

# Alki Beach Academy

Giving all children an opportunity to grow



## Alki Beach Academy Parent Handbook 2017

**Hours:** 6:30am – 6:00pm, Monday through Friday, as of June 1, 2017

Child care for children the ages of 6 weeks to 6 years old.

The Alki Beach Academy will remain open unless the following conditions occur:

- Loss of power, water or heat
- Snow days
- Major holidays

Please see the **Snow Closures and Holidays** section.

### ADMISSION FOR CARE

To reduce the normal separation fear a child may have when entering a new environment, we ask that you bring your child(ren) to visit the center prior to their first day of care. It will be necessary for the parent(s) to fill out and return the following forms before the first day of care:

1. Registration Paperwork
2. Certificate of Immunization Status (Shot Record)
3. USDA Income Eligibility Application
4. Payment/Service Contract
5. Annual Registration Fee

Children who leave for a period of three months or more will need to complete steps #1-5 above in order to re-register your child(ren) unless prior arrangements have been made with the Alki Beach Academy.

Upon registering your child there will be a two-week transition/review period for the child, the parents, and the center. We offer this two-week transition period to ensure that all parties are satisfied and all expectations have been met.

### YOUR CHILD'S FIRST DAY

Please bring the following labeled items with your child on their first day:

- Any formula, bottles, diapers/pull-ups, baby food, and pacifiers they might need (we provide wipes)
- A change of clothes
- A favorite blanket (we provide blankets and sheets as well)
- Necessary medications (please review our Medication Policy carefully)

### ARRIVAL AT THE CENTER

Below are the steps to follow each day as you arrive at the center:

1. Arrive at the center by 9:30am each day to begin your education.
2. You must sign your child in on your child's Sign In/Out Sheet or computer each morning. The sign-in books are located in the lobby.

**Address:** 2414 SW Andover Street, Suite F-102, Seattle, WA 98106 • **Phone:** (206)510-4330 • [www.alkibeachacademy.com](http://www.alkibeachacademy.com)

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We believe in happy, healthy children! Our goal is to serve predominantly organic meals that are nourishing, promote brain function, and boost the children's ability to learn. Our menu choices include naturally sweetened options like fruit, and all of our milk, eggs, fruits, & vegetables are organic.

We serve the following meals each day:

Breakfast	8:30am – 9:00am
Lunch	11:30am – 12:15pm
PM Snack	2:30pm – 3:00pm
Final Snack	5:15pm

Your child must arrive by 8:30am in order to be fed breakfast. All children will be served everything on the menu. If they choose not to eat a certain item, that will be their choice. We will do our best to encourage the children to taste each item they are served. We ask that you do NOT bring your child into the center with food in hand such as fast food, chips, cookies, or soda etc. This is not fair to the other children in the classroom.

## **Food Allergies/Intolerance/Restricted Meals**

If your child has a valid food allergy or intolerance, you will be required to have your child's doctor fill out a Report of Food Allergy/Intolerance form. We must have this form in your child's file at the time of enrollment. If your child may not consume a certain food because of religious reasons, then you will need to give us a list of foods that your child can have in place of the item. We will then make a substitution during that meal.

## **ITEMS FROM HOME**

All children need to have a change of clothes in their cubby at all times. If we do not have any extra clothing for your child to wear, then we will call you at work to bring in a change of clothing. If your child is using formula, baby food, pacifiers, and/or diapers/pull-ups, then you will need to provide these items. Items such as candy, junk food, and toys should be left at home at all times. We will provide such items as blankets, sheets, baby bottles (unless you choose to bring your own) and baby wipes. If you choose to bring your child's own blanket, you will need to take it home every Friday to be washed and then return it on Monday or allow us to wash it. All items need to be labeled with your child's name. We are not responsible for lost or stolen items.

## **HOLIDAY AND BIRTHDAY CELEBRATIONS**

We are open to celebrating all holidays and birthdays. If at any time you do not want your child to participate in an activity, then please inform us as soon as possible. We will plan a different activity for your child during that time.

## **PARENT/STAFF COMMUNICATION**

Please feel free to communicate with your child's teacher on a daily basis in order to find out how your child's day has been. If at any time a staff member has a concern regarding your child's behavior then they will inform the director and the director will speak with the parent. We have an open door policy and would like our parents and children to feel welcome in our program. If at any time you have a question or concern then please see the director.

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## DEPARTURE FROM THE CENTER

1. Below are the steps to follow each day as you depart from the center:
2. Your child must be picked up within 10 hours of arrival and no later than 6:30pm.
3. Sign your child out on your child's Sign In/Out Sheet each evening.
4. Make the teacher aware of your child's departure.
5. Escort your child from the classroom out of the building. Never leave your child unattended in the parking lot.

*Please be aware that we will not release your child to anyone without written consent from the custodial parent, parents or guardian. The person needs to be over the age of 18. The person picking up the child must have picture ID. We will make a copy of the ID for your child's file. In the case of an emergency, consent over the phone can be obtained.*

If at any time we feel that the adult picking up the child is under the influence of drugs or alcohol we will not be able to legally stop them from leaving the center with the child, but we will call 911 and report the person. The incident will also then be reported to Child Protective Services. We are not responsible for the child once they have left the center.

## TERMINATION OF CARE

If the parent chooses to terminate their child's enrollment, we ask that the parent give a two-week written notice to the director. The parent is responsible for all tuition due through the date of a notice of immediate termination.

If the center chooses to terminate the care of the child, the parent will be given a notice of immediate termination. The parent will be responsible for all monies due through the date of termination.

## SNOW CLOSURES AND HOLIDAYS

The center will be closed on the following days:

1. Martin Luther King Day (Monday, January 16)
2. President's Day (Monday, February 20)
3. Memorial Day (Friday, May 26 & Monday, May 29)
4. Independence Day (Monday, July 3 & Tuesday, July 4)
5. Labor Day (Friday, September 1 & Monday, September 4)
6. Columbus Day (Monday, October 9)
7. Veteran's Day (Friday, November 10)
8. Thanksgiving observance (Wednesday, November 22 close at 4pm, and November 23 & 24)
9. Christmas Day (December 25) through New Year's, re-opening Tuesday January 2, 2018

*\* If the holiday falls on a Tuesday or a Thursday we may choose to close for an extra day. All parents will be notified in advance if this should occur.*

**Snow days:** We will close the center when the Seattle School District is closed due to snow closure. If they are opening late so are we.

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## **PAYMENT PROCEDURES**

All tuition payments are due by the 5th of the month in advance. On the 6th a \$10.00 per day late fee will be assessed and your childcare will be terminated until full payment is received, unless previous arrangements have been made. This includes co-payments through DSHS, late fees, and any other miscellaneous fees.

All families are required to sign a payment contract. There is an annual registration fee of \$100.00. We will notify you when the fee is due and add it to your tuition.

## **OVERTIME RATE**

An overtime rate will be charged for children who stay past their allotted 10 hours per day. Charge is \$1.00 per minute after 10 hours. If your child is at the center past our 6:30pm closing time you will be charged at the rate of \$1.00 per child/per minute of care.

*Example: 1 child x 6 minutes = \$6.00, 2 children x 6 minutes = \$12.00.*

**Late fees are due immediately.**

## **ABSENT/ILL CHILDREN**

If your child is ill, has a doctor's appointment, or is absent for other reasons, please call and let us know. We need to know when children are out due to illness, so that we can make the other parents aware of an illness spreading through the center. There will be no deductions for missed days.

Please keep your child home for the following reasons:

- Fever of 100.1°F or higher under the arm within a 24 hour period
- Diarrhea 3 or more times within a 24 hour period
- Eye discharge or Pink Eye
- Vomiting 2 or more times within a 24 hour period
- Draining rash
- Fatigue that prevents participation in regular activities
- Open or oozing sores
- Lice or Scabies

All children sent home from the center will need to be free of symptoms and/or on medication for a 24-hour period before returning to the center.

Absences/Holidays/Vacation/Snow Days will NOT be refunded. It is helpful to think of your child-care spot as something you purchase each month. It belongs to you, whether you use it or not.

## **PART-TIME CARE**

If you have requested part-time care you are responsible to pay for your chosen day(s) that you have requested in advance, even if your child is absent or your day falls on a preset holiday or closure. If you request an additional day you will be charged the additional daily rate only if space is available. There will be no trading of days or make-up days. We will not honor credit of sick days, vacation, or any other reason you will be absent

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on your designated days. At Alki Beach Academy we are dedicated to our staff & children therefore we will not send employees home unpaid due to low attendance of children for the day.

In 2014 Alki Beach Academy made the initial decision to enroll part-time care of 1 – 4 days a week as an option to our families in need of part-time care. We ask that you honor your commitment to us and not ask us to credit you days, or not charge you due to a holiday, etc. As of 2015 we will no longer offer “New Students” part-time care so that we may save potential openings for families that need full-time care.

## MEDICATION POLICY

It is essential that we take precautions regarding the administration of medication. We may administer medication under certain conditions:

1. All medication shall be administered only with a written consent from the parent or guardian.
2. Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
3. Non-prescription medications like antihistamines, non-aspirin fever reducers, non-narcotic cough suppressants, decongestants, anti-itching ointments, diaper rash ointments or powders, and sun screen may be administered with written parent consent as long as your child's current age/weight is listed on the medication package.
4. Medications must be stored in the original containers. The container must have the child's name and date of expiration.
5. Any medication that says for dosage amount *under 2 years of age call a doctor*, means that ***WE MUST HAVE A DOCTOR'S NOTE IN ORDER TO GIVE IT TO YOUR CHILD.***

The medication forms are kept in the in the office and within your classroom. Once you have filled out the medication form and the medication meets the above standards, please give the medication and the form to your child's teacher. We will then store the medication in the proper location to ensure the safety of our children.

## MEDICAL/MINOR EMERGENCIES

In the event of a life-threatening emergency, we will take the following action:

- One staff member will stay with the injured child while another staff member will call 911 for help.
- We will call the parent as soon as 911 have been contacted.
- An injury report will be filled out and signed by the parent at the time they arrive.
- The report will be filed in the child's log.
- In the event of a minor injury, an injury report will be filled out for the parent to sign when they arrive at the center. If the child has a large bruise or mark the director will decide as to whether or not to contact the parent.

## GUIDANCE POLICY

At the Alki Beach Academy we strive to create an interesting and exciting environment in which your child can grow. Our goal is to guide the children's behavior to help them gain control of themselves and interact with others in an appropriate manner. On occasion we may need to correct a child for inappropriate behavior.

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We use guidance techniques that are age appropriate, fair, consistent and positive. We do not administer cruel, unusual, hazardous, frightening, or humiliating discipline. We use positive discipline to correct behavior which involves redirecting, problem solving, and an understanding of how we can correct the behavior. Alki Beach Academy does not believe in “Time Outs” and will not be utilizing that as a guidance to correct behavior.

When a child is out of control (i.e.: throwing a temper tantrum, kicking, hitting, biting another person, or screaming) they will be removed from the classroom until they have calmed down. If the child continues to disrupt the entire classroom after they have been returned to the classroom, the director will decide whether or not to call the parent.

There are children who need more care than we can possibly give. If we feel that the child’s behavior is a safety issue we will inform the parent or guardian so that we can find a way to work with your child. If we continue to have problems we can access our resources through the Seattle-King County Health Department. We will take the following steps when a child’s discipline becomes an issue:

1. Conference between teacher, child and the director.
2. Director will also talk to the parent at this time.
3. Conference between teacher, parent and the director.
4. Have the parent sign a Health Department screening form and call our health nurse.
5. Have the child screened to determine if we can accommodate the child in a better manner.
6. Termination: the Director/Owner reserves the right to terminate care due to unresolved grievances.

## **CHILD ABUSE, NEGLECT, AND EXPLOITATION**

Child abuse and neglect is recognized as a serious threat to the lives of today’s children who are tomorrow’s adults. As childcare professionals we are mandated to report suspected child abuse. Staff will document any signs of physical injury, mental injury, sexual abuse, and/or neglect. We will report any signs of child abuse that we see come into the center. If a staff member uses any physical force with a child, immediate termination will take place as well as having the incident reported to Child Protective Services.

## **FIELD TRIPS**

All field trips will be planned in advance. For special field trips there will be a permission slip in your child’s Sign In & Out Sheet. We will list the date, time and any other specific information on the permission slip. All field trips will be within walking distance or we will use Metro Public Transportation. Taking nature walks or walks to nearby parks will be done according to ongoing consent. If you do not sign the form your child will be left behind with other children in another classroom.

## **NON-DISCRIMINATION POLICY**

The Alki Beach Academy will not discriminate on the basis of color, race, creed, disabilities, religious beliefs, gender, marital or family status, age, political beliefs or sexual orientation. The Alki Beach Academy will make reasonable accommodations for physical and mental limitations of disabled children in care or seeking care.

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## CRISIS/DISASTER RESPONSE HANDBOOK

We have a notebook that is kept in the office for you to preview. It contains the following topics:

- Missing Child
- Assault on Child or Staff
- Flooding
- Power Outage
- Bomb Treat
- External & Internal Hazardous Materials Accident
- Emergency Lockdown/Intruder Alert Procedure
- Kidnapping
- Fire Alarm/Emergency
- Building & Site Evacuation
- Storms & Snow
- Suspicious Mail or Package
- Child Abuse
- Gas Leak, Earthquake
- Field Trip Incident
- Shelter-in-Place Procedure
- Crisis Response

If we have a natural disaster or a fire and we cannot stay in the building we will be at:

Delridge Fire Station #36  
3600 23rd Ave SW  
Seattle, WA 98106

## PESTICIDES POLICY

We have a notebook that is kept in the office that comes from the Washington State Dept of Agriculture. It contains the following topics:

- Posting Requirements
- Licensing Requirements
- Disposal Requirements
- Commercial Application Posting Law and Storage Rules
- Record Keeping Requirements
- Storage Requirements
- Law related to Daycare

We will notify you 48 hours in advance of any pesticide spraying. The notice will be in your Sign In/Out Sheets.

### **Alki Beach Academy**

2414 SW Andover Street Suite F-102  
Seattle, WA 98106  
(206)510-4330

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