

Tri-City Adventist School

Parent Handbook 2016-2017

# Small World Learning Center



“Let the children come....”

A Christian Daycare serving the Tri-Cities community  
and operated by the Seventh-day Adventist Church

Address: 1120 N. Rd 40  
Pasco, WA 99301  
Telephone: 509-380-5600  
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Hours of operation: 6:30 am to 6:00 pm  
Caring for children ages 1 mo. to 12 yrs.

Partnering with parents to help children  
grow “in wisdom, stature, and in favor  
with God and man.”



Revised, January 31, 2017

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## Contact Information

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### Tri-City Adventist School

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### Questions/Concerns

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved. If the concern is not resolved, the director, Jennifer Lopez, can be reached at 380-5600. The director is available to assist parents and staff in resolving concerns.

## **Welcome**

The Small World Learning Center provides child care and learning opportunities to any family who desires to partner with us in our mission, regardless of race, creed, color, religion, sex, gender identity, national origin, or physical, mental or sensory disability. We have many programs that will meet the developmental needs of children ages 1 month to 12 years.

## **Mission**

Partnering with parents to help children grow “in wisdom, stature, and in favor with God and man.”

## **General Philosophy**

Small World Learning Center's is committed to partnering with parents to provide a positive, stimulating, safe, clean, and healthy environment in which children can develop to their potential.

## **Goals and Curriculum Philosophy**

We are dedicated to helping all children succeed! We understand that the most critical time of a child's life is from birth to age five. We want to ensure that we support each child academically as well as emotionally.

To accomplish this, we are using Creative Curriculum which helps teachers individualize instruction. Our teachers follow the child's lead and track their progress to ensure that they are meeting developmental milestones.

Creative Curriculum also helps teachers make sure children are being exposed to all areas of development by encouraging the use of hands on learning opportunities in the following areas: social/emotional, physical, language, and cognitive.

By using the same curriculum for all age groups in our program (infants, toddlers, and pre-schoolers) information about a child can be passed along as a child transitions from our infant room all the way through the pre-school classroom.

Our highly qualified teachers facilitate learning in our supportive, intellectually stimulating environment where children can explore and learn from our different interest areas such as dramatic play, science center, writing center, block center, and art.

Teachers set up these learning center based on children's needs and interest (e.g., teacher uses assessment data to plan activities, for example, on a typical day we could have a small group activity where children learn about butterfly life cycles and explore butterflies in the science center, read about butterflies in the reading center, and draw butterflies in the art area.

This will all be done within the Christian faith and practice.

## Small World Learning Center Programs

### **Infants—Cuddly Cubs**

Age 1-12 months

Your infant will be cared for by loving and nurturing caregivers who quickly respond to meet your child's individual needs and who regularly interact with him or her. Staff to infant ratio 1:3-4

### **Toddlers—Little Lambs**

Age 1 (and walking) to 2½ years

Your toddler will thrive in our creative, interactive, language-rich environment where caregivers talk, sing, and play with him/her while modeling and assisting positive social interactions. Our caregivers will encourage your toddler's development of independence in feeding and personal care routines. Staff to child ratio 1:6-7

### **Preschool—Wise Owls**

Age 2½ to 4 years  
Full Day Care

Your preschooler will have many opportunities to develop their social and intellectual skills through play, discovery, and positive interactions. We focus on social and physical development within a Christian environment. The preschool curriculum is rich with variety and fun experiences that combine learning fundamental skills with play, seasonal themes and Bible stories. Your child will also have many opportunities to develop friendships with their peers and with a God who loves them. Staff to child ratio 1:9-10

### **Pre-Kindergarten 1—Busy Bees**

Age 4-5

Full Day Care

Our Pre-Kindergarten program prepares children for Kindergarten by providing readiness instruction and activities in language, literacy, math, reasoning, and social and emotional development. Most of all, we provide an environment that fosters the growth of character and learning about Jesus. We experiment through science, learn through play, engage in great children's literature, explore the world of math, experience our world with "being there experiences," and so much more. Staff to child ratio 1:9-10

### **Pre-Kindergarten 2 —Terrific Turtles**

Age 4 - 5 yrs.

Our Pre-Kindergarten program prepares children for Kindergarten by providing readiness instruction and activities in language, literacy, math, reasoning, and social and emotional development. Most of all, we provide an environment that fosters the growth of character and learning about Jesus. We experiment through science, learn through play, engage in great children's literature, explore the world of math, experience our world with "being there experiences," and so much more. Staff to child ratio 1:9-10

### **School Age**

Age 5 - 12 years

In before/after school care your child will have the opportunity for physical and social development. This is a time for him/her to "be a kid" and relax by enjoying activities such as running, crafts, reading, games, or rest time. Help with homework and tutoring in reading, writing, and math will be available. A snack will be provided. During school vacations (Christmas, Spring, and Summer) your child will welcome a change from school routines with theme related activities including crafts, group games, science experiments, cooking, and more. **However, to run a vacation camp, we must have a minimum of 5 children enrolled.** Staff to child ratio 1:13-15.

# Small World Learning Center Price Sheet

Prices are good through June 2017

Full time care = a limit of 10 hours/day (max 50 hrs./week)

**Child Care**  
**6:30 a.m.—6:00 p.m.**

Prices for ages 4 wks. - 3 yrs.

Annual registration fee: \$100  
Annual Curriculum fee: \$75

Monthly Price

**Infants (age 6 wks.—12 mo.)**  
Full time           \$900

**Toddlers (age 12 mo.—30 mo.)**  
Full time           \$800

**Preschool Tots (age 30—47 mo.)\***  
Full time           \$680\*\*

\* Preschoolers who are not potty trained will be charged Toddler rates.  
\*\*Rates include Preschool or Pre-K class.

Part time applicants will be considered as space allows.

**Preschool/PreK Classes**  
**August-June**

Annual entrance fee: \$100  
Annual Curriculum fee: \$75

**Preschool Class (age 2.5-4 yrs.) \*\***

**Pre-Kindergarten Class (age 4 - 5 yrs.)**

Part Time Schedules, 6:30-12:30 or 12:00-6:00

Class time is 8:30-11:30, can include lunch

5 days/wk. (M- F)   \$340/mo. for 10 mo.

\*\* Preschoolers who are not potty trained (have 2 or more accidents in a given week) will be charged Toddler rates.

**Minimum Requirements:** potty trained, developmentally ready, and 4 years of age by September 1st.

**School—age Care (age 5-12 yrs.)**

Annual entrance fee: \$100\*  
Charged only once/yr. for all programs  
TCAS entrance fee covers SWLC entrance fee  
(Must be enrolled & scheduled at least 1 wk. in advance.

**Before / After School Care**

1/2 hour or less   \$3/day  
Per hour           \$4.50/day\*\*

\$9.00 per session over 1 hour

**Early Release Care**

1/2 hour or less   \$3/day  
Per hour           \$4.50/hr.\*\*

**\*\*\*Holiday/ Vacation Camp** (when open)

Half day           \$20/day  
Full day           \$35/day  
Week Special     \$150 /wk.  
Month             \$600/mo.

**\*\*\*However, to run a vacation camp, we must have 5 children enrolled.**

**Meals & Snacks**  
**are included at no extra charge**  
For children (age 1-12 years) who are in care

**Late Charges and Fees:**

Late pick-up fee: \$1/minute after 6:00 p.m.  
Late payment charge: \$15 (see handbook page 7)  
Returned check fee: \$25.00

## Program Supply Lists

Upon enrollment or continued enrollment (yearly) please supply the following for your child, according to the program(s) they are in. Most items will be for your child's personal use. Items with an asterisk\* will be shared with the class and used as needed.

### Infants (1 month—12 months)

- Diapers & Diaper Wipes (abundant supply)
- Diaper ointment, powder, lotion, & Sunscreen, with Med Authorization Form
- Formula or breast milk (We must have an abundant amount on hand for each day's feedings.)
- Clean bottles, nipples, and nipple covers **DAILY** (1 for each feeding)
- Pacifier (optional)
- Sleep cocoon/sleep bag (no blankets for sleeping)
- Appropriate seasonal outdoor wear
- 3 extra changes of clothes (shoes: when they start walking)
- Baby food, when child is ready and when a written order of approval from your child's health care provider is on file.
- 2 boxes of tissue\*
- 1 Small Comfort Kit (see right)

### Toddlers (1 –2.5 years)

- Diapers & wipes (abundant supply)
- Diaper ointment
- Sunscreen spray can only
- 3 extra COMPLETE changes of clothes
- Pull Ups with Velcro Sides and Extra underwear for when potty training
- Shoes (must be worn at all times)
- Coat / appropriate seasonal outdoor wear
- Blanket for nap
- 1 sippy cup (without removable stopper)
- 2 cloth pullover bibs only
- 3 boxes of facial tissue\*
- 1 box of CRAYOLA washable chubby crayons\*
- 1 box of CRAYOLA washable chubby markers\*
- 2-4 glue sticks\*
- 1 Comfort kit (see right)

### Preschool (2.5-4 years)

- Pull-ups/training pants if needed (abundant supply) no diapers please
- Diaper ointment, with Med Authorization Form
- Sunscreen with Med Authorization Form
- 2–3 extra COMPLETE changes of clothes (more if potty training)
- Extra pair of shoes for those potty training
- Nap blanket and, if desired, a small pillow
- Coat / appropriate seasonal outdoor wear
- 2 boxes of facial tissue\*
- 1 box of CRAYOLA washable chubby markers\*
- 1 box of CRAYOLA washable chubby crayons\*
- 3-4 Glue Sticks\*
- 1 Comfort kit (see right)

### Pre-K 1 and 2 (all 4-5 yr. olds)

- A backpack
- 1 extra change of clothes (stored in a gallon zip lock bag)
- 1 pair of blunt scissors\*
- 1 Elmer's Glue bottle\*
- 6-8 glue sticks\*
- 2 box of facial tissue\*
- 4 boxes of 3 oz. Dixie type cups (200 cups each)\*
- Daycare children only : small nap blanket & small pillow
- 1 comfort kit (see below)

**Comfort Kits:** Should include a photo of family, a flashlight, emergency Mylar blanket, small stuffed animal, snacks, and bottle of water. These items need to be stored in a GALLON zip lock bag and labeled with child's name. These are used in emergency situations.

### Books/Toy Policy

Books: may come to school any day. Their content should support a Christian lifestyle and beliefs. Please make sure your child's name is written in the book. We encourage you to read to your child daily.

Toys: **Toys may NOT be brought to school.** Unless your child's class has share day. Then a toy may be brought and kept in cubby at all other times.

- Share/Toys must be clean and age appropriate.
- Share/Toys must not encourage violent play.
- No weapons.
- All toys must meet with teacher approval.

*The Small World Learning Center is not responsible for lost, stolen or damaged personal toys. Replacement would be the sole responsibility of the parent/guardian of the child who brought the toy.*

### What NOT to bring

- Do not bring weapons, drugs of any kind, nor toys that promote violent play.
- Do not bring candy, gum, or treats other than on special occasions, as permitted and arranged.
- Do not bring pets.

## **Enrollment and Admissions Policies**

### Ages of Children Served

We offer full day care for children 1 month to 5 years old through-out the year. During the school year we operate early education classes and a before / after school care program for children 5 to 12 years old. An all day summer program for ages 5 to 12 is also available.

### DSHS Subsidized Child Care

We accept DSHS subsidized child care up to a limit of 30% of our current child:teacher ratio. More than 5 absences in a month jeopardizes a child's place.

### Application Forms

The first step in registration is to apply by filling out an application form. These forms will be reviewed and notification will be sent regarding acceptance after we have determined that we are able to care for your child when desired.

When anticipating state child care subsidies the parent must contact DSHS. The application will be complete when a current letter of eligibility is received from DSHS.

### Acceptance Policy

Due to space availability and other limitations, we reserve the right to accept or not accept a child into any program at Small World Learning Center (SWLC). We also reserve the right to terminate service to a client according to our child care limitations policy (see page 10).

### Entrance Interview

An entrance interview will be scheduled soon after your application is accepted so that we can get better acquainted. We are anxious to get to know and serve you!

### Registration Forms

Once you have been accepted, the following registration forms must be completed and turned into the Small World Learning Center Office **PRIOR** to attendance:

- Immunization CIS form, up-to-date, completed, and signed
- Registration form pages 1-4, including:
  - Family Information
  - Leave and Notification information
  - Health Info and Consent for Medical Treatment
  - Individualized information regarding your child

### Place Reservation

Families with infants are often interested in reserving a place for their infant. The place may be reserved upon approval of the application and payment of the **nonrefundable entrance fee.**

### Payments in the Event of Absences

By contracting with us, there are no discounts for illness, vacations, holidays, or extra days.

### Financial Contract

Before your children attend SWLC, your financial contract must be signed and the entrance fee, curriculum fee and first payment must be paid.

### Trial Period

All families will be enrolled on a trial period of 2 months to determine the right placement for your child. During this trial period either party (parent or provider) has the right to terminate care without notice. After the trial period, termination notice must be given. The parent will be responsible for payment for days the child attended during the trial period.

### Withdrawal/Termination

Prior to withdrawal, a two week written notice is required. Failure to do so will result in charges equal to two weeks of current care.

## **Fees and Payment Policies**

Your pre-payment secures your child's place at the Small World Learning Center. The charges are the operating income for the Small World Learning Center. Consistent and prompt income is essential for the smooth operation of the learning center.

- **Monthly** payments are due and payable on the 1st Monday of each month (and are past due on the 5th).
  - **Bimonthly** payments are due on the 1st and 15th (and are past due on the 5th and 20th)
  - **DSHS** Copayments are due the 1st of each month
1. Cash, check, or money order payments may be made at the SWLC office.
  2. The payment due will be the contracted amount for that month plus any fees such as late financial fees, late pick-up charges, and drop-in daycare.
  3. Late pick-up charges will begin 5 minutes after the closing pick-up time. The charge will be \$1 per minute late.
  4. A late fee of \$15 will be charged on accounts that are past due.
  5. An approved financial plan will be required of all family accounts that are 30 days past due. Children will not be allowed to use child care services until proper arrangements have been.
  6. All accounts past due by 90 days may be submitted to collections.
  7. There is a \$25 fee for all returned checks.
  8. Any unscheduled attendance needs to be arranged through the office and drop in charges will apply.

## Late Pick-up Policy

If a child remains at the Small World Learning Center after closing time (6 pm), we will try to contact the child's parent or legal guardian. If we are unable to contact them, or if they have not contacted us, we will begin to contact names on the emergency contact list until we can reach someone to pick up the child/children.

The charges for late pick up of \$1.00 per minute will be applied to the child's account for each minute after closing time.

If we are not notified, or are unable to reach any listed guardian within 30 minutes (6:30 pm), there will be an extra charge of \$100. The Washington State Department of Social and Health Services and the Child Protective Services might be notified of parental negligence.

## Sign-in and Sign-out Requirements

The following procedures are in place for the safety of your children and are also mandated by the State of Washington:

- State law requires a parent or guardian (at least 18 years old) to sign with their **full legal signature and Time** when they bring and pick up their child/children.
- Parents may make prior arrangements authorizing their under-age child to sign-out younger siblings. Authorization forms are available upon request.
- The sign-in/sign-out record will be at each classroom. Please allow plenty of time for check-in and check-out to enable communication between staff and parents.
- Parents are responsible for their child after signing them out.
- Staff will sign out school-age children from before school care and sign the children back in if and when they return for after school care,
- Children are not permitted to sign themselves in or out of the learning center unless special circumstances exist and prior arrangements have been made.
- Children will only be released to persons authorized on the registration form. Addendums may be added, in writing, by the parent or guardian who enrolled the child. Staff may ask for verification of identity.
- State law requires that children will not be released to any person who is believed to be under the influence of drugs or alcohol.
- We ask that during pick up and drop off time you refrain from talking on your cell phone. May this be a time to connect with your child's teacher and give or receive important information about your child.

## Transportation Policies

### Field Trip Transportation

From time to time we take children on field trips. Field trips allow the children to get a first-hand look at the world beyond our four walls. They provide a fun way to build vocabulary and awareness. Parents and guardians will be notified in advance of where we will be going, when, and the method of transportation. If you prefer that your child not go on the field trip, you may request that your child be cared for in another room. If care-giver ratios will allow this, we will make these arrangements. If not, you must make other arrangements for your child,

Student to Care-giver ratio's will be maintained. The care-givers will have a first aid kit. All our staff and any care-givers that will be alone with the children at any time have been cleared with a background check, and have current First Aid and CPR training.

- Walk: If we walk there will be adequate staff to oversee the children's safety. Preschoolers will hold onto an adult's hand or a rope line managed by an adult at the front and back.
- Bus: If we take the city or school bus, staff will be present to oversee safe riding practices.

### Before/After School Transportation

Children attending Tri-City Adventist School will be walked over to or from the Small World Learning Center by either their school teacher or the before/after school staff.



## **Family Involvement**

The parent is a child's first and foremost teacher. Whether or not children feel positive support from their family unit is the best indicator of their future success as learners and students. Therefore family involvement is very, very important!

### **Daily Sheets**

For children enrolled in the infant, and toddler programs, a daily "recap" sheet will be completed to tell you about your child's day. This chart contains information about toileting, meals, naps, and activities.

### **Newsletters**

A center-wide monthly newsletter will be provided to each family through sign in booklet. This newsletter provides you with general information and announcements about the center.

### **Communication**

We want to keep communication lines open. Each child will have some type of note about their day. Feel free to set an appointment and communicate directly with your child's caregiver, or director as needed. You can also expect a monthly SWLC Newsletter.

### **Involvement at SWLC**

You are encouraged to be involved with the Small World Learning Center's experience. You may choose to help organize events, prepare class projects, etc. Volunteer and make arrangements at the SWLC office.

### **Family Events**

Our quarterly Family Nights will cover a variety of topics and themes. Join us for food, fellowship, a parenting nugget and fun family activities which your family can do together.

### **Involvement at Home**

Daily interaction with your children is so very important. We can't reinforce this enough. Talk to your children about what they are doing, what you are doing, or things around them. Read to them and talk about the pictures in the book. Listen to them. Play with them.

### **Expectations**

During work hours or when at the Small World Learning Center, staff, volunteers, parents, guardians or children:

- Must not be under the influence of, consume, or possess an alcoholic beverage or illegal drug.
- Must not smoke inside the building, while supervising children outdoors, nor in a motor vehicle while transporting children.
- Must not leave children unattended in vehicles.
- Must keep children with responsible party at all times.

### **Update Information Changes**

If there are any changes in the information given on your child's registration form, please let us know the updated information at the office or e-mail. For your child's health and safety, we need updates for: phone numbers, address, immunization, health issues/information, insurance, and who can/can not pick up your child. Update forms are available on foyer table.

### **Lost and Found**

Lost and found items will be kept outside your child's class or in the Small World Learning Center office. Periodically we'll lay all the clothes on a table for parents to pick up "lost" things. Any items that remain unclaimed will either be given to charity or discarded.

## **Transition Criteria**

We want to insure positive transitions from one classroom to another. We will do this by spending a couple of weeks transitioning your child. We will do this by letting him/her spend some time in both the new and current classroom to allow your child to get to know the teacher, children, surroundings, and procedures. Also, we recommend that the child be able to meet certain developmental criteria/goals:

- Toddler should be able to walk;
- Preschoolers should be able to talk;
- Pre-K students should be potty-trained and be able to sit and focus on an activity for a few minutes.

## **Room Transitions**

Your child will transition to a new classroom when he/she has reached the developmental milestones for a particular classroom. As the time for a transition to a new room approaches, you will be contacted regarding transition. Both your child's current and future teacher is available to address any question or concerns you have during the transition process. Our goal is to make it the easiest transition possible. Your child's new teacher will spend some time in the current classroom to build a relationship with your child. Then your child will begin spending a few hours at a time in their new class. We'll increase the time as your child becomes comfortable and has transitioned to a whole day in their new classroom. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher in order to familiarize themselves with the new classroom. By taking all these measures, our goal is for a nice smooth transition.

## **Entrance Screening**

Within the first 90 days of a child's enrollment, your child's teacher will perform an Ages and Stages Questionnaire (ASQ) Screener. This screener looks for any developmental issues. The lead teachers are trained on how to perform and score the ASQ. The parent will perform the same screener at home as the teacher. Then, the teacher will compare results of both. At this point, if there are significant developmental concerns, the Program Director will be contacted and a meeting with parents will be scheduled. Otherwise, teachers will discuss results with parents within 30 days of the completion of ASQ a parent teacher conference.

## **Kindergarten Transitions**

Our goal at SWLC is to have your child ready to transition into the Kindergarten program of your choosing. In March, at our Spring Family Night, we invite the Kindergarten Teacher from TCAS to give a short presentation. WA Kids is a program designed to help your child transition into school. As information is given to SWLC we will pass that information to the parents. In April of each year, TCAS offers a Move Up day, where Pre-K visit TCAS for the morning. At the end of the school year, parents will be handed 2 packets of assessment and information. One is for the parents, the other is for your child's Kindergarten teacher.

## **Assessment**

The Small World Developmental Assessment is the assessment tool used by the programs to evaluate and track each child's individual development during their time at SWLC. It is an on-going assessment system, meaning that teachers are continually watching, observing, and documenting each child's development. The same tool is used from birth through pre-kindergarten, to allow a more complete picture of your child's development. By tracking a child's development, our teachers are able to plan activities that are appropriate for each child's developmental abilities.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences will typically be held 2 times a year. The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting as well the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

## **Food Transitions for Infants**

Food, other than formula/breast milk, will not be given to infants younger than 4 months of age, unless there is a written order by health care provider. Children 12-23 months will be given whole milk; chopped soft table foods are encouraged after 10 months of age; and cups and spoons are encouraged by 9 months of age.

## Behavior Management and Guidance

Our mission is to partner with parent to help children grow in ... favor with God and man. It is because of this mission and the understanding that children are learners and need guidance in behavior management, that it is our policy to instruct by words and example. Caregivers will, by their kind and gentle, yet firm demeanor show and/or tell children how to be kind, respectful and learn to manage their feelings and emotions in socially acceptable ways. Classroom activities, routines, and atmosphere will encourage children to participate in positive activities rather than react negatively. A child's age and development must be considered along with the situation when determining the best method of guiding children to correct their behavior, solve problems, make restitution, and learn to make right choices.

As care-givers we try to be fair, reasonable, and consistent. If a child is misbehaving because they don't feel well, are hungry, sick or tired or are feeling stressed, discouraged, or rejected, we will do everything in our power to help overcome these feelings by meeting the child's felt needs so that the child can thrive. (If your family or child is going through a particular stressful time, we would appreciate knowing about it for that reason.) Children will have many opportunities for positive attention and interaction with care-givers and will be given positive choices within the limits of their development, so that they can have a sense of control and personal success.

Care-givers and adults on the premises are not allowed to use cruel, unusual, hazardous, frightening or humiliating discipline such as corporal punishment (biting, shaking, spanking, slapping, hitting, striking, kicking, pinching, flicking or any other means of inflicting physical pain or causing bodily harm to the child); verbal abuse (such as name-calling, shaming, etc.); physical restraint injurious to the child (placing the child in a locked room or closet); or withholding foods or liquids as punishment. Any verified violation of this rule will result in dismissal of the staff person.

We reserve the right to use limited physical restraint when protecting a person from serious injury, securing a weapon or other dangerous object, or protecting property from serious damage. An incident report will be completed in such cases when physical restraint is used.

If a child is injured in any way by another child (bitten, hit, etc.) an incident report will be completed and the injured child's parents/guardians will be notified. The identity of the child who caused the injury will be kept confidential. That child's parents/guardians will also be notified. Consequences for the child will depend on the child's age.

## RESPECT Basic Rules of SWLC

1. Show respect for God and obey His Word.
2. Show respect for the teachers, caregivers, volunteers, and other adults.
3. Show respect for classmates and other children.
4. Show respect for yourself.
5. Show respect for the furniture, toys, and other items belonging to SWLC and others.

## Sharing / Taking Turns

Learning to share and take turns is an important developmental skill. Children will be taught and encouraged to, if they desire an object, to ask for the object and then wait until it is given to them. If asked for an object children will be taught that they may either give the other child a turn with the object immediately or after a few minutes when they are done, or they may play with the object together. While it is important that each child be able to play with an object as long as they desire, it is important also to realize that there are other children who might also like to play with or use that particular object. Communication, sharing and taking turns are encouraged.



## **Infants**

Infants cry to communicate and this is OK and to be expected. It is the care-giver's responsibility to discover the felt needs and care for them. Furthermore, infants drop things, are messy, practice new skills and put things in their mouth to explore the world around them. All these things are natural for their development. We will not scold or discipline infants. We will provide a safe, nurturing environment where trust can be developed.

## **Toddlers**

Because toddlers are learning to talk, yet do not have the vocabulary to adequately describe what they want or how they feel, care-givers will try to understand and talk 'for them,' giving them positive words and actions for the situation. Toddlers test their physical limits by climbing, running, grabbing, pushing, pulling, maybe even biting and do not understand other's point of view. Care-givers will patiently and firmly remind and teach them positive actions, being careful to be consistent and fair. If it will improve the situation, either the toy or toddler may be moved from the situation and redirected.

## **Preschool Age Children**

Preschoolers have a better command of language and a better understanding of their own and other's emotions/feelings. Care-givers will patiently provide reminders while children practice and learn positive actions. If children are not cooperative or do not respond positively to these reminders, they may need to solve the problem by making amends or sitting in time-out. Time-out will last one minute for each year of child's age or until the child is ready to make a positive choice. A behavior incident log will be kept for each child to track positive and negative behaviors. If negative behaviors are consistently repeated over a period of time, parents will be contacted and will have the opportunity to partner with us to make a behavior plan for their child. Children must be completely toilet trained and 4 years of age before entering the Pre-K class.

## **School-age Children**

As children mature and are more capable, our expectations of them rise. Children who know these expectations might not be reminded of the rule or guideline. Discipline may involve restitution, fixing the damage, and/or a time-out during which the child must come up with a plan for positive action. A behavior incident log will be kept for each child to track positive and negative behaviors. If the child's plan is not successful and negative behaviors are consistently repeated over a period of time, parents will be contacted and will have the opportunity to

partner with us to make a behavior plan for their child.

## **Making a Plan**

- A plan needs to be within the child's developmental ability to do.
- It should include what the child will do presently to make amends for the current situation (offense) and what positive choice and action the child plans to take in the future so that his/her behavior is socially acceptable.
- Care-givers will encourage the child to follow the plan and expect that the child will do so.
- If the plan is not successful it must be restated as noted above.

## **Consequences for Extreme Misbehavior**

If the behavior threatens the life or health of any child, staff, volunteer, or any person at the Small World Learning Center, we reserve the right to:

- Suspend the child from the Small World Learning Center for a specified amount of time, during which the parent/guardian will need to find other care for the child.
- Terminate the child from the Small World Learning Center. The parent/guardian will need to find other care for the child for an indefinite time.

Our ultimate goal for each child is that they grow in wisdom ... and in favor with God and man. We will do everything possible to provide an environment where this goal can be accomplished.

## **Child Care Limitations Policy**

It is our plan and purpose at the Small World Learning Center to offer the best care possible so that your child will grow to be healthy, a good friend, respectful of God and others, and develop a well-rounded foundation for learning. The SWLC staff promise to abide by the policies within this handbook and request that our clients do the same.

We reserve the right to deny child care, or to suspend, or terminate child care if a (present/future) client:

- Is disrespectful or client's child is disrespectful towards a SWLC staff member.
- Does not make the payments outlined in the Child Care Agreement
- Does not abide by the principles of the policies written in this handbook.
- Failure to abide by these policies jeopardizes a client's future at SWLC.

# Health/Safety Policies

The safety of your child is very important to us. All of our staff have been trained in First Aid, CPR, Blood-borne pathogens, and our personal emergency plan.

## Medical Emergencies

A complete outline of procedures can be found in our Health Policy notebook. This 35 page document may be accessed in the director's office and on line at our website: [www.tcjasmallworld.com](http://www.tcjasmallworld.com).

In the event of an accident, incident, or emergency our trained staff will:

- Call 911, if it is a life-threatening emergency.
- Respond according to first aid procedures. For minor emergencies this may include washing the wound, giving a bandage and/or an ice pack. For major emergencies this may include CPR, performing the Heimlich maneuver or other lifesaving techniques as trained by a licensed trainer.
- Contact the child's Parents/Guardians. The persons contacted will be in the order stated on the Leave and Notification Registration form. Once a parent or guardian is reached we will not call anyone else.
- Fill out an Injury/Incident Form. A copy of this form will be given to the parent/guardian and a copy will be kept on file.

## Disaster Policy

A complete outline of procedures can be found in our Disaster Policy notebook. This 34 page document may be accessed in the director's office and on line at our website: [www.tcjasmallworld.com](http://www.tcjasmallworld.com).

In case of a disaster, we will be in contact with emergency crews and follow their directives.

In the event that evacuation is necessary, our primary location of egress will be Tri-City Adventist School at 4115 W. Henry Street Pasco. If we are unable to stay at either facility, we will leave a note stating our location.

## Pet Policy

SWLC pet policy states that we don't bring or have pets on the premises. Our full pet policy and the specifications therein can be found at our website or on foyer table outside of the office.

## Notifications Required

We are mandated reporters and are required by law to report the following:

- An incident involving a bite mark, scratch, bruise, or bump must be reported to the parent. A copy of the written incident report, stating specifics regarding the incident, must be given to the *parent* and placed in the child's file. The incident will be recorded in the incident log book.
- A death or a serious injury or illness that requires medical treatment or hospitalization of a child in care, must be reported, by telephone and in writing to the *parent, licensor, and child's social worker*, if the child has a social worker.
- An occurrence of food poisoning or reportable communicable disease, as required by the state board of health, must be reported to the local *public health department* and to the *licensor*, by telephone.
- Any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation, we are required by Washington State law and licensing to report immediately to the police or *Child Protective Services* and to our *licensor*. Unless it is recommended by Child Protective Services, we may not notify parents when the police or Child Protective Services have been notified about possible child abuse, neglect, or exploitation.
- The *licensor* and *victim's family* must be notified of any crises, disaster, or emergency.

## Weather Policy

Daily exercise outside in the fresh air and sunshine is very important for children's health. We will be going outside for at least a little bit every day unless it is at or below 30°F with wind chill or the heat index is at or above 90°F. *Please send proper outdoor garments for your child to wear.* We take wind chill, air quality, and real feel into consideration. If you think your child is too sick to go outside for a little bit, he/she is too sick to be at the learning center.

## Medication Management Policies

If at all possible, we encourage you to care for your child's medication needs at home either before or after their time at the Small World Learning Center. In the event that your child needs medication while at the center, the medication will be given by a designated staff member according to the following procedures:

*All medication must be in it's **original container** and be accompanied with the parent's written consent (i.e. a completed **Medication Consent Form**)* This form is available at the office or classroom. Medications will be stored as directed in a locked box in either a refrigerator or a designated cupboard.

We will report what medications your child has been given on their daily report. Medications will be returned as directed by the parent.

### Non-Prescription Medication

We may give the following medications to your child, provided that the medication bottle label states how much medication to give based on the child's age and weight and we have a written parental consent.

- Ointments or lotions intended to reduce or stop itching or dry skin
- Diaper ointments and non-talc powders intended only for use in the diaper area
- Sunscreen for children over 6 months of age

All other over the counter medications must have written directions from a health care provider with prescriptive authority before being administered by our staff.

### Prescription Medication

If necessary, prescription medication may be administered by a designated SWLC staff for one week provided that it is in it's original package and is accompanied by the prescription with specific written directions from a health care provider with prescriptive authority. We may not give short term prescription medication "as needed." There must be a start and stop date.

### Long-Term Medication

If a child has a chronic or life threatening illness and needs long-term medication, a signed statement from the child's health care provider must accompany it stating that the treatment is ongoing. This includes the need for inhalers, epi-pens, etc.

If medications are required by the ADA (American Disabilities Act), the parent must provide training and written instructions to the caregivers on the proper administration of the meds or treatment required by the child.

## Practices Concerning an Ill Child

We are prepared to care for well children. Special attention to a sick child and full attention to well children is difficult.

If your child is ill and you are keeping him/ her at home, please notify us. *Thank you!*

The following policies and procedures help us to provide a healthy environment for all children.

- A mini health check will be made with child's teacher each morning. If your child shows illness upon arrival, you will be asked to take your child home.
- If a child's temperature is in question, we will take the temperature with a forehead scanning thermometer.
- If your child becomes ill at the center, if possible, he/she will be isolated where we can observe him/her. You will be notified and arrangements must be made to pick up your child.
- It is permissible for a child with a common cold to stay at the learning center provided none of the following symptoms are also present.

If your child has any of the following symptoms, he/ she is ill and is not allowed to be at the center:

1. **Fever of 100° or higher and have one or more of the following:** earache, head-ache, sore throat, rash, or fatigue that prevents participation in regular activities
2. Diarrhea (3 or more watery stools or 1 bloody stool within 24 hours)
3. Vomiting (1 or 2 more times within 24 hours)
4. Not feeling well — i.e. unusually tired/ pale/ cranky/confused/lack of appetite
5. Open or oozing sores, unless properly covered with cloths or with bandages)
6. Lice or nits
7. Any communicable disease including, but not limited to: chicken pox, pink eye, scabies, or strep throat.

**Children must be symptom free of the above conditions for a 24 hour period or be on antibiotics for a 24 hour period before returning to the center.**

We are required by state law to report communicable diseases to the local health department and licensior. All parents will be notified as well.

## Appropriate Clothing

Children's minds and bodies develop from experiencing and doing. This is their "job," and we feel that it is important for them to participate in all activities and the clothes they wear play a big role in this.

Clothes should be:

- Comfortable for play
- Modest [i.e. Pants should stay up. Girls should wear shorts/leggings under their skirts.
- Simple (i.e. They should not have pictures or logos that advertise non-Christian principles).
- Jewelry is not appropriate for school and is discouraged for safety reasons. However, our policy is for our infant room that no jewelry or hair doodles be worn. This is a choking hazard.

Please provide a set of extra clothes for your child [including shirt, pants, underwear, socks, and shoes] to use in case of spills or other accidents. If wet or soiled items are sent home, please send replacements.

### Outdoor Gear

We will be going outdoors every day for at least a short time. Please make sure your child is ready for the weather and mark all outer clothing with the child's name in permanent marker. Thank you.

- Light jacket or rain gear (in the fall and spring)
- Warm coat, mittens or gloves, warm hat, and, if needed, boots (in the winter).
- Shorts, sandals with back strap (warmer summer months).

### Shoes

Shoes need to be worn at all times. and should be sturdy, rubber soled, easy to run and climb in and easy for your child to fasten by him or her self. We prefer tennis shoes; however in hot weather a flexible rubber soled sandal with a back strap would be appropriate. (No flip-flops.)

## Infection Control

Staff, volunteers and children at SWLC are required to wash their hands before eating, after using the restroom, using a tissue, playing outside, petting animals, or cleaning a mess. Staff and volunteers have been tested (and treated if needed) for TB. The facility is cleaned and sanitized daily. Infant and Toddler toys are cleaned daily. Toys and linens are cleaned weekly or more often, if needed. Please do not bring your child if he/she is sick (see p. 12)

## Meals

### Nutrition

Balanced nutrition is important for children to grow intellectually and physically. Nutritional snacks will be provided mid-morning and mid-afternoon.

Whether you choose to provide your child's breakfast and/or family style lunch or take advantage of the prepared meals, your child should receive and consume the following:

**Breakfast:** fruit, grain, and dairy  
(or milk substitute with calcium)

**Lunch:** grain; 2 vegetables or fruits;  
meat, meat alternative, or legume; and dairy  
(or milk substitute with calcium)

**Snacks:** includes 2 of the following components:  
grain, fruit, vegetable, legume, or dairy

Meals from home will be monitored to ensure safe storage, preparation, and nutrition.

Children may not share their food.

### Meal Service

If you see that your child will probably not eat the items on the menu, please send a lunch from home. To the best of our ability, we will accommodate food allergies with alternative choices approved by parent.

Menus are posted every two weeks. Look for the latest menu on foyer table.

### Infants

The parent/guardian must provide milk, formula or bottled foods labeled with the child's name. All infants are feed on demand, when they are hungry, we feed them.

### Toddlers

The parent/guardian must provide milk, formula or bottled foods labeled with the child's name, until the child is able to eat what is on the menu.

### Birthdays and Celebrations

If you would like to bring a special snack for holidays, birthday, or other special occasions, please bring store bought items that are sealed. Washington State law prevents SWLC from serving food to non-family members that was prepared at home. Please notify the SWLC staff if you plan on bringing a treat. Gum, candy, and other treats are not welcome if it is not a special occasion.

## Infant and Toddler Policies

A licensed registered nurse (RN) will visit the Infant room and make observations/assessments every month.

### Diapering Policy

- Diapers and diapering supplies (ointment, wipes, etc.) must be (abundantly) supplied by the parent/guardian and will be used for their child only. See the medication management policy page 16.
- Disposable diapers are encouraged. We do not have a diapering service. If cloth diapers are used, they will be returned, in a Ziploc bag, to the parent/guardian for laundering. If disposable diapers are used, they will be disposed of.
- We will follow state mandated guidelines for changing diapers to ensure each child's and care-giver's health and safety.

### Toilet Training Policy

- Toilet training is initiated when the child indicates readiness and in consultation with the child's parent. We would prefer toilet training be initiated in the Toddler room when the child is about 2 years old.
- Training pants should be (abundantly) supplied by the parent or guardian.
- Disposable pull-ups are encouraged. We do not have a diapering service. If cloth training pants are used and soiled, they will be returned, in a Ziploc bag, to the parent/guardian for laundering. If disposable pull-ups are used and soiled, they will be disposed of.
- Children who need assistance in wiping after a BM, will be assisted while they sit on the toilet and lean forward towards the care-giver.
- Children in soiled pull-ups or training pants will be changed. We will follow state mandated hand washing guidelines for the health and safety of the child and care-giver.

### Meal / Food Policy

- An age-appropriate feeding schedule will be agreed upon by the parents/guardians and the SWLC staff.
- Bottles, nipples, nipple covers, formula, bottled breast milk, or bottled baby food will be supplied by the parent/guardian according to the child's development, physician's recommendation, and feeding agreement.
- All bottles and baby food jars should be labeled with the child's name.
- If formula is used, the bottles will be prepared for the child, as needed.
- If breast milk is used, each bottle must be labeled with the child's name and date bottled. The bottles will be refrigerated. Milk is warmed with water from the tap.
- To reduce risk of cross contamination and exposure, bottle nipples will be covered (when not in use).
- After given a bottle, any unconsumed portion will be discarded within one hour.
- Bottles, nipples, and caps will be returned to the parent/guardian at the end of the day for washing and sanitizing.
- When a child can sit without support and at the direction of the parent/guardian and the health care provider, an infant will be given baby food, as provided by the parent.
- All infants will be feed on demand, when hungry.
- Infants and Toddlers will always be within arms reach of a teacher when they are eating.

### Nap / Sleep Policy

- Infants and Toddlers will be allowed to sleep whenever and for as long as needed.
- Infants will be laid in their crib on their back
- **Soft objects will not be placed in cribs.**
- Toddlers and Preschoolers will sleep on cots with a sheet and blanket.
- A child will be allowed to get up upon waking up or after 45 minutes of rest.
- Sheets and blankets will be laundered weekly or more often as needed.



## Spiritual Policy

We are a Christian daycare operated by the Seventh-day Adventist Church. It is our mission to partner with parents to help children grow, as Jesus did, in wisdom, stature, and in favor with God and man. While prayer, Bible stories and songs will be part of our daily activities as we develop a relationship with Jesus, we respect the fact that our families come from a variety of faith communities.

### Spiritual Activities

#### Daily

The daily activities may include stories from the Bible, religious songs, memorizing scripture, crafts and discussions about God/Jesus' love along with good character development. Before meals, the care-giver will say grace or a child will be given the opportunity to pray.

#### Weekly

When Friday sundown is before closing time (October—March), we will welcome the Sabbath with special activities. The Sabbath is the first holiday instituted by God. Possible activities include: experiencing a Bible story, singing, learning a memory verse, doing crafts, and learning about God's creation.

#### Yearly

Thanksgiving, Christmas, and Easter give us special times during the year to focus on thanking God for what He has done, celebrating Jesus' birth, and rejoicing that Jesus died for us and rose again to give us eternal life. We will be having programs celebrating these events..

If you have any questions about these activities or their content, please do not hesitate to contact us.

### We believe:

- ✚ God is the Creator.
- ✚ The Bible is God's Word to man.
- ✚ God is love. He has a purpose for us.
- ✚ Satan desires our destruction.
- ✚ Jesus gave His life to save us.
- ✚ We choose our destiny.
- ✚ Nature is God's second book.
- ✚ We are responsible to help those we can.

Do you want to know more about our beliefs? We will be happy to make an appointment to speak about our beliefs and what is taught. The Upper Columbia Conference of Seventh-day Adventists website also has a great outline of the Seventh-day Adventist beliefs: [www.uccsda.org/beliefs](http://www.uccsda.org/beliefs)