each child confidential. All private information exchanged between the parent and the provider will remain confidential.

Child Abuse and Neglect

Wray of Sunshine will carry out its obligation to report all suspected cases of child abuse and/or neglect to the proper authorities.

Washington State Child Abuse Hotline: 1-866-END-HARM

Childhelp National Child Abuse Call or Text Hotline: 1-800-422-4453
childhelphotline.org

Need Help in the Us? Text GO to 741741 to reach a trained Crisis Counsel through Crisis Text Line, a global non for profit organization. Free 24/7 confidential.

Child Care Regulations

Wray of Sunshine operates in full compliance with all state and local child care regulations.

I have read the Wray of Sunshine Parent Policy Handbook. My child's/children's immunization are up to date with a C.I.S form with PASS, signed by parent and printed by doctor office or MyIR [Washington](#) | [MyIR](#)

Parent Signature: _____

Date:_____

Parent Signature: _____

Date:_____

Parent Signature: _____

Date:_____

Parent Signature: _____

Date:_____

Guardian Signature: _____

Date:_____

Foster Parent Signature: _____

Date:_____

Foster Parent Signature: _____

Date:_____