

Alice's Precious Jewels Childcare and Learning Center

Parent Handbook

Revised January 01, 2022

Alice King
Owner/Director
(253) 383-5021 Center
(253) 572-8475 Fax

3:30-4:20	Center play, Outside time (varies by age group or classroom)
4:20-4:30	Wash-up, potty. Center housekeeping
4:30-5:00	Quiet play (puzzles, play dough, color, drawing)
5:00-6:00	Move to Reception room, free choice
7:00-4:30	At present time Alice's Precious Jewels Infant room will operate as follows.

Student Admission Forms & Fees

- Student Enrollment form
- Financial Policy Form
- Tuition contract
- Student Questionnaire
- Health History Form
- Immunization Form
- Permission Authorization Form
- Payment of \$75.00 Registration Fee
- Parent/Guardian Consent/Non-Consent for On-Site Evaluation (Early Achievers)

Additional forms such as, but not limited to, Medication consent, Field Trip Permission, Transportation and Pet Policies may be required to be read and/or signed prior to an activity or to administer medications.

Please note: if your child is state paid, it is important that you follow the guidelines set forth.

Adjustment to School

It is normal for your child to have some fears and misgivings about being away from you for their first school experience. Children, like adults, need time to become comfortable in a new environment. A few days in advance of beginning, discuss any concerns your child might be experiencing. A cheerful goodbye, a smile and a reassuring word that you will return will help ease the departure. Usually, the child settles down shortly after the parent leaves. Please call the school to check on our child. We are happy to give you an update. To help with this adjustment, we ask you to fill out the WA KIDS Introducing Me form so that we can get to know a little about your child before they start in the classroom.

WAC 110-300-0485

Termination of services policy.

the vehicle, and all necessary information, should the parent or adult choose to leave Alice's Precious Jewels.

Hours of Operation

Monday-Friday 6 am – 6:00 pm* * We opened at 6: am close at 5: 30 pm to do deep cleaning.

*Note that a \$2.00 per minute after 6:05 and will be paid to the employee who stayed with your child or paid the next day upon your child's return.

Alice's Precious Jewels are following Guideline COVID-19, Of checking symptom fever, cough, difficulty breathing, runny nose mucus. Hands and face must be wiped and sanitize before entering classes. Parents are no longer allowed to walk through classrooms. Only one family to enter building at a time

We accept children from the ages of 4 weeks to 11 years of age.

Scheduled Center Closures:

Alice's Precious Jewels will be closed on the following days when these set holidays fall on a Saturday, the Friday before we will close at 3pm.

Christmas Day

Labor Day

Presidents Day

Memorial Day

Thanksgiving Day

Independence Day

Martin Luther King Jr. Day

New Years Day

Veterans Day

Day after Thanksgiving

We close at 3pm Thanksgiving eve and if Thanksgiving falls on a Thursday, we will be close that Friday, 12 noon Christmas Eve and New Years Eve, unless they fall on a Friday or Monday we will then be closed. Alice's Precious Jewels and staff take off during Christmas break, December 23rd. Until January 2nd. Reminder will be sent out.

Alice's Precious Jewels will follow the Tacoma School District snow policy. Please listen to your local news broadcast for closure should Tacoma have adverse weather conditions. Should the school district close Alice's Precious Jewels will also close. This is to ensure the safety of our employees as well as our families.

Classroom Policies

We, as early childhood educators, recognize that classroom guidance is designed to help children develop inner-control, acceptable behavior, and respect for the right of others. Our staff works with their students consistently, fairly and with regard to each child's individual development.

Daily routines allow for child-directed activities. We included, but do not limit our teachers to the following: Language Arts, Math, Science, Art, Sensory, Music and Physical Fitness. We encourage you to read your child's lesson plan posted in their classroom.

You as a parent are not allowed unsupervised access to other child (ren) in care. A parent can only have unsupervised access to his or her own child unless that parent signs an authorization form for the individual to have unsupervised access to their own child (for example a therapist).

If a parent gives a family member permission to visit a child during childcare:

Biting

This is unacceptable behavior and is addressed immediately in the classroom with a firm statement from the teacher and the child is redirected. The parent is informed verbally, and an incident report is filled out. Due to the safety issue of biting, if after working with the child and parents and the biting continues, the Director will reserve the right to either suspend or withdrawal the child. This will be done if all other measures have failed.

Behavioral Charts

A behavioral chart (BC) is used in situations when regular classroom guidance techniques have not succeeded in redirecting or changing a child's negative behavior. A BC is a guidance agreement between parent, teacher and the director. The BC is activated at the parent, teacher and directors' meeting.

Corrective Guidance Steps

1. Parent Communication
 - Verbal and or Written
2. Intervention
 - Staff will request a meeting with the Director
 - Parent will be contacted for a meeting
3. Parent Conference
 - Behavior Chart is explained
4. Final Warning/Dismissal of student
 - This is a last chance warning. If the child requires more individual attention than can be given within staff to child ratios, or if the child risks the health and safety of other children or staff, the child will be withdrawn.

Health Policies

This is a summary of Alice's Precious Jewels health policy. A complete copy is available in the office.

Medication and Treatment Authorization (110-300-0500)

It is essential that we take precautions regarding the administration of medication for children. Only if your child has a chronic or non-communicable disease can we administer medication under certain conditions. These conditions are:

- Prescription Medication
 - Prescription medications shall be administered only with the written approval of a parent or guardian
- Prescription medications shall be administered only as directed on the label
 - Or as otherwise authorized by a physician. "As needed" medications may be administered if approved by a physician or registered nurse. Medications must be stored in their original containers. The containers must have the patient's name and date of expiration

A parent's written medicine permission slip is always required.

Non-Prescription Medication

Non-prescription medication requirements

The original container must be labeled with child's first and last name and the

Date the medicine was brought to school

The following medications may be administered if the medication bottle label tells how

- The teacher or director will record the illness and keep a file copy.

If your child is sent home with a communicable disease that merits reporting, we will report it to the local health department and notify all parents.

Hand Washing (110-300-0200)

Soap, running water and individual paper towels will be available for staff and children. Staff and children will wash their hands:

- After outside play
- After playing with animals
- After toileting
- After diapered
- After contact with body fluids
- Upon arrival to the center
- Before and after food preparation or eating

For infants and toddlers requiring diapers, our policy and procedures are provided to parents upon enrollment.

Child Abuse and Neglect (110-300-0475)

Suspected child abuse will be recorded and kept in the student's file. Suspected child abuse will be reported immediately.

- Our staff must protect the child in care from child abuse, neglect, or exploitation, as required under chapter 26.44 RCW.
- We must immediately report an instance when the staff has reason to suspect that child physical, sexual, or emotional abuse, child neglect, or child exploitation as defined in chapter 26.44 RCW has occurred. This report must be made to children's administration center intake.
- If there is immediate danger to a child, we must also make a report to local law enforcement.

SAFETY POLICIES

Evacuation and Disaster Procedures

Evacuation plans are posted in each room.

- The staff person discovering the fire shall decide the appropriateness of using a fire extinguisher
- A staff person will sound the fire alarm, or a school wide alarm will be activated
- The director will call 911
- Teachers will escort their students to a pre-determined safe area
- Teachers will take student information and attendance records when exiting the building
- The Fire Department will take over when they arrive

MISCELLEANOUS POLICIES

Dress Code:

This is very simple. Please send your child in clothing that is seasonal, comfortable and your child could get messy! For field trips please send your child in tennis shoes as to they may be doing a lot of walking, running and playing. Also please send a water bottle labeled with his/her name on it.

Holiday Activities (110-300-0016)

Alice's Precious Jewels has chosen to celebrate the following social holiday, yet not limited to:

New Year's Day	Groundhog Day	Mother's Day
Martin Luther King Jr. Day	Father's Day	Valentines
Independence Day	Memorial Day	Veterans Day
Christmas 12/23 - 01/03	Thanksgiving	Grandparents Day

Attendance:

Please inform us 24 hours if your child will be absent; call before 10am to inform us of your child's late arrival. Again you must inform Alice's Precious Jewels of any changes with your child attendance at **253-383-5021**.

It is beneficial to the child if you maintain a routine by adhering to your original agreement of pick up and drop off; if you do not call to let us know that your child will arrive after 9:00 am (if not previously arranged) we will not accept your child for that day because it will effect staffing. If you need to change your original agreement please contact the Director.

Your child may remain in care at Alice's Precious Jewels for a maximum of 10 hours or less each day. If needed, this can be extended based, approval of extended care by state if you get assistant and upon the parent's typical work schedule and travel from and to the center. Due to Covid-19 our hours for Infants are 7:00 am-4: 30 pm and our Toddlers 7: 00am -5:30 pm

Valuables:

We request that students do not bring money, jewelry, cameras, radios, or other valuables to school. We do not guarantee their safety nor replacement.