

Parent Handbook

Adventures in Learning, Inc.

Caring for children 2.5 years to 9 years of age

10814 NE 189th Street

Battle Ground, WA 98604

(360)687-0185

Hours of Operation

Monday-Friday

6:00 AM - 6:00 PM

Contents

School and Philosophy	3
Goals	3
Program	3-4
Policies and Procedures	4
Health and Safety	5
Disaster and First Aid	6
Pond Safety	6-7
Medication Management	8
Redirection and Discipline	9
Reporting and Communication	10
Fees and Tuition	10-11
Nutrition	12
General Guidelines	12

Our School and Philosophy

Adventures in Learning, Inc. is a Christian based preschool and daycare that has been established to provide age-appropriate play experiences that contribute to the development of each child's physical, social, emotional, intellectual, and spiritual development. We will provide childcare to any child regardless of race, sex, national origin, religion, or anything of the sort. Everyone is welcome! During the day the children will have many opportunities to experiment, create and explore. These activities will enable them to learn more about themselves and the world around them. Our curriculum is planned so children can advance through the developmental stages at their own rate of growth.

Our Goals

1. It is our goal to provide a developmentally appropriate program and environment where your child can develop at his/her own pace.
2. For the family, it is our goal to provide a place of support, encouragement, growth and involvement.
3. It is our goal to provide a place where your child will feel loved, cared for, nurtured, encouraged, and safe.
4. It is our goal to provide an environment that will allow your child to expand his/her creativity through art, music, dramatic play, and movement.
5. It is our goal to provide your child with opportunities to take responsibility for themselves and their actions in an appropriate manner.
6. It is our goal to provide opportunities to develop understanding of self and others.
7. It is our goal to expose your child to the diversity of people, food, music, holidays, and traditions.
8. It is our goal to teach your child that Jesus is our friend and is there for us always.

Our Program

Our time at Adventures in Learning is packed with excitement and enjoyment. We operate from Monday to Friday, extending our services from 6 AM to 6 PM. Our facility is licensed to accommodate up to 107 children daily. Join our engaging morning preschool program, running from 8:30 to 11:30, featuring a favorable adult-to-child ratio of 1:10.

Sample of our Program

6:00am	Arrival, social time,
8:00am	Quiet table activities, coloring, puzzles, etc.
8:30am	Worship and Circle Time
9:00am	Learning Center- Small group time, name tracing, individual table activities
9:45am	Morning Snack
10:00am	Active play, music, movement, outdoor or playroom activities (weather permitting).
10:30am	Learning Center – numbers, letters, colors, tracing, shapes, etc.,
11:30am	Lunch
12:30pm	Rest time for littles – quiet activities start for older kids.
1:30pm	Active play for older kids.
2:30pm	Nap ends
2:30pm	Afternoon Snack
3-6pm	Free choice: blocks, art center, Lego's, puzzles, active play etc.,

Policies and Procedures

Enrollment is open to all children without regard to race, color, creed, sex, disability or national origin. However, **children must be between the ages of 2.5 through 8 years and 11 months old.** There is a \$100.00 non-refundable application fee PER YEAR.

The following forms are necessary to complete registration of your child:

- Registration Form
- Child's Health History
- Complete record of immunizations
- Signed and dated consent forms for children to receive emergency medical care.
- Fill out Authorization pick up form

Every child must sign in each morning. Each sign-in sheet will require you to sign your **FULL LEGAL SIGNATURE** and note the time of your child's arrival and departure. Under no circumstances will your child be permitted to sign themselves in or out; every child must be accompanied by their parents upon arriving and departing the center. The staff will only release your child to adults authorized on the authorization pick up form, unless given written authorization to release your child to another adult. Teachers and Administrators will ask for verification of identity.

Parking: Please take caution when driving through our parking lot, be sure to hold your child's hand to and from the door.

Termination: If we, as a center, or at the Director's discretion, feel we are unable to meet the needs of a child, we will ask the parents to seek care elsewhere. This could occur if the child is a threat to themselves, classmates, or teachers. This can also occur due to disruptive behavior, consistent safety concerns, inability to meet the child's needs without additional staff, parents consistently not paying on time, or if parents of the child are not adhering to our policies. Termination may come without warning, and parents may be asked to seek care elsewhere immediately depending on the situation.

Health and Safety

Your child's health is very important to us. At the discretion of the Director or teachers, your child may not be admitted to our center or may be sent home if any of the following symptoms of illness are present:

If a child has a fever of 100 degrees or higher or has one or more of the following symptoms, then they will be asked to stay home or be picked up from our facility immediately.

- 3 diarrhea or watery stools within 24-hour period or 1 bloody stool.
- Vomiting once or more within a 24-hour period.
- Draining rash or sore.
- Eye discharge or conjunctivitis (pink eye).
- Lice and scabies- we have a NO NITS POLICY
- Strep or sore throat
- Chicken pox, child may not return until sores have dried and crusted.
- Runny nose (thick or runny secretions, dark green or yellow, showing signs of infections)

If any staff has any concerns about the child's ability to safely return to the center, we will request a note from the child's health care provider if the child is out of the center for more than 3 consecutive days. It is our policy to do a health check upon arrival to help prevent the spread of any illnesses. Children who exhibit any of the listed symptoms or who may develop them late in the day will be removed from the classroom.

Parents must pick their child up if any of the staff decides to call due to the symptoms above. The child must then wait 24 hours before returning to the center. These guidelines are in place to help prevent illness from spreading amongst other children in our care and protect our staff.

Disaster Preparedness

Adventures in learning has an emergency disaster plan in place; staff members are CPR and First Aid certified. All staff members are prepared to handle any emergency.

We ask parents to provide your child with a disaster pack with the following items:

- A plastic box to put all items in
- A change of clothes
- Kleenex or baby wipes
- Water
- 2 containers of protein (etc. beef jerky or protein)
- Dried fruit (etc. raisins, dried mangos, apples)
- Letter from parents or a small book (for the comfort of your child).

Adventures in Learning has a 3-day supply of water and food, and other items in the event of a disaster.

Pond Safety

At Adventures in Learning, Inc., the safety and well-being of every child in our care is our highest priority. Due to the presence of a pond located behind our facility, we have implemented strict security measures and safety protocols to prevent accidents and ensure a secure environment. This policy outlines the precautions we take, as well as the responsibilities of staff, parents, and guardians in maintaining child safety.

1. Secured Gates & Fencing

To prevent unauthorized access to the pond area, we have established the following security measures:

- All gates surrounding the facility are kept locked at all times.
- Gates and fences are inspected regularly to ensure they remain in proper working condition and cannot be accessed by children.
- Only authorized staff members have access to gate keys or entry codes.
- Any maintenance or repairs needed on gates or fences will be addressed immediately to ensure continued safety.

2. Drop-Off & Pick-Up Safety Procedures

To reduce the risk of children wandering toward the pond or other unsafe areas, we require strict adherence to the following drop-off and pick-up procedures:

- Parents and guardians **must hold their child's hand** while walking to and from the facility.
- Staff will actively monitor the arrival and departure of children to ensure compliance with this policy.
- Parents are encouraged to promptly report any safety concerns they observe during drop-off or pick-up times.
- If a child refuses to hold hands, parents should pick them up or use a stroller to maintain control while near the parking lot and entrance.

3. Supervision & Outdoor Play Precautions

To ensure children remain within designated safe areas while playing outdoors, staff will follow these guidelines:

- Children will always be supervised by multiple staff members during outdoor activities.
- Outdoor play areas are located away from the pond and enclosed within secured fencing.

- Staff will conduct routine headcounts before, during, and after outdoor activities.
- Children will be educated about staying within designated areas and will be reminded of the importance of always staying with their families.

4. Emergency Response Protocol

Despite all preventative measures, in the unlikely event that a child is reported missing, the following emergency protocol will be followed:

1. **Immediate Search of Pond Area** – The first location staff will check the pond to ensure the child is safe.
2. **Full Facility Search** – If the child is not found at the pond, staff will immediately conduct a full sweep of the facility, outdoor areas, and surrounding areas.
3. **Emergency Notification** – If the child is not located within a few minutes, authorities and the child's parents/guardians will be contacted immediately.
4. **Lockdown & Staff Coordination** – Staff members will work together to secure the facility and systematically search for the child.
5. **Incident Documentation & Review** – Any missing child incident will be documented and reviewed to prevent future occurrences.

5. Staff Training & Parent Collaboration

Ensuring a safe environment is a collaborative effort between staff, parents, and guardians.

- Staff members receive regular training on emergency response procedures, child supervision, and outdoor safety.
- Parents are encouraged to discuss safety rules with their children and reinforce the importance of always staying close to an adult.
- Any concerns regarding safety procedures should be reported to administration so they can be promptly addressed.

If you have any questions about this policy or need further clarification, please reach out to our administration team.

First Aid

When your child is in our care, there will **always** be a staff member with current training in age-appropriate CPR and First Aid present. Each classroom has a first aid kit available for use for any minor scrapes, bruises, or cuts. The first aid kits are regularly inspected by the director and restocked monthly to ensure all supplies are accessible. If a minor emergency such as a small cut, bump, or bruise occurs then the staff will act as specified in our First Aid training course. All

actions taken and treatments given will be recorded on an incident report; parents are required to sign the incident report before a copy is filed in your child's file.

Medication Management

Medication will **only** be given with prior written consent of the child's parent or legal guardian.

All medications must be in the original container labeled with:

- Child's full name
- Name of medication, dosage, frequency, and duration.
- Prescription medications must have the manufacturer's original label.
- The dose and frequency must be stated on the label with the appropriate measurements based on the child's age and weight.

All medications will be stored and locked in the cupboard in the kitchen or in a locked box in the refrigerator. **Any unused medication will be returned to parents or flushed down the toilet.**

Records of all medication will be maintained in a medication logbook in the child's file. The medication records will contain:

- Child's name
- Name of medication, dose, time given
- Staff giving the medication will sign the record with their full signature.

For the safety of your child, please be assured that if they have severe allergies and require an epi-pen, we will store it securely in a locked box within the classroom cupboard, away from the reach of all children.

Any child that has a condition where the Americans with Disabilities Act (ADA) applies, Adventures in Learning will make reasonable accommodations and give the medication to your child.

Redirection and Discipline

We will provide a large range of learning experiences for your child as we seek to promote each child's development with appropriate social behavior, self-control, and respect for others. We use indirect and direct guidance techniques. If a child's behavior becomes hazardous to themselves or other children, we will immediately remove them from the situation and classroom. We provide a "think it over time" that will allow the teachers the opportunity to help the child understand what is happening based on the situation and why the behavior is inappropriate or needs to be changed. This gives the child time to regroup before joining the class. In extreme circumstances where a child seems unable to discontinue undesirable behavior, the director will require that child be removed from their classroom and parents may be called to pick up their child. Teachers at Adventures in Learning will not use corporal punishment under any circumstances. No form of corporal punishment is allowed on the premises by anyone, including parents.

Reporting Child Abuse

The staff at Adventures in Learning are mandated reports. We are required by the Washington State Law to report immediately to the police or to the Child Protective Services at any instance when there is any reason to suspect or believe the occurrence of physical abuse, sexual abuse, emotional abuse, child neglect, or exploitation. We will **NOT** notify parents when such a call is made.

Communication

We have a parent board by the entrance which is full of important information and updates. We also use an email service where reminders such as closures, class parties, or any important information will be communicated there as well. If parents need to get ahold of their child's teacher, we ask parents to call during nap time hours (12:30-2:30 pm) or in the mornings (6am-2pm) to talk with the Director.

Fees and Tuition

To be able to continue providing high quality care for your child, we require that all parents honor their financial agreement as stated below. **All parents will be given a "Policy Agreement" paper that will acknowledge our financial agreement and all other policies such as our health, pesticide, disaster, parent policies.**

- We will guarantee a spot for your child for a specified number of days per week upon enrollment; parents **must** guarantee payment for those days, regardless of the actual

number of days that your child is in attendance. **Full tuition is still owed, even for missed sick days. No adjustments will be made. Unless a notice is given for vacation plans, then there is a \$100 fee per week to continue holding the spot for your child until your child returns.**

- If your child is absent for one or more weeks, payment is required for those weeks unless your child has been formally withdrawn from the center. In that event, we would assign your child's space to the next applicant on our waiting list and can't guarantee your child's immediate re-entry into the school program.
- All payments for the week must be paid on Monday or the first day of the week your child is scheduled to attend. As billing is not part of our normal operating procedure, a **\$30.00 late payment fee will be charged if payment is given after Wednesday morning.**
- All checks need to be payable to "Adventures in Learning, Inc." A **\$50.00 processing fee will be charged on all returned checks. If a second check is returned, all future payments must be on a cash-only basis.**

We will be **closed** on the following major holidays:

- Labor Day
- Thanksgiving and Day after Thanksgiving
- Christmas Eve (attendance based)
- Christmas Day
- New Year's Day
- Memorial Day
- Fourth of July
- **We reserve the right to close due to severe weather conditions based on the Director's discretion.**

There will be no changes to tuition rates during holiday weeks, and your child's regular tuition will remain due as scheduled. If families choose to take a vacation during holiday weeks, tuition adjustments will not be made to accommodate these absences.

Should there be any circumstances that would prevent you from paying on a timely basis, please discuss this with the Director prior to it becoming a problem.

A \$5.00 per minute fee will be applied for children picked up after 6:00 pm or after 10 hours of being in our care. There will be no warnings for our 10-hour policy or late pickup.

Weekly Tuition Charges

All Day Rate:

5 Day Rate Per Week: \$290 or \$320*

4 Day Rate Per Week: \$260 or \$290*

3 Day Rate Per Week: \$240 or \$260*

2 Day Rate Per Week: \$220 or \$240*

***Starred prices are for non-potty-trained**

Preschool Only (8:30-11:30):

5 Day Rate Per Week: \$200

4 Day Rate Per Week: \$180

3 Day Rate Per Week: \$160

2 Day Rate Per Week: \$145

Preschool is only 3 hours 8:30-11:30

Drop ins are welcome if room is available \$100 per day

Before and after school \$20 / hour \$200 maximum per day

Late Payment Fee: \$30

Returned Check Fee: \$50

Late Pickup Fee: \$5 per minute after 6:00pm

10 Hour Policy Fee: \$5 per minute after 10hrs

Yearly Enrollment Fee: \$100

Bus Drop Off and Pickup Fee: \$60 per week

Nutrition

A healthy morning and afternoon snack will be provided to your child! Snack menus will be posted on the parent board and on our website. Please make the center aware of all food allergies your child may have. The State licensing requires us to monitor each child's lunch for safe preparation, storage, and nutritional adequacy. **Lunches must be provided by the parents.**

The following is a list of lunch box suggestion:

Sandwiches: Tuna, cold cuts, cheese, almond butter & jelly, egg salad.

For a Change: Yogurt, cheeses & crackers, soup, spaghetti, tortilla with melted cheese

Vegetable and Fruit: Broccoli, orange slices, bananas, mixed fruit, apples, pears.

Drinks: Milk, 100% Fruit Juice, water

Goodies: Raisins, granola bars, trail mix, crackers, pretzels, chips.

Birthdays: Birthdays are special, and an important occasion, we would love to celebrate with your child! You are welcome to bring **store** bought cupcakes or cookies that have the ingredients listed on the box to share with your child's class.

Allergies:

Please immediately notify the director of any food allergies that your child may have or if there are any current children with food allergies!

General Guidelines

Clothing/Shoes

We ask that children arrive wearing comfortable and washable clothes suitable for active and messy play! It is important for kids to feel free and to be involved in all activities. The clothing needs to be easy for your child to get on and off for bathroom independence.

Personal Items/Toys

We have carefully selected toys and equipment for all children, so it is not necessary to bring toys from home, but we do allow 1-2 toys per child. However, we are not responsible for the toy being broken, stolen, or lost. Although, we will do our best to ensure this doesn't happen.

Photographs

Photographs of the children will be taken for the use of the art and crafts activities, advertisement, and for our website. We have a photograph consent form attached in the parent packet.