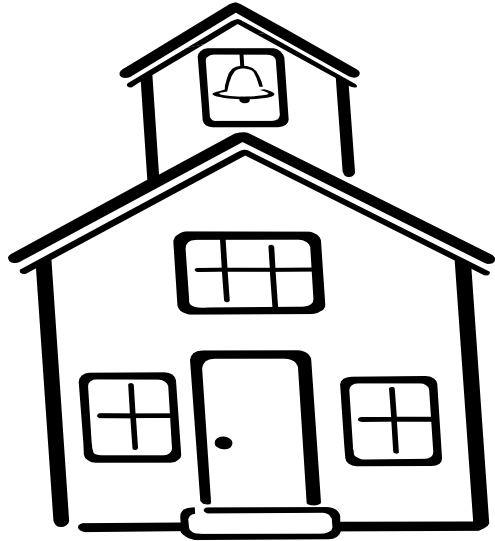


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Parent Handbook
WST Child Development
Center
101 national Ave North
Bremerton WA 98312
360-473-0550

Director of Child Development
Center
Lynda Griffin
Director of West Sound Technical
Skills Center
Kathrin Carr

MISSION STATEMENT

Our mission is to provide a high quality, development appropriate and culturally sensitive program for children in a safe environment.

PHILOSOPHY STATEMENT

Footsteps to the Future, is a child-centered program dedicated to the nurturing and development of the “whole child”. It is our belief that in order to provide the best possible learning environment for children, we need to be cognizant of the following:

- Children need many sensory, concrete, hands on learning experiences
- Different children have different learning styles, rates of learning, and developmental levels.
- The classroom should be designed to nurture curiosity, exploration, and investigation.
- Children need time for independent activity as well as cooperative effort.
- The curriculum should evolve from the interests and needs of the children enrolled in the program.
- Activities should address the development of the whole child, including physical, intellectual, social, emotional, and moral development.
- The classroom and teacher-child interactions should encourage problem solving and creativity.
- Children learn best when allowed to explore and arrive at answers and understand concepts through their own process of thinking. Trial and error is an acceptable means of trying to make sense of the world.
- A strong relationship between our staff and the parents is desirable and in fact, necessary in order to enhance the overall development of the young child.

We believe a child’s self-esteem is very precious and because of that, we actively recruit staff and student assistants who genuinely like and respect children and who delight in the milestones of development that take place in the early years of life.

PROGRAM GOALS

Following are the basic skills, concepts, and attitudes we strive to develop and encourage in children:

- Gain high self-esteem and a positive attitude.
- Learn self-help skills that lead to independence, responsibility, and good decision-making.
- Develop positive social skills, such as cooperation, sharing and problems solving.
- Develop gross and fine motor skills
- Develop beginning literacy skills using the Pre-K open Court Reading Program
- Improve communications skills, including listening, speaking, reading and writing.
- Develop curiosity about the world and improve creative thinking and playing abilities.
- Gain respect, acceptance, and understanding of the rights and feelings of others.

DISCIPLINE POLICY

Our goal for discipline is to educate and redirect children. Our positive discipline approach involves having reasonable expectations for children's behavior, being very clear about how we want children to behave, taking positive steps to encourage good behavior and prevent misbehavior, and react to misbehavior in appropriate ways.

The strategies we use involve indirect and direct guidance techniques:

Indirect Techniques:

- We give children warnings in order to prepare them for transitions. IE: "You have 3 more minutes before its time to put away your toys for snack."
- We provide children with choices to enhance their decision-making abilities.
- We provide a regular routine for the children. Consistency is crucial for developing trust and a sense of safety.

Direct Guidance:

- Positive statements are used to encourage self-esteem.
- We get the children's attention by crouching down to their eye level, making eye contact, and speaking quietly.
- Fairness is extremely important and we routinely try to reevaluate classroom rules to determine if they are appropriate expectations for the group being served.

If a child is unable to demonstrate self-control, a brief time-out is encouraged to give the child the opportunity to "get it together"! Sometimes simply giving the child the opportunity for quiet time to work through the problem is enough to get them prepared to re-join the group. Role modeling is also an effective tool in teaching children self-control and problem solving techniques.

In the event that normal methods are not enough to rectify undesirable behavior, a parent-teacher meeting will be arranged to discuss possible solutions. A follow-up meeting may be scheduled at a later date.

The Footsteps to the Future Child Development Center firmly adheres to state law regarding corporal punishment. We forbid the use of corporal punishment in our program. Corporal punishment includes but is not limited to striking, kicking, hitting, biting or poking, jerking, shaking slapping, or other means of inflicting physical pain or causing bodily harm on a child. We forbid the use of physical restraint methods, which may be injurious to the child. We forbid the use of mechanical restraint for disciplinary purposes, such as locked time out rooms or closets or the withholding of food as punishment. Children will be treated respectfully and under no circumstances will they ever be shamed, ridiculed, humiliated or treated in a manner, which might lead to loss of self-esteem.



FEE AND PAYMENT PLAN

At the time of registration, you will be asked to pay a registration fee of \$25.00. Monthly payments will be calculated by the # of days Bremerton School district is in session:

AGE GROUP	DAILY RATE
Infant	\$30.00
Toddler	\$27.00
Preschool	\$24.00

In addition, we do offer a 10% deduction for the second child.

Payments for services rendered can be set up at the parent's convenience on a weekly basis, bi-weekly basis, or monthly basis. Parents must decide at the time of enrollment, which would work out best for them. There will be a \$5.00 late charge for payments made after the scheduled date of payment. Payments are due on Monday. An additional \$5.00 late charge for payments made after the scheduled date of payment. Payments are due on Mondays. An additional \$5.00 fee will be charged for each week payment is not made. Two weeks of delinquent payments will result in termination from our program. Additional fees maybe requested for special activities.

All payments are to be made to the Child Care office at Foot Step to the Future. Fees will be reduced during the time the Center is closed for Winter and Spring Breaks. Fees will not be reduced for vacation days, sick days or other occurrences of absence. Please notify the Center if your child is to be out for any reason. (Phone: (360) 473-0558)

Parents are required to give two weeks notice of their intention to terminate childcare. Notice is to be in writing and given to the director. In the event it becomes necessary to release your child from our Center, we will try to give as much notice as possible and attempt to locate alternate childcare for your child.

Footsteps to the Future Child Development Center hours are 7:00am to 5:30pm. A \$1.00 per minute late fee will be charged parents who are late in picking up their child. Payment is due at the time of pick up.

ENROLLMENT

Enrollment to Footsteps to the Future Child Development Center is granted without discrimination in regard to sex, race, color, religion, or political belief. We provide care for children ages 1 month to 5 years of age. We also offer hands-on training to students attending the Early Childhood Education Assistant program at the Skills Center. These students assist in the childcare center and make it possible for each child to receive more individualized attention than is possible to receive at most other childcare centers. Children attend our Center full-time, part-time children will be accepted when it is possible to do so, on a case-by-case basis. No drop-in children will be accepted.

The following forms must be completed and returned before a child can be left in our care:

- Registration Form
- Record of immunizations
- Field Trip Permission Form
- Health History
- Consent for Emergency Care
- Statement of Agreement

All information must be kept current. Please inform us whenever changes occur so we can update your child's record.

A non-refundable \$25 registration fee will be charged at the time of registration.

Preschool Daily Schedule

We are open based on the West Sound Tech Calendar, including teacher workdays. We will be closed during winter break, spring break, summer break, and Federal holidays. Our hours are 7:00am to 5:30 pm – Monday through Friday.

7:00 am – 8:30 am	Children arrival/ greeted by staff
8:30 am – 9:00 am	Centers open Choice
9:00 am – 9:15 am	Group Activity
9:15 am – 9:30 am	Circle Time
9:30 am – 10:00 am	Snack Time
10:00 am – 11:00 am	Outside Play Time
11:00 am – 11:30 am	Centers Open Choice
11:30 am – 12:00 pm	Lunch Time
12:00 pm – 12:15 pm	Puzzles/Books
12:15 pm – 12:30 pm	Circle Time
12:30 pm – 12:45 pm	Story Time
12:45 pm – 3:00 pm	Nap Time
3:00 pm – 3:30 pm	Table Activities/Circle Time
3:30 pm – 4:00 pm	Snack Time
4:00 pm – 5:30 pm	Outside Play Time, Centers, Table Activities Pickup

The toddler schedule will follow relatively the same schedule as the preschool program except it will be more tailored to the individual schedule of your child. The infant schedule is based on specific needs of each infant.

MEALS AND SNACKS

Meals are to be provided by parents. Please provide nutritious lunches as we are required to monitor lunches and ensure they meet USDA requirements. We do not force children to eat what they do not want to eat, nor do we allow them to eat foods filled with empty calories. Such foods are best consumed elsewhere. We believe that when given healthy choices your child will form good eating habits. No cookies, cakes, puddings, chocolate milk, etc. will be served except for a birthday or holiday treat. **If you fail to provide the proper food items, we will supplement. A fee will be charged for this service.**

The Washington State Minimum Licensing Requirements requires the following:

Lunch or Dinner

*A dairy product; a protein food (lean meat, fish, poultry, eggs, legumes, nut butters, or cheese); bread or bread alternative, whole grain or enriched; and fruit or vegetable, two total servings.

*Children under 23 months of age must be on a whole milk product.

All lunch items must have your child's name on them and be placed in the refrigerator if the items brought can spoil. The following are foods known to cause choking in children under the age of three years. Please avoid bringing them.

Hot dogs Popcorn Nuts Whole grapes Hard Candy

Birthday / Holiday Treats

You are welcome to bring a special treat to celebrate your child's birthday, however it must be prepackaged. We can not serve treats made at home.

We will warm up cooked foods in the microwave but will not cook frozen foods or uncooked foods. We serve snacks twice a day. The snacks we provide are USDA approved.

Please note: Cut up fruits and veggies into thin slices, do not cut them in rounds, for toddlers.

Allergies

If a child has a food allergy or special menu requirements due to a health condition, you must:

1. Receive written directions from the child's health care provider and parent to provide nutritional supplements (such as iron), a medically modified diet (such as a diabetic or an allergy diet.) For allergy diets, the parent and child's health care provider must identify the foods the child is allergic to.
2. We will post each child's food allergies in locations where food is prepared and served.
3. Please specify an alternative food with comparable nutritive value
4. Each staff person will be notified of the allergies and reactions. *NOTE: You can require parents to supply food for supplements and special diets.*

CARE OF INFANTS AND TODDLERS

We make every effort to care for your child as you would care for your child in your home. We provide a loving, nurturing, and stimulating atmosphere which will encourage security in your young child. We ask your cooperation in the following ways:

Feeding

All bottles must contain either premixed formula or whole milk and must be filled from home. In order to prevent growth of bacteria in the bottles, we ask you to provide separated bottles for each feeding. No glass bottles, Please. All food items including bottles must be labeled with your child's Names and the date prepared.

Between four and ten months of age, you will want to begin to introduce semi-solid foods. Please check with your child's doctor for a suggested approach in how to do this. We will be happy to help you with understanding how to introduce foods to your baby.

Diapering

If your child uses diapers, you will need to provide one diaper for each Hour your child is in our care. We accept only disposable diapers. Please bring in baby wipes (or a substitute if your child is sensitive to them) And at least two changes of clothing. Please be sure all items are labeled with your child's name.

Toilet Training

We do help with toilet training. When you feel your child is ready for Toilet training, please discuss it with your child's teacher. When to begin Toilet training is determined by readiness and must be mutually agreed upon by both parent and staff.

Sign In and Out

When you bring your child into the Center, we ask you to first check your Child's diaper or take your child to the toilet. Next, we ask that you put Away all refrigerated items, making sure you have put names on all items. Be certain to sign your child into the Center and fill out the information sheets. Name tags with your child's birth date will be placed on your child's Back. This takes a little bit of time so be certain to allow yourself enough time each morning.

MEDICATION POLICIES

Medication may be administered to your child while at child care under the following circumstances:

PRESCRIPTION MEDICATION

Medication must be in the original container with the child's name, physician's name, expiration date, and dosage amounts with instructions clearly marked on the label. It often helps to ask the pharmacist to divide the prescription into two bottles for you when you have it filled (one for day care and one for home). In addition, parents must complete a Medication Approval Form.

NON-PRESCRIPTION MEDICATION

This medication must be in a new bottle and labeled with the child's first and last name. The parent's authorization must agree with the dose, duration, and method of administration on the manufacturer's label for the age or weight of the child needing the medication.

If under age / weight on bottle must have doctor's note with dosage.

Only the following are all without written authorization from a doctor:

ANTIHISTAMINES, NON-ASPIRIN FEVER REDUCERS/PAIN RELIEVERS, NON-NARCOTIC COUGH SUPPRESSANTS, DECONGESTANTS, ANTI-ITCHING OINTMENTS, LOTIONS, OR SUN SCREEN.

Medications may not be stored in diaper bags, back packs, or cubbies. They must be kept in a locked container and stored in the refrigerator if it is appropriate. All medications no longer being taken shall be returned to the parent or disposed of. The Center shall keep a record of all medication administered to your child.

ILLNESS POLICY

Childhood illnesses can sometimes be confusing and it may be difficult to know whether to send your child to childcare or to keep your child home. The following will help you to make an appropriate decision regarding this issue. We will use the same criteria to determine when we should send your child home. Children who have: **diarrhea, vomiting, elevated temperature, impetigo, staph-infection, severe cough, viral rash, or eye drainage would remain at home for 24 hours after the symptoms disappear.**

The exception to this policy is made when a child has seen a doctor and is on antibiotic for a 24-hour period of time or a doctor's statement is presented indicating that the child is not contagious. If your child contracts a contagious illness, please inform the Center. A notice will be posted to alert other parents. When a child comes to our care, it is assumed the child is well enough to participate in outside activities. However, your child will be allowed to stay inside upon written request from your child's doctor.

SIGN-IN AND SIGN-OUT

The parent, or other person authorized by the parent to take the child to and from the center, shall sign in the child on arrival and shall sign out the child at departure, using a full, legal signature. Children must be brought into the center by an adult and the adult must come into the center to pick up a child. Please do not forget to check your child's cubby or clipboard for notices and artwork to be taken home.

HEALTH POLICY

All children are required to have a complete physical examination not more than one year prior to the first day of attendance. The doctor should provide a statement indicating that the child is ready for group care and identifying any health concerns. Before or on the child's first day of attendance, the Center shall have on file a certificate of immunization status form proving the child's full immunization for: **Diphtheria, Tetanus, Poliomyelitis, Measles, Rubella, Mumps, and HIB and varicella (chicken pox vaccine).**

Exceptions are made for parents who provide an exemption due to religious or personal beliefs or a doctor's statement of valid medical reason for exemption.

MEDICAL EMERGENCIES

Medical emergencies will be assessed and will be determined to be urgent or not urgent. If not urgent, the parent will be contacted immediately so the parent can arrange for treatment of the child. In the event the parent cannot be reached and the judgment is made that immediate medical attention is required, the injured child will be transported to the hospital by Emergency Services Team and treated by the physician on call. When the parent is located, the parent will determine the further course of treatment. The director will accompany and stay with the child until the parent arrives.

FIELD TRIPS

Children may participate in field trips when a permission form is completed by the parents. Details of each trip will be posted and/or sent home at least one week prior to each field trip. Parents are encouraged to attend whenever it is possible for them to do so.

Religious – related activities and practices

Staff shall avoid assigning work/activities that emphasize the religious aspect of a holiday. Individual students should be allowed, at their own direction, to use religious personages, events or symbols as a vehicle for artistic expression, if consistent with the assignment.

Pageants plays and other dramatic activities shall not be used to convey religious messages. Religious symbols, such as a nativity, if used, shall be displayed in conjunction with a variety of secular holiday symbols so that total presentation emphasizes the cultural rather than the religious significance of the holiday. IE: ‘...a celebration of holidays from around the world’.

Students may wear religious attire or symbols provided they are not materially and substantially disruptive to the educational process.

All instructional activities should meet the three-part test established by the US Supreme Court to determine constitutionality:

- The activity must have a secular purpose
- The activity’s primary effect must be one that neither advances nor inhibits religion
- The activity must not impose excessive involvement on the part of the school in order to maintain a neutral position toward the advancement of religion. The constitutional restriction shall not preclude a student from expressing his/her views relative to belief or non-belief about a religious-related issue in compositions, reports, music, art, debate, and classroom discussion, when consistent with the assignment.

Note: The Footsteps to the Future Religious Activities policies are based on the Bremerton School District Board Policy #2340. The Bremerton School District Board Policy has been established within the frameworks of the United States and Washington State constitutions.

Special Education Services

Bremerton School District and Footsteps to the Future Child Development Center recognize that students whose disabilities adversely impact educational performance and who require specially designed instruction have potential for improving educational performance when they receive special education and related services tailored to fit their needs.

Footsteps to the Future and the Bremerton School District shall comply with all State and Federal requirements for special education. All students eligible for child care services will be afforded a full education opportunity. The needs of each student will be addressed individually and provided appropriate accommodations or modifications.

Note: This policy is based on Bremerton School District Policy #2161.

Multicultural Policy

The Bremerton School District and Footsteps to the Future Child Development Center are committed to assuring equity and excellence in education to all students in the district. Education is based in the Bremerton School district's quest for democracy and equal opportunity for all. The Bremerton School District and Footsteps to the Future will provide an educational environment which nurtures self-esteem and will enable each student to make a productive contribution to his/her community, country and world as a responsible member of society.

Disaster Plan

In the event of a disaster (fire, earthquake, and or bomb threat) the following disaster plan will be implemented:

Each child will be required to bring an Emergency Kit to be kept at the Center to include:

1. At least 2 days worth of food that can be stored and eaten without preparation
2. Water
3. Juice or in the case of infants formula
4. A change of clothes and or diapers
5. Any duplicate medications and the appropriate medical release forms signed by Doctor and parent
6. A picture of the child's family
7. A note from the child's parents/guardian to the child to provide comfort to the child until he/she can be picked up
8. Anything else a parent/guardian thinks their child may need if stranded for up to 2 days

Safety of children and staff are first and foremost important. The Center will be evacuated to the adjoining field or another safe building, if the Center is declared unsafe by the Center's Director or authorized Emergency personnel, at the time a disaster is declared. Parents will be contacted when it is possible to pick up children. Staff will remain at the Center until all children have been safely transferred to their parents or other authorized guardian.

STATEMENT OF AGREEMENT

By signing below:

I / We agree to abide by the policies stated in the Footsteps to the Future Child Development Center Parent Handbook

Signature

Signature

Date

Date

Non-Discrimination Disclosure: WST complies with all Federal and State rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. Inquiries regarding compliance and/or grievance procedures may be directed to the school's Title IX/RCW 28A.640 Officer and ADA Coordinator, Denise Zaske, at 360-473-1026.