




## Childcare Center


A Ministry of **Spanaway Lutheran Church**

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 BASE Program – Spanaway Lutheran Church

# Parent Handbook



Welcome to the BASE Childcare Center, a ministry of Spanaway Lutheran Church. The BASE Childcare Center is a Christian based childcare program

The program provides the best care possible in a positive, safe, and Christian environment.

Respecting the uniqueness of each child, the program offers enrichment for mind, body, and spirit.

The program is conducted by trained childcare professionals, who are loving and caring.

We are licensed by the Washington Department of Early Learning (DEL) to provide care for children Kindergarten through 5<sup>th</sup> grade. We are accountable to the Washington Administrative Code (WAC) for licensed childcare facilities.

The center meets the state's required ratios of 1:15 staff to school-age children at all times. All lead professional staff have a minimum of 30 hours of basic MERIT training in early childhood and 10 hours of continuing early childhood training annually.

BASE Childcare Center has an "Open Door" policy. You are welcome to observe or drop-in anytime without notice. We encourage you to do so and always appreciate suggestions on how to continue to improve and grow our facility.



## **Enrollment**

We offer space at the center according to a family's position on the waiting list. Once a family is accepted, they will receive a registration packet. This must be completed before a child can be at the BASE Childcare Center without a parent/guardian present. All information must remain current to warrant expedient handling in case of emergency. It is the responsibility of the parent/guardian to promptly update/revise any pertinent information in the child's record. Please see staff if changes need to be made. Before a child is enrolled in BASE, the following must be received by the director:

- Completed application
- Health History
- Up-to-date Immunization Record
- Emergency Authorization
- Payment Agreement
- Registration Fee
- Earthquake Emergency Form
- About Your Child and You form
- Signed Discipline Policy
- Dates of last physical and dental examinations
- Consent for School Transportation form
- Emergency form

Each child's file must be updated every fall. It is essential that parents/guardians provide information about their children with special needs.

The first two weeks of enrollment will be considered probationary for everyone; care may be terminated at any time during this period. This is to ensure that BASE can meet the child's needs and being at our center will be a good fit for everyone involved. After the probationary period, termination of care requires a two-week notice. In the event a child needs a different childcare setting, we will be more than willing to help with referrals.

### Court Orders Affecting Enrolled Children

In cases where an enrolled child is the subject of a court order (for example, a Custody Order, Restraining Order or Protection from Abuse Order) BASE must be provided promptly with a certified copy of the order and all amendments thereto.

In the absence of a court order on file at the center, both parents/guardians shall be afforded equal access to their child as provided by law. BASE cannot, without a court order, limit the access of one parent/guardian requested by the other parent/guardian, regardless of the reason. If a situation presents itself, where one parent/guardian does not want the other parent/guardian to have access to their child, BASE suggests that the parent/guardian keeps the child with them until a court order is issued. If conflicting court orders are presented, the most recently dated court order will be followed. BASE is obligated to follow court orders and will report any violations of these orders to the court.

### **Non-Discrimination Statement**

The BASE Childcare Center will provide childcare to any child regardless of race, sex, national origin, religion, physical, mental, or sensory disability. The Center provides a culturally relevant, anti-bias program. A balanced, cultural program is important for all children. We support each child's sense of self and family and teach them to accept and appreciate differences and similarities between people. We strive to help them better understand the ways of others and their community around the world.

### **Areas Served, Hours of Operation and Holiday Closures**

The following elementary schools are served in the Bethel School District:

Camas Prairie	Elk Plain
Evergreen	Naches Trail
Spanaway	Thompson
J. Johnson	

The BASE Childcare Center is open Monday through Friday from 6:00am to 6:00pm. If parents/guardians pick up their child after 6:00pm, late charges will apply, due at time of service. Late fees will be charged at \$3 per minute past 6:00pm by our clock. This fee is payable upon arrival to the center, to the staff in charge. Picking up continuously late may be cause for termination of care.

The Center will be closed with notice on the following days:

- New Year's Day
- July 4<sup>th</sup>
- Last 3 business days before the start of the new school year
- Memorial Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

We reserve the right to close in observance of any holiday. To be posted.

It may be necessary to close during snowstorms and power/water outages. We cannot operate without water or power due to WA State WAC codes. Parents/guardians will be contacted to pick up their child if this occurs. We reserve the right to close at any time deemed necessary. We will notify parents/guardians with a two-week written notice when possible. Fees are assessed, regardless of closures.

## **General Daily Schedule**

6:00 am – 7:30 am	Breakfast is served
6:00 am – 7:30 am	Free play and activities (painting, drawing, etc.)
7:30 am – 8:00 am	Group time (outside or indoor games)
8:00 am – 9:00 am	Departure for school
9:00 am – 2:30 pm	-School time- (no children at BASE)
2:30 pm – 3:45 pm	Arrival of children, afternoon snack is served
3:45 pm – 4:30 pm	Outdoor activities, group activities
4:30 pm – 6:00 pm	Free play, Homework Hall open

## **Fees, Charges and Billing**

A one-time non-refundable registration fee is due at the time of registration. We accept checks, cash, and money orders only. Parents/guardians shall make their checks and/or money orders payable to BASE and note their child's name in the memo. They may deposit their payment into our payment box, located on the shelf under the science lab.

Tuition fees are payable in advance and due the first and sixteenth day of each month. More than three days late will be considered past due, and a late fee may be added. The billing statements for the upcoming two weeks will be placed in the family's mailbox at the Center. During any tuition schedule changes the monthly tuition fee will be pro-rated to the daily rate.

If payment is two weeks overdue, notice will be given to the parent/guardian to provide a written and signed statement with a payment plan for delinquent monies. We will send outstanding balances to our collection agency if the parent/guardian fails to follow the agreed upon payment plan. The child may also forfeit their place in the program.

Parents/Guardians are responsible for working out payment arrangements with estranged spouses, relatives and/or other entities. They will be charged for each day the child is scheduled at the Center.

BASE's most recent fee schedule is available upon request.

Note: *BASE Childcare Center is a not-for-profit ministry of Spanaway Lutheran Church. Staffing and other expenses are based on enrolled children and directed by state law and followed to provide safety for our students. The nature of a not-for-profit organization is to work with rather slim financial margins and is relying on prompt and full tuition payments in order to remain successful.*

## **Arrival and Departure**

Parents/guardians are required to walk their child into the Center and sign each of their children in and out on the appropriate sheet with full complete signature and the time upon entering and leaving the Center. This is a requirement of the WA State WAC codes. If the sheet is not filled out correctly, WA State Department of Social and Health Services will fine us in the amount of the daily tuition fee for each offense. Fines for infractions will be passed onto the parents/guardians of the child.

*Note: A child cannot remain in our Center if they are not properly signed in by the parent/guardian.*

Children must arrive to the Center ready for the day. We ask parents/guardians to not allow their child to enter or exit the Center alone! Only adults are to open/close our Center doors.

If a person other than the parent/guardian is to pick up a child, we must have written permission from the parent/guardian, and they must be at least 18 years of age and be on the authorization form. This person must have picture ID with them when they pick the child up. We will not allow a child to leave with an unauthorized person. BASE's responsibility for a child ends when the parent/guardian and the child exit through the Center doors. We ask the parent/guardian to hold them or their hand to ensure safety to the vehicle.

The Center reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein.

The Center will not release a child if a staff member suspects the person picking up is under the influence of drugs and/or alcohol. Another authorized person will be called to pick up the child. The safety and well-being of the children in our care is of primary importance. We will not release any child to the adult until the child's safety is assured.

## **Parking Lot**

Everyone is required to drive no more than 5 miles/hr. in and out of our parking lot. Vehicles are not to enter through our exit – the upper parking lot is a one-way street and must be regarded as such. Parents/guardians must always have a hold of their child arriving and departing our facility. Children are not permitted to wander/run through the parking lot or to enter the Center without a parent. Vehicles shall never be left running/unattended/unlocked when picking up a child. We are not responsible for any loss or damages to vehicles. Parking is allowed in the designated parking spaces only. The circle is needed to maneuver around the parking lot. Speeding, reckless driving and neglecting a child's safety in the parking lot will be cause for termination of care. We thrive to keep all children and families safe while on our premises. **Please drive slowly, watch for children and church patrons, and tend to yours in the parking lot.**

## **Absence**

Parents/guardians must notify the center by 2:00pm if they are going to pick up their child early from school and/or if they are not returning to BASE. Our pickup team won't leave the schools unless all children are accounted for and a parent's/guardian's failure to notify us, results in unnecessary worry and loss of valuable center time. After three calls to parents/guardians to inquire about their child's whereabouts, we will issue a warning that termination of their childcare will occur after one more unexcused absence.

### Schedule Changes

It is the parent's/guardian's responsibility to notify the Center of any schedule changes a child may have. This may include but is not limited to school activities or medical appointments.

## **Withdrawal**

Our center requires a two-week notice prior to a child's withdrawal. Remaining balances must be paid on or before the child's last day of attendance. Payment arrangements must be requested, and unpaid balances will be turned over to collections after 90 days without payment. Any child not in attendance for two weeks without prior notice of absence will be automatically withdrawn from the center's enrollment.

## **Reporting of Death, Injury, Epidemic, or Child Abuse**

The Center shall report immediately:

- A death, serious injury requiring medical treatment, or illness requiring hospitalization of a child in care. We will notify by phone or in writing to the parent/guardian, licenser, and child's social worker.
- An occurrence when the licensee or staff has reason to suspect or observes physical, sexual, or emotional child abuse, child neglect, or child exploitation. As required by law, we contact Child Protective Services or Local Law Enforcement.
- An occurrence of food poisoning or communicable disease. As required by the state board of health, we call the local public health department.

### Child Protective Services

WAC 388-150-480 states we must report suspected child abuse, neglect, or exploitation to child protective services. When any licensed or certified childcare provider has reasonable cause to believe that a child has suffered abuse or neglect, he/she is mandated to report such incident or cause a report to be made to the proper law enforcement agency or to the department.

### **Inclement Weather Policy**

The BASE Childcare Center follows the Bethel School District procedures.

If Bethel School District is closed, BASE may be closed. We do our best to remain open with limited staff as a courtesy for essential personnel who must report to work. This cannot be guaranteed. We ask parents/guardians to call to confirm the scenario.

If Bethel School District is running 2 hours late, BASE will still open at regular time.

There are no deductions in tuition when the Center must close due to inclement weather condition.

Updates will be posted on our BASE Facebook page and on our answering machine.

**Please listen to your TV and/or radio stations for all school district updates.**

### **Fire and other Emergencies**

The Center conducts frequent fire and emergency evacuation drills. During the drill parents/guardians may not sign children in or out of the Center. Parents/guardians must wait until the drill is complete and all children have returned to the building and are accounted for. If circumstances require to sign a child in or out of the center during a drill, we ask for the utmost patience as we make the child's safety our priority.

Parents/guardians may wait with the child's class in the designated safe zone outside of the building until the drill is completed.

In the event of a real fire and/or emergency the director will inform the teaching staff that the Center will be closing. All parents/guardians or emergency contacts will be notified by telephone and must pick up the child within one hour of the phone call. It is important for parents/guardians and staff to work together, remain calm and cooperate with the fire/emergency personnel and Center administration during these critical situations. We cannot release any children until all children and staff are accounted for and staff has received permission from the director.

BASE has a disaster plan. The plans are located in every classroom. Every classroom has emergency back packs with supplies.

### **Alternate Safe Location**

Should the administration of the Center or any emergency services personnel determine the building which houses the Center be too dangerous to be occupied, the staff and children will be relocated to **Thompson Elementary School at 303- 159<sup>th</sup> Street East**. Once the children are assembled there, staff will begin contacting parents/guardians or emergency contacts.

## **Meals and Snacks**

Nutritious menus for breakfast, lunch and snacks are posted weekly. If a child brings their own meal/snack, we ask parents/guardians to label the child's lunchbox. We do not heat microwavable meals. If a child has food allergies, parents/guardians shall notify the Center office. Arrangements to provide a snack for a special event can be made with the child's teacher.

## **Transportation**

### School Transportation

Children attending the Center during the school year will be transported to and from schools by Center van/bus on the days they are enrolled in the Center. All children must have a current "Consent for School Transportation" Form on file. All Center drivers are covered under the Center's insurance policy and have completed specialized driver's training.

All children riding in Center vehicles must follow our vehicle rules:

- Use appropriate car booster seats
- Use seat belts at all times
- Sit facing forward
- Talk quietly with those nearby

In case the atmosphere in the vehicle becomes too noisy or unsafe, the driver will pull over until safe to proceed, calling the office for support if necessary.

Children who choose not to follow the rules will be removed from the vehicle for at least one day until their behavior is suitable for safe transportation. In this situation parents/guardians will be responsible for school transportation.

### Field Trips

Field trips may be planned for scheduled half days or in-service days. A permission slip must be signed by a parent/guardian if the child is to attend. When on an off-site activity the staff and drivers must have available the Consent Form, Health and Pickup Form, permission to administer medication (if applicable), any medication required for the children and a First Aid Kit. When transporting children, BASE staff and drivers follow all WA State Child Care Center regulations, other applicable laws, and WAC codes.

Attendance is taken each time in and out of the vehicle. No child is left in the vehicle unattended. Staff-to-child ratio is maintained.

Field trip admission costs will be added to the tuition fees. Transportation will be provided by BASE free of charge during the school year. Different fees for our summer program will apply.

## **Health Policies**

All health-related Center forms must be filled out and signed at time of enrollment. All health records must remain up to date. We ask parents/guardians to report any medical changes at once.

We cannot accept any child for care under the following conditions:

- Has a temperature of 100 degrees or higher and/or chills
- Has vomited within 24 hours
- Has had diarrhea within the last 24 hours
- Has contagious or communicable disease
- Has lice or nits
- Has persistent cough
- Has watery inflamed eyes
- Has acute skin rash
- Has earache
- Has sore throat and/or enlarged glands

Children who become ill after arrival at the Center will be moved away from the other children. The parent/guardian will be contacted and will need to make arrangements for the child to be picked up within 1 hour from the time contact has been made. The child must be fever and medication free for 24 hours before returning to the center.

BASE Childcare Center adheres to the WA State Guidelines WAC and WA State Health Department. **All BASE staff is trained and certified in First Aid and CPR, food handling, and procedures for preventing the spread of blood borne pathogens.**

BASE staff is encouraged to stay home when they are ill.

### Smoke Free Policy

This is a non-smoking facility. Smoking is prohibited inside the building and within 50 feet outside the center.

### Pesticide Policy

Pesticides are not used on the premises, and should an exception occur, you will be notified as soon as we are aware.

## **Immunizations**

All children enrolled must be fully immunized or have a personal/religious exemption by a parent/guardian on file. In the event of a vaccine-preventable disease outbreak for which a child is exempt, the child will be excluded from attendance in our Center for the duration of the outbreak. There is no refund in the event of exclusion due to an outbreak.

### **Accidents/Emergencies**

In case of an emergency, the staff will administer necessary first aid, and then call 911. Staff will call the parent/guardian or emergency contacts if parent/guardian cannot be reached.

For emergency hospitalization we use **St. Clare Hospital, 11315 Bridgeport Way SW, Lakewood, WA, 253-985-1711.**

### **Contagious Diseases**

Parents/guardians must notify the Center if their child has a contagious disease. The BASE Childcare Center agrees to post a notice at once if there is any exposure to contagious diseases in the Center and to notify parents/guardians at once if a child becomes ill. Any open and/or oozing sores must be covered at all times. If the child cannot keep the wounds covered, he/she cannot stay in care.

### **Medication**

Medication prescribed by physicians will only be dispensed as prescription label or as authorized by a physician. Medication must be stored in original container. The container must include the patient's name and date of purchase. Non-prescription medication may be dispersed with a signed permission slip from the parent/guardian, following dosage, duration and method of administration specified on the manufacturer's label. Parents/guardians shall provide disposable devices for oral or liquid medication. Expired and/or finished medications will be given back to the parent/guardian or disposed of at the Rite Aid pharmacy.

If a child is on continuing medications and does not take their medication for any reason, it is vital that the staff is notified. If the child's behavior becomes unmanageable as a result, we will call a parent/guardian for immediate pick-up.

If parents/guardians wish for sunscreen to be applied to their child while in our care, we have to make the parent/guardian aware that sunscreen is treated as a non-prescription medication and requires a permission slip.

### **Documentation**

All injuries, illnesses, and incidents are recorded on our Incident Report Form. We will send one copy home with parent/guardian and keep one in the child's file. If an injury is visible or the child is upset, we call the parent/guardian and speak with them directly. All files are confidential.

## **Behavior Management and Consequences**

Positive child guidance management methods are used in the Center. Children are entitled to a pleasant and harmonious environment. It is the Center's goal to provide a safe environment while continuing to support the growth and development of the children.

### **Chronically Disruptive Behavior**

Chronically disruptive behavior is defined as a verbal and/or physical activity which include but is not limited to such behavior that requires constant attention from staff, inflicts physical or emotional harm on other children, abuses the staff, ignores, or disobeys the Center's behavior rules.

Behavior written up on an incident report will also be discussed with parents/guardians. After three incident reports the child will be suspended for one day and placed on probation. If the child still cannot adjust to the rules of our Center during this time and is written up, they will be discharged. If a child has continuous serious discipline/behavioral problems, we reserve the right to terminate our contract with as much notice as possible while guaranteeing the comfort and safety of all children and staff. If the severity of a problem is great enough that it could endanger the safety of the child, other children, or staff, discharge will be effective immediately.

If a child is suspended from public school for any reason, they will not be allowed to attend BASE until reinstatement to school occurs.

## **Adult Conduct**

It is important that everyone in our center feels safe and protected. Everyone will be treated with respect, kindness, and consideration. BASE will not tolerate any parent, guardian, or person to be hostile, aggressive or use profanity in any classroom or on any part of our property (towards their child, any of our staff or other parents and/or children).

### **Please NEVER...**

- use or threaten any form of corporal punishment at the center or anywhere on the property.
- smoke at the center or anywhere on the property.
- come to the center under the influence of alcohol and/or drugs.

### **Please ALWAYS...**

- speak in a friendly, calm voice.
- be respectful when speaking with children, staff and/or other patrons at the center.
- supervise your child from the car to the center and from the center to the car.
- inform a teacher and allow the staff to intervene if you see a child other than your own being hurtful or unsafe.

We're glad you have entrusted your child to our care. We hope you and your family will benefit from our program. Your questions, concerns and suggestions are welcome. Please feel free to call anytime (253-539-2273).

