

Coe Child Care



A School Age Care Program Serving Queen Anne Hill

Morning Care – Jumpstart Pre-K – Kindergarten – After School Care

HANDBOOK

Information On:

Enrollment and Billing
Our Policies and Procedures
Program Information

Revised January 2009

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TABLE OF CONTENTS

PAGE	INFORMATION
3	Anti-Bias, Non-Discrimination Policy
3	King County Boys & Girls Clubs
3	Ballard Boys & Girls Club's Child Care Programs
4	Programs Available at Coe Child Care
5	Enrollment/Membership Fee
5	Billing Procedures
5	Overdue Accounts
5	Non Sufficient Fund Checks
5	Pro-Rating Fees
6	Subsidies
6	Scholarship Fund and Donations
6	Tax Information
6	Open Door Policy
6	Communication Tools
6	Sign-In and Sign-Out Procedures
7	Absent Children/"Kid Search"
7	Late Pick Up Policy and Fee
7	Run Away Policy
7	Discipline Policy
8	Removal from the Program
8	Grievance Procedure
8	Child Abuse and Neglect
8	Families in Transition
8	Confidential Information
9	Days We Are Closed
9	Snow Closures
10	Natural Disasters
10	Medications
10	Illness/Excluding Children from the Program
11	Accident Policy and Emergency Treatment
12	Child Care Staff
12	Activity Calendars
12	Homework
12	Field Trips
13	Supervising Location Changes
13	Lunch and Snacks
13	Things to Bring
13	Lost And Found
13	Celebration of Holidays
14	School Year Schedule
15	Handbook Index

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BOYS & GIRLS CLUB

School Age Child Care

WE DO NOT EXCLUDE ANYONE...

- During hiring of staff or enrollment of children
- During activities we promote
- On the grounds of race or country of origin
- On the grounds of their personal creed
- Because of the color of their skin
- Because of gender or disability
- Because of their religious practices
- Because of their sexual orientation

**If you feel anyone on staff has been discriminatory towards you,
see the Director or contact DSHS Child Care Licensing at 721-6741**

King County Boys & Girls Clubs

Boys & Girls Club is a non-sectarian, non-profit organization that provides a comfortable space, professional staff, fun environment and programs to assist youth in developing self-esteem, values and skills.

Ballard Boys & Girls Club's Child Care Programs

It is the goal Ballard Boys & Girls Club to provide School Age programs that instills a sense of confidence, usefulness, and influence in the youth we serve. We encourage youth to develop positive habits, attitudes, behaviors and choices with activities that teach self-esteem, values, self-discipline and respect for others. Our program strives to accommodate the needs of today's diverse families and offers a trained staff, safe environment and planned activities at each of the child care sites. Parents are free to drop in to the child care programs at any time.



PROGRAMS AVAILABLE AT COE CHILD CARE

BEFORE SCHOOL CARE

Available from 7:00 AM, we allow time for children to finish their homework and a place to catch up with friends. Outdoor activities are available and breakfast can be purchased through Coe School.

JUMPSTART PRE-K

Jumpstart is a morning-only class for children four and five years old who will be entering Kindergarten the following year. The small class size builds success in social skills and learning habits. Early assessment of each student allows for individual instruction as children make the bridge from pre-school to kindergarten. Art projects, music time and easy-paced field trips round out the program. Jumpstart follows the school year calendar and is closed during school breaks.

KINDERGARTEN EXTENSION

This popular program takes half day kindergarteners through the rest of the school day. Children enjoy a variety of academic and playful activities including art, language skills, math concepts, field trips and lots of hands on learning. Swimming lessons, too!

PM CLUB TIME

After a healthy snack, children are free to enjoy time with friends, fun art projects and other low key activities. Study time is set aside each day so kids can work on school assignment and free up their evenings. Care is available until 6:00 PM.

EARLY DISMISSAL AND FULL DAYS

Families who are registered for after school care are guaranteed space during all early dismissals. There is a separate sign up, in advance, for school breaks when we offer a full day of activities.

SUMMER CAMP

Coe Child Care has a great summer program for children and youth ages 5 through 12. We offer activities such as swimming, hiking and crafts. Imagine a summer spent with friends and doing new things every week of camp. Camp focuses on themes ranging from science week to exploring sports. Staff is experienced in providing appropriate programs for each age group. Registration begins mid-April. Families sign up for just the weeks they need or the whole summer.

SPORTS PROGRAMS

Children who are registered with Coe Child Care are also members of the Ballard Boys & Girls Club. Through the Ballard Club, sports programs are available ranging from flag football, basketball and baseball or T ball. Take advantage of fun, positive team sports throughout the year by calling the Ballard Club at 206 783-5775. Or visit them online at: www.ballard-bgc.org



TO ENROLL YOUR CHILD

To enroll your child, the following must be turned in prior to your child's first day:

1. Registration form
2. Certificate of Immunization
3. Payment Contract (The person signing this is financially responsible for fees)
4. Club membership fee and one half of first month's tuition (non-refundable)

Please note:

- School year, school holiday care and Summer Camp require separate registrations.
- You will need to enroll separately, four weeks in advance, for school holidays including: Winter and Mid-winter breaks, spring break and other school holidays.
- All registrations are on a first-come, first serve basis and close when we have reached capacity.

MEMBERSHIP FEE

The Boys & Girls Club yearly membership fee is \$20 and valid from Sep. 1 to Aug. 31. Individual child care sites may also assess a yearly supply fee.

BILLING PROCEDURES

All fees are charged in advance on a monthly basis. Tuition is due before the 7th of every month. We accept checks, cash payments and credit or debit cards.

During summer months, tuition for the week is due in advance on the first day of attendance.

While tuition payments may come to us from multiple sources, we produce only one invoice per child.

OVERDUE ACCOUNTS

If your account becomes overdue you will receive notice and assessed a \$15 late fee. Collection actions will be taken if payment is not received within 60 days.

NON-SUFFICIENT FUND CHECKS

A \$35 fee is assessed for each check returned. \$20 the banks charge us, \$15 to process.

PRO-RATE OF MONTHLY FEES

- A pro-rate is when your normal contracted fee is reduced during a mutually agreed absence.
- Fees will be pro-rated after we receive a written notice two weeks prior to your child's absence or removal from the program.
- During the school year, a two-week pro-rate is our limit. Beyond the two week limit, we do not reduce tuition if your child is absent due to vacations, illness or suspension from our program.
- School year tuition is automatically reduced during June when school ends.

SUBSIDIES

We accept City or State (DSHS) funding as part of your child care payments. Check with the director to see if you qualify for either of these. City or state subsidies must be awarded prior to your child's first day.

SCHOLARSHIP FUND AND DONATIONS

We have a scholarship fund to assist currently enrolled families in need of a temporary reduction in tuition. Cash donations to our scholarship fund are always appreciated and are tax deductible. See the director if your workplace has matching funds or a United Way contribution.

RECEIPT AND TAX INFORMATION

A receipt for your tuition is available 24 hours after payment. This is your tax record and includes our tax ID number. Hang on to them! An end-of-year statement may be requested for an additional \$20.00.



OPEN DOOR POLICY

You're welcome visit us any time! Teachers are available to discuss activities or your child's day. We ask, though, that you make an appointment ahead of time to discuss issues that take staff away from the children. If your child is new to our program, feel free bring them by to visit before their first day to meet their teachers and new friends.

COMMUNICATION

The Parent Counter is our main "kiosk" for notices about activities, field trips or full day sign up. Use the Parent Notebook to write down schedule changes or "Quick Check" clipboard to note absences. We use your email address to send messages and check our email twice a day. Our answering machine is on 24 hours a day or feel free call us during operating hours if you need anything.

SIGN-IN & SIGN-OUT PROCEDURES

State law requires children be signed in and out of licensed school age care programs (WAC 388-151-460). Please do not drop your child off at the entrance to the school; we are not responsible for them until you have signed them in. In some circumstances, older children may be released on their own with parent written permission. This is at the discretion of child care staff and only on a case by case basis.

Because our priority is safety, full documentation regarding release is important. For a change in regular pick-up routine, parents will need to write a note in the parent message book located on the front counter or telephone us with the information. Please include:

1. Your child's name
2. The date of change in schedule
3. Change of schedule
4. Full name of person who will be picking them up
5. You must sign these messages.

When anyone other than routine person is picking up a child, they will be required to show photo identification to one of the staff before leaving with the child.

CHILDREN ABSENT FROM OUR PROGRAMS

The school does not report absences to us. Let us know if your child will be absent after school. After a free reminder, parents will be assessed a 15.00 dollar fee for each "Kid Search". You can leave a message 24 hours a day or use the "Quick Check" clipboard and write the child's name on the day they'll be out.



LATE PICK-UP

Our child care programs end promptly at 6:00 PM. Official time is our lobby wall clock. A late penalty fee is charged after 6:00 PM and is payable to the staff at that time.

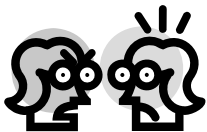
- **The first 5-minute time block, 6:00-6:05** **\$5.00**
- **Each additional 5-minute time block:** **\$10.00**

If attempts made to reach you or your emergency contacts are not successful, at 7:00 PM, children will be placed in the custody of Child Protective Services; 721-4115, 2809 26th Avenue South, Seattle.

RUN AWAY POLICY

A rare though serious incident is when an older child chooses to leave the center or their field trip group. Very different from a lost child situation, children who run away force others into unsafe situations. Staff is instructed NOT to leave the rest of the group by following older children who leave on their own.

- The parent or guardian will be notified immediately.
- Staff leaders will notify police of a runaway child and give a description and whereabouts.
- Running away, a child has placed the staff and other children at risk. This is grounds for expulsion.



DISCIPLINE POLICY

Although we focus on the positive, there are times when a child has difficulties. When this occurs, children are taken step by step through the following questions:

1. What is the problem?
2. What are some solutions?
3. For each solution we ask: Is it safe? How might people feel? Is it fair? Will it work?
4. Choose a solution and use it.
5. Is it working? If not, what can I do now?

A serious discipline problem may lead to suspension or expulsion if the child is engaging in behavior which includes, but not limited to the following:

1. Inflicting physical or emotional harm to self or others

2. Destroying, damaging or defacing property
3. Disrupting the program so normal operation is not possible
4. Failure to respond to regular problem solving techniques
5. Repeatedly disregarding requests to comply with health or safety rules

REMOVAL FROM THE PROGRAM

We reserve the right to suspend a child for disciplinary reasons. In such cases tuition will not be refunded. A parent can force the removal of their child from the program for chronic late pickup, non-payment of tuition, failure to comply with site policies, failure to complete requirements for enrollment or other standards indicated in this handbook.

GRIEVANCE PROCEDURE

Parents are encouraged to bring concerns to the attention of the site director by asking to meet in the child care office and, in the privacy of the office, address their concern. The following more formal step-by-step procedure can also be used:

1. Address a letter to the director describing the situation you would like to discuss.
2. The Director will either return a written reply or schedule to meet with you.
3. All decision regarding the resolution of a grievance remains in our discretion.

Because our goal is to provide a quality, safe place for youth, this procedure does not include the option of airing grievances while children are present. Any situation deemed a threat to the safety and well being of children in our care or a disruption to the operation of our programs will not be tolerated.

CHILD ABUSE & NEGLECT

Washington State Law (WAC 388-151-480) requires a child care provider having reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or child exploitation to report their suspicions to Child Protective Services. The identity of the reporting individual is kept confidential and referrals may be made to CPS without conferring with parents. Additionally, we will not release a child to a parent/guardian or others who arrive intoxicated.



FAMILIES IN TRANSITIONS

Families in transitions through personal loss, separation of spouse or partner or other difficult changes need to know that our support will be there. Changes outside of school have an impact on a child's interactions while in our care. Let us know about the concerns in your child's life. Our policy is to maintain a positive child care experience for your child while continuing to be a safe place during family difficulties.

CONFIDENTIALITY

Families enrolled in our programs have a right to privacy and protection of their personal information. As a staff hold inviolate the private contents of student and family records and other confidential information.



DAYS WE ARE CLOSED

We are not available on the following:

- ❑ New Year's Eve and New Years Day
- ❑ Martin Luther King Jr. Birthday
- ❑ President's Day
- ❑ Memorial Day
- ❑ Fourth of July
- ❑ Labor Day
- ❑ Veteran's Day
- ❑ Thanksgiving Day and the Friday following
- ❑ Christmas Eve & Christmas Day
- ❑ Two days after school ends in June
- ❑ Two days before school begins in September

We also close for two days each school year for staff training, usually once in October and again in March.



SNOW CLOSURES

If Schools close due to snow:

- Call ahead. We may be closed too!
- We will open the center only when staff is able to arrive safely.
- We close in time for staff to leave safely, usually 5:00 PM.
- Full-day fees will be assessed.
- It is not necessary to report an absence during snow conditions.

If Schools operate on delayed schedules:

- AM care will be extended for those enrolled in our morning program.
- Jumpstart Pre-K will not be available.
- Drop-In is an additional fee if you are not contracted for AM care.

If Schools close early due to adverse weather conditions:

- We are available during early dismissal for those enrolled in PM care.
- Drop-In is an additional fee if you are not contracted for PM care.
- We will close two hours early.

NATURAL DISASTERS

In case of a natural disaster we have supplies and plans to accommodate children for 36 hours. If the site is uninhabitable, we move to a safer place and post directions. For more information see our Disaster Preparedness Plan, a copy is located in our lobby.

ILLNESS

The Department of Health requires that we exclude children with symptoms of communicable diseases. If your child exhibits any of these symptoms while in our care you will be asked to pick them up **immediately**.

- Diarrhea (3 or more times in 24 hours)
- Vomiting (2 or more times in 24 hours)
- Body rash (not from diapering, heat or allergies)
- Pink eye or eyes with pus or mucus draining from them
- Sore throat - especially with fever or swollen glands
- The presents of Lice, Nits or Scabies
- Pertusis (whooping cough)
- Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- Fever of 101 degrees or more.

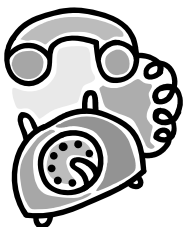
MEDICATIONS

"Authorization to Administer Medication" form must be completed for any prescription or over the counter medication. Forms are found in the back of the Parent File box. Medication you authorize us to administer need to arrive in their original prescription containers and clearly labeled with:

1. Child's name
2. Name & Strength of medication
3. Directions, time, dosage and method of administration
4. Length of time to be given ('from' date and 'to' date)

Physician's authorization is required for all prescription medications

The parent or guardian may sign an authorization for the following non-prescription medications: Antihistamines, non-aspirin fever reducers/ pain relievers, decongestants, anti-itching ointments and sunscreen. Non-prescription medication must be in their original container and will be given only when the dosage and frequency are on the label, and is age-appropriate for your child.



**DURING THE SCHOOL YEAR CONTACT US
IF YOUR CHILD WILL BE ABSENT DURING PM CARE**



ACCIDENT POLICY

First Aid Treatment Only

Examples of first aid only injuries or illnesses:

- Minor cuts, scrapes, bumps
- Low grade fever, headaches
- “Need to lie down”

Steps we follow:

1. Provide first aid treatment
2. Document in accident log book
3. Complete an “ouch report” and attach to the parent sign in sheet.
4. Advise the director or head staff of the accident or illness

Non-emergency Treatment

Examples of some non-emergency accidents or illnesses:

- Extreme vomiting
- Severe pain
- Fever 103 or above
- Cuts that require stitches

Steps we follow:

1. Provide 1st aid treatment.
2. Involve the director or head staff to assist and contact parents.
3. If parents or emergency contact cannot be notified the child will be transported to Ballard’s Swedish Hospital.
4. Staff will secure the child’s medical and parent authorization forms for medical personnel.

Emergency Treatment

Examples of some emergency treatment accidents:

- Uncontrolled bleeding
- Seizures
- Second and third degree burns
- Shock
- Fractured bones

Steps we follow:

1. Provide 1st aid treatment
2. Call 911 stating the address and nature of the injury/illness. Stay on line until 911 hangs up.
3. Select an adult to stay with the injured child at all times.
4. Secure the child’s medical and parent authorization forms for medical personnel.
5. Select staff to stay on site while injured child is transported.
6. The director or head staff will notify parents.
7. The staff will complete an accident report.



STAFF

Our program is staffed with caring professionals who take seriously the work they do with children. Prior to being hired, each staff must undergo a Criminal History Check, reference check, in-depth interview and meet Washington State Licensing guidelines. Staff receives professional training throughout the year and is required to complete 20+ hours related to child development, diversity and activity planning. Evaluation of their work is an ongoing process with input from parents, the program director and coordinator.

ACTIVITY CALENDARS

Calendars are posted on a weekly basis in each classroom. We work closely with the school to plan around their academic calendars. For example, we may plan activities which relate to a project in a child's classroom. Reading and math games are available and children are encouraged to include educational activities after school.

HOMEWORK

A half hour is set aside each afternoon Monday through Thursday during the school year for homework. Study Time is for reading or homework only. If you prefer your child complete assignments with you, we ask that they bring a favorite book. While our teachers will assist your child, we are not staffed to tutor them on an individual basis. Feel free to include us in discussions with your child's school teacher about homework. If one is available, we also welcome the opportunity to play a role in your child's IEP.

Summer does not include a daily homework time. We have a half hour of reading in our "Book Break" program. This encourages reading for the fun of it and children are asked to bring a book with them during the day. Trips to the library are common during the summer and your child can bring their library cards for these outings.

FIELD TRIPS

School Breaks or Early Dismissals: Your child's age group will attend frequent field trips during the school year depending on the transportation available. If an attendance fee is needed, please turn in to staff.

During Summer Camp: Children are assigned a group and attend the field trips with their group. If you choose not to allow your child to attend a field trip please let us know and together we can develop an alternative for care that day. Price of field trips may be in addition to child care tuition, and should be paid in cash on the day requested (a check cannot be processed in time to pay field trip fees).

Children walk, take the bus or use a club van on field trips. When traveling in the van children are required to wear seat belts or ride in car seats which we provide. We do not use personal vehicles.

SUPERVISING CHILDREN'S LOCATION CHANGES

During the day, staff works where they can see the whole room or playground in order to keep children safe. Teachers keep in contact with two-way radios.

Children moving from one location to another must be within sight of staff at all times. During afternoon free time, when a school age child moves to another location, teachers radio the child's name and where they are heading to those who need to know. Staff radio back to confirm the call and to report the child's arrival. Jumpstart and Kindergarten Extension, as a general rule, walk together when moving to the playground or cafeteria and may only walk alone during trips to the classroom restrooms.



SNACKS AND LUNCHES

We provide an afternoon snack daily and two during full day programs. If your child has any dietary restrictions or food allergies, please keep us informed. We do not provide lunch on full days. Sack lunches from home need an ice pack to avoid spoilage. No glass containers or food which requires cooking. Pack lunches in a sturdy, (leak proof!), container.

ITEMS TO BRING OR NOT TO BRING

- Children may bring toys from home that they are willing to share during playtime with others.
- If children are riding bikes or skating, helmets are required.
- Because we cannot be responsible for their belongings, your child should not bring valuables.
- Gum is not allowed.
- This is an inappropriate place for war toys. Please do not allow your children to bring these.

During Break or Holiday care your child will need to bring:

- Clothing & shoes appropriate for the weather.
- A sack lunch with a cold pack.
- Include a drink in a non glass container, or purchase juice or water from our kitchen.
- Any items requested on their activity calendar for the day.
- A book or quiet activity for down time.

LOST & FOUND

Please label all items. We are not responsible for lost items. All unclaimed articles will be placed in a lost & found bin under the parent counter. Unclaimed items will be given to charity at the end of each month.

CELEBRATION OF HOLIDAYS

The Boys & Girls Club is a non-sectarian, multi-cultural organization. Holidays are recognized for their celebration value rather than their religious significance. Teachers honor diversity by teaching children how different cultures celebrate their holidays. We welcome information we may be able to use in our curriculum regarding holidays your family celebrates.



BOYS & GIRLS CLUBS

Coe Child Care School Year Daily Schedule

7:00	Open and set up for the day Quiet activities – breakfast from home Kid projects or homework
8:30	Outside activity time
8:40	Breakfast/ main room closed
9:05	School starts including Jumpstart
11:30	Kindergarten Extension begins Lunch in the school cafeteria
12:05	Jumpstart ends. Circle Time for Kindergarten.
1:30	Recess
2:00	Choice activities
2:30	Playground (2 nd recess)
3:00	Kindergarten ends
3:05	School out Check in time for after school groups Snack – Choice Activities – Playground Time
3:20	Daily project opens
4:15	Homework or quiet time for all groups
4:45	Choice of activities
5:30	Clean up End of day activities: card games, books, drawing
6:00	Closed: late fee applies after this time.

Handbook Index

Absent Children	6	Keeping Children Home	9
Accident Policy	10	Kid Search	6
Accounts, overdue	4	Kiosk	5
Accounts, tax information	5	Late Pick Up	6
Afternoon Absences	6 & 9	Lost and Found	12
Anti-Bias	3	Lunches	12
Billing Procedures	4	Medication Authorization	11
Boys & Girls Club, Ballard	3	Medications	11
Boys & Girls Club, King County	3 & 12	Membership Fee	4
Calendar, activities	11	Messages to staff	5
Calendar, Holidays	7	National School Age Care Alliance	5
Child Abuse	9	Non-prescription Medications	11
Child Care Programs, Ballard	3	Open Door Policy	5
Child Protective Services	6 & 9	Overdue Accounts	4
Closed, Holidays	7	Parent Counter	5
Closed, Natural Disasters	7	Parent Notebook	5
Closed, Snow or Weather	7	Payments, cash	4
Closed, Training	7 & 11	Payments, checks	4
Criminal History Check	11	Payments, credit card	4
Dept. of Human Services	4	Photo Identification	6
Discipline Policy	7	Prescription Medications	11
Discipline, Second Step	8	Receipts	5
Discipline, Suspension	8	Run Away	6
Discrimination, policy regarding	3	Schedule, school year	13
Donations	5	Scholarship Fund	5
Emergency Treatment	10	School Holidays, registration for	4
Email	5	School, Alignment with	11
Enrollment	4	Second Step Program	8
Expulsion, reasons for	4-6 & 8	Sign-In Procedures	6
Fee for collection of past due	4	Snacks	12
Fee for field trips	12	Staff, training of	7-11
Fee for Kid Search	6	Standards for Quality	5
Fees: Late Fee	6	State Licensing Requirements	5
Fees: Membership	4	Stop-Drop-and Read	11
Fee for non sufficient fund	4	Subsidies	5
Fees: Pro-rating	5	Toys, from home	12
Fee for Tax information	5	Toys, war	12
Field Trips	12	United Way	5
First Aid	10		
Grievances	8		
Health & Human Services	4		
Holidays, celebration of	12		
Holidays, closed	7		
Homework	11		
Illness	9		
Invoice, two party	4		
Immunization	4		
Income Tax Identification Number	2 & 5		

