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 **KinderGarden in the Garden**

**Healthy Beginnings +**

**Healthy Communities**

**Learning Community**

***KinderGarden in the Garden* admits children of any religion of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children of this program.**

***KinderGarden in the* Garden does not discriminate in regard to religion, race, color, national origin in administrational, admissions and scholarship programs.**

**KinderGarden In The Garden**

**2614 ½ Capítol Way South**

**Olympia, WA 98501**

**360.628.7614**

**info@KinderGardenintheGarden.com**

**Daily Rhythm**

Rhythm and routine are a support to the young child’s development, both emotional and physical development. Reoccurring activities, food, and a clear schedule (though flexible) are paramount in our program. Not only are our rhythms in tune with the necessities of the day, but also the seasons of the year and the weather of a given day.

**Seedlings**: 18 months – 3 years

**Seedlings** are ready for potty-learning, more creative and domestic arts experiences such as cutting cheese, working with homemade play dough, coloring, exploring the outdoors, wet on wet watercolor painting and a circle time with singing, puppetry, finger plays, and storytelling. Language is emerging and developing in this classroom, as are selfhelp skills. The Seedlings and Sprouts are both in diapers or working on potty learning (2 ½-3 years). Children are required to be in underwear by age 3 in this class.

**Sprouts**: 3 - 4 years

Children in the Sprouts have mastered toileting and dressing themselves. Their imaginations are in full bloom and they are ready for richer experiences in the creative and domestic arts such as a circle time with a longer period of singing, storytelling and discussion along with beeswax modeling, woodworking, crafting, sewing and all of the activities offered on the farm.

**Blossoms**: 5 - 6 years

This class is a nature-based, liberal arts mixed age class that completes the education of young children through the first phase of childhood, birth to 6 years. The class meets every day of the week and provides both an enhanced preschool experience for the younger children in the class and a provides both an enhanced preschool experience for the younger children in the class and a private kindergarten experience for those students attending 5 days a week.

**Hours of Operation**

Our regular class hours are from 9:00 Am to 5:00 Pm, but we do have extended hour schedules available which provide care from 7:15 AM to 4:45 PM.

Families picking children up late will be charged a late fee of $15/15 min. or fraction thereof they are late, unless other enrollment arrangements have been made. We understand that everyone is late occasionally, but being chronically late is an indication that our school and its hours may not be suited to your family’s schedule and will be considered a reason to discontinue enrollment. Late pick up for our regular schedule is considered any time after 5:00 Pm and for extended day, 4:45 Pm.

**Enrollment and Records**

When enrolling children, the needs of the group will be considered in order to maintain the highest level of quality for each classroom.

To enroll a child, the parents must submit the following enrollment forms prior to their child’s first day:

1. Admission Form

2. Preschool Tuition Contract

3. Pre-Enrollment Developmental Checklist

4. Health Information Form with current immunizations or a notarized immunization waiver from the Washington Department of Health

5. Vision and Hearing (for children ages four and older)

**Other Forms**

The Schedule Change Request/Withdrawal form may be found on the school’s website. Two changes are allowed annually, subject to availability. Additional requests will be billed at $150 each.

**Program Philosophy**

KinderGarden in the Garden understands that each child is creative and productive when granted the opportunity to conceptualize and interact with one’s surroundings which is a gift toward viewing each child as a learner. Active participants in creating and testing their own understandings of their surroundings. The PLAY of a child is to allow for children to reflect upon what they learn, and serve as an agent in providing the framework for continued growth to be built upon. We believe in the significance of play and the idea of a classroom as a social community. Play not so much reflect thought as it creates thought it is not simply frivolous but an intensely absorbing activity that serves as a powerful matrix for learning and development.

Our curriculum plans for this type of learning to develop their insights and abilities in a context in which their unique gifts are recognized, their learning fosters a sense of awe and wonder and engenders purposeful enthusiasm about the possibilities of nature and creation are possible.

Young children naturally want to be outdoors, engaging with the world: touching, tasting, smelling, exploring. Digging in good soil for worms, looking for bugs, chasing butterflies, building forts and fairy houses.

All that play outdoors creates good strong roots (like a tree) to get them started right. They develop their senses; they learn how to make mistakes and keep going; and they get healthy air and sunshine for their bodies. They learn to socialize with other children, inspired by clean air and water, away from the crush of the city.

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*KinderGarden in the Garden* is a place for them to freely play, to plant, to get dirty and love it. We will walk in the woods; plant seeds of healthy vegetables; learn to grow, cook, and eat them; and do crafts and projects of all kinds.

**Framework of the Day**

**Arrival and Departure**

School begins outdoors at 9:00 Am each morning. When you arrive with your child, please make sure to sign in and make a bathroom or diapering stop with him/her. You can place your child’s special lunch and other items on their chubby and then join the group class outside. Please help your child change into his/her outdoor play gear (boots, raincoat, rain pants, etc.) We will spend a good deal of time tromping around the farm/forest and exploring! Boots are essential shoes!

Children should arrive before 8:45 Am, but must arrive no later than 9:00 Am. Arrival after 9:00 Am is a disruption of the school day for the other children already engaged in classroom activities, and causes the child to miss valuable school time. Appointment, lessons, and other extracurricular classes should be scheduled before or after the child’s school day, or on days that the child does not attend school.

Time and experience as both staff and parents demonstrate that short, predictable drop-offs are best. Within minutes of the parent’s departure, the child is likely to be engaged in an activity or visiting with the staff. If a child is having exceptional difficulty after his or her parent leaves, we will inform the parent and work on a plan with the parent to make the drop off experience a better one for the child.

**Extended Day** Arrival before 8:00 Am, Seedlings/Sprouts/Blossoms

Children who arrive between 7:15 Am and 8 Am will be welcomed to school and the day by staff in the school kitchen, where they are welcome to finish a breakfast from home or sit at the table to play with table activities. A staff member will help parents sign the child in, and will receive the child’s water bottle, back pack, etc. At 8:45 Am, children move to the play yard or their classrooms with a staff member where additional children are received.

**Arrival at/after 8:45 Am**, Seedlings/Sprouts/Blossoms

Children arriving at or after 8 AM are received by staff members who help parents sign-in. Water bottles and backpacks are received at the same time. The location of each classroom’s drop-off location varies seasonally by class.

**Departure at 5:00 Pm**, Seedlings/Sprouts/Blossoms

Children will be available for pick-up beginning at 4:45Pm from each classroom’s designated departure location, which varies seasonally by class. When an adult picks up a child at the end of the day, as soon as the parent has taken their child’s hand, the parent is legally responsible for their child. Any children not picked up by 5:00 Pm will be checked into extended care and their account charged accordingly.

**Departure Extended Day**, Seedlings/Sprouts/Blossoms

Weather permitting, all children will depart from the play yard from 4:45 to 5:00 Pm. Occasionally, children will be moved to the school kitchen during inclement weather for pick-up from the front door of the school. Again, once a child is signed out of class, the parent is legally responsible for their child.

**School ends between 4:45 – 5:00 Pm each day**. We do not offer after care at the time. Parents arriving late (after 5:00Pm) will incur an automatic late pick up fee of $15 on your 2nd late pickup, $20 and on the 3rd $25 each late thereafter. Please remember that staff meet to collaborate on the children’s activities and to prepare documentation and activities for the next day. If parents do not arrive on time, staff do not have the time they need for those preparations.

For your child’s security and your peace of mind we require that you indicate in writing those adult approved to pick-up your child (if you plan on someone other than yourself/your spouse picking up).

We love for children to arrive on time for school. Children often are more challenged to enter the day when playgroups have already formed when they arrive. However, we also understand the challenges of life with little ones. Please let us know if we can do anything to support your family in this regard.

Parents or guardian must sign their legal signature on the attendance log when they bring their children to child care. They are also required to sign their legal signature when the child leaves the child care.

Anyone who appears to under the influence of drugs or alcohol arriving at the child care to pick up the child will be asked to call someone else to pick up the child. If a person leaves with a child while they appear to under the influence, I will call 911. Parent(s) will be billed for late pick up until other arrangements have been made.

**Nondiscrimination Policy**

All children will be respect, provided equal treatment and service in my day care without regards to race, color, religion, disability, sex, handicap, creed or age. Children with special needs will be accepted if it is determined that my home is able to meet their needs. Reasonable accommodations will be made available if your child is admitted to the child care.

**Parental Involvement -** **The Importance of Community**

We believe that you have chosen our school for your child(ren) not just because you need care for them, but because you wish for them to connect with like-minded children, families, and staff who generally believe that natural/gentle parenting, wholesome food, family life, and connection with nature are important in a child’s development. We look forward to building a supportive community within our school. This is achieved through time to commune with one another, tending to the school and its grounds (volunteerism) and through celebrations and festivals. Please make yourself available to the experience of being supported through the joyous, trying, exhilarating, exhausting steps of raising young children!

We have chosen to govern our school collectively. Only in this way can we authentically grow and develop as a healthy, thriving community. Holding this philosophy is quite easy compare with practicing this philosophy! As the school rows, each member of the school community contributes to its development by sharing his/her ideas, perspective and desires for change. Operating collaborative is a complex endeavor, requiring patience tolerance compassion and kindness. Our vision is that each voice can affect positive change and growth in our school community.

Outside of the governance of the school, we value parent involvement in all areas. We want your family to experience school as an extension of your family life, not something separate. If you would like to visit the classroom for the day, we welcome you! If you have a special talent you would like to share with the children please come share. If you would like to be involved on the Parent Engagement Committee please talk to us!

**Volunteerism**

Families are encouraged to participate in our curriculum! Please let us know if you have time and talents to share. Volunteer needs may arise throughout the year, and you will be invited to help meet those specific needs. A list of volunteer needs and a wish list for donations is included in the school’s monthly newsletter.

**SCHEDULES, FOOD, ITEMS FROM HOME**

**Preschool Schedule (18 months - 4 years of age)**

A balance of teacher-directed, teacher-guided, and child-initiated routines will be included in the daily schedule. Schedules are edited by the teachers seasonally and are available upon request. Outdoor play will occur every day, weather permitting. Children should have a variety of seasonal clothing available to them to be comfortable outdoors including: rain boots, a rain jacket, a hat, gloves and a winter hat, and winter boots. A rest period will be provided daily, and all children must rest quietly on their nap mats for 60 minutes. After this time, children who are unable to fall asleep will take part in quiet activities while other children continue to rest.

**Blossoms Schedule (4 – 6 years of age)**

Children will be active all day, engaged in both teacher-guided and child-initiated activities. Schedules are edited by the teachers seasonally and are available upon request. Outdoor play and exploration will occur every day. Children should have a variety of seasonal clothing available to them to be comfortable outdoors including: rain boots, a rain jacket, a hat, gloves and a winter hat, and winter boots. A rest period will be provided daily, and all children must rest quietly on their nap mats for 45 minutes. After this time, children who are unable to fall asleep will take part in quiet activities while other children continue to rest.

**Communication Plan**

At KinderGarden in the Garden communication is the foundation of our school’s approach: building and supporting community. We view communication as ongoing, flowing readily between parent, teacher, child and community, Using email, classroom and community documentation children’s portfolio and more, our community interact with one another daily. In this way, we help create connections and establish bonds between one another that we hope will endure well beyond a family’s preschool years. One goal for the 2017/18 school year is to develop a school blog that will give further insight into the children’s explorations.

As our school grows and develops so will our communication pathways will expand. We are always curious to hear ow parents feel about communications and how they prefer to receive communication. Because we view the preschool as a collaborative endeavor between staff, parents and children, your input is highly valued!

KinderGarden in the Garden works in partnership with you regarding the education of your child. We hope that our communication with you can be open, respectful, and direct. Please communicate with us when you have a concern rather than letting your concern grow into something unmanageable. When in doubt, bring it up!

Please remember that time is limited during operational hours, because our focus must be on the children in care. A time can be scheduled to talk by phone or in person outside of school hours or during planning time. Your child’s teacher or assistant director should be your first line of contact.

**We respectfully request:**

1. If your child needs extra help from teachers for a smooth drop-off, please arrive by 9:00 Am so that the teachers can assist you and your child.

2. Please keep conversation to a minimum during drop-off. Communicate a specific need on the classroom clipboard as you sign in.

3. Please enjoy conversation with other parents on the front yard.

4. Please do not manage another child’s behavior. Do alert a teacher if you see a behavior issue that needs attention.

**Written plan for child’s specific needs-if applicable**

Submit a written plan, signed by the parent/guardian that describes how the child’s file needs will be met.

Submit supporting documentation of the child’s special needs.

Written plan and documentation must be kept in the child’s file and copy sent to the department.

**School Phone Number**

The school telephone number is (360) 628.7614. We ask that you call the school directly to report an absence, request an early pick-up, check on your child’s welfare or status as a new enrollee, or request same-day drop-in care (full day or extended day). Because emails are checked only a couple of times a day, placing a phone call helps transmit information in these situations as efficiently as possible.

Email The school email address for questions related to drop-in days (scheduled in advance), classrooms, and staffing, programming and particular concerns about your child’s experience is communications@KinderGardenintheGarden.com. For questions related to schedule changes, billing, enrollment (including the waitlist) and tax statements, please email communications@KinderGardenintheGarden.com.

**Open Door Policy**

KinderGarden in the Garden has an open door policy, meaning that you may stop by the child care center any time during regular business hours to observe our operations. Though our drop-off and pick-up procedures are meant to expedite drop-off and pick-up, and to clearly define when children have been signed in to our care, the open door policy is always in effect.

**Conferences**

Conferences may be requested at any time. School-wide parent conferences will be offered in November/December/January of each year, by sign-up. In May, parents will be able to review their child’s portfolio; conferences in May will be by request only.

**Tuition Statements**

Tuition statements are emailed monthly ahead of the tuition due date. Each statement shows the balance due and the date it is due, and includes the school EIN for tax purposes.

**Monthly Newsletter**

Each month, a family newsletter is published and distributed via email to all enrolled families. Contained within the newsletter you will find important dates to remember, descriptions of class activities for the coming month, school-wide announcements and volunteer/donation requests. This is a great way to keep abreast of happenings on the Farm each month. The school also shares information on the school Facebook page, school Pinterest and Instagram pages.

**Parent Directory**

The school maintains a directory of parent contact information for each child, by classroom, on the website. The directory is password protected and updated monthly. The password is available by request and in the monthly newsletter. The parent directory is a great resource to connect with other families, send invitations, etc.

**Sign-In/Sign-Out/Notes**

Each day, teachers make notes about the daily menu and class activities on the sign-in/sign-out clipboards, as well as any short notes about information that needs to be communicated between parents and staff. If there is something your child’s teacher needs to know about your child that day, the clipboard is a great way to communicate that information at drop-off.

**Menus** will be provided monthly on website...wwwKinderGardenintheGarden.com

**FEES AND GENERAL OPERATIONAL POLICIES**

**Fees**

Our fees have been carefully considered for our market, program quality, the quality of the food served, and most importantly for the ratios and personal attention provided your child by our staff. Tuition entirely supports the cost of our program, including materials, renovations, food, and personnel.

A special note on personnel: Tuition dollars provide paid time off for our staff so that they may be refreshed and provide the best care for your child. Our staff leave package is one of the most valuable benefits we extend to staff, and is an important recruiting tool. Tuition dollars also provide medical, vision and dental benefits, a retirement plan and childcare benefits for our staff.

KinderGarden in the Garden requires a non-refundable registration of $100.00 to cover administrative cost. Every September the registration fee is due again at the rate of $100.00 per child.

To secure your child enrollment, a non-refundable deposit equal to your child’s first month’s tuition will be collected. This deposit will be applied to your first month’s tuition. In addition, a one-time family registration fee of $100 is due the first month of your child’s enrollment at Farm School.

**Tuition is due on the first business day of each month, and is considered late by the close of business on the second business day of each month**. A late fee of $10 per day will be assessed beginning the third business day of the month until the account is current.

**Children cannot be received for care beginning the third business day of the month and until tuition is paid in full**. A family whose payment falls behind one week (five business days) will be asked to find other care for their child. Refunds are not given for any reason, including absences due to illness, vacation or holidays**.**

Rates are evaluated every six months and may be increased accordingly, usually September and February.

A 30 day notice will be given for the rate increases. If other adjustments are needed, a 14-day written notice will be given.

**Rates:**

**Seedlings:** 18 months to 2yrs 11 months **Seedlings:** 18 months to 2yrs 11 months

Regular Hours (9:00 – 5:00) Extended Hours (7:15 – 4:45)

$550.00 2 days (T-Th) $655.00 2 days (T-Th)

$705.00 3 days (M/W/F) $855.00 3 days (M/W/F)

$1050.00 5 days (M-F) $1200.00 5 days (M-F)

**Sprouts:** 3yrs to 4 11 months old **Sprouts:** 3yrs to 4 11 months old

Regular Hours (9:00 – 5:00) Extended Hours (7:15 – 4:45)

$530.00 2 days (T-Th) $625.00 2 days (T-Th)

$675.00 3 days (M/W/F) $795.00 3 days (M/W/F)

$1015.00 5 days 5 days (M-F) $1150.00 5 days (M-F)

**Blossoms**: 5yrs to 6 11 months old **Blossoms**: 5yrs to 6 11 months old

Regular Hours (9:00 – 5:00) Extended Hours (7:15 – 4:45)

$520.00 2 days (T-Th) $610.00 2 days (T-Th)

$675.00 3 days (M/W/F) $755.00 3 days (M/W/F)

$975.00 5 days 5 days (M-F) $1100.00 5 days (M-F)

**Pollinators:** Regular Daily/Drop-In $85.00 per day

**Pollinators:** Extended Daily/Drop in $100.00 per day

Adding extended Hours to Regular Day

**Sibling Discount:** 5% off total tuition for families with more than one child simultaneously enrolled in any of the programs.

**Harvest Family:** 10% off tuition for **First 10 Families** to sign up for full year each year

**Definitions**

Full time: Full-time is 4 to 10 hours a day, or 3 to 5 days per week.

Extended Hours: 7:15Am until 4:45Pm

**Payment Plan**

Parents are required to pay for the time their children are schedule to be in care. In others words, parents are paying for a space whether their child is there or not. Payment is due in advance on registration day for the first month. Thereafter, monthly advance pay is due at the beginning of the week on Monday; special payment term may be negotiable and will be defined in the payment contract.

**Tuition Agreement**

Depending in the number of days per week you child attends school, tuition ranges from $14,400 – 6240 per year, payable in 12 monthly installments. **For new families your deposit is your last month’s tuition payment**. Due when you register for the school year. Tuition is due on the 1st of the month beginning September. For new families, your last tuition payment is August, for a total of twelve payments. Tuition payments made after the 5th of the month are considered late and will incur a late fee of $15. Please talk to Stephanie if your family has encountered a financial challenge and would like to delay payment.

**Please make sure your family has been thoughtful about choosing attendance days for your child**. Our school relies on families commitments, and mid-year changes that unexpectedly reduce our income impacts the entire community. Your family has been offered a spot at our school, putting other families on the waitlist or preventing them entirely from attending. Mid-year reduction of attendance days is very rare and granted only when the family situation is unexpected and unavoidable.

It is **our strict policy that at least 30 days’ notice is given, in writing or your child’s withdrawal**. This gives our school time to fill the space without suffering a financial loss. This is extremely important, as tuition goes directly to pay staff salaries and operating cost. In the event that you withdraw your child, you are responsible for paying her/his tuition for 30 days’ notice, please assume responsibility for paying tuition for 30 days after we learn of the withdrawal, unless prior arrangements have been made, in writing, with Stephanie.

**Penalties and Extra Charges:**

Parents will be charge and additional per hour per day for time over the agreed contracted time. State law deems that children should not in child care more than ten hours per day unless occasionally working overtime. Parents are required to provide proof of hours from their employer.

The late fee will be $10.00 per day, if we don’t received the payment by the second day after the due day your child do not will be admitted until we get the full payment.

If for any reason a check used by the parent or guardian is returned without having been paid, the parents or guardian will be a charge of $50.00 (fifty dollars) plus any other charge from the bank. Cash will be replaced for the return check.

The penalty to pick up your child after the arrangement time with parents/guardians will be $3.00 (three dollars) each five minutes.

**Other Fees**

In addition to monthly tuition (as set forth above), the following fees will apply when necessary:

Registration fee $100

Wait list fee $50, $25 for add siblings, $0 for current families

Late tuition fee $10/day

Late pick-up fee $15/each 15 minute period

Drop-in regular care 9:00 Am-5:00Pm $85

Drop-in extended care 7:15Am-4:45Pm $100

Adding extended hours to regular day $20

Schedule change fee $150 each after 2 changes annually

**Withdrawal Policies**

A family may terminate its childcare at any time with 30 days’ written notice. The Schedule Change/Withdrawal Request form is available on the school’s website. There is no guarantee that space will permit re-enrollment at a later date for any child withdrawn from care. Failure to provide 30 days’ notice of withdrawal will result in billing for one month’s tuition, due upon departure from the school.

**Schedule Changes**

The administrative time required to manage deposit payments, leave dates, etc. is too cumbersome and is not in the school’s best financial interest. Instead, families may request a reduction of schedule to accommodate travel plans, etc. Schedule reductions are limited in availability, however, and will be granted as available.

All families may make two free schedule change requests per school year.

Requirements:

 Requests must be recorded on a Schedule Change Request form.

 All requests require at least 30 days’ notice.

 All requests are subject to availability.

 Two requests per year are free; after two schedule change requests, each new request is billed a $150 fee.

 Changes in schedule must be for at least one calendar month and may not begin/end except at the beginning/end of a month.

**Vacations and Absences Pay**

Your child required to give two weeks advance notice for vacation.

Please call and inform me when you child will not attend due to illness or another event.

Please advise us upon enrollment. If you plan to removed your child from child care for any length of time (i.e. summer for school teachers, maternity leave with another child, etc)

Please let us know if you child will be on vacation for several weeks during the month there are not disclosure or prorated tuition options as your full tuition holds a space for your child when he or she return.

Your full payment do not will discount for absences, holidays, sickness, inclement weather or personal reasons.

**Religious Activities**

Describe your practices or non-practice of religion.

**How holidays are recognized**

Child Care will be closed on the following Holidays:

New Year Eve Labor Day

New Years’ Veterans Day

Martin Luther King Jr. Day Thanks Given Day

Presidents Day Day after Thanks Given

Memorial Day Christmas Day Day after Christmas

Independence Day

\*\*Please note that if a holiday falls on a Saturday, the Child Care is closed the Friday before. If the holiday falls on Sunday, the Child Care will be closed the following Monday.

Holiday Pay: Fees are not reduced during months/weeks that have holidays.

**Confidentiality policy**

Child care will maintain records for all children in a confidential manner. Each enrolled child’s health records must be available to staff when needed for medical administration or emergencies. A child’s parent or guardian must be allowed access to all records for their child.

**Photographic Permission**

Unless otherwise specified, enrollment in our school permits the use of your child’s picture on the school website, blog, social media, and in other marketing efforts. Photographs are always taken with sensitivity to whether the child wishes to be photographed (if he/she is aware) and in a way that honors the child and his work.

**Birthdays and Holiday Celebrations**

A special ceremony will be held for your child at morning snack on or near your child’s birth date. You will be invited to participate in this special ceremony. Your child may bring a healthy snack to share. If you would like to invite children to an off-site birthday party for your child, please distribute invitations to children using contact information in the Family Directory.

A variety of school celebrations will occur during the school year, without particular focus or preference for any one religion or culture, instead taking cues from Mother Nature. If you would like to share information, traditional dress, etc., related to a holiday celebrated by your family, please make arrangements to plan a time to do so with your child’s teachers.

**Please provide the following items for your Child:**

At the start of the school year, you should bring the KinderGarden in the Garden back pack (provided at the Parent Orientation meeting) **with two changes of LABELED clothes**, and **two** **LABELED gallon-sized plastic Ziploc bag (for wet or muddy cloths)**

**Clothing Policy**

With years of experience and observation, choices have been made about the clothing children should wear during our program. Synthetic fabrics in a school setting generally yield uncomfortable and distracted children. With this in mind, please honor the following:

 All clothing, shoes, water bottles, boots, nap items, lunch bags (if needed) and backpacks must be licensed character-free and free of licensed sports characters and graphics. Characters, particularly shirts with super hero logos, have become very disruptive to the tone of our classrooms and have encouraged inappropriate classroom play.

 Clothes should be cotton and comfortable.

 The children are coming to do their work—playing and learning—therefore, clothes should not be their very best. The children will get paint, mud, etc. on their clothes when they are busy having a good time. We will change them as needed, but are happy for them to delve into experiences with none of us having to worry about their clothes.

 We will go outside as much as possible, even on days after a rainstorm or in cold weather. Rain boots or waterproof shoes must be on hand for each child. Rain jackets are highly recommended, and winter boots, gloves, and hats in colder months.

 Shoes must be fastened with Velcro or simple buckles that the child can successfully use to put his/her shoes on and off—“self-serve”. When your child can tie their own shoes with proficiency, he/she may wear shoes with laces! We will work on tying shoes as part of our curriculum for those children for whom it is developmentally appropriate, or for those children who have a particular interest in learning! Well-fitting tennis shoes or whole foot athletic sandals are recommended year-round.

**Food from Home**

Food from home is allowed, special dietary if needed. Parents are required to bring formula and food for the infants and food for the child. I will work closely with you on your child’s transition to solid food. In some instances, a parent will be required to send a written note about the child’s dietary needs.

**Meals and Healthy Food Policy**

Meal time is a highly valued time at KinderGarden in the Garden. Amorning snack, lunch, and afternoon snack will be offered. Children will take part in preparing lunch or snacks, including setting the table, wiping tables, and serving their friends. Harvesting garden items will be a part of the program, as well, dependent on garden success and season.

Meals will be served family style, with children serving themselves as much as possible in the Seedlings and Sprouts, Blossoms classrooms. Seconds are always available! Meals will at least meet the WA Department of Family and Protective Services and USDA Child and Adult Care Food Program guidelines.

Students should bring absolutely no food from home except for pre-approved dietary reasons necessitated by a medical condition, allergy, or religious reason. Any food brought from home should be clearly labeled with the child’s name and include an ice pack to keep food cold. As part of our “Healthy Food Policy,” food will be low sugar, with whole foods preferred (i.e. a whole apple or apple slices vs. applesauce), preservative-free, and dye-free. Water is accessible to children at snacks, meals, and throughout the day. 100% juices are served occasionally.

Don’t worry, we are used to working with picky eaters! Over time, you’ll be amazed at how much your child will love to eat when they are part of harvesting and preparing delicious foods! Adventurous peers are also great role models..

**Nutrition of Allergies**

It is your responsibility to notify me of any allergies and adverse reactions your child may have with certain foods or beverages.

For children with food or milk allergies we request that you provide a doctor’s note for your child’s file.

**DISCIPLINE AND GUIDANCE POLICY**

At KinderGarden in the Garden we believe that children are intellectually curious and continually seek to make sense of the world in which they live. At time, expressions of this curiosity can create behavior thus us apparently unkind (to others or to the classroom). However, children exhibiting these behaviors often merely experimenting what happen if …? Because we spend a great deal of time observing children’s activities and conversations, we usually quickly discover the underlying questions driving the behavior, we can then offer ways for the child to investigate this question—ways that are loving to himself, others and our classroom.

We seek to model patience, kindness and empathy for the children and to provide them with tools for handling their emotions and the emotions of others. We agree “what most people really need is a good listening to” Listening mindfully to children as they express their thoughts and feelings about challenging situations is critical to supporting them as they learn conflict resolution skills.

The foundation of the joyful atmosphere in our classroom us respect and value. Teachers deeply respect and value (and are valued by) each student and family. Children are guided to respect ad value their children.

We use an educational approach, known as positive discipline, to foster self-control in young children. The goal of positive discipline is to help children build their own self-control so that they may share, cooperate, handle their anger, and feel successful and in control of themselves. This is accomplished by guiding children to identify and select alternatives to their misbehavior; giving children choices of appropriate ways to solve their problems; and providing children with a few, simple rules stated in terms of they should (versus should not) do. Absolutely no physical punishment is used. A “Quiet Spot” will be utilized where children can collect themselves and re-enter the group when they can regulate their behavior as the teacher has indicated is necessary. We believe that the best reward for good behavior is participation in our school day without restriction. We believe the most effective “punishment” for negative behavior is to immediately lose the ability to participate in what is happening in the school at the time of misbehavior—natural consequences teach lessons.

A normal part of child development usually includes incidents that can be identified as aggressive or inappropriate behavior. It is the teacher’s responsibility to work with children, teaching them to learn more appropriate behaviors and ways of communicating. Aggressive or inappropriate behavior is defined as any act that intentionally causes serious injury to another child, physically or emotionally, such as hitting, kicking, hair pulling, biting, inappropriate touching of another child’s body, or may include threatening language or inappropriate behavior.

Biting is a very common behavior among children birth to three years of age. Our staff recognize that biting is a form of communication and, therefore, do not view children that but negatively. Biting signals that a child’s needs are not being met or that they are coping with a challenge stressor. Observation is an important tool that our staff uses. Through observation, we seek to understand the cause of a biting behavior and to discover, with the family, a more effective.

If biting incident does occur, we will work closely with families to ensure that each child at our preschool feels (and is) safe from biting behavior. We set clear boundaries ourselves. We also spend a good deal of time observing, nurturing and supporting all children involved. At times, we may bring the parent community together to discuss possible resolution to challenging behavior issues. Often hearing others’ perspectives and solutions can help move a challenging situation closer to resolution.

Aggressive behavior in very young children, when it is either recurring or intense, can be very disruptive in a small school setting. Aggressive behavior is defined as oppositional or destructive behavior, especially when caused by anger. It is an act or threat to act in a way that intends to harm someone. Violence is defined as emotional agitation or dysregulation that escalates to the point of physically harming or attempting to harm someone. *Aggression and violence has a different quality that developmentally common anger and tantrums.*

**Anger/tantrums cross the line into aggression/violence when a child threatens to or actually does physically harm staff or children and continues doing so (either in subsequent episodes or in one episode or in one episode lasting longer than five minutes).**

At our school we approach each child’s situation on a case-by-case basis when children engage in intense physically aggressive behavior. If the physically aggressive is recurring or if physically aggressive episode continues for 5-10 minutes, staff will contact a parent or guardian and request that the child be picked up from school. **Parents will need to schedule a conference with staff order to develop a plan for supporting the family and child in such a way that intense aggressive and/or violent episodes do not recur at school**. The decision to release a student from the school lies solely with the director, who will determine how the school community will best be served. **This is never an easy decision, and we hope that our will trust our choices**.

*Or paramount importance is the safety of staff and all students***.** Pleasebe aware that school does not have counselors or extra staff on hand to assist teachers**. If you feel your child would best be served at a school with auxiliary staff available, please speak with Stephanie about your options.** There are schools in the area that may be a better fit for your family.

The first time there is an occurrence of overly aggressive/inappropriate behavior, an Incident/Illness Report will be completed. The second time there is an occurrence of this severe behavior, the child must go home immediately and must stay home the next school day. Meanwhile, a behavior plan will be developed between the school and the parent(s) that sets a timeline for improved behavior. If there is a third incident, consideration will be given to the status of the behavior plan and whether the school is the appropriate setting for the child. Our policies are in keeping with Licensing’s Discipline and Guidance Policy, which states:

1. Discipline must be:

(1) Individualized and consistent for each child;

(2) Appropriate to the child’s level of understanding; and

(3) Directed toward teaching the child acceptable behavior and self-control.

2. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

(1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;

(2) Reminding a child of behavior expectations daily by using clear, positive statements;

(3) Redirecting behavior using positive statements; and

(4) Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

Our school feels that setting boundaries with young children and consistently holding those boundaries is the most loving way of being with children. After all, children do not *really* feel good when they are unable to regulate their emotions or tolerate distress. We can support children’s emotional regulation and distress tolerance by consistently offering them skills to practice: **words** to use in moments of conflict or anger/sadness, **actions** to take to handle sudden urges to hit/push or otherwise physically act out, and **tools** to continue to practice working with emotions. These skills are invaluable and deeply needed/desired by children. Again, the want to be able to handle their feelings. As adults, we are responsible for offering them a way to do so. Our school takes this job very seriously, we are recognize that a lifetime of joy can come from a child’s confidence in his/her own ability to handle whatever comes his/her way.

**Saying “no” to children is a critical part of family and school life. Our school believes that children can and should be redirected initially; however, when behavior continues to threaten the child’s safety or relationships, we will step in and use the word “no” in a very matter-of-fact, firm, consistent manner**. Hearing “no” in a setting like ours – small, warm, loving and supportive – is a very different experience that in hearing “no” in a large public school classroom in which the teacher may not have time to assist a child in walking through the pain of hearing “no” (and it *is* painful for children hear no) Hearing “no” in the setting of a loving and supportive home is also very different from a large classroom setting.

We encourage parents and teachers to use ‘no” when necessary (and not overuse it – this requires mindfulness self-reflection, and integrity about one’s motives) so that children have opportunity to build their emotion regulation and distress tolerance skills while in a warm, love preschool and kindergarten such as ours. Imagine that your child enters first grade able to handle strong emotions and social challenges with finesse! That is our goal a KinderGarden in the Garden.

**Reporting suspected child abuse and neglect**

We mandated reporter and will report suspected child abuse (physical, sexual, emotional, child abuse, neglect or child exploitation) as required under Chapter 26.44 RCW to Children’s Administration Intake/Child Protective Services and/or local law enforcement. The Child Care is NOT OBLIGATED to inform parents/guardians if the CPS workers will notify the family of the referral.

If child abuse or neglect is reported suspicion a request for an investigation. Anyone who makes a report in good faith is protected from civil and criminal liability. When you suspect child abuse, when a child tells you that she/he is being abused, or when another child tells you about a child being abused, please make a report. Educators and other professionals are legally required to make a report.

It is our policy that when a teacher suspects a child is suffering from child abuse or neglect:

Staff will inform the director immediately. The director and the teacher together will decide if enough information has been gathered to warrant the suspicion and if so, the director will take a report to Social Services. KinderGarden in the Garden is dedicated to the care and safety of each child.

**Items from Home**

Please refrain from bringing toys and books to school other than a small stuffed animal or doll for nap time—neither should make noise, please. Specifically, in an effort to streamline pick-up and to provide the best care for children as opposed to excessive time managing personal items, please bring the following items for your child:

**Seedlings:**

 Self-serve water bottle/sippy cup (will go to/from school each day);

 2-4 seasonally appropriate changes of clothes;

 Diapers or underwear (if cloth diapers, add a zippered wet bag for soiled diapers);

 If in diapers, one 70-80 count pack of unscented wipes (please bring monthly);

 Backpack or reusable bag to bring/send home soiled clothes, linens, etc. weekly;

 Crib sheet and small blanket for nap (or a nap roll);

 If desired, a small lovey or special blanket;

 Sun hat, if desired;

 Rain coat or windbreaker; and

 Rain boots.

 **Sprouts:**

 Self-serve water bottle (will go to/from school each day);

 2-4 seasonally appropriate changes of clothes (more if child has lots of toileting accidents);

 4 pairs of underwear;

 Backpack or reusable bag to bring/send home soiled clothes, linens, etc. weekly;

 Crib sheet and small blanket for nap (or a nap roll);

 If desired, a small lovely or special blanket;

 Sun hat, if desired;

 Rain coat or windbreaker; and

 Rain boots.

**Blossoms:**

 Self-serve water bottle (will go to/from school each day);

 2 seasonally appropriate changes of clothes;

 2 pairs of underwear;

 Backpack or reusable bag to bring/send home soiled clothes, linens, etc. weekly (backpacks may go to/from school daily);

 Crib sheet and small blanket for nap (or a nap roll);

 Sun hat, if desired;

 Rain coat and windbreaker; and

 Rain boots.

**NOTE: PLEASE LABEL EVERYTHING BROUGHT TO SCHOOL!**

**Food from Home**

Food from home is allowed, special dietary if needed. Parents are required to bring formula and food for the infants and food for the child. I will work closely with you on your child’s transition to solid food. In some instances, a parent will be required to send a written note about the child’s dietary needs.

**Release of Children**

Licensing requires that you designate emergency contacts and authorized pick-up persons for your child, which you will indicate on your child’s admission form. Children may only be released to a person or persons designated by the enrolling parent(s). KinderGarden in the Garden will not release a child to an authorized pick up person if prior notice has not been given by the enrolling parent. In this case, KinderGarden in the Garden will contact the parent(s) to verify that the authorized pick up person has been asked to pick up the child on the given day. No child will be released to an authorized pick up person without verifying identity of the person with a valid photo identification card such as a driver’s license. Note that both parents have legal permission to pick up a child unless the school is given a copy of a court order stating otherwise.

**Transportation requirements**

The Farm School does not provide transportation unless it is an emergency and only when a signed permission to authorize transportation is in file.

**Changes in the Home**

In the event that a significant change occurs in the home that could cause distress to the child, parents should inform the teachers as soon as possible. Examples may be: a new person in the home, divorce or separation, a parent travelling for an extended period of time, moving, death of a pet or loved one. All information will be kept confidential.

**Staff**

Individuals employed by KinderGarden in the Garden, doing business as KinderGarden n the Garden may not work for any family in any capacity during their employment with the school. This includes but is not limited to: babysitting, transporting children to and from school or trading for any type of service. Please understand that if staff work with a family outside of the school setting, a conflict of interest could arise that compromises the professional boundaries we seek to maintain between families and staff members. No staff member may be engaged in social media with a school family unless a relationship existed prior to employment or enrollment (i.e. Facebook, Instagram, Twitter, My Space, Linked In, etc.). Our staff are asked to adhere to this policy, as well, and by signing the Employee Handbook Acknowledgement, understand that violation of this policy may result in their termination and end the relationship with the school family, as well.

**Licensee and staff records**

Records on file for the licensee and each staff person include of:

* Current first Aid and infant, child and adult CPR training certification.
* TB test results or documentation as required under WAC 170-296A-1750
* Current state food handler permit for the licensee, and for other staff if required under WAC 170-296A-7675(3)
* Completed background check form, or noncriminal background check form if applicable under WAC 170-296A-1225, and copy of the department-issued authorization.
* Copy of current government issued picture identification
* Emergency contact information.
* Completed application form or resume for staff when hired.

**Pet policy**

In case children have allergies, we want you to let you know that we have one dog. The dog has current immunizations. Our dog does not eliminate in the outdoor play area.

Occasionally the dog is in the daycare area. Children only touch or play around of the dog when I observing the children; after touch the pet the children will be wash their hands.

**Health Care and Emergency Preparedness Plan**

* **Injury Prevention**

KinderGarden in the Garden takes precaution to prevent injury of children; accidents may occur, any injury or incident will be documented and a copy will be given to you pick up child or you may receive a call about the injury (see emergency section).

In the event of an emergency, all children will shelter/lock down in the safest portions of the school building, as recommended by the local fire marshal, evacuate to a designated area outside the buildings on the school grounds, or relocate to Wiley Middle School, should it be deemed unsafe for children and staff to remain on the property. To address staff responsibility and facility readiness with respect to an unforeseen emergency, an emergency preparedness plan has been drafted pursuant to the Washington Department of Family and Protective Services Minimum Standards for Child-Care Centers, §§746.5201 to 746.5204. A copy of this plan is available on the family board or by request, and evacuation plans are posted in each classroom. Monthly fire drills and quarterly sheltering/lock down drills are conducted so that children learn to exit from the building or shelter in place in a safe manner.

**Loss of Utilities**

In the event of a power loss, resulting in no heat in cold weather or no air conditioning in hot weather, for a period of time that would threaten the health and well-being of the children, parents will be contacted to pick up their child(ren). In the event that there is not heat, the teachers will dress children warmly and use blankets to keep them warm. If there is no air conditioning, children will be dressed in a cool manner and given plenty of water. If there is no power for more than two hours, parents will be notified that school is closing. Likewise, if there is no water for more than two hours, parents will be notified to pick up their children and school will be closed.

**Disaster Plan**

In case of disaster of any kind, KinderGarden in the Garden will prepare for evacuating the children and have an emergency supplies for up to seventy-two hours. Supplies include:

Drinking water, non-perishable food, first aid supply, battery operated radio, flashlights, fire extinguisher, diapers and formula for infants, emergency documents and phone numbers and garbage bags.

Parents are asked to provide gallon sized Ziploc bag (comfort kit) which will hold a set of clothing for each child, a toy, book, picture of the family and a card with parents and emergency contact information.

The children will practice emergency procedure and evacuation each month. In the event that I am not available you may contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(LIST PERSON/NUMBER WHO DOES NOT LIVE IN YOUR AREA IN CASE IS NOT WORKING)**

We will contact you as soon as possible to give you a status of how your child is doing.

**Fire and Evacuation Plan**

In case of fire in the child care in hours of operation we have an emergency plan to evacuate in safety place outside of the house locate by the south in an open area.

KinderGarden in the Garden has already an evacuation plan in case of emergency, the evacuation plan you will find posted in the boarding board. In case of emergency we will contact the emergency number 9-1-1 to reporting any incident or call for help.

**Illness**

Per Licensing Standards, children must go home if:

 They have an armpit temperature of 99.4 degrees or more.

 Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, diarrhea, two or more episodes of vomiting in 24 hours, rash with fever, mouth sores, wheezing, and behavior changes.

 Signs and symptoms of a communicable disease per the WA Department of Health.

Once called, parents or emergency contacts have 60 minutes to pick up sick children. Children must remain home until they are well, including 24 hours after the last episode of vomiting or diarrhea, and 24 hours after a fever, without medication. Children diagnosed with a communicable disease must have a doctor’s note stating they are no longer contagious to return to school. If an antibiotic is required for the communicable disease, the child must be on antibiotics for 24 hours before returning to school.

When your child seems better, but you are unsure whether or not to send him/her to school, it may help parents to consider the differences between caring for a child in the home and caring for a group of children. An ill child often requires more rest, an altered diet, frequent monitoring, and increased comforting in order to fully recover from an illness, which a group setting does not easily permit. We want your child to come to school, but a lethargic, unwell child does not benefit from the increased activity and stimulation a school setting provides.

**First AID Including Medical Emergencies**

**Injuries requiring first aid only**

When a child has an injury that requires first aid only, the licensee must give a written or verbal notice to the child’s parent or guardian and keep a record of the notice on file.

**The Healing Basket**

Unless a request is made to the contrary, enrollment in our school permits the use of “The Healing Basket” contents as needed on your child.

The contents of the “The Healing Basket” are as follows:

 washcloths used to wipe bloody scrapes, etc.

 a pair of tweezers

 a thermometer

 calendula salve for scrapes

 arnica gel for bumps and bruises

 aloe vera gel for burns

 band-aids

 tissues

 lavender oil-mixed in water to calm a child, for after nap grooming, or footbaths

 lavender lotion for hand/foot massages

**Medical Emergencies**

* We have First AID, Adult/Child CPR, and HIV/AIDS and Blood Borne Pathogens training.
* Minor cuts and scrapes will be treated. Parents will be notified.
* In the event of serious injury or emergency, I will call 911 and administer First AID or CPR if needed. I will notify you as soon as possible.

If injury results in medical treatment or hospitalization, I am requires immediately calling and submitting an Injury/Incident Report to my Family Child Care Licensor, child’s Social Worker if there is one assigned to the child, and Children’s Administration Intake. You will be given a copy of the incident report.

**Medication Management**

Parents/guardians must be provided written approval to the child care provider to give the child any medication. This approval is valid for 30-days. Certain classifications of nonprescription medications will be given as directed on the manufacturer’s label for the age and weight of the child.

These medications include but are not limited to: non aspirin, fever reducers or pain relievers;

non narcotic cough suppressants; decongestants; anti itching ointments or lotions intended specifically to relieve itching; diaper ointments and talc powders for use in the diaper area of children; and sun screen. Any unused medication will be returned to the child’s parents/guardians at the end of the day.

**Medication**

The KinderGarden in the Garden does not dispense medication of any kind, except for children with a documented chronic medical condition, i.e. an Epipen for a child allergic to bee stings or an inhaler for an asthmatic. Please make arrangements to give antibiotics and other medication before and after the school day. A specific note from your child’s doctor detailing how and when to administer medication must be on file with the medication in order for the medication to be stored and dispensed by the Administration of The KinderGarden in the Garden. When medication is given in this limited situation, it will be recorded and kept in the child’s file.

 **Medical Emergencies Staff are CPR and First Aid certified**.

In the case of a minor injury or illness, parents are notified. If a parent cannot be reached, an authorized emergency contact person indicated on the child’s admission form will be contacted until the parent can be reached. Incident/Illness reports will be completed as a matter of record, per Licensing standards.

In the case of a medical emergency, 911 will be contacted, followed by a phone call to parents, then authorized emergency contacts if the parents cannot be reached. Please note that in the event of a medical emergency that necessitates transportation by ambulance, the caregiver(s) at KinderGarden in the Garden may not be able to accompany your child in the ambulance due to the responsibility to care for other children who are at the school at the same time.

**Medication Storage**

I will keep all medications in locked storage. Emergency rescue medications will be kept inaccessible to children but available for emergency use.

**Dispensing of prescribed medications requires the following:**

* Parent’s written permission which is valid for 30-days.
* Prescription bottle which has the child’s name.
* Name of prescribing medical provider.
* Expiration date of medication.
* Legible instructions on how to administer the medication with instructions on how often the medication should be administered.
* Legible instructions on how to store the medication such as the proper temperature.

The following illnesses are not acceptable ate the Child care. Please **DO NOT** bring your child to the child care if your child has the following:

Diarrhea: three of more watery stools in a 24 hours period.

Vomiting: vomiting on two or more occasions within 24 hours.

Rash: rash not associated with diaper changing; fever and itching associated with the rash.

Eyes: mucus or pus, “pink eye”

Sore Throat: especially if associated with fever.

Fever: temperature of 100º degrees or higher, sore throat, rash, vomiting, diarrhea, irritability and or confusion.

Lice: children will not be allowed to return until they are lice and nit free.

**In some instances, a physician’s note may be required.**

When the child gets sick in the premises the parents will have one hour period to pick up your child after our call per Washington State law

If the child gets sick in the premises the child need to be stay at home at least 24 hours.

No staff or child will be readmitted into the childcare until the symptoms have disappeared or until I have a doctor’s statement. You will be excluded if these symptoms appear

* Fever of one hundred degrees or higher (under arm)
* Earache
* Headache
* Sore throat
* Rash or fatigue that prevents an individual from participating in regular activities.
* Vomiting that occurs two or more times in a 24 hour period.
* Diarrhea with three or more watery stools, or one bloody stool, in a twenty-four hour period
* Rash not associated with heat, diapering, or an allergic reaction
* Drainage of thick mucus or pus from the eye

**Hand Sanitizer**

If I use hand sanitizer I will obtain a written and signed permission from the parent or guardian of each child. I will use hand sanitizer only on children over 24 mo. Of age. I may elect to use hand sanitizer products when hand washing facilities are not available such as.

On an outing or field trip

**No Smoking Policy**

NO person is allowed to possess any form of tobacco on school property.

**Drug and alcohol policy**

Child Care is free drugs and alcohol.

The drugs and alcohol are not permit on the premises of Child Care.

**Child Care Liability Insurance**

KinderGarden in the Garden maintains Child Care liability insurance policy.

I have read and understand the policy

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**Parent Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provider Signature Date**