

Parent Handbook

School's Out Child Care

Before and After School

On Site

**Brown's Point Elementary School
Crescent Heights Elementary School
Northeast Tacoma Elementary School**

Owned and operated by:

Raney Dhillon

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School's Out Philosophy:

This program is designed to help working parents provide quality care for their children while they are unable to be with them. We want your child's day to be filled with fun while he/she learns social, self help and other skills. We want to help your child make good childhood memories.

Hours of Operation:

Regular school days: Monday – Friday

Before School

6:30am to 9:00am

After School

3:30pm to 6:30pm

Early release school days:

Open 12:15pm to 6:30pm

Late start days: (due to bad weather)

Open from 6:30am to start of school.

No school days:

We will be open only if we have enough children signed up. Hours of operation will be determined after parents sign up for care.

We are not open on custodial holidays and during summer break.
(Holiday Schedule available)

Browns Point - 253-927-4498

Crescent Heights - 253-208-6981

Northeast Tacoma - 253-266-3905

Website: schoolsoutcc.com

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Program:

We will try to provide care that is as near to what your child could receive in your home as possible. We will attempt to have a balance of outdoor and indoor play every day. We will attempt to have a balance of planned organized games and activities as well as child initiated activities. We will attempt to provide a quiet area where a child can read, day dream, or do homework. Homework is encouraged and help is available during this time. We will provide equipment and supplies to enhance child originated activities. Rather than require children to participate in large group activities, we will attempt to let children choose their own activities with their own chosen group or alone. Children normally will find best friends and will play frequently with them. They will sometimes choose a group by the activity, rather than best friend(s). This gives them the opportunity to try new activities as well as add to the number of their relationships.

Confidentiality policy:

All employees and volunteers will always keep confidentiality with all matters of the center.

Non Discrimination:

We strive to give children from all families (regardless of handicap, race, religion, creed, national origin, or family background) experience and training, in a loving manner, that will help to assure success and happiness in later life, as well as now. If you feel you or your child has been discriminated against, please feel free to talk to Raney Dhillon, and if you do not feel the problem has been taken care of, contact the Washington State Human Rights Commission, 402 Evergreen Plaza Bldg., Olympia, WA 98504 (Phone # 360-753-6770).

Daily Schedules and Activities

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Daily activities may include:

- Physical activity
- Arts & crafts
- Science, Math, Technology or Engineering
- 30 minutes daily homework/quiet time
- Nutritious morning and afternoon snack

An activities schedule is available and posted at each program.

Meals and Snacks:

A morning and afternoon snack will be provided. See the menu and snack guidelines. Breakfast is provided by the school, for a fee. Children who wish to, may participate in this program.

Be sure to pack a lunch on the “No School” days when we provide all day care. We will supply a beverage only.

Arrival and Departure:

Always accompany your child into the building and sign them in on arrival and sign them out when picking them up. Your child can only be released to other people when we have written permission from you. This can be permanent permission (written on the enrollment form) or one time only (a dated, signed note from you). Children participating in after school activities located on the school grounds, may sign themselves out to go to this activity, if we have a letter, giving permission, from you on file. An older, minor child may pick up and deliver your child, if we have a letter on file from you, asking that we allow this.

Transportation:

We will never transport your child(ren) without your permission, except in case of an emergency.

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Supervision:

Your children are always within our sight or hearing, with the following exceptions:

When a child needs to use the bathroom, he/she needs to choose a buddy to accompany him/her and notify the staff person in charge when they leave and return.

When a child moves from one group to another, the staff person in charge of the group notifies the destination group leader that the child is coming. Sometimes this requires using walkie talkies, if one group is outside and the other group is indoors.

Homework:

Our staff understands the importance of homework. We will provide appropriate time and a quiet environment for homework. Our staff is on hand if your child needs assistance. If you do not wish your child to participate while in the program please let us know in writing. We will gladly encourage each child to use this time wisely. However, your child is responsible for homework completion and accuracy.

Drug, Alcohol and Smoking Policy:

Schools Out is a smoke free, alcohol free and drug free environment. Employees or volunteers of Schools Out Childcare will not use non-prescribed mood altering medications, illegal drugs, or alcohol during the hours of day care operation.

Smoking is PROHIBITED on school property

Child Abuse Reporting Requirements:

We are required by law to report any form of suspected child abuse or neglect to the proper authorities.

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Behavior Management and Discipline:

We use a positive method of discipline. Our goal is to help a child become an independent being with their own self control. We want to help increase the child's ability to live comfortably with others. We try to get to know each child as an individual so we can understand their behavior. We have a few rules, but we are consistent in enforcing them. Our most important rules are safety rules and rules to protect children and property.

We try to help children learn how to solve their own disputes. If a child displays unacceptable behavior, we explain that the behavior is unacceptable and why. If the behavior continues, the child must leave the group/activity until ready to rejoin the group with acceptable behavior. If this happens frequently the teacher may set a time limit for separation. We never use corporal punishment and try to use discipline that will not humiliate the child. We try to think in terms of positive discipline rather than punitive punishments.

Some need for discipline is normal. We do not want to negatively influence your relationship with your child by burdening you with these things every time you walk in our door. We want the experience of dropping and picking up your child to be pleasant. Therefore, you will not be informed of normal behavior problems that we are able to solve. We will only talk to you when we feel we need to work together to solve a reoccurring problem. We encourage you to talk to us about factors affecting your child's behavior on a given day, i.e. nightmare, a fall, illness, or death in the family. Perhaps we can work together for more positive results. Any physical, emotional, or behavior problems which we are not equipped to handle, or which interfere with our total program, or which pose a danger to the safety of other children or staff will be considered cause for withdrawal.

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Health Procedures:

Medical Records: Your child's records must be complete for him/her to be enrolled and any changes must be updated.

Hand Washing: Staff and children are required to wash their hands before eating, before administering first aid and after toileting.

First Aid: A staff member certified in First Aid/CPR is always present.

Medication: School's Out will no longer give medication to children, unless the doctor requires it to be given at a frequency that absolutely cannot be met by the medicine being given at school or at home.

Sick Children: So that we can provide a safe and healthy environment for all children, we ask your cooperation with health policies. If your child is ill and whose illness will affect the health of the other children, please keep that child at home. Symptoms include fever, diarrhea, vomiting, runny or pink eyes, rash, sore throat, bad cough, lice etc. When your child appears ill you will be notified to pick him/her up. Your child will be isolated so he/she may rest until your arrival and will be monitored frequently during this time. If your child contracts or is exposed to any communicable disease such as chicken pox, flu, strep throat, lice etc or is ill with food poisoning, **please inform us as we need to report this to the health department.**

Staff Health: All staff must have had a TB skin test before beginning work. Contagious staff are not allowed to work with children.

Cleaning & Sanitizing Procedures:

Our cleaning and sanitizing/disinfecting supplies are stored in a safe manner, all such chemicals are inaccessible to children, in their original container or a labeled spray bottle, & separate from food and food areas. We use detergent and water for cleaning surfaces and rinse with clear water. Tables are cleaned, rinsed, and sanitized before and after snacks. We use a bleach solution for sanitizing/disinfecting surfaces. There are no strong odors of cleaning products in our facility. Air fresheners and room deodorizers are not used.

The Tacoma School District is responsible for janitorial.

Medical Emergencies:

In the event of an emergency the parent will be notified immediately after we have dialed 911, and notified of the injury/illness and the steps we have taken. Be sure that we always have the number where you can be reached. Once emergency medical services arrive they will make the decision as to whether or not to transport to a hospital and whether or not to wait for the parent. We are not responsible for any cost incurred for the transporting or care given by emergency medical personnel or hospitals. We have liability insurance, but you must carry your own medical insurance. Our insurance only covers us when we are proven negligent.

Other Emergencies:

In the event of an unnamed emergency, i.e. earthquake, chemical spill, etc we will follow the instructions of the Pierce County Emergency Office. This may mean keeping the children indoors or transporting them to a safe place. We have food, water, and emergency supplies to use in case of an emergency.

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Enrollment Process:

When you enroll your child, you will need to complete all of the forms required for enrollment.

To enroll, you will need to fill out the following forms:

- enrollment (front & back)
- contract
- billing choice
- immunization

The immunization form must be on the approved health department form. We can accept a copy if you have it already on this form.

Also required is a check to cover the registration fee (non- refundable) and a deposit that is returned with 2 week's notice of withdrawal. You need to pay for your reserved space until you give us 2 week's notice in writing that you wish to withdraw, go to occasional status, or change your schedule. You can drop reserved space anytime with 2 week's notice. Payment is due for the two-week notice period, regardless of child's attendance or non attendance.

Regularly update your child's file of all changes; telephone numbers, emergency contacts, home address, and any other important contact information.

Payments



All fees are payable in advance on Monday for the upcoming week. Payment will be considered late if received after the Payment Due Day. A late fee will be charged after Tuesday. If payment is not received by Thursday another late fee will be charged. A return check fee will be charged for all returned checks. Repayment of check and check fee must be made by money order or bank check. Accounts with two returned checks will require cashier's checks or money order for future tuition payments. Once your account is overdue by 1 week your child will not be allowed to return until full payment is made. Accounts with chronic late payments, including co-payments, may be dropped from our enrollment. If a child is dropped from our enrollment, they must be re-registered in the program and an additional registration fee paid, if space is still available. Children enrolled in the program that are not in attendance and miss days due to illness or other reasons must still pay for the contracted time. There are no refunds unless a child is withdrawn or dismissed due to disciplinary reasons from the program. Full tuition is required whether your child is in attendance or not. A two week written notice is required before withdrawal. This allows us to maintain staffing adequately. There will be no refunds provided for absences. Parents are required to pay weekly for their child regardless of the number of absences. You are paying for the position that your child holds.

DSHS Assistance

DSHS assistance is accepted once State Approval is received by Schools Out. The parent/guardian will need to contact their assigned caseworker and submit all required forms and information. Please notify your caseworker in advance which site your child will be attending. Our provider numbers for the different sites are listed below. If you would like your child to attend before we receive notification from the state you can pay the full rate and will receive a refund or credit to your account upon approval.

Browns Point 960766
Crescent Heights 960778
North East Tacoma 960787

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Movie Policy

We believe teachable moments arise from many different situations. We believe that movies, when used properly, can be a highly effective educational tool. Therefore, we have a television and VCR for special programs used in conjunction with educational themes. At no time are children required to watch movies. G & PG rated movies may be shown for movie days, special projects and special circumstances.

Religious Holidays:

School's Out is open to celebrating any holidays. Because we are housed in a public school and because we have children with different ethnic, cultural, and religious backgrounds we do not emphasize the religious nature of the holiday. We will ensure all cultures are given respect in our center and include activities that promote understanding and acceptance of diversity.

Parent Involvement:

Children feel more secure and develop into confident rounded individuals when they know their loved ones support them. While we know parents cannot always participate in activities, due to their work schedules, we welcome you when you are able. Parents are welcomed to call any time during operating hours. Parents always have free access to their children, and to all areas in the facility used by their children. We keep you informed of what is happening at daycare through daily or weekly bulletins and quarterly newsletters. Other involvement is verbal or written input to our program, donating materials or supplying a snack for a special occasion. (Any food provided for a child, other than your own, must be store bought and unopened). Perhaps you would like to head a fund-raiser (with children's participation), to make a donation to a food bank, sponsor a needy child.

Child's Name: _____

Date: _____

I understand that School's Out Childcare policies have been developed to ensure the safety and well being of all children attending our program.

I have read the Parent Handbook and understand the program policies and procedures. I have discussed the rules of the program with my child.

I understand that failure to return this acknowledgment will not relieve me from knowing and following the policies of School's Out Childcare.

Parent/Guardian Signature:

Date: _____

PLEASE SIGN AND RETURN WITHIN 5 DAYS

