



SERENDIPITY

Children's Center & Pre-K Academy



Serendipity Children's
Center, on Mottman

Family Handbook

Updated 2019

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Welcome & Program Overview

Mission Statement:

Serendipity's mission is to provide superior care and education, while enriching children's lives.

Vision Statement:

"Serendipity Children's Center is a quality environment where children and families are valued for their individuality. Children are safe to express themselves through their wonder, curiosity, growth and play. Families are recognized as their child's first and most important teacher."

Program Goals:

PERSONAL CHILD DEVELOPMENT: We hold an understanding and respect that all children grow, learn, and develop in unique patterns. With this knowledge we feel that it is important to provide constructive, supportive, and honest feedback.

ENVIRONMENT: Serendipity Children's Center is a comfortable, nurturing environment that enables us to offer excitement and a challenging eagerness for children to learn.

CURRICULUM: Our curriculum provides core learning skills, and the opportunity to maximize each child's potential growth. By working in groups and independently with materials, we are able to offer learning that is meaningful to children. The content of the curriculum utilizes the strengths and interests of our staff and children, providing the enjoyment of teaching, and positive interactions between staff and children. We also believe in flexibility of approach, resources, scheduling, and content. While all of this is important, allowing time for creativity, performing arts, and preparation for the future is our goal.

PARENT, TEACHER, and FACULTY SUPPORT: When open communication is encouraged between home and center, the best care possible for the children is obtained. A partnership between everyone involved that includes respect, thoughtfulness, empathy, and responsibility for self and others, creates the best care available for the children and their families.

Program Philosophy:

We believe children need a stimulating environment that encourages learning and socialization through developmentally appropriate activities to create a positive foundation for future academic and social development. We provide a loving and nurturing environment that encourages play based exploration and learning for children at a time when they are learning so much about themselves and the world around them. We value diversity and welcome families of all ethnic, cultural, religious and socio-economic backgrounds. Our program is child centered emphasizing a developmental, hands on approach to learning. With nurturing and individual guidance we offer each child the opportunity to participate in a balanced program covering areas

such as cognitive, language, motor, social and emotional growth. We ensure each child feels safe, secure, happy, and is nurtured in an environment created to encourage positive self-esteem and learning through play.

This handbook is not meant to be all inclusive. Serendipity Children's Center Inc. reserves the right to change this parent handbook at its sole discretion.

Hours / Days of Operation:

Serendipity Children's Center is open Monday – Friday 6:45 am – 6:00 pm.

Closures / Calendars:

Serendipity Children's Center is closed for the following holidays/teacher in-service days:

- New Year's Day*
- Martin Luther King Jr. Day
- President's Day
- Tuesday after President's Day for Teacher In-Service Training Day
- Memorial Day
- Independence Day*
- 2 Days at the end of August/Beginning of September for Inservice
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day *

*Monday and/or Friday will be closed if this holiday falls on a weekend.

Non-Discrimination:

Serendipity Children's Center does not discriminate on the basis of gender, race, creed, physical and mental appearances, handicaps, or religion. We are committed to reaching out to people of different races, genders, ethnicity, and ability, and we strive to create an environment of inclusion that celebrates our differences and highlights our commonalities. Our program accepts children with special needs as long as a safe, supportive environment can be provided for the child consistent with the requirements of the Americans with Disabilities Act. Serendipity Children's Center strives to be welcoming and inclusive to diverse staff, children, and families.

Open Door Policy:

Enrolled parents may come to the center between the hours of 6:45 am and 6:00 pm, Monday - Friday. We encourage talking to the classroom lead teacher about the best times to visit for participation in activities and mealtime.

Any individual on the pick-up/authorization form may visit during our hours of operation with proof of picture ID.

If visits by parents or family are disruptive to the classroom or child, Serendipity may discuss alternate visiting options that meet the needs of the family, child, and center.

Enrollment, Tuition & Fees

Pre-Enrollment Requirements:

Parents are encouraged to tour the center and a Pre-Registration Fee is paid to hold your child's spot. Payment and Rates Information along with Orientation paperwork will be given at this time. Orientation is offered in August for the following school year.

The following paperwork needs to be completed before the child may attend the center:

- Registration Form & Fee paid (registration fees are NON-REFUNDABLE)
- Health History, Immunization & Current Physical Examination Form
- Tuition Contract, Parent Understanding, Valley Access & Photo Authorization
- Allergy & Emergency Medical Care Form
- Any other forms or requested items will be required at this time.

Tuition:

All payments are due on the 5th of every month. If the 5th falls on a weekend or holiday, the payment is due the following Monday. All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Serendipity Children's Center. However, by allowing your child to attend care at Serendipity Children's Center, you are agreeing to pay all current fees and charges incurred while your child is in care. Parents are required to indicate to whom all billing information and correspondence are to be addressed. The aforementioned party will be responsible for all payments made to the center.

If two parties wish to make payments (ex. Divorced parents) please make arrangements with the Center Director. Extra documentation may be required for splitting tuition.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather, or acts of God.

Tuition Discounts:

Serendipity Children's Center offers a 10% discount for the second child (older), when both children are enrolled full time Monday through Friday.

Late Tuition Payments:

Non-payment of tuition is grounds for immediate dismissal from the program. However, we do offer a grace period until the 15th of the month after which a late payment charge of \$35.00 will be added to the account. We will terminate care after the first week of non-payment into a new month of care. Timely payments are essential for continued enrollment at Serendipity Children's Center, however if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

Drop-In Care:

Drop In Care is offered for families who need additional care outside of their regularly scheduled days. Families that need drop-in care are required to call in on the day they need care or ahead of time to determine if space is available. Drop-In Care is available at a daily rate and once approved will be billed to your account for payment the following billing cycle.

If classroom space is available and the times work for the center, then the child may come. If the space and time are not available then the staff may suggest a different time slot, or the child may not come.

Fines:

While a child attends Serendipity Children's Center he or she will be using items that belong to the center. If a child intentionally damages or destroys these items, the parent will incur a monetary fine representing a fair repair cost or replacement cost.

Trial Basis:

There will be a two week trial period (adjustment time) to determine the suitability of the child to Serendipity Children's Center and vice versa. The compatibility of your child to the environment of Serendipity Children's Center is very important. If a new child is going to settle into Serendipity Children's Center they tend to do so during the trial period. The parent or Serendipity Children's Center may cancel care during this time with three days notice or payment in lieu of. To receive a refund during the trial period, the three days notice must be given. The refund will be determined by the number of days in care, and any costs involved during this time.

Withdrawing:

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within ninety business days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

Rate Increases/Changes:

Serendipity Children's Center reserves the right to change any costs or charges, including but not limited to, rates, fees, registration fees, overtime fees, classroom fees, etc. with a minimum of 20 business days notice.

Serendipity Children's Center does an annual automatic rate increase of 3-5%. The increase will occur as of September 1st of every year. You will be notified of this increase in March prior to the following school year with pre-registration paperwork.

Registration / Re-Registration Fee:

Serendipity Children's Center charges a \$150 annual registration fee upon enrollment and each March thereafter for re-enrollment for the following school year. The registration fee is charged per child and is non-refundable.

Schedule Changes:

Parents who wish to change their child's days or times of enrollment at Serendipity Children's Center must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change fee of \$25.00 per time the contract is changed within the calendar year. The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The day the Center Director receives the requested schedule change will be the date used to tally the two weeks' required notice.

Subsidized Care:

Serendipity Children's Center accepts payments from Child Care Aware of America for children of Active Duty Military Service Members. These payments will be posted to each individual military family's account as they are received. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies. Serendipity accepts DSHS subsidies for students actively enrolled in college at SPSCC. There will be a separate payment agreement required for children with DSHS subsidy.

Payments:

Tuition can be paid via check, money order, cashier's check or credit/debit card. You can drop off checks in the payment box by the office. Credit/Debit payments can be made by setting up autopay (form must be completed) or by logging into myprocare.com to make payments. Your canceled check will serve as your receipt for payments made by check. There will be a \$35.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. If at any future time the bank returns a parent's check for a second time, all future tuition payments must be made by money order, cashier's check or debit/credit card.

Curriculum & Assessments

Assessments:

Assessments are based on developmental norms and expectations appropriate for the child's age. Assessments incorporate information obtained from multiple sources including observation documentation, photographs, samples of work, as well as parental input. Observations are made on each child's actions, abilities, and knowledge as the child engages in the classroom and in routine outdoor settings.

Teachers document information on a continuous basis. Two assessments are conducted yearly, one in the fall and one in the spring. If a concern has been observed or discussed previously, a conference may be set-up to talk about a plan of action. As a center, we

partner with all families to achieve support from outside agencies to address the needs of all children who show social, emotional or physical concerns.

Curriculum Philosophy Information:

Lesson plans reflect planning activities that promote the children's overall development to include cognitive, language, motor, social, and emotional development. Teachers are flexible and adapt to the children's interest and needs of the group.

The daily schedule provides a predictable routine, a balance of activities, and the flexibility to help meet the needs of the children and classroom. Children learn about the world around them by exploring, discovering and using all five of their senses. We support children to become confident, enthusiastic learners by encouraging them to take initiative to create, explore, try out ideas and trust themselves as competent learners. This sets the stage for success in school and in life. Serendipity's curricular approach identifies goals in all areas of children's development:

- Language is promoted through daily opportunities for communicating, listening, and understanding.
- Reading is promoted through daily experiences with books, print, and phonology.
- Writing is promoted through daily opportunities to experience a print rich environment.
- Math concepts are promoted through daily hands-on experiences with number, pattern, shape, spatial relationships, measurement, classification and comparison.
- Science learning is promoted through daily opportunities for thinking, reasoning and experimentation.
- Social studies is promoted through a shared sense of community and an appreciation for diversity.
- Creativity is promoted through daily opportunities for self-expression, symbolic representation, and development of aesthetic sensibility.
- Gross motor skills are promoted through daily opportunities for physical activities.
- Fine motor skills are promoted through daily opportunities to use manipulative and practice hand-eye coordination.

Serendipity Children's Center is committed to anti-bias education to create a welcoming, safe, and inclusive learning environment. We strive to create a program that reflects the lives of our families, staff, and communities.

Conferences:

Infant – Pre-Kindergarten parent-teacher conferences are offered every fall and spring and on an as needed basis as requested by either the family or the staff. Conferences are an ideal time for the staff to share information about your child, for the families to share information from home and for staff and families to reflect together on needs and goals for their children.

Portfolios:

Each child enrolled at Serendipity Children’s Center will have an Individual Child Portfolio. The teachers will use the portfolios to track the children’s developmental progress. Samples of artwork, writing, cutting, observations made by the teachers, and pictures will be added to your child’s portfolio throughout their time at Serendipity Children’s Center. Your child’s portfolio will move with them from class to class. Portfolios will be used during parent teacher conferences to highlight growth and development.

Daily Routine Information

Communication:

Open communication between families, staff, and children is an important value in our program. It is the parent/guardian’s responsibility to read and to respond, if applicable, to all written communications from Serendipity Children’s Center including emails, posted information on bulletin boards, newsletters, two way communication logs, and personal communications from staff. We encourage families to communicate directly with teachers. We ask and encourage parents to let us know if a translator is necessary to ensure information is appropriately communicated. If a family has a concern and feels that the concern has not been adequately addressed by classroom staff, they are encouraged to speak with the Center’s Management Team. Families should notify Serendipity Children’s Center in writing, of any important changes or information regarding their child’s health, attendance, schedule, or contact information, etc. There are systems in place in each classroom for families to leave written messages for teachers. Each classroom has an email address you can message your child’s teachers at. Management is available via email as well.

Arrival Procedures:

Serendipity Children’s Center opens at 6:45 a.m. and your child’s arrival is appreciated by 9:00 a.m. when their school day learning begins.

Upon arrival at Serendipity Children’s Center, state law requires that parents sign their child in using their full legal signature. This is completed by using the check in kiosks in each building. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. They must be supervised at all times while in the building. In order to ensure staff are aware of your arrival, please make verbal contact with staff prior to leaving your child in their care. Sign-in sheets will be used to account for children in the case of an emergency evacuation. Failure to provide a legal signature

may result in termination. Children and adults must wash their hands upon entering the center. Parents are responsible for helping their child wash their hands at the time of arrival and to help children put away their outerwear and any other personal belongings and get settled for the day.

Parents are required to notify the child’s teacher of any special instructions or needs for the child’s day. These special instructions include but are not limited to early pick up, alternative pick up person, health issues over the previous night which need to be observed and/or any general issues of concern of which the staff should be aware.

Serendipity Children’s Center discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parents to leave. Serendipity Children’s Center believes it is best for parents to tell the anxious child upon arrival that after all of the child’s things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxious the child is likely to feel. The professional employees of Serendipity Children’s Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Serendipity Children’s Center does not accept children in diapers or pull ups that were worn overnight and are heavily soiled.

Ratios:

The ratios and room capacity are designated by the DCYF. Upon licensing, the center’s rooms are measured, and a calculation is made determining the amount of children allowed for care in each room. The following is our capacity for each room and the staff to child ratio (WAC # 110-300-0356).

If the age is the child is:	Then the staff-to-child ratio is:	And maximum group size is:
Infants (1mo-11mo)	1:4	8
Toddler (12mo – 29mo)	1:7	14
Preschool (30mo-5yr)	1:10	20

The ratios for NAC are slightly different than the ratios for Washington State. To the best of our ability, we will try to follow the ratios determined by NAC as long as it allows the program to remain fiscally solvent.

If the age is the child is:	Then the staff-to-child ratio is:	And maximum group size is:
Infants (1mo-11mo)	1:3 or 4	6-8
Toddler (12mo – 29mo)	1:4 or 5	8-10
Preschool (30mo-5yr)	1:8 to 12	18-20

Pick Up:

Only individuals on the authorized pick-up list may be permitted to pick up a child. Teachers are required to ask for photo ID from any unrecognizable individual. Siblings may not pick-up unless 18 years of age and may not be on the authorized pick-up list.

Please inform anyone picking up your children that Serendipity Children's Center reserves the right to photocopy their ID. Parents are required to write a note or call the center of when and who may be picking up their child.

When an emergency situation occurs and a parent calls over the phone to authorize someone new to pick-up their child, the teacher must know the parents voice over the phone. A written email from a verified email address with the date and name of person picking up may be an option.

Late Pick Up:

Late fees will be applied to anyone arriving after 6:00 pm. The charges for late pick up are as follows: \$2.00 per minute per child with a phone call to the center, if no call is placed to the center the charge will be \$4.00 per minute per child. All late fees will be billed to your account.

A child's services can be terminated should the child be picked-up late on 8 (eight) occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

Child protective services will be called at 7:00 pm if a parent has not called and emergency contacts cannot be reached.

Absence:

If your child will not be at the center on a scheduled day please inform the center by 9:00 a.m. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

What to Wear:

Children are engaged in various activities during the course of the day, many of which may be messy, and/or athletic in nature. Children are engaged in outdoor play daily, weather permitting. Children are required to be dressed in season appropriate, comfortable, clothing and sturdy play shoes with nonskid soles. Shoes should be closed toe for safety.

Coats, hats, gloves, scarves and winter boots must be provided in colder weather.

Children under 5 are required to have at least one seasonably and size appropriate complete change of clothing at the center at all times, more if they are not completely toilet trained. This includes shirt, pants, underwear, socks, and shoes. All clothing items must be clearly labeled with the child's first and last name. Serendipity Children's Center is not responsible for lost or damaged items of clothing.

Please DO NOT send your child in new/special clothing with expectations of them coming home clean. We purchase washable markers and paints and the children use smocks, however it can still get on their clothes. If the paint or marker does not wash out, please tell the teachers so we can avoid ordering that brand again. We cannot refund lost items or replace damaged clothing or shoes.

Children are strongly discouraged from wearing jewelry of any kind with the exception of medic ID bracelets. Jewelry can be a safety hazard as children engage in active play. Serendipity Children's Center will not be responsible for lost or stolen jewelry.

Daily Schedule:

Each classroom has their own schedule that they will follow. This schedule is posted on the classroom parent information board. Parents will be notified to major changes to the daily schedule in their child's classroom.

Meals / Meal Times:

Menus are on a 4 week rotation cycle, which are posted in each classroom and copies are available upon request. Teachers and children engage in family style meals at snacks and lunch. This includes role modeling appropriate conversation, serving and passing of food, pouring milk, clearing dishes and scraping leftover food into appropriate containers. Parents may sit and visit at meal time, however the food is measured out for the children and the two teachers, so will not be available for parent visitors. Meals are served according to each classroom schedule and can only be available at the designated times. Our center provides the following snacks/meals; time of service depends on classroom:

- Breakfast 8:30 AM – 9:00 AM
- Lunch 11:00 AM – 12:30 PM
- PM Snack 3:00 PM – 4:00 PM

Nap Time:

Infants

We provide a crib, mattress, sheets and a sleep sack. Parents can choose to provide a sleep sack from home. For the prevention of SIDS, infants must be put on their back for each nap. When they are physically able they may roll over by themselves to sleep on their stomach. Teachers are not permitted to elevate or put other items (such as stuffed animal, quilts, boppy pillow) in a crib without a specific note from a doctor. Infants faces and heads will remain uncovered at all times. Infants are not allowed to sleep in swings or bouncy seats, they must be moved to a crib immediately if they fall asleep in one.

Toddlers

Teachers play quiet music during rest time and rub backs. Some children will be held and rocked to sleep until they can transition to a cot. The teachers will individualize care based on the needs of the children and information received by parents.

Preschool

Children have a scheduled rest time and are expected to rest quietly, but not forced to sleep. We are required to offer a rest time, so all children are expected to rest for 30

minutes before being offered alternative activity. Teachers play quiet music during rest time and rub backs. We acknowledge that all children fall asleep differently. If your child has any preferences please communicate this with the teacher.

Families are responsible for purchasing the center required nap mats. The nap mats cost \$30.00, and are yours to keep at any time you disenroll with the program.

All bedding will need to be taken home by the families on Friday or the last day of the week that your child is in care; and returned the first day of the week that your child returns to the center. Serendipity Children's Center will not wash any bedding.

Outside Play:

All children (except infants) will be outside every day. We can not keep children inside during scheduled outside time unless there is a doctor's note excusing the child from outdoor play. If children aren't well enough to play outside then they should stay home from school and rest. We encourage children to experience sand, dirt and gravel when playing outdoors. Please bring rubber boots for your child when it is raining outside. We do not prevent children from playing in puddles; however we try to redirect them away when possible.

Personal Items:

Every effort is made to ensure that your child takes home everything they brought to school. However things do go missing. Please label all your child's belongings. Valuables should be left at home unless you have made arrangements with the teacher for special sharing. If your child is missing something be sure to ask your child's teacher. Please be aware of the items in your child's bag. Medication, sharp objects, and opened food are not safe or allowed in children's bags due to the accessibility children have to the cubbies. Teachers will have access to all items on the premises due to the safety and state licensing requirements. We will not replace any missing or broken items. Please do not allow your child to bring in toys, books, personal items, etc. as the center will not be responsible for replacing lost, stolen, or broken toys.

Behavior Management

Biting Policy:

The staff of Serendipity Children's Center understands that it is not uncommon for young children to go through periods of biting. Biting occurs for a variety of reasons. Some of the most common reasons young children bite are due to teething, a lack of ability to communicate, frustration, being overly tired or overly hungry, and or the need for more attention. It is not uncommon for children in the age range of 6 months - 36 months (and older) to either bite or be bitten at some point (often more than once) while in a childcare setting.

Our teachers and administration work closely and quickly to extinguish this undesirable behavior by following these guidelines for children who have been *identified as having a biting habit*.

- Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.
- Understanding the child as a whole and recognizing what outside factors and circumstances influenced the behavior.
- Talking with the child about the effects and cause of their actions and if there is a need to, temporarily removing them from the classroom.
- If the child bites three or more times within a four hour time frame, the parent will be called and required to remove the child from the center for the day. If the staff feels that the child needs to be removed from the center over one bite, the parents will be called and asked to remove the child from the center for the day.
- If the child has been required to leave the facility for the aforementioned reason twice within a five day period, a parent / teacher/ director conference will be held. During this conference, a formal plan of action will be developed.
- After this meeting if improvement is not seen, the parent may be required to temporarily withdraw the child from the center.
- After the child has been temporarily withdrawn and returns to the center without improvement the child may be required to disenroll from the center.
- Depending on the severity of the biting incident you may be called every time your child bites.

The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Serendipity Children's Center cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Discipline Philosophy:

Our discipline philosophy revolves around problem solving. By using problem solving, we teach children how to resolve conflicts, learn self-discipline, and show respect to others and develop positive relationships.

Our staff facilitates problem solving through the following steps:

- Understanding the child as a whole and recognizing what outside factors, cultural differences, and circumstances influenced the behavior.
- Using active listening in order to help interpret and reflect the child's feelings in order to help the child to find a solution.
- Talking, discussing and negotiating to encourage resolving the conflict nonviolently.
- Working toward teaching the child to stay within safe boundaries and learn self-control. Limits are based on safety, responsibility and respect.

At Serendipity Children's Center we provide a nurturing atmosphere while encouraging children to make appropriate behavior choices. We know that young children thrive in an environment that is safe, stimulating, nurturing, predictable, and fun. We believe effective discipline is done with consistency, and in order for a child to prosper they need lots of love, attention, and affection.

Our goal is to always use positive energy whenever possible, such as pointing out even the smallest accomplishments. We aim to bring up children with a strong self-esteem, substantial character, a healthy self-respect, as well as respect for others, and hopefully a good sense of humor.

The following policy pertains to those times a child goes to the office because the teacher has reached that step in their discipline plan or the child's behavior is severe, either in the classroom or on the playground.

- 1st and 2nd time to the office: Note home or phone call
- 3rd time: Parent/Student/Teacher/Management Conference
- 4th time: One day suspension with a discussion of behavior expectations prior to the return of school.

Flexibility is key when considering behavior concerns. Serendipity Children's Center understands that all situations are unique and will take into consideration all information before enforcing any type of behavior modification plan. Serendipity will evaluate what we can do as a team to try to help with the behavior as well. This could be changes to the classroom, daily schedule, evaluating staffing and any other adaptations that may make the child/classroom more successful.

Expulsion From Care

Our primary goal is always to work with the children in our care to help them manage their behavior and make safe choices. If we have tried the above steps and have had conferences with families regarding their children's behavior and we still haven't seen improvement, Serendipity reserves the right to expel a child from the program. Before expulsion, Serendipity will work with the families to provide resources for behavior management such as referrals to professionals for evaluation, suggestions for parents to implement at home that will support the child's behavior at school, connecting discipline at home and school to encourage consistent expectations etc.

Expulsion will occur immediately, and without the above stated steps, should Serendipity feel that the child's behavior is too drastic or unsafe for the other children in the program. While we want to work with all children and families, providing a safe learning environment for all students and staff is our number one priority.

Behaviors that could lead to expulsion include (but aren't limited to), physically harming themselves or others, aggressive behavior towards staff or other students, biting (in excess of developmentally appropriate levels), inability to safely participate in the group care environment, bullying or other negative behaviors directed at specific students, refusal to stay in the assigned spaces (ex. Classrooms or playgrounds).

Parental Discipline Role at School

Serendipity believes it is important for parents and staff to partner when it comes to behavior management. Corporal punishment is NOT permitted, by law, at the child care facility. It is also not appropriate, or permitted, for parents to verbally abuse their child. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Center Director's attention. At that point, the teacher and/or Center Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Child restraint policy:

When a child with special behavioral or mental health issues is enrolled who may frequently need the cautious use of restraint in the event of behavior that endangers his or her safety or the safety of others, a Behavioral Care Plan should be developed with input from the child's primary care provider, mental health provider, parents/guardians, center director/family child care home caregiver/teacher, child care health consultant and possibly early childhood mental health consultant in order to address underlying issues and reduce the need for physical restraint. That behavioral care plan should include: a) An indication and documentation of the use of other behavioral strategies before the use of restraint and a precise definition of when the child could be restrained; b) That the restraint be limited to holding the child as gently as possible to accomplish the restraint; c) That such child restraint techniques do not violate the state's mental health code; d) That the amount of time the child is physically restrained should be the minimum necessary to control the situation and age appropriate; reevaluation and change of strategy should be used every few minutes; e) That no bonds, ties, blankets, straps, car seats, heavy weights (such as adult body sitting on child), or abusive words should be used; f) That a designated and trained staff person, who should be on the premises whenever this specific child is present, would be the only person to carry out the restraint. A child could be harmed if not restrained properly. Therefore, staff who are doing the restraint must be trained. A clear behavioral care plan needs to be in place. And, clear documentation with parent notification needs to be done after a restraining incident occurs in order to conform with the WAC.

Infant/Toddler

Breast Feeding:

We support mothers who are breastfeeding and will coordinate a schedule based on the needs of you and your infant. Breast milk needs to be labeled with the child's name and date and brought in sanitary containers. Defrosted breast milk can be stored for 24 hours. Frozen breast milk can be stored for up to two weeks in our freezer. Once warmed, breast milk is gently mixed not shaken. We have an open door policy and mothers are welcome to come and breastfeed at school. Comfortable accommodations will be made for these parents to feed at Serendipity based on the preferences of the parent.

Diapers:

Children in diapers are routinely checked after breakfast, lunch, snack, naps, before and after outside play, prior to departure, in addition to whenever needed. Diapering records are kept on child, time, and staff who changes them. The infant and toddler diaper changes are also recorded in the Daily Note App. The required amount of diapers per day must be supplied. If a child does NOT have diapers, after the adult has been continuously reminded, the teacher will deny care until diapers are supplied. One pack of diaper wipes must be brought by the 5th of every month for children in diapering stage. If parents continually neglect this requirement a charge of \$10 dollars per month will be added to their account until wipes are brought.

Toilet Training:

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.

We believe it is important to have successful potty training at home prior to beginning training in childcare. Parents will be responsible for supplying diapers or pull-ups and wipes until the child is fully potty trained.

Two weeks into following the potty training procedure if the child shows no progress the teachers will touch base with the parent to discuss the progress and make adjustments as needed.

While potty training, the teachers will continue to use diapers or pull-ups on the child during nap times.

The teachers will use the "Potty Training Chart" to communicate the days progress and successes to the family.

The Staff at Serendipity Children's Center, Inc. determines if the child ready if the child:

- Follows simple directions
- Remains dry for at least 2 hours at a time during the day
- Is dry after nap time
- Has regular and predictable bowel movements (Some may have bowel movements every day and some may 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
- Can communicate a need to use the bathroom

Serendipity Children's Center feels if the child has most of these skills, then they are probably ready to start toilet training. We feel if the child does not have most of these skills or has a negative reaction to toilet training, we will wait a few weeks or months until most of the skills are mastered.

Serendipity Children's Center feels that starting too soon can actually delay the process and cause tears and frustration. Toilet training is much easier when the child is ready.

Sanitation and Safety:

- Serendipity Children's Center will provide modified toilet seats with step stool.
- The toilet and equipment will be cleaned with soap and water and disinfected with bleach solution (1/4 cup bleach to 1 gallon water) when the seat or area is visibly dirty and at least once daily.
- Wet or dirty clothes will be placed in a plastic bag that can be sealed tightly, and sent home. Please be sure to check your child's cubby daily.
- Teachers will encourage children to wipe from front to back.
- Teachers and children will properly wash hands after toileting, helping with toileting, cleaning area and handling contaminated items.

Toilet Training Techniques:

Serendipity Children's Center believes in a calm easygoing approach.

Teachers will learn the words the child's family uses for body parts, urine and bowel movements to be consistent with what the child is doing at home (As long as they are appropriate). Teachers will also consult with family about strategies used at home so the process is consistent.

Toilet training involves many steps (discussing, undressing, going, wiping, dressing, flushing, hand washing) and we reinforce the child's success at each step.

The teachers will try and help your child recognize when they are urinating or have a bowel movement. They must be aware of what they are doing before they can do anything about it.

The teachers encourage a team effort involving other children also developmentally ready to begin the potty training process. At Serendipity Children's Center, Inc. we believe children should be shown how to use the toilet by watching other children who are trained or discussing each step and practicing each step without actually using the toilet (Example: have child sit on toilet dressed, flushing toilet).

The teachers will include toilet training into the daily routine such as reading books, songs and games that reinforce the skills needed to toilet train.

Serendipity Children's Center encourages parents to dress children in easy to remove clothing to help children be successful in undressing and dressing.

When a child is showing signs of having to use the toilet or tells teachers they have to use the toilet, teachers will take the child into the bathroom, help undress them and help them on to the toilet. They will sit by the child for a few minutes, and not push for immediate results. After a few minutes, the teacher will help the child with the rest of the routine and give praise for the effort or any successes they had.

Teachers never force a child to sit on the toilet against their will or for long periods of time if they do not want to. This could set up a power struggle and negative feeling toward the toilet training.

Teachers never punish for accidents. Occasional accidents are normal.

Teachers will supervise children during toilet training.

Some children with special needs may need additional help and strategies to create a successful toilet training experience. Help will be sought from health professionals and support personnel.

A communication plan will be discussed prior to beginning the potty training process. Serendipity Children's Center staff will document the child's daily progress through filling out a potty training form.

Infant Classroom FOOD:

Children enrolled in the infant classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be warmed in the microwave.

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily log for each child detailing for the parent what the child ate, when, and how much in the Daily Note.

Policies & Procedures

Agency's Right To Refuse Admission:

Serendipity Children's Center reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.

- Staff deems the child too ill to attend.
- Domestic situations that present a safety risk to the child, staff or other children enrolled at Serendipity Children's Center if the child were to be present at the center.
- Parents failure to maintain accurate, up to date records or return documentation in a timely manner.
- Financial obligations are 3 or more days late

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

Birthday Celebrations:

Serendipity Children's Center welcomes birthday celebrations! We understand that all families may not want to participate in celebrations so please let the Center Director know if you would like your child to join a different activity during birthday celebrations.

Please contact the staff when your child's birthday is approaching, in order to plan the timing of the celebration to best fit your schedule and the schedule of the classroom.

Families can choose to send a birthday snack to school for all the children in the class however this snack cannot be homemade; food must be purchased and in its original packaging. All food must be peanut and tree-nut free.

Children's Files:

Records are kept for one year on site after a child withdraws from the program.

- The Center Director has access to the children's files that are kept in a locked filing cabinet in the office.
- Auditors and the Center Licensor have access to files in accordance with Washington state laws.
- Unauthorized individuals will not be given access to the children's files without court documentation or parental consent.
- The child's parent or legal guardian has access to the file upon request. At the time of enrollment or re-enrollment the parent or legal guardian may authorize other individuals to have access to the child's file, including health documents.

Care Over 10 Hours:

Serendipity Children's Center allows children to be in care a maximum of 10 hours daily. If care is needed outside of the 10 hour window, there will need to be special accommodations worked out with management. A letter from your employer stating the reason why child care is needed for more than 10 hours will be required.

Consistency in Care Provided:

Consistency in our classrooms and teachers is vital to the successful operation of our program. Our children stay in the same classroom for the whole year, with the same set of teachers (barring a teacher leaving during the year). Each classroom is staffed with at least 2 full time teachers whose shifts cover the majority of the day which allows the children to stay in a familiar environment with minimal disruptions. During the

summer the children are prepared for their transition to their new classroom with introductions to their new teachers, classrooms and environments as much as possible.

Court Orders Affecting Enrolled Children:

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Serendipity Children's Center must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Serendipity Children's Center both parents shall be afforded equal access to their child as stipulated by law. Serendipity Children's Center cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Serendipity Children's Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Serendipity Children's Center staff will contact the local police should a conflict arise.

Confidentiality:

Within Serendipity Children's Center, confidential and sensitive information will only be shared with employees of Serendipity Children's Center who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Serendipity Children's Center strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Serendipity Children's Center.

Outside of Serendipity Children's Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Serendipity Children's Center, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's

privacy. Employees of Serendipity Children's Center are strictly prohibited from discussing anything about another child with you.

Serendipity Children's Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Serendipity Children's Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

Volunteering:

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parents will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Parents who volunteer on field trips or participate in activities where there is a charge for admission or the activity will be responsible to pay the fee on their own. Serendipity Children's Center does not pay for volunteers. Volunteers will always remain under the direct supervision of qualified staff.

Serendipity Children's Center reserves the right to make Volunteer assignments.

Disaster Plans:

With the implementation of our Disaster Plan you can rest assured we will do everything we can to ensure your child's safety in the event of a crisis or disaster.

With any disaster or crisis, your cooperation is necessary for the following:

- Explain that if you are unable to pick them up quickly, the child care staff will care for them until you or your emergency contact comes to get them.
- Please do not telephone the child care center. Telephone lines will be needed for emergency communications for the first 4 hours.
- Listen to local or regional radio station for updates.

- In case of a bomb threat on campus, children will be evacuated to an Alternate Safe Location. If the entire campus is unsafe, parents will be contacted by phone.
- The child care staff will care for your child until you or your designated contact is able to reach them. Be sure to keep your child's Emergency Contact Information up to date.
- Children will only be released to those specified by you on the Emergency Form.
- We will also utilize the phone numbers on the emergency release form should we need to relocate to our alternate site.

Please see Serendipity Children's Center Disaster Policy. A copy can be found in every classroom, and may be checked out from the office.

Dated Information:

Parents wishing to obtain copies of dated information including but not limited to sign in/out sheets, immunizations, etc. will need to pay the following fees in advance to receive the information.

- o 3 months to 6 months back: \$10.00 per every 3 copies
- o 6 months to 9 months back: \$20.00 per every 3 copies
- o 9 months to 12 months back: \$30.00 per every 3 copies
- o Anything past a year: \$40.00 per every 3 copies

The parent asking for the information will be required to pay these fees.

Dismissal:

Serendipity Children's Center reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within 30 business days of dismissal. A check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balance remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Serendipity Children's Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to the property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent. However, if a dismissed child and his/her parents requests an appointment, all attempts will be made to accommodate the request in a timely matter.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Serendipity Children's Center.

Emergency Closures or Delays:

There may be situations that require Serendipity Children's Center to delay opening, close early or close for the entire day. These decisions are made by the management team.

Severe Weather Conditions

In the event of severe weather conditions, Serendipity Children's Center will consider multiple factors in determining whether or not to close the center. Serendipity will consider the decisions of Olympia, Tumwater and North Thurston school districts, the SPSCC campus, availability of staff and the safe access of our buildings when deciding whether to adjust operating hours because of weather. Families can get current information on operating hours by checking their email, text messages, Serendipity Facebook or calling 360-596-5660 to listen to an updated voicemail message.

Potential schedule changes include:

- Delayed Opening: Center will open at 9 or 10 am.
- If the center is open during severe weather we may not have all classrooms operating due to limited staff availability.
- During extreme weather conditions, weather will be monitored and if needed for the safety of our families and employees, the center may close earlier than 6:00 pm. If there is a need to close the center early, families will be notified 2 hours prior to the center closing (if possible). Should the center staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made.
- Unable to Open: Center will be closed for the entire day due to weather conditions.

Other Emergencies

Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions or other situations which may endanger the safety or health of children and employees, may result in Serendipity Children's Center, Inc. facilities being closed at the discretion of the Center Director or Owner. Should the center need to close in the middle of the day, the center staff will attempt to reach the child's parents first to arrange for pick up. Should the center staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made.

Alternate Safe Location

Serendipity Children's Center has designated The Minnaert Center for the Arts, as its alternate safe location. This location will be used to house the employees and children in cases where the physical site is uninhabitable. Such scenarios include but are not limited to: fire, flood, toxic spill, and/or fumes. The Center Director will make the determination to evacuate the center and proceed to the alternate safe location and will

advise the employees as such. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close, delay, or close early for any reason, including: inclement weather, other emergencies, or acts of God, tuition will not be refunded or reduced for closures.

Closure updates are available via email, Facebook, text message and by calling 360-596-5660 and listening to the voicemail.

Field Trips:

Serendipity Children's Center does supplement some of the class curriculum with both on site and off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If you choose not to have your child attend the field trip, you may need to find alternate care for your child on that day due to the fact that your child's class will not be at the center.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. Serendipity Children's Center provides all required supervision for all field trips, but always invites and welcomes parents to attend.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. You will be required to purchase Drop-In care time to cover the costs for the day of care, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

Teachers will take a cell phone, medical information on each child, and a first aid kit on all trips.

Food:

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Serendipity Children's Center never uses food as a punishment. Children will never be denied participation in any mealtime for behavioral reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's cubby/school bag to be enjoyed at home.

Impaired Persons:

The staff of Serendipity Children's Center will contact local police and/or the other custodial parent should a parent appear to the staff of Serendipity Children's Center to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Serendipity Children's Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Serendipity Children's Center to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Serendipity Children's Center will contact the child's parents, local police and Child Protective Services to notify them of the situation.

IPC (Individualized Plan of Care):

At any given time throughout your child's enrollment with Serendipity Children's Center, he/she may be put on an IPC. An IPC can cover all areas of development. Physical, mental, emotional, and cognitive needs are always assessed when deciding if a child should be placed on an IPC. If the teachers think that an IPC may be necessary, they will set up a conference with the family to discuss their thoughts. Outside assistance may also be brought in depending on the nature of the assessment. During the conference, the family will be asked to sign a form with the written plan of action. This form will be completed in support of you and your child and will include any accommodations your child may need, in regards to medications, sleeping, eating, toileting, needing to be in a wheelchair, or any other accommodations. Depending on the accommodations, a doctor's input may be relevant in completing the IPC. If your child's needs change while in care, an IPC may need to be revised or updated. Please see the Center Director with questions or concerns.

Legal Separation and Divorce:

Legal Separation and Divorce often require paperwork for the child's file with regard to parenting plans, etc. Serendipity Children's Center will follow the legal paperwork that is provided and will not take issue with either parent. Serendipity staff and management will not provide statements unless subpoenaed to do so. All information requested by an attorney's must be requested in writing, with no less than a one week period of time to obtain paperwork requested. Paperwork for the current year will be available. If each parent requires separate newsletters and correspondence, please let the Center Director know where to send the information.

Photographs:

The teaching staff take pictures of all children as a part of our curriculum and post them around the center. Pictures of your child will not be released to any agency without your notification and written permission. If you have any concerns regarding your child's pictures in the building please see the Center Director. A photography permission slip

will be filled out during enrollment allowing you to give/refuse permission for photos to be used in the classroom, in CORadvantage, on our website or for advertising purposes.

Video:

The teaching staff may take videos of all children as a part of our curriculum. Videos of your child will not be released to any agency without your notification and written permission. If you have any concerns regarding videos in the building please see the Center Director.

Parent Code of Conduct:

Serendipity Children's Center requires the parents of enrolled children to behave at all times in a manner consistent with decency, courtesy, and respect. One of the goals of Serendipity Children's Center is to provide the most developmentally appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Serendipity Children's Center but is the responsibility of each and every parent or adult who enters the center.

Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to: Parent's Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing agency property.

Partnering is essential in providing quality care for you and your child. Sometimes situations will arise and you may be upset as a parent. We teach children to talk about how they feel and encourage you to do the same. Sometimes personalities conflict and communication is misinterpreted; however, all adults are expected to talk respectfully and appropriately.

Please practice the following:

- Treat everyone as you would like to be treated
- Address your concerns appropriately to the right person: Lead Teacher, Assistant Teacher, Assistant Director, Center Director, or Owner.
- Taking a minute to calm your body is important. We teach children to take a deep breath and talk when they are ready.
- Talk privately if necessary; do not talk about a child in front of them or in front of any other child.
- Refrain from using profanity and verbally attacking other children or adults.

Smoking:

For the health of all Serendipity Children's Center employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Serendipity Children's Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot. Please do not drop cigarette butts in the parking lot. Vaping or e-cigarette use is also prohibited on Serendipity Property.

Policy and Procedure Changes:

Policies, procedures, and fees of Serendipity Children's Center are subject to change as warranted by the needs of the program. If you have any questions or concerns regarding our policies please contact the Center Director. We offer many ways for families to have input in our program policies. All comments, concerns, and suggestions are welcomed at all times.

Religion:

Serendipity Children's Center is a privately owned center. We are not affiliated to any one religion and as such do not teach religion. We value all families' belief systems.

Staff Employment by Clients:

Staff of Serendipity Children's Center are allowed to work for parents during their off hours. This can include babysitting, house sitting, pet sitting, house cleaning and other duties. Families are prohibited from offering current staff full time employment or duties that conflict with the scheduled needs of Serendipity Children's Center. Parents understand that Serendipity will not be held liable for the actions of staff during their off hours away from Serendipity. In order to have staff babysit for families, Serendipity may require families to sign a waiver of liability prior to babysitting starting.

Technology:

Serendipity encourages children to explore and learn using different technologies. Screen time will be limited and approved by management. Families will be notified of all movie screen time in advance. No technology items from home will be allowed in the center.

Attorney:

At any time that Serendipity Children's Center must use an attorney or collection agency to collect fees, you agree to pay all reasonable attorney fees costs.

Program Evaluation:

Parents participate in our yearly program evaluation by completing anonymous surveys. A summary of results is discussed at a parent meeting, and an action plan is developed based on identified issues and concerns. Parents are always welcome to offer suggestions or bring up questions at anytime throughout the year.

Resources:

Parents have access to current resources in the community located by the front desk. The program promotes and utilizes all resources to support parents when possible. Please do not hesitate to ask for assistance.

Right to Immediate Access:

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Serendipity Children's Center as provided by law.

Serendipity Children's Center will dismiss any child whose parent is prohibited from entering agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Serendipity Children's Center cannot have a child at Serendipity when the child's parent is prohibited access. Serendipity Children's Center

will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Transitions:

Transitions happen annually at the start of the school year in September. During the last several weeks of August children begin to visit new classrooms and get to know their new teachers.

Children do not typically transition to new classrooms during the year unless special accommodations have been made with management.

Infants may transition up depending on their birthday and this will be on a case by case basis. This transition will be dictated by the staff in both classrooms and parents of the infant. Infants can begin to transition at eleven months of age if ready.

Health & Safety

Allergies:

Children with diagnosed allergies will need to have an Allergy Plan completed before enrollment. This plan must include medications required, symptoms to look for and a plan of action for accidental ingestion/exposure.

Each classroom has an allergy chart for the children located in their room. The center has a main allergy chart located in the kitchen that the cook will refer to when preparing meals for the children.

Asthma:

Children with Asthma will need to have an Asthma Plan on file before starting at Serendipity. This is to facilitate information from parent and doctor to staff.

- Must have an inhaler with all information documented and on file from the doctor before enrolled (if needed).
- May be given a nebulizer treatment no more than 3 times a day by teachers.
- Must be able to participate in activities indoors and outdoors in order to attend.

Building Security:

All visitors/volunteers must sign in at the office or the classroom being visited. Please check in with teachers, and then sign the Visitors/Volunteers Log. You will then be given a visitor badge. Please wear a visitor badge at all times. All staff are aware of any individuals that are not allowed on the property or that may have a restraining order. All main points of entry to Serendipity programs require a scan card to access. Parents are provided scan cards upon enrollment. Parents are required to keep track of these and use them to enter the building. Loss of scan card will require a \$10 cost to be charged to your account for replacement card. SPSCC security monitors and regulates the scan cards.

Child Abuse and Neglect:

Under the Child Protective Services Act, all licensed child care providers are ‘mandated reporters’ and they are legally required to report any reasonable suspicion of abuse or neglect to the appropriate authorities. The employees of Serendipity Children’s Center are not required to discuss their suspicions with parents prior to reporting the matter to the authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Serendipity Children’s Center take this responsibility very seriously. The Child Protective Services Act is designed to protect the welfare and best interests of all children. By law mandated reporters cannot be held liable for good faith reports made to Child Protective Services which are later determined to be unfounded.

Any adult who is considered a threat to a child’s physical well-being will not be notified when a CPS report is made. Children are never terminated due to CPS reports. We work at partnering with the parents and CPS to support the needs of the child/ren and family.

Illness & Communicable Diseases:

Serendipity Children’s Center follows all health/communicable disease policies as outlined in the center’s Health Policy. A copy of this policy is on file with the Center Director, on licensing boards and is available upon request for review.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Until you are able to pick up your child, your child will be made comfortable in a location where she or he is supervised by a familiar caregiver. If your child is suspected of having a contagious disease, then until she or he can be picked up by the family, your child will be placed where new individuals will not be exposed.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor’s note stating they are no longer contagious and can return to the program. Serendipity Children’s Center reserves the right to refuse to allow a child to return if the Center Director or designee believes the child to be too ill to participate in the program.

According to WAC 110-300-0205 minimum licensing requirements for childcare centers is the following:

Please keep your child home if...

- They are vomiting or have had diarrhea 2 or more times within a 24 hour period. They may not return to the center for 24 hours after vomiting or the last watery stool.
- They have a temperature of 101 degrees with any other symptoms, including fatigue they may not return to the center for 24 hours.
- They have lice or nits. They may not return until they are completely removed.
- They have an eye infection, thick mucus or pus drainage from the eye, or pink eye. Child may not return to the center without a doctor's note.
- Child has a sore throat and cough, especially with a fever or swollen glands in the neck. The child may not return to the center if they have any of these symptoms. If the child has Strep Throat he/she may not return until being on antibiotics for 24 hours.
- They are not feeling well or not themselves. If your child is too sick to participate in the days activities, including outside time or if your child is unusually tired, pale, lack of appetite, is confused, or cranky they should not be at the center.
- If your child has been put on an antibiotic for something contagious, please keep them out of the facility for at least 24 hour unless otherwise directed by a doctor.

The staff of Serendipity Children's Center uses these guidelines when making decisions about sending your child home or not accepting them to the school that day.

If your child will be absent due to illness, we request that you notify the Center Director. This enables Serendipity to keep track of any illness, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the other children in the school may be notified that a communicable disease is present. Once again, only communicable disease information will be shared.

Emergency Procedures:

If your child has a seizure or other serious injury, 911 will be called and then the immediate parent/guardian will be contacted. If the individual is unreachable, people on the authorized pick-up list will be called next. The Center Director/Lead teacher and the medical consent form will go to the hospital with your child if a contact person cannot be reached before the ambulance departs.

Emergency Drills:

Serendipity Children's Center conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Center Director or designee will inform each classroom teacher that the center will be closing. At this time any parents

waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the Center Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Environmental Hazards:

Washington State does not have smog or severe air pollution however Serendipity Children's Center will follow Disaster/Emergency procedures if closures were to occur.

- Air Quality Index (AQI) will be monitored to ensure the safety of children while playing outside. Serendipity may choose to keep children inside if the air quality is poor enough.
- If Serendipity Children's Center uses any pesticides on the premises, a notice will be posted for families 48 hours prior to when and where pesticides will be used along with any other information pertaining to the pesticide and its use. The staff will ensure there is no residue left from the pesticide when children are to be present.

Firearms and Weapons:

At no time is any person permitted to carry any type of firearm, ammunition and/or weapon on agency property for any reason. The only exception to this policy will be given to on duty police officers. Violation of this policy will result in immediate dismissal from the program.

Immunizations:

To protect all children in our care and our staff, and to meet state health requirements, we accept only children fully immunized for their age. We keep on file the Certificate of Immunization status (CIS) form to show the Department of Health that we are in compliance with licensing standards.

Children are required to be immunized for the following:

- DTAP (Diphtheria, Tetanus, Pertussis)
- IPV (Polio)
- MMR
- Hepatitis B
- HIB (Hemophilus Influenza Type B)

- Varicella (Chicken Pox, or written proof from the doctor that the child had the Chicken Pox)
- Pneumococcal Conjugate (for specific ages after July 2009)

Immunization list may change as the Department of Health changes or adds immunization requirements.

Children may attend childcare without an immunization(s) if they have a completed Certificate of Exemption on file and approved by the director.

Children who are not immunized may not be accepted for care during an outbreak of a vaccine preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by the Public Health's Communicable Disease and Epidemiology division.

Current immunization information and schedules are available at:
www.doh.wa.gov.cfh/immunize/schools/

Insurance:

It is the parent's responsibility to provide medical and or dental coverage for their children in case of an emergency. We require your insurance information in order to give any information needed to the hospital or doctor's office in the event of an emergency if you have not made it there yet.

Medication:

Serendipity Children's Center will only dispense over-the-counter and/or prescription medication that is in original, labeled containers. We will only give medication to the child for whom the doctor's note is written and/or for whom the medication container is labeled. If a prescription is to be given, the date on the bottle must be current, indicating this is a new prescription or have a doctor's note indicating it is acceptable to use a previous prescription. Any over the counter medications must have recommendations for the child's age on the label. If it doesn't, for example Infant Tylenol requests you to consult a doctor for dosage under age 2, you will be required to get a note from a physician indicating the proper dosage amount and schedule for your child.

Parents are required to complete a Medication Form each time that medication is to be dispensed. Medication Forms can be found in each classroom. Medication Forms, doctor's notes, and medication are to be turned into the lead staff member in your child's classroom.

Serendipity Children's Center will not dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis. A doctor's note detailing the recommended reasons for administration and appropriate dosage might be required.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date. Parents are also required to pick up all unused medicine from Serendipity Children's Center or the medicine will be properly disposed of by the staff.

Controlled substances (e.g., ADHD medication) are stored in a locked medicine box in the director's office.

Peanut Free:

Serendipity Children's Center has chosen to offer a peanut and tree-nut free environment due to increasing allergies. Although we cannot prevent an allergic reaction, offering this environment does ease the fears that come with peanut allergies. We appreciate your help when packing lunches, bringing food from home or any other items.

Physical Exams / Health Records:

Within 30 days after a child begins care with Serendipity Children's Center, and as age-appropriate thereafter, your child's health records must have documentation of the dates of services to show that your child is current for routine screening tests and immunizations according to the schedule recommended, published in print, and posted on the website of the American Academy of Pediatrics, the Centers for Disease Control and the Washington Department of Health.

When a child is overdue for any routine health services, parents or legal guardians, must provide evidence of an appointment for those services or evidence of the services being performed before the child's entry into the program and as a condition of remaining enrolled in the program, except for any immunization for which parents are using religious exemptions. Families will have 30 business days to have all physical and immunization records up to date.

Health Records must include:

- Current information about any health insurance coverage is required at the time of enrollment, and is to be updated as needed, or at re-enrollment;
- Results of health examinations, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results
- Current emergency contact information for each child, which is kept up to date by a specified method during the year
- Instructions for any of the child's special health needs such as allergies or chronic illness such as (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes)
- Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs.