



**NORTH SEATTLE COLLEGE**  
*One of the Seattle Colleges*

**Parent Handbook**  
**A.S.B. Child Care Center**

9600 College Way North  
Seattle, Washington 98103  
(206) 934-3644  
7/2015

Dear Parent,

This handbook has been written to answer many of the questions you may have about your child's enrollment in the ASB Child Care Center at North Seattle College. It is also a reference for you on the operating policies and procedures of the center. I invite you to read it through carefully and keep it handy for future reference.

If you have questions on the information in the handbook, feel free to talk to me about it. If you have a question on information not contained in the handbook, please ask! It is important to us that you and your child have a positive experience with us. Please do not hesitate to speak with staff members about the concerns or interests you have.

Sincerely,

Kathy Schoof  
Director

*“What is lovely about children is  
that they can make such a big production, such a big deal  
out of everything or nothing.....  
I never want to be where I cannot see it.  
All that energy and foolishness, all that curiosity, all those  
questions, talk, fierce passions, inconsolable sorrows,  
immoderate joys, seem to many a nuisance to be  
endured, if not a disease to be cured.  
To me they are a national asset,  
a treasure beyond price.”*

John Holt  
Educator

## *History*

The North Seattle College Associated Student Body Child Care Center was initiated in 1975 by a group of parents who took turns watching each other's children in a corner of the campus cafeteria. These students approached student government to receive funding to support a student child care center. The first campus child care center was located in the space currently occupied by the Art Gallery (no toilets! no sinks!). Later, additional student funding provided a remodel of AS 1615 and three staff were hired to provide care for 20 children, ages 3 – 5 years.

In the spring of 1999 a new building was built, in the northwest corner of the college parking lot, to house the ASB Child Care Center. Today we enroll approximately 50 children between the ages of 18 months and 5 years. The staff of the Center includes a program manager, six full and part-time teachers and 7 - 10 workstudy students.

The North Seattle College A.S.B. Child Care Center is a non-profit, student initiated, student-funded project. Nearly half of the operating cost comes from student Services & Activities fees and the balance from parent fees. The center serves children of the students who attend North Seattle College + three slots for college faculty and staff.

The Center meets or exceeds licensing standards for child care centers in the State of Washington and is inspected regularly by officials from the Department of Early Learning, the King County Health Department and the state Fire Marshall. In addition, the Center meets the quality standards of the City of Seattle Child Care Assistance Program.

***Our Mission: The ASB Child Care Center provides a safe, supportive, welcoming and diverse environment for the children of students at North Seattle College in a manner that fosters student access, retention and success.***

### Equal Opportunity/Non-Discrimination Policy

The Seattle Colleges are committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, gender identity, sexual orientation, status as a veteran or disabled veteran, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities.

## Children's Program

<b>Preschool Schedule:</b>	7:30 – 9:00	Gathering activities
	9:00 – 12:00	Organized activities; small group, large motor, music circle, snack, theme-oriented activities, outdoor play.
	12:00 – 12:45	Lunch
	12:45 – 1:00	Story time
	1:00 – 2:00	Rest time
	2:00 – 2:30	Waking up
	2:30 – 3:00	Afternoon snack
	3:00 – 4:00	Self-selected activities

<b>Toddler Schedule:</b>	7:30 – 9:15	Children arrive, free play in areas
	9:15 – 10:00	Clean-up, washing hands, morning snack
	10:00 – 10:30	Diapering/potty, music/story time
	10:30 – 11:30	Outside play, campus walks in wagons
	11:30 – 12:15	Washing hands, lunch, diaper/potty, hand and face washing
	12:15 – 2:30	Nap time
	2:30 – 3:00	Waking up, diapering/potty, washing hands, playing
		Afternoon snack
	3:00 – 4:00	Free play time either inside or outdoors

**Snack:** Two nutritional snacks are provided with juice or milk each day.

**Lunch:** Children who will be at the Center at lunch time (11:30 a.m. for toddlers and 12:00 p.m. for preschoolers) should bring a sack lunch from home. Parents are advised to pack nutritious lunches containing a serving of bread, protein and a fruit or vegetable. Children's lunches will not be microwaved due to licensing policy. Milk, forks and spoons are provided by the Center. Please avoid sending sweets, candy or other high sugar foods. Parents should be sure to notify the Center staff of their child's food allergies.

**Rest/Nap:** All children are offered a nap or rest period. Older children may rest for one hour while younger children may need 2 hours of deep sleep! Clean sheets and rest mats are provided for each child. A blanket should be brought from home and taken home each week for laundering.

**Clothing:** Dress your child casually and ready for play. Many of our activities are "messy" and we do not wish special clothes to be spoiled. Each child should bring a complete change of clothes to be kept in his/her cubby. Even children who never have "bathroom accidents" may get wet and or/dirty and need a change of clothes. Also, dress your child for the weather. We go outside every day, rain or shine.

### Our "Open Door" Policy

Our open door policy for parents means you are welcome to visit without advance notice at any time the child care center is open.

## *Policies*

**Absence:** When your child must be absent, please notify the Center by 9:00 a.m. Illness should always be reported so that other children may be protected.

**Babysitting:** It is not the mission for the Center to provide childcare for its clients in any location other than at the Center during regular operating hours. Any arrangement for childcare which does not take place at the Center is strictly a private arrangement between the parents and the individual staff member. No such private arrangements shall be made for childcare during the work shift of the individual staff member and no such arrangements may interfere with the operation of the Center or the individual staff member's job performance. Parents and staff should understand that such arrangements are not within the course and scope of the staff member's job duties and that staff members are free to either accept or reject such requests from parents. Children enrolled in the child care center shall not be picked up or dropped off by a child care center staff member.

**Birthdays:** We welcome the celebration of children's birthdays at the Center. Please let your child's teacher know in advance. Home-baked goods are not permitted due to licensing regulations.

**Child Protection Reporting Laws:** If your child has sustained any physical injury (bruises, cut, burns, etc.) please bring this to the teacher's or Program Manager's attention. The Center staff are required by law (R.C.W. 26.44) to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual or emotional child abuse, or child neglect or exploitation. We may not be able to notify parents when the police or Child Protective Services are called about possible child abuse, neglect or exploitation. This depends on the recommendation of Child Protective Services.

**Field Trips:** Your child's classroom may take campus walks to the nearby wetlands, the meadow, the NSC library or the campus grounds. In *summer* quarter the Dragonfly room may take fieldtrips to Greenlake or the Woodland Park Zoo. We utilize public transportation to travel off campus and will distribute permission forms to parents at that time

**Keeping Communication Open:** Please talk to us! It is helpful if you notify us about special things your family is doing together or about things that have happened at home which might influence your child's behavior. We need to know things like "my child got up at 4 a.m. today" or any information which can help us provide care suited to your child's needs.

Please request a conference anytime you wish with your child's teacher. Your child's teachers may be too busy to speak to you while with the children. An appointment to speak away from the classroom is preferable.

We will keep you informed about your child's special or unusual experiences at school. We will notify you about things that have caused your child to have a good or bad day. We care about your child and you.

**Multicultural Philosophy:** Because children live in a diverse and complex society we incorporate anti-bias and cultural diversity as an important part of our philosophy. This philosophy encourages each child to reach his/her full potential by addressing the barriers created by racism, discrimination and stereotypes.

An anti-bias, culturally diverse curriculum is a teaching strategy which embraces diversity, rather than ignoring, and therefore reinforcing, children's misunderstandings of differences. Examples in our program include: a display of each child's family life; books, toys and other materials that reflect diversity in families, gender roles, racial and ethnic identity, physical abilities and occupations.

This curriculum philosophy is a commitment to practice appreciation of differences in a developmentally appropriate way.

**Release Policy:** Children are never dismissed to an adult not designated by the parent. If someone other than the parent is to pick up the child or if she/he is to go home with another child, your child's teacher must have written permission for this change in routine. We cannot permit children to leave with persons who have not been authorized by the parent to take them from the center.

**Religious/Cultural Activities:** The ASB Child Care Center does not teach or promote any specific religious activity. We do, however, provide opportunities for families and staff to share their cultural celebrations with each other. Families are encouraged to bring information, artifacts and activities to share with our early learning community

**Sign In! Sign Out!** Please remember to sign your child in and out each day. State law requires parent's full legal signature when signing in and out. The sign-in book is on the counter in your child's classroom. For your child's safety, please bring him/her into his/her room and sign in/out. Please DO NOT allow your child to run out of the childcare center without you!

**Snow Policy:** Staff will make every effort to get to the campus as soon as possible. We do not encourage anyone to venture out if there is any risk to you or your child. This applies to child care personnel as well. Please listen to radio or watch the television for 'North Seattle College' closure.

## *Discipline Policy*

The attitude of adults toward a misbehaving child is to be helpful, not punishing. ASB Child Care Center staff members respect each child as an individual person who can develop the necessary inner control to build self-respect and peer acceptance.

Children are encouraged to handle their own behavior, except when they are in danger of getting hurt, hurting another child or destroying property.

Three rules apply:

1. When children are in danger of getting hurt: suggest a safer way or remove the child from the activity.
2. When a child is hurting another child: separate—give words to use instead of actions. If the child continues the harmful action, remove the child to another area of the center until the child is ready to rejoin the group in a more socially acceptable manner.
3. When a child is destroying property: remove the child to another activity and show him/her the correct way to use the equipment

### General Guidelines for Staff:

1. Use positive statements: i.e. "Chairs are for sitting," works better than, "Don't stand on that chair!" Emphasize what the child CAN do rather than what he can't.
2. Give appropriate praise for acceptable behavior.
3. Withdraw attention from action you wish to discourage. Negative behavior is extremely 'contagious,' especially in a large group of children. If the action disrupts the class or group activities or promotes disruptive action by other children, remove the child from the situation as above.
4. Keep children involved in activities. If a child is wandering around, suggest an activity the child will be interested in. Redirect the child to a constructive activity.
5. Avoid labeling children. Avoid sarcastic tones or words. Use words which will help children feel confident and assured of your meaning.
6. There will be no physical punishment of children—no spanking, pulling arms, or hitting of any kind. We ask parents to refrain from this type of discipline as well while their child is on the ASB Child Care premises.

## *Behavior Support*

1. The behavior issues of children shall be addressed by the staff per the Discipline Policy (see above).
2. When a child has a pattern of behavior issues, the staff will meet with the center director for consultation. Staff shall provide written documentation of the problem behaviors.
3. If the behavior issue persists, the director shall request a meeting with the child's parent(s) and recommend strategies to the parent(s) for them to address their child's problem behavior.
4. The staff will monitor the child's behavior and submit a written progress report to the child's parent(s) and the director.
5. If the staff feels that the issue may be a result of a special need, the program may, with parental permission, refer the child for evaluation. If the parental permission is refused and behavior issue continues, the continued enrollment of the child will be reconsidered in accordance with the provisions of paragraph 6 below.
6. If the behavior issue persists, the parent(s) of the child shall be informed in writing by the director that the child will be dismissed from the Child Care Center with two weeks notice (14 calendar days).
7. If a child's behavior results in an injury to another child or staff member or other safety concerns, the child's parents will be notified IMMEDIATELY and the child will be dismissed from the Child Care Center immediately for an indefinite period of time. Written documentation of the incident will be provided to the parent(s) and placed in the child's file.

## *Financial Policies*

1. There is an initial \$50 non-refundable registration fee.
2. Fee rates: NSC students: preschoolers (3-years and older)\$4.50/hour, toddlers (18-months – 35-months)\$5.50/hour. There is a 20-hour/week minimum. NSC faculty and staff: preschoolers \$180/week, toddlers \$220/week.
3. All fee payments are calculated on a quarterly basis. Billing will be sent out the 2nd week of the quarter. Fees will be paid in two equal payments due the 4th and 8th weeks of the quarter.
4. Failure to pay on the due dates will result in a \$10 late fee and ultimately the suspension of services.
5. Parents receiving child care assistance through DSHS, City of Seattle or Seattle Milk Fund must notify the director. If not paid by the sponsoring organization, the parent is responsible for payment. All DSHS paperwork must be completed before the quarter begins.
6. **Parents pay for days when their child is sick, closure due to bad weather, vacation and non-attendance days.** There is no 'trading' of days.
7. Students adding extra hours on occasion must fill out an "extra hours" form so that they can be billed for these extra hours at the close of the quarter. These hours must be arranged a day in advance to ensure adequate staffing ratios and are subject to approval by the Manager.
8. **Schedule reductions** cannot be made after the first two weeks of the quarter.
9. Parents/guardians will be charged from the first day of the quarter, regardless of the child's actual first day.
10. A 10-minute grace period is allowed before and after your child's regularly scheduled hours, **exclusive of** center opening and closing times.
11. Children must be picked up before closing time. After the first late offense a written warning will be given to the parent. Upon the second offense, an "After Hours Fee" of \$10 plus \$1 for each additional minute after 4:00 will be billed. Upon your third late pickup, you will receive the "After Hours Fee," and your child may be placed on the waiting list for the following quarter
12. All fees from a previous quarter must be paid in order to be enrolled for another quarter. Uncollected fees will be recorded on the parent's permanent school record and grades will be held until payment has been made.
13. Students withdrawing their child from the child care center prior to completion of the quarter must give written notification and **will be charged two weeks from the date of written notification.** Without written notification of withdrawal you will be responsible for paying your entire invoice.



## *Life-Threatening Medical Emergency Procedures*

1. *If more than one staff person:* one staff person will stay with the injured/ill child and send another staff person to call 911. *If only one staff person:* person will assess for breathing and circulation, administer CPR for one minute if necessary, and then call 911.
2. Staff will provide first aid as needed according to the Health Policy located next to each phone. Nitrile or latex gloves will be worn if any body fluids are present.
3. A staff person will contact the parent/guardian(s) or the child's alternate emergency contact person.
4. A staff person will stay with the injured/ill child, including transport to a hospital if necessary, until a parent, guardian or emergency contact arrives.
5. The incident will be recorded on an accident/injury form and Incident Log. The parent/guardian will sign receipt for a copy of the report. A copy will be sent to the licensor no later than the day after the incident. A copy will be placed in the child's file.
6. Serious injuries/illnesses, which require medical attention, will be reported to the licensor immediately.

### MEDICATIONS

It is the responsibility of the parent to notify the teaching staff of required medications, dosage and time of administration to their child. Non-prescription medications (including diaper crèmes and sunscreen) must be accompanied by a written parental statement which indicates dosage and time of administration and have child's full name written on the container.

## *Policy and Procedure for Excluding Ill Children*

Children with symptoms of communicable disease are likely to spread the disease to others. Please keep your child home if any of the following symptoms are present:

1. Vomiting on 2 or more occasions within the past 24 hours.
2. Diarrhea: 3 or more watery stools within a 24-hour period or any bloody stool.
3. Rash, body rash not associated with diapering, heat, or allergic reactions, especially with fever or itching
4. Eye discharge or conjunctivitis (pinkeye) until clear or until 24 hours of antibiotic treatment.
5. Sick appearance, not feeling well and/or not able to keep up with program activities.
6. Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
7. Lice or scabies; for head lice, children and staff may return to childcare after treatment and no nits. For scabies, return after treatment.
8. Fever: temperature of 100° F or more AND sore throat, rash, vomiting, diarrhea, earache or just not feeling good.

Children with mild cold symptoms who do not have any symptoms described above probably do not need to be excluded from childcare. Chronic greenish nose discharge should probably be evaluated by your health care provider.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, no longer have significant discomfort and Public Health exclusion guidelines for child care.

Children must be free of fever for 24 hours before returning to the child care center.

Antibiotics: If your child is ill and requires antibiotic treatment, s/he must complete 24 hours of antibiotics before returning to the child care center.

### How can you be prepared to deal with your child's illness?

Parents need to have **alternate plans** for the care of their ill child so other child care children won't be exposed to the illness and so that your child can get needed rest. If your child has been exposed to a communicable disease, or is ill, please let us know.

## *Diapering Procedures*

Our staff will check diapers every 2 hours for toddlers or as needed. Diaper change times will be recorded on the diaper changing board located in the classroom.

Parents will supply diapers. Each child has a storage place for diapers—we will notify you when your child's supply is getting low. Please be aware when your child's diaper supply is getting low.

### DIAPERING STEPS

1. WASH HANDS.
2. Gather necessary materials, i.e. clean diaper, wipes, clean clothing (if needed).
3. Put on disposable gloves.
4. Child is gently placed on the table. Soiled diaper is removed, deposited in a plastic bag and disposed in a lined diaper pail.
5. The child's diaper (peri-anal) area is cleaned from front to back with a clean, damp wipe, for each stroke.
6. WASH HANDS.
7. Topical cream/ointment/lotion is applied only with parental written permission.
8. Put on clean diaper. Child is dressed.
9. Child's hands are washed. Infant or child can return to other children.
10. Changing table is sprayed with disinfecting solution and wiped dry with a paper towel.
11. Remove gloves and WASH HANDS.

## *Disaster Preparation*

We are committed to providing your child with the best care possible at all times. We are working to ensure that in case of disaster, we are well-prepared to continue to provide the care your child needs.

**Disaster preparation does make a difference.** Be prepared at home and at work. Have a plan and supplies. Information on disaster/emergency preparation is available at [www.redcross.org/prepare](http://www.redcross.org/prepare)

Our full Disaster/Emergency Plan can be found in the lobby and in each classroom in the pink notebooks. For your assistance:

1. If there is a disaster while your child is at care, we will continue to care for him/her until you or an emergency contact (listed by you on the enrollment/emergency form) is able to pick her/him up. We understand that this may take hours (roads may be clogged or blocked). PLEASE BE SAFE GETTING HERE. We have water, food, and other supplies at hand.
2. Phone lines can handle calls to/from only a fraction of customers at any one time. Chances are that you will be unable to get through to us or anyone else in the area, for at least several hours after a widespread disaster. For these reason we have an out of area contact. In event of a natural disaster we will give this person information and you may call them to find out information about your child.
3. Expect to wait when you pick up your child after a disaster. We will be keeping careful records of all children and their whereabouts. We want you to be reunited with your child as quickly as possible, but we must know if a child is leaving our care (and have a written record of it). We will include the destination of your child in our records, in order to provide that information to any additional family members of emergency contacts who come looking for your child. PLEASE MAKE SURE THAT YOUR EMERGENCY NAMES AND NUMBERS ARE KEPT UP-TO-DATE. Also, everyone on your emergency contact list should know that they will need to show an ID in order to pick up your child.
4. CHILDREN TAKE EMOTIONAL CUES FROM ADULTS. Many children do not think of earthquakes and other events as frightening (this is, in fact, one of the goals of disaster preparation). Please try to keep this in mind as you greet your child.
5. We have worked with the Child Care Health Program at Public Health—Seattle & King County to develop our disaster plan. The plan, in its entirety can be found in each classroom of the child care center. Again please let us know if you have any questions or concerns.

## *POLICIES AND PROCEDURES AGREEMENT*

I authorize the NSC ASB Child Care Center to care for my child/children.

The center's policies and procedures have been explained to me. I wish to state that I have read, understand and will comply with the policies set forth in this Parent Handbook of North Seattle College ASB Child Care Center.

*Please initial each box stating that you have read and/or discussed the policy indicated:*

- ( ) I have read the Financial Policies. (pg. 8)
- ( ) I understand the policy for schedule changes and withdrawals (pg. 8)
- ( ) I understand the medical emergency, medication, and ill child exclusion policies (pg.9 -10)
- ( ) I have been given information on the center's Health Policy (located in each classroom)
- ( ) I have been given information on the center's Disaster/Emergency Preparedness (pg. 12) (Book located in each classroom)
- ( ) I have been given a copy of the center's Pesticide Notification Policy.
- ( ) I understand the center's open door policy and that parent participation is encouraged. (pg. 4)
- ( ) I understand that the child care staff would like to work with me as a team so that we can work together on my child's needs, issues and progress relating to his/her care. (pg. 5 - 7)
- ( ) I have learned about the center's mission, program and facility through discussion with staff and in the Parent Handbook.
- ( ) I understand and will respect and attend to all policies and procedures stated in this Parent Handbook and discussed with me by center staff.

Parent's Signature\_\_\_\_\_

Child/Children's Name/s\_\_\_\_\_

Date\_\_\_\_\_