



Grandview Early Learning Center

# PARENT HANDBOOK

For

Puyallup Tribe of Indians

3580 E. Grandview Ave

Tacoma, WA 98404

253-680-

5555

Welcome to Grandview Early Learning Center



# GRANDVIEW EARLY LEARNING CENTER



**Dear Parent,**

Please accept our warmest welcome to Grandview Early Learning Center (GELC). We thank you for joining us and look forward to getting to know you as members of the GELC community. We hope you and your family have a rewarding experience with us.

In the pages of this handbook, you will learn about the most important features of GELC. We ask that you read it carefully and completely.

**Our hours of operation are Monday through Friday, 7:00 am to 6:00 pm.**

In joining GELC, you become part of a community of staff, parents, children, and extended family and friends, working together to provide an innovative and loving educational environment. The GELC arose from a vision of how to provide the highest quality early care and education services. Then as now, our goal is to fulfill the promise of childhood.

We pledge to support the children in our care, helping them to fully realize the promise that resides in each of them. Our aim is to work together to discover each child's unique spirit and to respond to him or her in a way that best aids their efforts toward development and growth. We find meeting those objectives enormously gratifying.

As you join with us in this profound process of care and education of your child, we encourage you to consider us your partner. Feel free to come to us with any questions or concerns. We greatly look forward to sharing this journey together.

Once again, Welcome to GELC!

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**A Child's Need for Love:**

At the heart of the GELC philosophy is the understanding that a child needs love in order to thrive. This is as true in a child care program as it is in the family setting. The GELC is a partner in the family's child rearing responsibilities. For us, loving care includes:

- Accepting children as they are
- Supporting children through nurturing physical contact and positive verbal communication
- Helping children to become self-sufficient and responsible
- Encouraging children to identify feelings and needs, and learn to communicate them
- Provide non-judgmental feedback
- Maintaining a secure environment through clear, consistent limits of behavior
- Modeling loving values and behavior

### **Child Development Theory:**

The theory underlying our philosophy is based on several influential child development theorists. The basic concepts include:

- Children need first-hand experiences and information in order to develop knowledge
- Children pass through sequential stages of development
- Growth may be uneven—quick in some areas, slow in others
- Areas of growth are related and interactive, making it essential to understand how each area affects the other

### **The Importance of Psychological Health:**

Many child care programs focus on academic activities while neglecting healthy emotional development. We believe that a psychologically healthy and resilient child is a child ready to learn. Nurturing positive self-esteem is the first step. Through the theories of traditional and emerging psychology, we provide children with the strongest possible foundation for life success.

### **The Role of Play in Education:**

Numerous child development researchers hold that play is one of the primary channels through which young children develop and learn about the world. Through play, children learn how things work and how they can interact with them. Play allows children to practice new skills, solve problems, interact with others, and learn to communicate, work with emotions, explore ideas, and develop creativity.

A common misconception is that play has less value than work or teacher-directed academic learning. But it is through play that children construct and test ideas, and refine critical-thinking skills. In the early childhood years, an excessive focus on tests, workbooks and other achievement-oriented activities may reduce play's productive results. It can also undermine the foundation necessary for later academic achievement.

A primary goal of our program is to encourage constructive play by engaging children in their activities. Teachers facilitate constructive play by offering activities appropriate for a child's developmental level, and keep them engaged by asking questions that stimulate thinking and

encourage exploration. GELC teachers have a thorough understand of the relationship between play and learning.

**Contact Information: (Hours are 7:00 am to 6:00pm)**

Our administrative offices, Infant, Waddler, Toddler, Preschool, Pre K, and School Age programs are all located at:

3580 East Grandview Avenue  
Tacoma, WA 98404

You can reach us at:

Main Line	253-680-5515	Infants	253-680-5514
Fax Line	253-680-5517	Waddlers	253-608-5503
Director	253-680-5511	Toddlers	253-680-5504
Assistant Director	253-680-5526	Preschool	253-680-5501
Lead Maintenance	253-680-5506	PTP/Pre K	253-680-5512
Program Coordinator	253-680-5518	School Age (5-7)	253-680-5508
Accountant	253-680-5516	School Age (8-12)	253-680-5509

GELC is committed to fostering relationships among families, and between families and staff. To facilitate communication among families, we organize regular parent nights. Communication with staff takes place spontaneously during drop-offs and pick-ups, or during phone conversations and parent conferences. A monthly newsletter describes GELC activities and is available in the lobby and classrooms. You will find information specific to your child's room on the bulletin boards and white boards in the classrooms. Parent bulletin boards are in the hallways of centers one and two that publicize community events and upcoming events. You will also find that each child has a cubby in their classroom. This is where staff and administration can put your mail. Please check your child's cubby daily.

Communication concerns:

Open communication is the foundation of a harmonious child care community. Please communicate your needs and concerns as they arise. You can speak to the Lead teachers in your child's room or the director or assistant director. They are responsible for the operation of the program and have the training and experience to answer your questions, discuss your child's development and work with you to resolve any problems you encounter.

If you have a specific concern, it is often best to schedule a conference with your child's teacher. You may request a director to be present, or request a conference alone with the director. We are here to meet your needs. Please don't hesitate to make use of our services.

**Puyallup Tribal Preschool:**

Puyallup Tribal Preschool (PTP) is offered only to Puyallup Tribal Members who turn three by August 31<sup>st</sup>.

Originally this program was offered at Chief Leschi Schools, but during the 2012 school year, it moved to GELC. The PTP differs from the daycare program, as it is Tribally funded, not grant funded, so it is not required for parents or guardians to be working or in school for this Tribal Program. Parents are responsible for transportation to and from GELC.

**Required Paperwork:**

- Completed application
- Current immunizations
- Birth Certificate
- Puyallup Tribal ID

**Hours of Operation:**

- 9:00 am to 3:00 pm Daily, EXCEPT:
  - CLOSED during breaks from school:

- Summer Break
- Winter Break
- Spring Break
- CLOSED when Chief Leschi has a half day or closed

**Subsidized Childcare Program:**

This program has the same requirements as GELC for enrollment, with the exception of choice for the family needing childcare assistance. If GELC has no budget restrictions, parents have the choice of their childcare provider. They may choose another daycare closer to their home or a relative or friend that does not live in the home.

**Requirements of the Providers:**

- Must pass a criminal background check, if not a licensed center.
- Must not be living in the home of the family needing care.
- Must have valid driver's license and proof of insurance.
- Must have current CPR and First Aid certifications.
- Must be 18 years or older.

If parent/guardian is interested in this program, please ask for a packet. The second page states all necessary paperwork to submit with application. GELC meets on Fridays, when enrollment team is available to go through all applications and determine eligibility.

**Origins of the Grandview Early Learning Center:**

The Puyallup Tribe of Indians has been in the business of child care for generations. Years ago, the Tribe's childcare center was operated at the old Puyallup's Against Violence House.

The Child Care Development Fund (CCDF) was authorized by Congress in 1992. The Puyallup Tribe has operated a voucher child care program since the CCDF began. Through this program, the parents choose their childcare provider that meets their family's child care needs.

In 1995, the Puyallup Tribe finished construction of the Grandview Early Learning Center. The Department of Housing and Urban Development (HUD) and Land Settlement funds were identified to construct the child care center. The building sat empty for months, while the Tribe's Planning Department negotiated with the City of Tacoma's architects to approve the water and sewage lines in the building. Finally, the plans were approved, dollars found, and the center was approved by the Tribe's Land Use and Building Department to begin construction.

On September 15, 1997, the Center began caring for children. The Center was built to care for 42 children at its start. The Puyallup Tribe garnered a Quality Grant through the State of Washington's Office of Child Care Policy to begin evening and weekend care (non-standard hour care) in April 1998. To cover the need of the children at the Center, it was open until midnight, seven days a week.

In October of 1998, the children served by the Puyallup Tribe's Birth to Six Program started being cared for at Grandview. Children with special needs receive Center care for two half days through this program. A speech therapist works two days a week with the children with speech and language delays.

Using CCDF construction funds, we have expanded and are currently certified to care for 100 children. Currently the Birth to Six children attend two full days per week. Now, the Center hours reflect the community need. We are open at 7:00 a.m., and close at 6:00 p.m., Monday through Friday.

**GELC Staff:**

The single most significant factor in the development and well-being of children is access to responsive, skilled, and loving adults. GELC staff members are experienced and caring early childhood educators who have solid knowledge in child development theory and practice.

The majority of lead teachers and their assistants have degrees in Early Childhood Education (ECE). Some staff is working on this two-year degree through Bates Technical College. All staff must complete their Washington State Training and Registry System (S.T.A.R.S.) within three months of their hire date.

Not only does our staff have academic knowledge, they also hold institutional knowledge. Most of our teachers have been here for several years. This long tenure reflects their dedication and greatly enhances the program's success.

An essential factor contributing to staff quality and teacher retention is our use of a team approach. Teaching teams function much like a family, with different members playing

difference roles yet all roles being an essential part of the whole. While lead teachers provide a leadership role in decision-making, we welcome and expect the observations and ideas of all teachers.

Once a week, each teaching team meets to share information and plan curriculum. Three times a week, lead teachers meet with program directors to plan, coordinate and evaluate program activities. On-going training occurs weekly with our partnership with Bates Community College.

**Ratio of Teachers to Children:**

The number of teachers to children is another essential factor in delivering quality care to young children. Having more teachers provides better supervision and individualized care and also a greater variety of personality types. After an initial transition period, children generally develop particularly strong attachments with one or more teachers in their group. A strong connection to at least one adult is one of the best guarantees of a child’s happiness in the program. In most cases, our teacher to child ratios exceeds the state requirements:

Classroom	If the age of the children are:	Then the staff to child ratio is:	And the maximum group size is:
Infants	One month to 11 months	1:4	8
Waddlers	12 months to 24 months	1:7	14
Toddlers	25 months to 36 months	1:7	14
Preschool	3 years through 4 years	1:10	20
Pre K	4 years through 5 years	1:10	20
School Age	6 years through 12 years	1:15	30

In the evenings, we sometimes combine different age groups as our count gets lower. We will maintain the staff-to-child ratio designated for the youngest child in the mixed group.

**Enrollment and Admission Requirements:**

Because GELC is grant funded, it is federally mandated that children can only attend this childcare center if the parents/guardians are working, in training or in school. If you have taken the day off of work/training/school, you cannot bring your child in to the childcare center. This has been, and continues to be, the policy of GELC. Parents/guardians will get a written warning for the first offense and the child will be removed from the program for the second offense. We expect parents/guardians to abide by these rules.

GELC is unable to provide “drop-in care”. This term refers to irregular attendance of a child in childcare not attending or not attending on a regularly scheduled basis.

The following is required to be submitted by the parents at the time of enrollment:

- a. Completed and Signed Enrollment Packet
- b. School/Training verification: School Enrollment
- c. Income verification: Current Paystubs

- d. Tribal identification for the child (child must be a member of a federally recognized Tribe)
- e. A complete Record of Immunizations
- f. Birth certificate for the child.
- g. Physical exam
- h. Dental exam

Once a year, families are required to fill out new applications for enrollment and to update income verifications and training/school enrollment. GELC will be taking application updates starting August 1<sup>st</sup> through September 1<sup>st</sup> for the school year program.

**Trial Period:**

Your child's adjustment is important to us at GLEC. Some children have a hard time adjusting and/or may not be a good fit for GELC. Therefore, enrollment acceptance is based on a 2-week trial period. The first 2 weeks from the child's enrollment date is a trial/adjustment period for the child, parents/guardians, and provider. During this period, either the parents/guardians or provider may terminate care without cause. After the 2 weeks have passed, a two-week written notice is required from either party.

**Withdrawal from the program:**

Parents may withdraw a child from the center at any time, however, a two-week advanced written notice to that effect is required. Parents who fail to provide a two week notice will still be liable for all remaining tuition for the month of termination and any prior balances. The center reserves the right to terminate any enrollee, providing the same two-week written notice and explanation.

**Extreme Behavior Policy:**

GELC has developed the following policy for children exhibiting extreme behaviors, which causes harm to children and/or staff. The following measures will be taken if a child exhibits behaviors such as hurting himself, staff, or other children. Behaviors include, but are not limited to biting, slapping, kicking, pushing, pulling and throwing materials/furniture.

- First Incident: Parent/guardian notified. Conference by phone to develop a plan for the child.
- Second Incident: Parent/guardian notified. Conference in office and child is sent home.
- Third Incident: Parent/guardian notified. Child is expelled for a short period of time.
- Fourth Incident: Parent/guardian notified. Alternative solutions such as shorten length of day, other daycare facility, short term exclusion or possible discontinuation of services.

A request for additional staff in the classroom may be necessary to cover the behavior issues, but cannot continue for a long period of time. Our budget cannot allow one-on-one services indefinitely. The following people shall be present in the parent conference: Parents, Teachers, Director or Assistant Director.

**Discipline:**

GELC believes in and implements developmentally appropriate expectations and methods for behavior management for each individual age group. Unrealistic, inappropriate, and unclear expectations often lead to student and teacher frustration and can cause great disruptions in the classroom. By being aware of where children are developmentally, we are better able to coach children to regulate their own emotions and empower them to problem solve on their own and make good choices without the constant direction of the teacher. It is our primary goal to keep all children and staff safe at all times, but also to coach children to be independent and self sufficient individuals. Below you will find our best practice philosophies:

- Positively reinforce great behavior and good choices through praise, encouragement, and sometimes reward
- Monitor inappropriate or undesired behaviors when causing danger to others
- Provide very clear and consistent expectations that do not change from teacher to teacher, day to day, or child to child
- Cultivate an environment in classrooms that supports children's growth and development while also setting them up for success (no over stimulating materials, no accessible materials that are not meant for child use, no dangerous or inappropriate materials, only materials designed for independent use by children)
- Empower children to regulate their own emotions and make good choices independently and only step in when needed
- Explain natural and logical consequences for all choices, whether positive or negative, in a developmentally appropriate way
- Create an open dialogue with parents about child specific behavioral areas of opportunity of recurrent situations when needed
- Redirect children from inappropriate behavior to appropriate behavior as needed
- Use short periods of Thinking Time with teacher facilitated reflection
- Remove children from classroom for a break to calm and gather themselves; typically through one on one walks with teacher as needed

**Redirection:** When behavior problems occur in the classroom we use a method called "Redirection". This method allows the teacher to give the child a choice and provide a more positive result for the child's behavior. We use this method for children under 3 years of age.

**Thinking Time:** "Thinking Time" is the removal of a child (3-5 years of age) for a short period of time (3-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques or redirection. During Thinking Time, the child has a chance to think about their behavior and after a brief interval of no more than 3 minutes, the teacher discusses the incident and appropriated behavior with the child. When the child returns to the activity, the incident is over and the child is treated with the same affection and respect shown to the other children. The incident will be documented for the child's file.

**Immunizations:**

To protect all children in our care and our staff, and to meet state health requirements, we only accept children fully immunized for their age. We keep on file the certificate of immunization status to show the department of health that we are in compliance with licensing standards.

Your child needs to be immunized for:

- Diphtheria
- Polio (OPV or IPB)
- Measles (Rubeola)
- Tetanus
- Measles (Rubella)
- Pertussis (Whooping Cough)
- Mumps 5 MMR

**Children without immunizations:**

A child can be accepted into care without immunizations when a parent provides a signed statement stating immunizations are medically unsafe or unnecessary for their child. In this instance, the child's health care provider must describe the medical reason why it is not safe and to sign a statement advising against immunization.

Children who are not immunized will not be accepted for care during a disease outbreak for diseases which can be prevented by immunization. This is for the un-immunized child's protection and to reduce the spread of the disease. Examples are a measles or mumps outbreak.

**Tuition:**

The tuition we charge is a co-payment. It is based on a sliding fee scale, and will not exceed \$50 per month, per child. A copy of parent/guardians current paystub must accompany the initial application to determine the amount of the family co-payment. If parent/guardian have a change in income, marital status, or family count, please notify the office immediately, as your co-payment may increase or decrease.

The tuition is required in advance when the child is enrolled. Thereafter, tuition is due the first of each month. Monthly billings are sent to the parent/guardian at the end of each month. We encourage payment in the form of a check or money order. All payments will be issued a receipt at the end of the month when billing is sent out. Cash payments will not be accepted at GELC, but parent/guardians may pay in cash at the Tribe's accounting office at the Administration Building. Please ask Accounting to email a receipt to the GELC Accountant so your account can be credited.

**Policy on Account Balances:**

1. Billing will be mailed in last week of every month.
2. All accounts are due by the fifth of every month.
3. If a bill cannot be paid, arrangements must be made.

4. If the account is 60 days past due, a notice will be made on the billing asking for payment arrangements.
5. If not paid, or arrangements not made by due date, services will be terminated.

**Children With At Risk Behavior:**

Those children with at risk behavior or documented special needs diagnosis that may require additional support or staffing time in the areas of learning or behavior will be enrolled on a probationary status on a case by case basis. If the staff determines that we are not able to successfully meet the needs of the child due to:

- The amount of time needed to provide adequate support for the child's learning seriously impacts the time available for meeting then needs of the other children in the classroom
- The child's behavior is seriously disrupting the ability of others to learn and the teacher's ability to teach
- The parents are not providing the support, information, or cooperation needed by staff to be successful with the child
- The parents are asking for accommodations that are not available, are excessive, interfere with the learning of other children, are not within the center's financial means, or are not in keeping with best practices
- The child's behavior becomes a threat to himself or the safety of other children or staff
- The center reserves the right to withdraw the child from the program if one or more of the above conditions are observed.

In addition:

- Tuition will cease to accrue from the date of the center's initiated withdrawal.
- No reimbursement will be made for days missed for disciplinary actions or a reduced tuition schedule prior to the child's withdrawal.
- Should a parent/guardian enroll a child without a diagnosis and staff find a reason to believe that there may be a need to consider a medical or psychological assessment, as a result of observed difficulty with learning, retention of information or behavior, the Director/Assistant Director will inform parent/guardian that they need to seek outside professional evaluation.
- Parent/guardian will be asked to share the results of this assessment and any accommodations or interventions that are recommended.
- Staff members will fill out any required paperwork, encourage classroom observations, provide samples of work, or any other documentation that may be needed to assist in this assessment.
- Based on this assessment, Director/Assistant Director and the parent/guardian will determine whether it is in the child's best interest to enroll in another program that has more resources and specialized staff members who can provide the type of support that is recommended for the child or if the center will be able to continue to work with the child in the existing program with some accommodations.

- The child will be placed on probation at this time and his or her progress will be monitored on a regular basis. The conditions for ongoing attendance at this point will follow the same procedure as it does for those who enroll with already identified special needs.
- If a parent/guardian refuses to seek outside professional evaluation, withholds information from the evaluation, or refuses to follow the recommendations that are outlined by professionals, GELC reserves the right to terminate the enrollment at any time.

**Hours of Operation:**

Grandview Early Learning Center (GELC) opens at 7:00 A.M. and closes after the last child leaves for the day, or at 6:00 P.M., Monday through Friday. We ask you as parents to cooperate in picking up your child at least a few minutes before 6:00 P.M. If unforeseen circumstance prevents you from picking up your child at your regular time, please phone the appropriate classroom to inform the staff that you will be late or have made other arrangements.

**Holidays:**

The GELC generally observes all the same holidays as the Tribal Administration building. This includes:

<u>Month</u>	<u>Holiday</u>
January.....	New Years Day Martin Luther King Day
February.....	Chief's Day
May.....	American Indian Day Memorial Day
July.....	Independence Day
September.....	Labor Day Fishing Wars Recognition Day Washington State Native American Day
October	.....Chief Leschi Day
November.....	Warrior's Day Thanksgiving
December.....	Christmas

Additional holidays may be added as Tribal Council sends out approvals. All holiday closures will be posted on outside doors of both centers as well as in each classroom at the beginning of each month.

**Confidentiality:**

Staff respects the privacy of personal information regarding GELC children and families. Child and family information will be kept in the office. When the office is not occupied, it will be locked. Only GELC Staff who track the child's health and developmental progress will have access to the file for business use. Information that is recorded and maintained is essential to provide services. Anyone else will need written permission from the child's parent or guardian. Once a written request is received, our Legal Department will be notified of the request to protect all involved. Since volunteers will also hear and see personal information while they are in the center, they are expected to respect the Confidentiality of children and families.

**Parent Access:**

In accordance with GELC grant requirements, parents/guardians have the right to enter the center and inspect our facility in which their child is receiving care without advance notice during normal operating hours of the facility.

Parents Rights: GELC requires that parents/guardians be informed of the following:

- The center prohibits discrimination or retaliation against any child or parent/guardian for exercising their right to inspect.
- Parent/guardian will be notified of their right to enter and inspect the child care facility.

The Director of the child care center is authorized to deny access to a parent/guardian under the following circumstances:

- The parent/guardian is behaving in a way that poses a risk to children in the facility OR
- The adult is a non custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non custodial parent.

**Signing In and Out Requirements:**

Please note that it is a state requirement for you to sign your child in and out each day. This is our only record of attendance and is also used for our food program count.

- a. All parents/guardians are required to sign their complete signature and the time, when they drop off and pick up their child.
- b. The staff will sign the school age children out when they leave for school, and sign them back in when they return from school.
- c. The children will not be permitted to sign themselves in or out of the program.
- d. The children will not be released to minors or to people who are not indicated on the Emergency List. If parent/guardian chose to send another adult who is not on the list, the parent/guardian will need to give them written permission or call the center. Upon arrival, staff will ask for identification.
- e. The center will not release any children to any parent/guardian or any other person who is under the influence of drugs or alcohol, or smell of drugs or alcohol.

**Snow/Emergency Closure:**

When weather or emergency conditions indicate, staff and parents/guardians should listen to the TV stations. Schedule changes will be announced alphabetically by School District. GELC follows Chief Leschi Schools:

- If Chief Leschi Schools are closed, the center will be closed.
- If Chief Leschi Schools have a two hour delayed starting time, then GELC will open two hours late.

Please call the Tribal Weather Line at the Tribal Administration at 253-680-5700 to get updates on closures due to weather, or call GELC directly at 253-680-5515 for a recorded message of any schedule changes.

**Transportation/Field Trip Arrangements:**

- a. Field Trips may include walks, movies, picnics, etc. Transportation will be provided.
- b. When transporting children in any vehicle, they will use seat belts and/or booster seats at all times. On every field trip, GELC will have CPR and First Aid certified trained staff as well as a first aid kit.
- c. All drivers who will be transporting children are required to have a current Washington State Driver's License.
- d. If parent/guardian signed a field trip consent form, GELC will assume that it is alright for your child to come on our planned field trip. If for any reason (illness) you do not want your child to participate, then you will need to contact the center staff and leave a message and make other arrangements for the care of your child for that day.
- e. At no time will a GELC staff member transport a child in their personal vehicle.

**Roosevelt Elementary:**

GELC has a GSA van used during field trips as well as to transport enrolled children to Roosevelt Elementary. We do not transport to any other school, except, on occasion, when a student misses the Chief Leschi Bus. With parental permission, we will transport the child that missed the bus.

To drop off the children enrolled at Roosevelt Elementary, the GELC van leaves the center promptly at 8:30 a.m. and picks up the children promptly at 3:50pm. We pick up the children at 12:00 noon on early release days.

**Supplies:**

Please bring the following supplies and keep them stocked at the center:

1. A complete change of clothes (weather appropriate).
2. Diapers/Pull-ups and Wipes
3. Pre-Made bottles for the entire day at the center
4. Blanket for nap/rest time

**Bringing personal items to daycare:**

We discourage other toys being brought from home, as they are subject to being lost or broken and can sometimes generate excessive conflict among the children. Please do not allow your child to bring:

- Toys
- Candy or Pop
- Money
- Gum
- Guns
- Video Games
- Cell Phones

Personal toys, money, candy, gum, hand-held video games, guns, and cell phones are NOT allowed at GELC. If your child insists on bringing something to the center, please suggest a favorite book. Books are always welcome!

**Clothing:**

Because we do fun, creative and sometimes messy activities, we request that your child be dressed in clothes that can get messy. Remember to label all of your child's belongings. We also request that you leave an extra set of clothing at the center for your child in case of accidents or spills. GELC IS NOT RESPONSIBLE FOR LOST, STAINED, SOILED, OR STOLEN ITEMS.

**Rest Period:**

All children are required to have a rest period while at daycare. Our rest period is from 12:00 P.M. to 2:30 P.M. for ages 5 years and younger.

**TO AVOID DISTURBING THE CHILDREN WHO ARE NAPPING, PLEASE DO NOT SCHEDULE VISITS, DROP-OFFS OR PICK-UPS BETWEEN 12:00 – 2:30 P.M.** If you must pick up your child during rest period, please notify GELC in advance so that we may wake your child and have him ready for your arrival.

GELC will provide a quiet place for your child to rest. If your child has a special stuffed animal, doll or blanket that they use to sleep with, they will be allowed to use them at this time. These items will be put away during the day and only brought out for rest period. Children who do not fall asleep or who wake early, will be directed to quiet activities that will not disturb other sleeping children.

**Late Fees-Late Pick-ups:**

If a parent/guardian is late from picking up their child, a late fee of \$10.00 will be assessed at 6:01 P.M. An additional \$5.00 every 10 minutes late will be assessed until the child is picked up. By 6:30 P.M., if the child is not picked up or a phone call is not received by the parent/guardian, Tribal Children's Protective Services will be called.

The amount owing the program will be on the monthly billing, and due at the time of the regular co-payment is due. Habitual Late pick-ups will result in termination of services.

**Accident/Incident Report:**

When an injury or incident occurs to a child or staff member, an Accident/Incident Report must be completed by GELC staff. This report lists what happened, where it happened, and the count ratio in the room at the time of the incident.

Once the report is completed, it must be signed by:

1. Parent/guardian
2. Teaching Staff
3. Director/Assistant Director

A copy of the report will be available to parent/guardian upon request. The original report will be filed in the child's file.

**Emergency Policies and Accident Procedures:**

- a. A trained first aid staff person will be on duty at all times.
- b. In case of an extreme emergency, 911 will be called. The child will be accompanied by a familiar adult to the health clinic, doctor's office, or hospital by ambulance. All costs associated with the ambulance will be the parent/guardian's responsibility.
- c. In case of serious injury, the parent/guardian will be contacted and informed of the child's condition and need for medical attention. If unable to contact the parent/guardian or other persons listed for emergency, GELC Director will determine who will travel with the child to the nearest clinic for medical assistance. Authorization for treatment must be on file. The center will continue to try and contact the parent/guardian.
- d. In case of seemingly minor injuries (bumps, scratches, abrasions, bites, stings) the child will be treated with the first aid equipment provided (cold compresses, clean dressings, antiseptics). The child may be kept quietly resting as needed to recover. The child will be closely observed for complications or signs of shock for a minimum of 20 minutes. If complications arise, the parent/guardian will be contacted and advised of the child's condition. The GELC Director, together with the parent/guardian, Assistant Director, and staff will decide if the child needs to be picked up immediately for further treatment. Parent/guardians will be notified upon arrival of the minor injury, and made aware of signs of complications to be watched for.

**Over-the-counter (OTC) Medication:**

Over-the-counter medication and sunscreen may be administered following the steps and outlines below:

1. OTC medication must be in the original container.
2. OTC medication administration will follow dosing instructions on package based on age/weight, etc. Any changes requested by parent/guardian must have a physician's note detailing the change in dosage.
3. OTC Medications must have the child's name written on the container.
4. For all the above, a signed Medication Authorization Form must be on file for any teacher to administer.

5. Under no circumstances should parent/guardian give children medication to put in their pockets, lunch bags, or backpacks. Because of the extreme safety risk of this practice, failure to follow this policy may result in a child being removed from this childcare program.
6. Each time your child is given medication, a teacher will log the time, and their signature on the medication log.

### **Medication Administration Policy:**

#### **Policy:**

1. If possible, medication schedules will be arranged so that medication will not need to be given during daycare hours.
2. Staff members will not be allowed to administer medication, prescription or nonprescription, to a student during daycare hours unless a Medication Authorization Form has been properly completed.

#### **Procedure:**

1. The parent/guardian will notify the Lead Teacher or assistant in the classroom whenever a child needs to take medication at daycare.
2. The staff member will give a Medication Authorization Form to the child's parent/guardian.
3. The Medication Authorization Form will provide;
  - a. Reason for the medication to be given
  - b. Name of medication
  - c. Dosage required
  - d. Administration schedule
  - e. Possible side effects of the medication
4. A Lead Teacher will be designated to administer the medication.
5. The parent/guardian will provide the medication in its original childproof container that is labeled with the child's name, name of Health Care Provider, name of the medication, and dosage instructions.
6. The medication container will be kept out of reach of children in a secure storage container. If special conditions are required to maintain the quality of the medication, the center will follow the storage instructions of the prescribing Health Care Provider.
7. Medications will be returned to the parent/guardian when no longer required or at the end of each day. Any unclaimed medications will be destroyed.

8. The Lead teacher will administer the medication according to the Health Care Provider's instructions. In the teacher's absence, the teaching assistant or substitute teacher may administer medication after becoming familiar with the Medication Form information.
9. No medication requiring injections shall be administered by staff except in extreme circumstances and only upon prior approval of the prescribing Health Care Provider and the parent/guardian. Staff must be trained in technique prior to administration of medication requiring injections.
10. After each medication administration, the Lead teacher or alternate will record the following information on the Medication Log: Date, Time and initials.
11. The Lead or alternate will observe for medication side effects and will report the occurrence of adverse side effects to the parent/guardian and GELC Director.
12. Whenever the medication is not administered within 30 minutes of the scheduled time, the Lead teacher or alternate will notify the GELC Director and the parent/guardian. The reason for not administering the medication will be noted on the Medication Log.
13. The Medication Log and a copy of the Medication Authorization Form will be kept with the medication for easy access during administration of medication.
14. After the course of medication administration has been completed, the Medication Authorization Form/Medication Log will be placed in the child's file.

### **Child Abuse and Neglect:**

**Definition:** The Revised code of Washington 26.44.020 defines child abuse and neglect as: "Abuse or neglect means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in this section."

#### **Mandated Reporter:**

All staff at Grandview Early Learning Center are mandated reporters of child abuse and neglect, which means any instances where child abuse/neglect is in questions, staff members are REQUIRED to report their concerns immediately.

#### **Identification:**

Initial identification of child abuse or neglect should be made according to the above definition. The identification of child abuse and neglect is the responsibility of every staff person, including volunteers. If a staff person has cause to be concerned about the welfare of a child, he or she must discuss this concern with the GELC Director or Assistant Director, who is responsible for child abuse and neglect reporting.

**Reporting:**

Except in cases of extreme emergency, all reports of child abuse/neglect will be made to a Tribal Children's Protective Services (TCPS) employee by the staff member who initially identified the abuse or neglect. That staff member will in turn notify the GELC Director of their notification to TCPS.

**Practices Concerning an Ill Child:**

- a. Upon the arrival of each child, the staff will conduct a daily health check to insure your child is in adequate health to remain at the center.
- b. Ill or contagious children will not be allowed to remain at the center due to possible transmission to other children. If your child is showing one or more of the following symptoms, you will need to find other childcare arrangements:
  - Fever of 100 degrees F. or higher within the past 24 hours
  - Vomiting on two or more occasions within the past 24 hours
  - Diarrhea 3 or more watery stools within the past 24 hours
  - Eye discharge or pink eye within the past 24 hours
  - Too tired or sick to participate in daily activities within the past 24 hours
  - Head lice
  - Thick yellow or green discharge from the nose or eyes within the past 24 hours
- c. If a child becomes ill at the center, that child will be separated from the other children and cared for. The parent/guardian or emergency contact person will be notified immediately of illness and will be required to come and pick up that child within an hour. Any illness that occurs at the daycare will be noted in the child's file by an Incident Report with as much detail as possible.
- d. The staff will report any communicable diseases (lice, pink eye, chicken pox) to the parents/guardians.
- e. If a child is found to have head lice, he/she will be discreetly separated from the other children. The parent/guardian or emergency contact person will be contacted and must pick up the child as soon as possible. Once the child has left the daycare, all areas with which the infected child had contact will be washed down, vacuumed, and/or sprayed. Other parents are encouraged to take preventative measures (checking their children's hair and shampooing). These are the procedure the center uses:
  - Check heads in classroom
  - If a louse or nit is found, have another staff member check the head to confirm
  - Notify parent/guardian of the problem and that they must come and pick up their child
  - Child will be separated from the other children with a staff member staying with the child

- Parent/guardian given resources for cleaning and removal of nits
- Children must be checked upon returning to GELC before parent/guardian departure

**Biting Policy:**

Children biting other children are one of the most common and most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents/guardians, and the caregivers involved. For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons; simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized.

Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite. No matter what the cause, biting in a group situation causes strong feelings in all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff at GELC has developed the following plan of action to be used if and when biting occurs in any of our classrooms.

When a child is bitten:

For the biter:

- The biter is immediately removed with no emotion, using words such as "biting is not okay-it hurts." Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
- The biter is not allowed to return to the play and is talked to on a level that the child can understand. "I can see that you want that truck, but I can't let you hurt him. We don't want to put our teeth on people."
- Redirect the child to other play
- Write an incident report to notify the parents of the biter

For the victim:

- Separate the victim from the biter
- Comfort the child
- Administer first aid
- Write an accident report notifying the parent/guardian of the accident. The name of the biter is not released because it serves no useful purpose and can make an already difficult situation more difficult

If biting continues:

- Staff meet with Director on a routine basis for advice, support and strategy planning

- Chart every occurrence, including attempted bites; indicate location, time, participants
- Let all parents know that there is a problem and the procedures that will be followed
- “Shadow” children who indicate a tendency to bite.
- Head off biting situations before they occur
- Teach non-biting responses to situations and reinforce appropriate behavior
- Adapt the program to better fit the individual child’s needs
- “Shadow” children who have a tendency to be bitten
- Teach responses to potential biting situations: “No” or “Don’t hurt me!”
- Hold a conference with the parent/guardian of the biting child to develop a written plan of action
- Schedule follow-up meetings or telephone conversations as needed
- Written warnings will be given to the parent/guardian documenting biting occurrences and explaining the possible termination from childcare. If it is determined in the best interest of the child, center, and other children, terminate the child from the childcare center for the duration of the biting stage.

**Lice Policy:**

When parent/guardians have been notified their child or another child has lice, the following procedures will be utilized:

If your child has lice, you will be notified immediately and expected to:

- Pick up your child within an hour of notification
- Treat the child’s hair before returning to daycare, careful to remove nits.
- Allow extra time when returning to daycare for a re-check of your child’s head.

Please observe your child carefully for the next two weeks for any of the following symptoms:

- Itching of the head.
- Evidence of lice or nits (eggs) in the hair. Nits are easier to see than the lice and are small gray-white oval objects firmly attached to the bottom of the hairs. Unlike dandruff, they are difficult to remove.
- Redness or scratch marks behind ears or the back of the neck.
- Lice live about 35 days with eggs hatching in 8-9 days.

Please remember, anyone can get lice, and it is a common occurrence in a child care setting. Lice do not carry disease; they are just mainly a nuisance.

Here is a check-off list to help you with the task of getting rid of lice and their nits. It is important for you to follow these tasks to eliminate the lice/nits. Check off each task as you go. This will help you get rid of lice and their nits, as this can be a tedious task.

- ✓ Determine who in the house has nits/lice.

- ✓ Treat hair with mayonnaise (recipe below).
- ✓ Treat hair with recommended lice shampoo. Follow directions on the back of package.
- ✓ Comb hair by sections to take out the nits. Use a fine tooth comb if possible. Remember, if using your fingernails, wash thoroughly when finished.
- ✓ Wash all combs, brushes, and any hair accessories in boiling water and/or add some lice shampoo to water and let stand 10 minutes.
- ✓ Vacuum all carpets, furniture and upholstery of your car and throw vacuum bag away in outside garbage when done.
- ✓ Bag all stuffed animals, Barbie dolls, any toys with synthetic hair, coats, hats, etc., in a large trash bag for 14 days.
- ✓ Cover all mattresses with plastic covers for 14 days. These can be purchased at U-Haul, Wal Mart.
- ✓ Wash all exposed clothes, sheets, blankets, coats, towels, etc. (If washing machine is not available to you, wash what you need or can, and place remaining items in a large trash bag for 14 days or until a machine becomes available).
- ✓ Put pillows or non-washable items in the dryer for 1 hour or seal in a plastic bag for 14 days. TIP: Use a smaller kitchen trash bag on pillow, place pillowcase on top of plastic tie end to avoid suffocation.
- ✓ Recheck head daily for nits for 14 days. This will also be done in the classroom with all the children exposed.
- ✓ Repeat lice treatment with shampoo 7 to 10 days after first treatment.
- ✓ Cut your child's fingernails.

Remember, if all nits are removed, and all the above steps are done, this will eliminate the lice problem you are experiencing. This is a very time consuming task, but it does work. Hang in there, and Good Luck!

Mayo Recipe: Use before Lice shampoo. Apply mayo liberally to scalp. Cover hair with plastic shower cap. Leave plastic cap on 2 to 4 hours. Remove cap and dispose of in a sealed bag. Rinse well and shampoo with Lice Shampoo. Do not use conditioner or products. Repeat as necessary.

**Meals and Snacks:**

We will provide your child with a breakfast, lunch and afternoon snack, if your child is present during the time the meals are being served. We will not hold meals for children that arrive late. Our meals are served at:

Breakfast:	8:30 a.m. to 9:00 a.m.
Lunch:	11:30 a.m. to 12:00 p.m.
Snack:	2:30 p.m. to 3:00 p.m.
School Age Snack:	4:00 p.m.

- a. Our meals and snacks follow guidelines set forth by the USDA Child and Adult Care Food Program.
  - Meals are served family-style.

- Children are encouraged to eat their meal and try new foods, but never forced or expected to clean their plate. Food is not used for bribe, reward, or punishment.
  - Meals and snacks are low in sugar, fat, and sodium. We provide good sources of iron and vitamin C daily and vitamin A every other day.
- b. We encourage breastfeeding of infants.
  - c. Food allergies, which are diagnosed by a recognized medical authority, require written verification to ensure the health and safety of your child.
  - d. Our nutrition curriculum emphasizes healthy food choices to provide and support a foundation for healthy eating. Monthly nutrition themes are taught; handouts are sent home supporting nutrition concepts.

**Health Policy:**

1. I understand that my child must have a physical examination, and dental examination or documentation of same within 90 days of enrollment.
2. I understand that if my child is due for immunizations, they must be completed before he/she can be admitted to daycare.
3. I understand that if, for religious or philosophical reasons, my child does not receive immunizations, I must state so in writing. I understand further that, in the event of an epidemic, the Tribal Health Department has authority to exempt my child from the classroom until it is determined safe to return.
4. I understand that, all health information furnished by me regarding my child is for the sole purpose of detecting existing or potential health problems; further, that this information is regarded as confidential and will be shared only with those program personnel and health providers who assist my family in maintaining good health.
5. I understand that my child should attend daycare only when he/she is in good health.
6. I understand that my child may be checked for a communicable condition (scabies, head lice, etc.) when there is sufficient reason (possible exposure, outbreak in community, etc.) and that I will be notified of the results.
7. I understand that I will be notified of any possible exposure my child has had, through the classroom, to a communicable illness/disease.
8. I understand that it is my responsibility to notify the program of any exposure my family has had to a communicable illness/disease.
9. I understand that if my child is injured or becomes ill while in the center, I will be called immediately. If I cannot be reached, the person I designated as an emergency contact will be called.
10. I understand that other agencies/schools cannot obtain a copy of my child's health record without my signed release form consenting to the transfer.

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Parent/Guardian

Date

Parent/Guardian

Date

**Medication Authorization Form**

**I hereby authorize the staff of Grandview Early Learning Center to administer the following medication to my child:**

**Child's**

**Name:** \_\_\_\_\_

**Reason for Medication:**

\_\_\_\_\_

**Type of Medication**

**(Name):** \_\_\_\_\_

**Dosage Required:**

\_\_\_\_\_

**Scheduled Times:**

\_\_\_\_\_

**Possible Side-Effects:**

\_\_\_\_\_

**GELC staff member administering medication is to fill in the following form as to date and time medication was administered and initial under the appropriate day.**

**MEDICATION LOG**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>

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**Parent/Guardian**

**Date**

**Initials/Staff Signature**

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**Initials/Staff Signature**

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**Initials/Staff Signature**

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**Initials/Staff Signature**