

# Parent Handbook

Adventures in Learning Inc,  
Caring for children 2.5 years to 9 years of age

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Battle Ground, WA 98604  
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## **Hours of Operation**

Monday-Friday  
6:00 AM - 6:00 PM

## **Contents**

School and Philosophy	3
Goals	3
Program	4
Policies and Procedures	4-5
Fees and Tuition	5-6
Health and Safety	7
Disaster and First-Aid	8
Medication Management	9
Redirection and Discipline	9
Reporting and Communication	9
Nutrition	10
General Guidelines	11
First Day Preparation	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 age-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 76 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**

- \* 6:00 Arrival, social time, quiet table activities-coloring, puzzles, etc.
- \* 8:30 Worship and Circle Time
- \* 8:50 Learning Center- Small group time, Art project, individual table activities

- \* 9:35 Learning Center- math or science activity- individual table activities
- \* 9:45 Morning Snack
- \* 10:00 Active Play
- \* 10:30 Story time, puzzles, coloring, free play.
- \* 11:00 Music, movement, outdoor or playroom activities (weather permitting).
- \* 11:30 Lunch
- \* 12:30 Rest Time
- \* 2:30 Afternoon Snack
- \* 2:45-6 Free choice: blocks, art center, Lego's, kitchen, puzzles, etc.

## Policies and Procedures

Enrollment is open to all children without regard to race, color, creed, sex, disability or national origin.

- Children need to be between the ages of 2.5 through 9 years.
- There is a \$125.00 non-refundable application fee PER YEAR.

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

1. Registration Form
2. Child's Health History
3. Complete record of immunizations
4. Signed and dated consent form for child to receive emergency medical care.
5. Fill out Authorization pick up form

Upon enrollment, parents will have free access to all areas of the center.

- Every child must be signed-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. Please be sure to hold your child's hand to and from the front door.
- Termination: If we as a center feel we are unable to meet the specific needs of a child, we will ask the parents to seek care elsewhere. This could occur if the child

is a threat to others or self.

## Fees/Tuition

To be able to continue providing high quality of care for your child we must require that everyone honor their financial agreement as stated below:

- We will guarantee a space for your child for a specified number of days per week, and you must guarantee payment for those days, regardless of the actual number of days that your child is in attendance. If your child is absent for one or more weeks (for vacation, sickness, etc.) **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 cannot guarantee your child's immediate re-entry into the school program.
- All payments for the coming week must be **paid in advance** 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 billing becomes necessary.
- Please make all checks 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 and Christmas Day
  - New Year's Day
  - Memorial Day
  - Fourth of July
- We also reserve the right to close due to severe weather conditions. However, there can be **no financial adjustments** for these holidays and a full week's tuition will be due during these weeks.
  - 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 fee per minute will be applied for children picked up after 6:00 pm or after 10 hours.**

## Weekly Tuition Charges

### All Day Rate:

5 Day Rate Per Week: \$290 or \$320\*  
4 Day Rate Per Week: \$255 or \$285\*  
3 Day Rate Per Week: \$220 or \$245\*  
2 Day Rate Per Week: \$145 or \$160\*

### Preschool Only:

5 Day Rate Per Week: \$210  
4 Day Rate Per Week: \$192  
3 Day Rate Per Week: \$160  
2 Day Rate Per Week: \$120

Preschool is a 3-hour session 8:30-11:30 a.m.

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

## Special Rates

Drop ins are welcome if room is available \$130 or \$150 per day

Before and after school \$20 / hour \$100 maximum per day

## Health and Safety

### **Illness**

Your child's health is very important to us. At the discretion of the 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 and/or has one or more of the following symptoms 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 throat
- Chicken pox, child may not return until sores have dried and crusted.
- Runny nose (thick or runny secretions) and/or coughing or difficulty breathing.
- Fatigueness that prevents participation in regular activities.

If any staff or the director 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 above symptoms or those children who 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. The same guidelines also apply to all staff members as well.

## **Disaster Preparedness:**

Adventures in learning has an emergency disaster plan in place, staff members are First Aid and CPR certified and prepared to handle any emergency. Make sure you have received your copy of the disaster plan and review it at least once a year.

- It is also important that you provide your child with a **disaster pack** which needs to include the following items:
  - A plastic box 14" L x 8" W x 4 7/8" H (35.6 cm x 20.3 cm x 12.4 cm) to put all items in.
  - A change of clothes.
  - Kleenex and/or baby wipes.
  - 3 real juices or water.
  - 3 small boxes of cereal or relevant.
  - 1 container of meat (etc. beef jerky).
  - A box of dried fruit (etc. Raisins, dried mangos).
  - Letter from parents, and/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.

## **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 in the same room as your child. Each classroom has a first aid kit available for use for any minor scrapes, bruises, cuts, and so forth. The first aid kits are checked and regularly inspected by the director and restocked monthly to ensure all supplies necessary are accessible.
- When a minor emergency such as small cuts, bumps, bruises and sprains occurs, we will act as specified in our first aid training. All actions taken/treatment given

will be recorded on an incident report and filed in your child's file.

## **Medication Management**

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

- All medications must be in the original container labeled with:
  - Child's full name
  - Name of medication
  - Dosage
  - Frequency
  - Duration
  - Prescription medications must have the manufacturer's original label.
  - The dose and frequency are stated on the label and the medication is age and weight appropriate for your child.
  
- All medications will be stored and locked in the cupboard in the kitchen or in a locked box in the refrigerator.
- All medication will be:
  - Inaccessible to children
  - Separate from staff or household medication
  - Protected from contaminants
  - Under proper temperature control

**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 kitchen. The medication records will contain:
  - Child's name
  - Name of medication
  - Dose
  - Time given
  - Staff giving the medication to the child will sign the record with their full signature.

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

## **Redirection/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 and based on the situation why the behavior is inappropriate and needs to be changed.

In extreme circumstances where a child seems unable to discontinue undesirable behavior, the director will require that child be removed from his/her classroom until the parents can confer with the school and decide upon a joint home and school plan of action to correct the behavior.

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 **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 the occurrence of physical, sexual, or emotional abuse, child neglect or exploitation. **We will not notify parents when such a call is made.**

## **Communication**

Parents will receive a monthly newsletter from their child's teacher. The letter will include that month's theme and some of the different activities your child will be participating in. The newsletter will also include the snack menu. We also have a parent board where all the letters that are sent home are posted, along with the teacher schedule, snack menu and immunization requirements. We value the ongoing communication between parents and teachers. Please feel free to call during nap time hours (12:30-2:30 pm) if you need to speak with your child's teacher. We hope that quality of care and clear communication with parents will give your child the best opportunities for success.

## Nutrition

A healthy morning and afternoon snack will be provided to your child! Snack menus will be posted on your monthly newsletter and the parent board. Please make the center aware of all food allergies your child may have. Please be sure that your child has adequate food and is nutritional. 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. Please make sure that it is a nutritious, well-balanced lunch! This is very important for your child's physical growth.

The following is a list of lunch box suggestion:

**Sandwiches:** Tuna, cold cuts, cheese, almond butter and jelly, almond butter and honey, egg salad.

**Or for a Change:** Yogurt, cheeses and crackers, meat chunks, soup, spaghetti, tortilla with melted cheese

**Vegetable and Fruit:** broccoli, cauliflower, celery sticks, orange slices, bananas, mixed fruit, apples, pears, grapes (cut up), melon.

**Drinks:** Milk, 100% Fruit Juice, water

**Miscellaneous Goodies:** raisins, granola, granola bars, trail mix, graham crackers, pretzels, variety of chips

Birthdays are special and important occasions. You are welcome to bring **STORE** bought cupcakes or cookies to share with your child's class.

## General Guidelines

### **Clothing and 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 to be involved in any activity. The clothing needs to be easy for your child to get on and off for bathroom independence.

### **Personal items and Toys**

We have carefully selected toys and equipment for all children, so it is not necessary to bring toys from home. We do have specific days for show-and-tell so your child will be

able to bring a special toy to share on those days. However, your child is still allowed to bring their favorite toy whenever they feel the need to, we want your child to feel comfortable and secure in our care whether that's with their special stuffed animal or toy. We only ask for it to not be an absorbed number of toys (etc. Backpack full) and ask for it to only be 1 to 2 items as the rest of the children in our care will also want to play with those toys as well.

## **Photographs**

Photographs will be taken of children for the use of the classrooms, arts and crafts activities, advertisement, and website. Parents will be notified of their written consent prior to any use of photographs for publicity purposes in a letter stating that you give us permission to use these photographs. If you do not consent to this, there is another form we have stating that. Please ask the director for the other slip if you oppose us using your child's photographs.

## **First Day Preparation**

We ask that all parents please ensure that your child is ready for their first day in our care.

Please make sure your child has the following:

- Registration form and payment (both must be submitted either before or on the first day of care).
- Emergency Preparation Kit (see above for what to include).
- Nutritional lunch
- Blanket (if your child is taking a nap).
- Diapers, wipes, Ziplock bags (if your child is not potty-trained).
- Extra pair of clothes (etc. Shirt, pants, underwear, socks).
- Water bottle