

Great Kids Academy

Parents Handbook

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(425) 245-8679

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(425) 673-6790

Welcome,

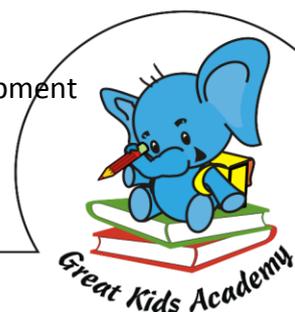
We are pleased that you have chosen Great Kids Academy in the care and education of your child. Like you, we are interested in your child's whole development. Our commitment is to provide you and your child with the best in child care and education. This handbook is given to all parents at the time of enrollment of their child in the care center, and is designed to acquaint you with our policies and procedures. We are up to date by state rules and regulations.

➤ Academy Mission Statement

We believe in the development of the whole child. Our curriculum is designed to focus on the creative, emotional, intellectual, physical, and social growth of each individual. The purpose of our approach is to foster competency in the young children.

We have several goals for children.

- to be competent and confident in their abilities
- to be self-directed in a constructive, creative manner
- to be successful in future educational experiences
- to develop love for learning and the ability to know how to learn
- to develop self-control and a sense of right and wrong
- to feel good about who they are
- to learn cooperation with other children as well as adults
- to reach their full potential in emotional, intellectual, physical and social development



Principles of Child Development and Learning

- 1.** Domains of children's development – creative, emotional, intellectual, physical, and social are closely related. Development in one domain influences and is influenced by development in other domains.
- 2.** Development occurs in a relatively orderly sequence, with later abilities, skills, and knowledge building on those already acquired.
- 3.** Development proceeds at varying rates from child to child as well as unevenly within different areas of each child's functioning.
- 4.** Early experiences have both cumulative and delayed effects on each child's development; optimal periods exist for certain types of development and learning.
- 5.** Development proceeds in predictable directions toward greater complexity, organization and internalization.
- 6.** Development and learning occur in and are influenced by multiple cultural and social contexts.
- 7.** Children are active learners, drawing on direct physical and social experiences as well as culturally transmitted knowledge to construct their own understandings of the world around them.
- 8.** Play is an important vehicle for children as well as a reflection of children's development.
- 9.** Development advances when children have opportunities to practice newly acquired skills.
- 10.** Children demonstrate different modes of knowing and learning and different ways of representing what they know.
- 11.** Children develop and learn best in the context of a community where they are safe and valued, and their physical needs are met.
- 12.** Parents are a child's first teacher and an important influence in their life.



POLICIES AND PROCEDURES

➤ Waiting List Priorities

Priority for available spots is given to families already enrolled. **Having priority does not guarantee that space will be available when needed.**

➤ Registration

- A non-refundable enrollment fee of \$100 per child is due at the time of registration.
- These fees must be paid and required documentation turned into the office **prior** to your child's starting date.

➤ Documentation Required For Your Child's Records

1. A completed registration packet.
2. An immunization record, complete with the Doctor's name.
4. Authorization for pick-up.
5. A copy of any court orders regarding child custody/visitation issues.

➤ Programming

The center is open Monday through Friday from 6:30a.m. to 6:00 p.m. Our full day program is from 6:30 a.m. to 6:00 p.m., half-day a.m. from 8:00 a.m. to 12:00 p.m. and half-day p.m. from 12:30 p.m. to 4:30 p.m.

➤ Late Fees

There will be a charge for late pick-ups. This is necessary because of staffing ratios, which must be strictly followed. A late notice statement will be completed and added to the next billing statement. The clock in the front office is our time clock.

If we are unable to contact a parent or guardian within 60 minutes of the centers closure at 6:00p.m., we will notify the Police Department and Child Protection Services.

➤ Tuition Rates

Tuition rates are subject to review and change each year. See brochure for current rates.

➤ Payments

Please make checks to Great Kids Academy payable to and drop in our wooden payment box located inside the center by the front door. Do not leave your payment in your child's backpack. Please put your child's name on your payment.

➤ Orientation

Before your child starts care, you and the assigned Teacher will meet to discuss your child's classroom policies and procedures.



➤ Disruptive behavior

Great Kids Academy does not tolerate disruptive behavior from parents. Disruptive behavior is inappropriate behavior that interferes with the functioning and flow of the center. It hinders or prevents staff members from carrying out their professional responsibilities.

Examples include but not limited to: yelling, using profanity, waving arms, verbally abusing others, refusing to answer reasonable questions, etc. After identifying disruptive behavior, the center has the right to ask families to go. We will do that after we try to discuss and find a solution to a problem a family might have. At any time Great Kids Academy reserves the right to terminate child care for any child.

➤ Attendance/Cancellations

Please notify your Teacher or the Office Manager if your child will be absent on a scheduled day of attendance. We do worry. If circumstances cause you to withdraw your child, you must submit a written notice of your exit date to the office two weeks prior to your child's last day of care. If the Great Kids Academy is not notified in written form, we will continue to bill your account for two weeks.

➤ Vacation and Holidays

All full-time children will be awarded a one-week "vacation" after one year of enrollment has been accrued. Vacations will be granted the day after your one-year anniversary date. Vacations must be used in one-week intervals before the next anniversary date. Your child may not attend the center during his/her vacation week. Vacations cannot be carried over to the next year. Please notify the Office Manager in writing one week prior to your free "vacation week".

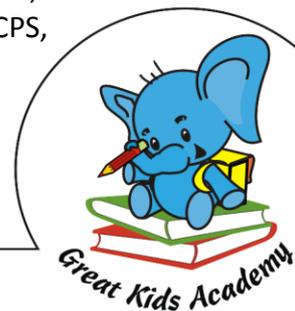
- The center will be closed in observance of the following holidays;
- *Tuition is not reduced for holidays.*
 - President's Day
 - Memorial Day
 - Independence Day
 - Thanksgiving Day and following Friday
 - Christmas Day and the day following Christmas if on a weekday
 - New Year's Day
 - Martin Luther King Day
 - Labor Day

➤ **Non –Discrimination policy.**

It is a policy at our center that no person shall be subjected to discrimination because of race, color, nation origin, sex, sexual orientation, age religion, creed, marital status, disability, or the presence of any physical, mental or sensory handicap. This includes client services and employment practice.

➤ State Guidelines

The staff and management are required by Washington State Law and Child Care Licensing to report to CPS immediately any instance where there is reason to suspect the occurrence of physical, sexual or emotional child abuse, neglect or exploitation. Depending on the recommendations of CPS, we may not be able to notify the parents about possible suspected abuse or reporting.



➤ Emergency Contact Information

Each parent must have on file a list of names and phone numbers of emergency contacts. The emergency contacts are persons in the area who are authorized by the parent(s) to pick up and/or care for the child in case of illness or emergency when the parent cannot be reached. Please be sure the persons whose names you give are aware that they have been listed for this purpose and that staff members will ask for identification of any person with whom they are not familiar. In the case of legal issues, the registered parent must indicate who has legal custody and who may pick up the child on the enrollment form. We assume no liability if not properly advised. If you won't be at the number you have listed to contact you during your child's day at school, leave a note with a staff member and/or on the sign-in sheet with the number at which you can be reached. Whenever there are changes to be made, it is your responsibility to update the emergency cards located in the center's front office and your child's classroom. Written authorization is required for changes in this respect. **Children will only be released to persons whose name appears on the emergency cards.**

➤ Special Circumstances

If a staff member suspects that the person picking up the child is under the influence of alcohol or drugs, the child will not be released. Another person authorized to pick up the child will be called. The safety and wellbeing of the children in our care is of primary importance. If any child care staff believes that an adult who is picking up a child is not in a condition to drive or adequately care for the child's safety, the staff will not release the child to the adult until the child's safety is assured. Staff will offer to call a cab for the person or call another authorized adult to assist in picking up the child.

➤ Cubbies

Your child will have a cubby at school for storing personal belongings children, please check the cubby daily for your child's artwork, etc. Also, please help your child learn where his/her cubby is located. Some children may have to share their cubby with another child. We ask that all clothing be appropriate for child care. We do many fun and messy activities. Although children always have access to smocks and are asked to wear them for messy types of activities, there may be mishaps. We don't want to ruin anything that is special to you or your child. We ask that you leave at least one complete outfit for your child here at school. Because children grow so fast, it is important to check the fit and weather appropriateness of the extra clothes from time to time. **Always label everything with your child's name.**

➤ Severe Behavior

Young children can present challenging behavior as they learn to interact appropriately in the educational setting. The Great Kids Academy is committed to using positive guidance strategies when teaching young children how to manage their own behavior. Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. However, at times some children will exhibit severe behaviors that cannot be managed within the classroom setting.



➤ Discipline

Children are taught the importance of being a friend and treating others with care and respect. It is our belief that the goal of discipline is to help young children gain inner self-control so they become aware of what is acceptable behavior. If unacceptable behavior is displayed, we explain why the behavior is inappropriate. If the behavior continues, the child will be directed to another activity. A child continuing to have difficulty will be removed from the activity for a short period of time in order to regain his/her self-control.

We try to foresee and prevent problems by structuring an appropriate environment and setting basic limits. These limits are mainly for reasons of safety and respect for oneself, for others, and for property. These limits are explained or shown to a child at the outset in terms that s/he can understand. Negative "attention seeking" behavior is ignored if at all possible. Discipline shall be fair, reasonable, consistent, and related to the individual behavior.

As your partner in caring for your child, it is important that good communication exist between the home and our center. If your child is experiencing a change in the home environment that may result in changes in behavior, it is important for you to notify your teacher. Your teacher will keep you informed of any behavioral concerns that may occur with your child at the center. Every effort will be made to resolve any problem that may occur.

➤ Hygiene

Children will be encouraged to learn good hygiene habits. Children will be guided by teachers to wash hands with soap and water before and after meals and snacks, after using the toilet, and before engaging in any cooking activity or water play.

➤ Toilet (Potty) Training Policy

Learning to use the toilet is a big event in a young child's life. Because toilet training is a complex process, there are many issues caregivers and families must consider before and during the process of toilet training for it to be a successful experience for everyone.

When you feel your child is ready for potty training, we ask that you begin teaching at home during a weekend or vacation.

How to tell if a child is ready? The Child:

- Follows simple directions
- Remains dry for at least 2 hours at a time during the day.
- Dry after nap time.
- Regular and predictable bowel movements. (some may have bowel movements every day and some may have go 2-3 days)
- Walks to and from the bathroom, pulls down own pants and pulls them up again.
- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet.
- Has asked to wear grown-up underwear.



If the child has most of these skills, then they are probably ready to start toilet training. If they do not have most of these skills or have a negative reaction to toilet training, wait a few weeks or months until most of the skills are checked off.

Starting too soon can actually delay the process and cause tears and frustration. Toilet training is much easier when the child is ready.

We will follow through and encourage your child while in care. Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 2 years of age and must also show signs of readiness. Positive reinforcements and consistency must be continued at home.

The child must be kept in pull-ups at all times because of hygienic reasons. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more than at your home. Therefore we will use pull-ups until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement and there is only one accident per week.

Proper Clothing

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. During potty training your child needs to be dressed in "User friendly" clothing as much as possible. The best items are shorts and pants with elastic waist. Please **DO NOT** dress your child in the following:

- No tight clothing
- No shirts that snag in the crotch
- No pants with snaps & zippers
- No overalls or bib type clothing
- No belts
- No one piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will stop your child's ability to do so.

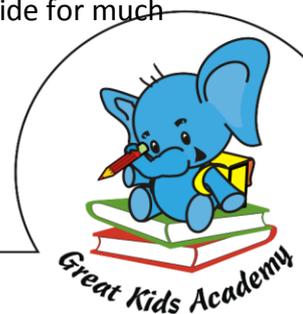
Required Supplies

The following items are to be left at the childcare and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day. Rinsing is not allowed because there is more of an opportunity to contaminate hands and other surfaces.

Two changes of clothing including socks (an extra pair of shoes if available) A bag of pull-ups – you will be notified when the supply is running low.

➤ Outdoor Play

Please bring appropriate clothing for the weather (i.e., sweatshirt, jacket, gloves, and hat). **Please remember to label all clothing.** Unless the weather is extremely severe, we will go outside for much needed fresh air and large motor play.



➤ Lunch/Snacks

Each day, the center provides, Toddlers, Preschools and Prekindergarten children with a morning snack at 9:30 a.m., lunch at 11:30 a.m. and an afternoon snack at 3:00 p.m. If your child is coming before 8:00a.m., please bring a breakfast or snack for your child. Lunch and, Snack menus are posted in the hallway outside the kitchen. Arrangements may be made with your teacher if you would like to provide a snack for a birthday party or special event, these special snacks provided by you must be store purchased or made here at the center. If children bring lunches and snacks from home, they must be labeled and in a plastic container.

➤ Toys

We ask that all toys with the exception of a soft sleepy time toy or toys for sharing days stay at home. This assures they will not be lost or broken while at school. Any toys that are brought to school will remain in the child's cubby until pick up time.

➤ Arrival

The center opens at 6:30 a.m. each morning. We encourage children to arrive by 8:50 a.m. so they may fully participate in the morning activities. Upon your child's arrival and departure, please be sure a staff member in your child's classroom is aware that you are present and are either dropping off or taking your child home. Share information that will help teachers with your child; in turn they will share information about your child's day. Child Care Licensing regulations, you must sign in your child using your signature, time of arrival, and time of departure. For the safety of your child and in the case of an emergency, please be sure to follow this regulation.

➤ Guidelines for a Smooth Separation

When you arrive at the center, plan to spend a few minutes with your child. Seek out a familiar adult or favorite activity. A teacher will be there to greet you, especially if you and your child are new to the center. Sometimes children need to share this time with parents before they can try it on their own. Interestingly, in most cases when children sense their parents' willingness to spend some time with them, they feel comfortable enough to move out on their own. However, when they think parents are anxious to leave, children sometimes feel they have to cling all the more. When you leave, be sure to say good-bye, then follow through and leave. Continually returning makes it more difficult for the child and parent to separate.

When you depart, your child may cry and protest. This protest is what psychologists call separation distress. It is part of the normal developmental process of establishing an independent and autonomous existence, separate and apart from parents. The intensity of a child's distress seems to depend mainly on the child's personality and temperament. It also depends on the way teachers handle the anxiety and the way in which parents leave. Children may show this kind of behavior at the initial separation. As they become familiar with the teachers in the classroom their protest will taper off. If you are experiencing difficulties in this area, please let one of the teachers know. If you feel a need to insure your child's adjustment, please feel free to observe your child and his/her interactions in the classroom from the observation booth.



➤ Rest Time

The children have a rest period 12:00-2:30 each day. We provide a rest mat, sheet and blanket for each child. All sheets and blanket are washed regularly. We do not expect that every child will sleep, but each needs to rest.

➤ Departure

Parents sometimes find it difficult to get their child to leave at the end of the day. It is important for the parent not to feel rejected or unneeded when this happens. In fact, the child may be feeling more secure with a parent present, and may feel freer to participate in activities with other children. If possible, it is helpful for the parent to come into the room and tell the child that they will be leaving soon. However, if a speedy exit is necessary, tell the child that it is time to go and stick to the decision. Our teachers will support you by telling your child it is time to go. If you have questions, teachers are able to help with this process. Take the time to stay with your child at the center when time permits.

➤ Sick Child Policy

For the safety and health of all our children and teachers, sick children need to be at home. Please do not send your child to school if s/he has had any of the following described conditions during the previous 24 hours. Also be advised, if your child exhibits any of the following signs while at school, s/he will be isolated immediately and you will be contacted to come pick up your child. When you have been contacted because of illness, please pick up your child within the hour. It is very important you have alternative care for your child when s/he is sick. We know it can be a very frustrating time when a child is sent home because of illness. No tuition adjustment will be made for absences due to illness.

○ Medical Conditions:

- Diarrhea (2 or more loose stools)
- Difficulty or rapid breathing.
- Vomited within last 6 hours.
- A temperature of 100.4 degrees
- Undiagnosed rash.
- Chicken pox

➤ IMMUNIZATION

The certificate must show that the require vaccines were given.

➤ Sanitation Procedures

Parents must supply disposable diapers and wipes. Changing areas have running water and are disinfected after each use. Teachers wear a fresh glove each time they change a child's diaper. Every precaution is made to keep the diaper changing areas as germ free as possible. Licensing regulations are adhered to in all areas of sanitation procedures. Our current Child Care License is posted in the front office. The Health Inspection Certificate is posted in the main front board.



➤ Medications

All medications must have a doctor's prescription to administer, including over-the-counter medication. If your child needs to have medication administered during school hours each day the parent will need to complete a medication authorization form indicating dosage and times of administration. The medication must be plainly labeled, contain the name of the child for whom it is prescribed, dates to be administered, and expiration date. Tylenol is an oral medication and must also have a doctor's prescription. Please make sure your doctor's note states that we may administer the medication, the proper dosage, and indicate for what reason this medication is being used. We are unable to take phone calls from your doctor's office. For licensing purposes, medication administered to a child must be in writing. Please notify the staff of any medical conditions (allergies, etc.) that will require special considerations in the classroom. No medication is to be left in lunches. Please store all medication in the appropriate lunch box and fill out a medication form. A classified staff member or the Director will administer all medication.

Please Note: All unused or expired medication must be removed from the center by the child's parent.

➤ Prevention

Because young children are vulnerable to infectious diseases, we encourage you as the parent to be aware of our health policies as stated. Prevention of illnesses or contagious diseases is critical.

We encourage you to:

1. Do a brief assessment of your child's health each morning. Please do not bring a sick child to the center.
2. Provide disposable as opposed to cloth diapers.
3. Provide disposable wipes.
4. Be aware that low-grade fevers may be associated with an infection or illness, and not "just teething".
5. Keep front office and classroom emergency up-to-date.
6. Dress your child appropriately – according to weather, etc.
7. Be aware that on short notice you may have to pick up your child due to illness.

➤ Injuries

The staff makes every effort to ensure the safety of your child. Unfortunately, accidents do occur. As a partner in the care of your child, we realize that you will want to be aware of your child's injuries or illnesses that occur at the center. In order to keep you informed, we will provide you with an Accident and Incident Report for each occurrence. In case of a serious injury, we will make every attempt to contact you for instructions. If we cannot reach you, we will call the person you have indicated on the emergency card to make medical emergency decisions about your child. Please keep all these numbers updated. Your signed emergency medical release will also assist us in obtaining prompt medical attention. A staff member will stay with your child until your arrival. Staff will not administer medical treatment, other than emergency first aid. All staff will be provided with CPR and First Aid Training.



➤ Earthquake Drills Earthquake Drills

Emergency earthquake drills are held quarterly to acquaint your child with the “duck and cover” procedure.

➤ Fire Drills

Emergency fire drills are held monthly to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do. Our center is equipped with a fire alarm system, and fire extinguisher is placed throughout the building.

The Fire Marshall Inspection Certificate is posted in the front office.

➤ Emergency Evacuations

In the event of an emergency at Great Kids Academy all students and staff at the center will be evacuated. If we are unable to contact you, the evacuation location will be posted on the center door.

➤ Field Trips

Parents will be notified prior to any field trips. Parental permission is required before children may walk to the Mathew Ballinger Park on a field trip.

➤ Birthdays

Birthdays may be celebrated at the center. Please contact your child’s Teacher. The center can provide a list of birthday ideas regarding food. For health regulations, food may not be prepared at home.

➤ Holiday Celebrations

Holidays represent opportunities for young children to learn about the celebrations various cultures observe. Certain holidays are recognized in the preschool classrooms in ways that are consistent with the individual program’s curriculum and the age of the children. Examples include (but are not limited to) Halloween, Thanksgiving, Hanukkah, Christmas, and Easter. The center staff, however, recognizes, understand, and value other holidays which reflect the cultural diversity represented among our families. Teachers encourage all parents to propose the observance of additional holidays that reflect their family background and traditions. Such celebrations represent unique opportunities for children to experience and understand various cultural heritages.

➤ PROGRAMS

If you have questions about any of these programs, you are welcome to ask the Director.

➤ Infants – 3m.-1y.old

Infant program accepts infants into our center when they are 3 months old.

Our Infant room has a no shoes policy.

Parents can slip their shoes off before entering the infant area, or use shoe covers.

Our infant room staff members interact regularly with each infant throughout the day. We will use simple sign language to encourage and promote speech and communication. Your baby will be offered a variety of activities throughout the day that include and are not limited to: tummy time, music, fine motor & large muscle activities, reading, talking, singing, playing, eating, outside activities, holding, rocking, hugs and quiet time. Your



infant will follow their own schedule eating and sleeping on demand.

Please provide for your infants :

4-5 bottles labeled with your child's name. That bottles must be taken home daily by the parent, and clean bottles brought back each morning.

Please parents, brings caps / nipple covers for the bottles

1 Box of diapers monthly (one, diaper every 2hours that the child is in our care)

1 Large pack of wipes (wipes are a sharing)

Minimum 3 days' supply of formula, breast milk or solid food, if is already introduced to your child.

Pacifier, and Holders / Clips, bib, blanket, and crib sheet.

One set of extra clothes.

We have a freezer to store expressed milk for up to 2 weeks.

We offer breast feeding support, moms can come and nurse, and dads can come and feed their baby.

We will have monthly consultation visits in the infant room. Licensed Nurse with training and experience in pediatrics.

To help reduce risk of SIDS all infants are placed on their backs to sleep.

If you have any question or concerns or would like information about a particular topic please talk with the Center's Director we have many resources to help.

➤ Toddler program 1y.old- 2 ½ y old

We provide gentle care to meet the daily needs of diapering, feeding and sleeping. By earnestly working to meet the Toddlers basic needs, we create a healthy and safe environment. We offer many different activities to enhance the Toddlers educational experience. Toddlers learn to explore in a safe and loving environment, at their own pace and their own way. The love we provide for the children is conducive to emotional and physical security. We hold, rock, and spend one-on-one time interacting with the children.

➤ Preschool -2 ½ y. old -4y.old

This program offers a variety of hands-on activities and experiences. Through play, children age three to five create, explore, and pretend. Planned activities and consistent daily schedules are balanced with free time to create a developmentally appropriate setting that enhances the preschooler's love of learning.

The purpose of preschool is to provide a safe and caring environment for children, while meeting their individual creative, emotional, intellectual, physical, and social needs. We believe this development happens by creating a warm and trusting atmosphere where children can establish a sense of security through a combination of hands-on experiences and active involvement in play.

Through play children discover, pretend, test, classify, organize and interact with others. Play calls for imagination, initiative, and purpose.

We acknowledge the importance of a child's unique and intrinsic sense of wonder. We therefore provide a variety of hands-on activities and experiences to encourage exploration, manipulation, and problem solving, and sharing. We believe in offering choices for children, giving them a sense of empowerment and self-control.



This is accomplished by balancing structured and unstructured daily activities, and offering individual, small and large group interactions. Most importantly, we believe in and respect a child's right to be a child. We encourage discovery, fun, laughter, and success.

➤ School Age – 5y.old -13y.old

Great Kids Academy helps your child develop effective communication skills. We provide opportunities to practice active listening, negotiation, compromise, and leadership; support teamwork on long-term projects; and encourage language and communication skills through literacy, drama, and music.

Great Kids Academy helps inspire your child to enjoy learning. We provide experiences that develop your child's ability to problem-solve, observe, predict, and explore cause-and-effect relationships; provide opportunities to explore math relationships such as classification; and provide support and time to complete homework and school projects.

We support your child in developing healthy peer relationships. We use, group games, and events to develop leadership, planning, organizing, and team-building skills.

We stimulate your child to stay active. We build strength through small- and large-group games; focus on endurance, and balance, during daily fitness activities; and promote the link between physical activity and proper nutrition in creating a healthy lifestyle.

Great Kids Academy motivates your child to express creativity. We encourage experimentation with color, shape, texture, design, and music; provide opportunities to build abstract concepts and problem-solving skills; and stimulate creative writing and expression through poem- and story-writing, performance, and word games.

Please note that the Great Kids Academy has an open door visitation policy for parents.

Thank you for choosing Great Kids Academy



Great Kids Academy

Typical Activity Schedule

6:30-7:15 - Children arrive; table toys, centers free choice play

7:15-7:45 - Breakfast

8:00-9:00- Structured activities begin; circle time & calendar

9:30-9:45- Morning snack

9:45-10:30- Structured activities; sensory, art, math, language activities

10:30-11:15- Outside time

11:30- 12:00-Lunch time

12:00-12:10-Go potty; wind down time, gets mats out, read books

12:15-2:15-Rest time

2:30-3:00- Quiet group activities, table toys, art, read books

3:00-3:30- Afternoon snack

3:30-4:30-Outside time

4:30-5:30-Small motor play

5:30 -6:00- Children depart table toys, free of choice play

