

*Dear Parents,*

*Welcome to Country Campus Learning Center. Our skilled and caring teachers are excited to provide each child with a safe and loving environment to learn essential skills for above average academic. Social, and emotional development. We realize it's important for the parents to know their child is in a safe, loving, and supportive environment. Parents have access to all areas of our center. We encourage parents to visit from time to time. We welcome any suggestions, questions or concerns. We have one special thing in common; we want the very best for your Child.*

*Yours Truly,*

*Steve Gilbert, Owner-Operator  
Country Campus Learning Center*

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# Philosophy

Our program focuses on creating excitement for learning. Research shows children gain a tremendous amount of knowledge in their first five years. Our goal is to partner with parents in helping each child develop academically, developmentally, socially, and emotionally. We encourage open communication between parents and staff.

Opportunities for growth are demonstrated through academic and play activities. This involves independent and group play, as well as personal choices supported by appropriate limits applied through interaction with adults and peers. We use positive methods of classroom management. Our program encompasses reading, writing, science, math, music, art, and dramatic play. Children are actively engaged at various centers with a hands-on approach to learning. Our age appropriate environments stimulate children to explore their world. Our educational program promotes the foundation for a lifetime of learning and prepares children with school readiness. It is our goal to provide the best possible learning experiences for your child....

Our program is offered regardless of race, color, religion, national origin, marital status, or special need of care.

## General Information

### ***Hours of Operations***

Our **Battle Ground** center is open Monday through Friday from 6:00 AM to 6:00 PM.

Our **Camas** center is open Monday through Friday from 6:00 AM to 6:00 PM

### ***Ages of Children Served***

Our **Battle Ground** center provides care for children ranging in ages from 4 weeks up to 12 years old.

Our **Camas** center provides care for children ranging in ages from 4 weeks up to 6 years old.

### ***Contact Information***

Steve Gilbert - Owner/Operator

info@countrycampus.net

Makenzie Tatum - Battle Ground Director

[m.tatum@countrycampus.net](mailto:m.tatum@countrycampus.net)

360-687-4948

Alishia Herinckx - Camas Director

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360-833-8524

### ***Non Discrimination Policy***

We do not discriminate based on race, creed, color, sex or disability

## **Enrollment & Registration Requirements**

### ***Registration***

- **Private Pay** - A **non-refundable** registration fee of \$65.00 *per* child, is due before a child is enrolled in our program. Each September there is a \$75.00 *per child* curriculum fee that will be assessed.
- **State Pay** - The state of Washington covers the \$65.00 registration fee *per* child.

### ***Enrollment Forms & Tuition***

- **Private Pay** - All enrollment forms are to be completed and returned to the director a minimum of 1 day prior to the first day of attendance. This would include all signed policies, immunizations, and the registration/tuition for the current month.
- **State Pay** - All enrollment forms are to be completed and returned to the director a minimum of 1 day prior to the first day of attendance. This includes all signed policies, immunizations, and the co-pay provided by DSHS. This would also include the award letter provided by DSHS stating the approval of care. Your site's director will contact you when the award letter is received via email by DSHS.

### ***Enrollment Hold/Summer Hold***

- **Enrollment Hold Fee** - You may reserve a spot for enrollment by paying a **non-refundable** registration fee. The spot will not be held until paid.
- **Summer Hold Fee** - If you would like to hold a spot for the summer, you may reserve a spot for enrollment by paying a **non-refundable** holding fee, equal to two full weeks tuition, before your child's last day of care. **\*This fee does not get applied toward tuition\***

### ***Contracted Schedules/Drop off Times***

You will need to provide a schedule of days and hours of attendance upon enrollment. (Form can be found in enrollment packet) **\*This is what you are billed for monthly\***

- **Days** - Our center offers a 2, 3, or 5 day program. If you need to change your schedule at any time, please submit a new contract to the director for approval two weeks *prior* to contract change. **There is a \$20 change of contract fee.**
- **Hours** - The WAC states no child is to be left in care for more than 10 hours a day. **\*State Pay families must need overtime approval from DSHS if needing time extensions.\*** If you are dropping off earlier than scheduled hours you must get approval from director **24 hours** in advance. If your hours are needing changed, please notify your director immediately. The contracted hours need to be accurate as we staff accordingly. **There will be a \$10 fee for early arrival or late pick up without 24 hour notice.**
- **Drop off Times** - Our drop off time is no later than 10:00 AM unless approved by the director **24 hours** in advance. If your child will be absent, please call by 10:00 AM and notify the director. If your child will be late due to appointments, 11:00 AM is the latest you may drop off.

### ***Sign In/Out & Access Codes***

- **Sign In/Out** - You are required to use your individual codes to sign your child in and out each day. Each parent will get their own codes, **DO NOT** give your code to others. If you forget to sign your child in or out, **there will be a \$10 fee per occurrence.** If the computer is down, please be sure to sign the sign in/out log located by the computer. Children will only be released to authorized people listed on the registration form.
- **Access Codes** - Every parent is provided with the door codes, which is changed as needed. Parents who cannot remember access code must ring the doorbell to gain entrance. This code is for enrolling parents only. **DO NOT** give this code to others, including family members who may be picking up. Any other authorized people for pick up will need to ring the doorbell to gain entrance.

### ***Drop In Care***

If you are needing additional care outside of your contracted days, you may be able to do drop in care. **This is based on availability and classroom ratio.** If you are needing drop in care, it must be approved by the director the night before or the morning of. **There will be an additional \$10 fee included with the daily tuition.** Drop in care must be paid the same day of care.

### ***Disenrollment***

A written **two week** notice is required when disenrolling at our center. If a two week notice is not given, the enrolling parent will be billed for the two weeks whether or not the child attends. Collection costs will be assessed to the enrolling parent if not paid. **State Pay** families will be responsible for notifying DHS of disenrollment, including a written two week notice, or you will be charged 2 weeks private pay.

## **Tuition and Fees**

### ***About Tuition***

Tuition is sent out on the 1st of every month and it is for that current month. Tuition is to be paid by the 3rd business day of the month. If payment is not made by the 5th business day of the month, care will be discontinued until paid. This includes any additional late fees, clock in/out fees unless prior arrangements have been made. **There will be a \$40 late fee if tuition is not paid by the 3rd business day of the month.**

**There will also be an additional \$40 late fee each month balance is not paid.**

Tuition is processed through Tuition Express in the form of automatic charge to debit/credit card or autopay. We do accept checks and money orders. **We do not accept cash.** If you bring cash, your payment will be turned away and considered late if not paid on time.

### ***Fees/Additional Charges***

- **Registration Fee/Curriculum Fee** - There is a one time registration fee of **\$65** prior to enrollment and an annual curriculum fee of **\$75** due in September
- **Returned Checks/Declined Cards** - There will be a **\$60** fee assessed to any returned checks or declined debit/credit cards.
- **Over Time Charges** - There is a charge of **\$2.00 per minute per** child for any care after 6:00 PM. This is to be paid at the time of pick up. If it is not paid, children will not be allowed to attend until the fee is paid. If a child is not picked up by 7:00 PM and the center has not been notified by the parent, Children's Protective Services will be called to pick up your child. **There will be a \$10 fee for early arrival or late pick up outside of contracted hours.**  
**State Pay** families who are in our care for more than 10 hours a day will be charged additional overtime fees.
- **Clock In/Out** - There will be a **\$10** charge *per* occurrence for not clocking child in or out.

- **Change of Contract** - There will be a **\$20** charge to change contracted schedule.

### ***Vacation Credit/Holiday Policy***

- **Vacation Credit** - Vacation days are calculated based on the number of days your child(s) attends a week. For example, if your child attends 3 days a week, you will receive 3 days of vacation credit within your first year of attendance. If you have multiple children, the number of vacation days is applied *per* child. Vacation days restart on your anniversary date of enrollment.
- **Holiday Policies** - The following holidays we will be closed and you will be billed at contracted rate; New Years Eve *\*Close at 2:00 PM\**, New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve *\*Close at 2:00 PM\**, Christmas Day. **If the holiday falls on a Saturday, we will be closed Friday. If the holiday falls on a Sunday, we will be closed Monday.**
- **Weather Closures** - We do not follow the school districts schedule of weather closures. Our weather closures are determined based on road conditions for our families and teachers. If we close due to weather, you will be notified no later than 5:00 AM of the closed day as the weather is unpredictable at times. **You will be billed at contracted rate.**

### ***Referral Program***

If you refer other families to Country Campus, you will receive a **\$50** credit applied to your tuition. **There is no limit on the number of families you refer.**

### ***Rate Increases***

Determined based on economic need with a minimum of 30 day notice.

## **Center Program**

### ***Daily Schedule***

The classroom schedules vary from class to class and needs of children in care.

### ***Education Programs***

- **Early Achievers** - Our center is apart of the Washington's Quality Rating and Improvement System. (QRIS) is Washington's States voluntary program that



helps licensed childcare centers provide high quality care by using CLASS, ITERS, and ECERS tools to evaluate environments and effect teaching.

- **Creative Curriculum** - Our center has access to a program called Teacher Strategies Gold which uses “Creative Curriculum” to provide knowledge, tools, trainings, and portfolios/curriculum that aligns with Washington State Early Learning Guidelines. (Developmental milestones)

### ***Nutrition & Meal Times***

- **Nutritional Breakfast and Lunch** need to be provided by you with a **labeled date and time if opened**. We provide the snacks. Breakfast must include one item from the following 2 categories;

1. Vegetables or Fruit
2. Grains

Lunch must include one item from the following 4 categories;

1. Vegetables
2. Fruits
3. Grain
4. Meat or Meat Alternatives

\*Please see the director for any questions/concerns\*

- **Meal Times** - Our classrooms follow a meal time schedule. If you are dropping your child off *after* 8:00 AM please have child fed as breakfast is from 7:30 AM - 8:00 AM. Lunch is from 12:00 PM - 12:30 PM, please be sure your child has a lunch upon drop off.

**If your child has a new allergen, please let the directors know immediately.**

### ***Naps***

The WAC states that any child under the age of 5 is required to be provided with a rest period. We provide nap cots for comfort. You are required to provide a crib fitted sheet and a blanket. If a child does not nap or it has been requested that they do not, then we provide quiet activities during scheduled rest periods.

### ***Dress for Success***

Children should wear washable clothes that support the full range of movement. Children may return home with paint or mess from meal times on their clothing. We do provide paint smocks and food smocks during these times. Close toed shoes and socks are strongly advised. Outdoor wear must support a child’s play in temperatures ranging from 32 to 90 degrees and in conditions including snow, frost, light rain, and wind. We do provide sunscreen during warmer weathers, however if your child has sensitive skin, please provide your own.

### ***Supplies & Personal Belongings***

**Please label everything with your child's name.** You must provide the following items;

1. Extra clothes including shirt, pants, socks, and underwear.
2. Crib fitted sheet and blanket for nap time. \*Infants are not allowed to have blankets\*
3. Diapers and wipes (3 day supply)
4. Breakfast and lunch. Formula and baby food for infants.

**Please DO NOT bring toys from home to the center. They will be kept in the office.**

### ***Pets***

There may be times throughout the year that pets will be at the center. You will be notified in writing whenever pets are introduced at the center. You will need to sign a form regarding pets before children are allowed around the animals. All pets will be OK'd safe by our executive director and licensors.

### ***Transportation & Field Trips***

Transportation to and from the center is your responsibility. Transportation will be provided to children attending the before and after school program to schools within a 5 mile radius. Transportation will also be provided to children attending planned field trips/outings. You must sign a permission slip for transportation to be provided. Car seats and boosters are provided for older children. You will be required to provide car seats for the younger children.

### ***Classroom Transitions***

Transitions happen throughout the center when a child ages out of one classroom and into another. Transitions are based on the needs of a child and their developmental milestones. A child can transition a month prior to their birthday with a signed permission slip. Transitions from each classroom will vary and you will be provided more information *prior* to the transition time. **If a child's birthday falls in the middle of a month, the new rate for their age will NOT start until the following month.**

### ***Parent Communication***

Parent-teacher-director communication is essential to effective partnership in advocacy for the child. Please allow **5 minutes** at drop off or pick up to communicate with the child's teacher about their day, needs, wants, etc. You will find ways of communication throughout our center;

1. Daily verbal exchange.
2. Written communication
3. Bulletin boards
4. Electronic communication through Kinderlime(Battle Ground) or Brightwheel(Camas)
5. Parent conferences
6. Parent and Director evenings

We have an open door policy and encourage parents to participate in classrooms. We do ask that if you are in a classroom that you are in there as a participant and not distracting the classroom schedule, functions, or teachers. If we notice that parents are causing concerns in the classrooms, they will be asked to remove themselves from that room. **We discourage teachers from babysitting privately for families outside of the center and refrain from adding on social media. We also assume no responsibility or liability for teachers outside of their scheduled work hours.**

### ***Religious & Cultural Activities***

We provided religious/cultural activities throughout our program as part of the enrichment curriculum. These activities help children to better understand the diversity of their world. We want to help create awareness in children so they better understand the complexities of various cultures and religions.

### ***Special Needs***

The early years is often times when children's special needs are identified. We understand that appropriate support can address a child's developmental learning. We will work diligently to meet the individual needs of the child within the established WAC childcare ratios and our program functions. In the event that a child's needs determine an alternative learning environment, then we will work compassionately with the families to ensure a smooth transition.

### ***Birthdays & Holidays***

As a center we encourage children to celebrate birthdays and holidays with us. Please discuss the celebration with your child's teacher and director *prior* to the celebration. Celebration activities can include; a craft, goodies to share, or invitations to a celebration outside of the center. **Many of our children have allergies so if you are bringing goodies, they must be store bought ONLY.**

# Health & Safety

## ***Child Abuse & Neglect***

All center staff are mandated reports. If child abuse or neglect is suspected, it must be reported by the employee to Child Protective Services. **Our staff will NOT notify you if this action takes place.**

## ***Keep Me Home If***

All children must be able to engage in daily activities of the program to attend. Parents must comply with our health policies in order to keep all children well at the center. The health of all children is priority over the inconvenience of removing one ill child until well.

1. **Handwashing** - This is the #1 prevention practice. Please wash your child's hands upon entering their classroom. Teachers will ensure handwashing is done at appropriate times throughout the day.
2. **Symptoms** - A fever of 100.0 or higher. We understand that children may have a fever due to teething, this is OK unless another symptom occurs with the fever such as;
  - a. **Nasal Discharge** - A clogged or runny nose with green/yellow mucus. The only exception is if a child was seen by a pediatrician and has a doctor's note.
  - b. **Conjunctivitis** - Also known as pink eye, this is highly contagious. Symptoms include itchy or watery eyes and discharge. The child may not return until symptom free or seen by a pediatrician with a doctor's note.
  - c. **Lice** - The child must be louse and nit free to return to care.
  - d. **Diarrhea and Vomiting** - A child who has had 3 or more loose stools will be sent home. A child who has had 2 or more vomits will be sent home. We understand that children may have diarrhea due to teething and/or breastfeeding, this is OK unless other symptoms are present.
  - e. **Unexplained Skin Conditions/Rash** - Children will be sent home for any patterns of small bumps, blisters, or blotches. Child may not return until symptom free or seen by a pediatrician with a doctor's note.

**All children may not return to care unless they are symptom free for 24 hours WITHOUT medicine or seen by a pediatrician and has a doctor's note.**

### ***Medications***

You are required to give written consent *prior* to a child receiving medication. This includes anything that goes in or on the body. Medications must be in original container and labeled with the child's full name, Rx date, and legible instructions for administration. Medication must be signed and tracked on the medication logs provided by the director. All medication will be kept in a locked box in the director's office unless it needs to be refrigerated then it is kept in a locked box in the assigned fridge.

### ***Toilet Trainings***

Toilet training is initiated with your consent and when a child shows signs of readiness. A daily training schedule is used along with positive reinforcement. **Food is not allowed as a reinforcer.** For health reasons, all children who are not potty trained must wear diapers or pull ups while at the center. The child may wear underwear when fully potty trained and has not had any accidents for two weeks. (This includes nap time). We understand children will have accidents from time to time, so a change of extra clothes is required as stated in *Supplies and Personal Belongings*.

### ***Medical Emergencies***

In a life threatening emergency, a staff member will conduct necessary CPR and First-Aid. 911 emergency services will be called. If you cannot be reached, emergency contacts on the registration form will be contacted. All major and minor emergencies are documented on an incident report to be signed by you. You may request copies of incident reports.

### ***Disaster Preparedness***

We conduct monthly and quarterly drills and record as required by state law. These drills include; fire, earthquake, flooding, power outage, bomb threats, gas leaks, storms, lock down drills, and building and site evacuations. Each classroom has evacuations routes posted near emergency exits.

## **Behavior Guidance & Discipline Policy**

### ***Behavior Guidance & Behavior Plans***

Our priority is to provide a safe and secure environment for all children and staff. There are established guidelines and expectations for appropriate behavior. We will use positive methods of behavior guidance in classrooms such as;

1. Modeling
2. Coaching
3. Prevention
4. Redirection.

Children will understand there are consequences for misbehavior that differ from physical punishment. **Parents are advised to refrain from physical punishment while at the center.** In the event that behaviors are becoming worse or increasing, a behavior plan will be set in place. Our directors will partner with parents to discuss effective guidance to decrease current behaviors. We reserve the right to discontinue or refuse services to children who continue to not follow the classroom rules as we will not allow children to bring harm to themselves or others.

### ***Biting Policy***

Biting is a normal part of childhood. Children bite for a variety of reasons such as teething or exploring a new toy/object. As they learn about cause and effect, they might also bite a person to see the reaction. They may also bite as a way to express their emotions or gain attention. If your child is biting at home please notify the director so they can create a prevention plan. If your child is biting in the center, we will follow the same procedure for all incidents which is as follows;

1. We will gently tap their mouth to let them know we do not bite our friends.
2. We will show them the other child's new "owie".
3. We will provide teething toys.
4. We will redirect them to another activity.

If the biting continues past 2 days, then parents and directors will partner to create a behavior plan or more effective ways to discontinue this behavior.

## **Teachers & Requirements**

### ***Teachers***

All teachers who are employed at Country Campus are required by state law to have the following;

1. Background check through Department of Early Learning (MERIT)
2. Recent Tuberculosis test
3. Food Handlers Permit
4. Bloodborne Pathogens and HIV/Aids training
5. First-Aid and CPR training
6. 30 hours of basic child care training

Once a teacher is cleared with the above requirements, they are set for 2 weeks of training until the directors OK's them to act as a lead teacher in a classroom. All teachers are required by state law to have 30 hours of basic child care training in their first 6 months of employment. Each year after they are required to complete 10 annual years of child care training. In the next few years all teachers will be required to have their initial certificate in Early Childhood Education.

***Parents who are Employed.***

Our center has parents who are employed and their children attend. Our policies follow that if a parent has their children enrolled in our program, they are not allowed to act as the lead teacher for that classroom to prevent favoritism or distractions from their teacher role.

I, \_\_\_\_\_ have read the above 2019 parent handbook. I understand and will abide by all policies listed above. I understand that if I have any questions or concerns about certain policies I can talk to the director.

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date