



Coho Kids' Time

At Salmon Bay School

A School Age Care Program Serving Ballard

Morning Care -- Kindergarten -- After School Care

FAMILY INFORMATION BOOK

Information On:

Enrollment and Billing
Our Policies and Procedures
Program Information

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School Age Child Care

Our Anti-Bias, Non-Discrimination Policy:

Coho Kid's Time and the Ballard Boys and Girls Club does not exclude persons in our hiring practices, enrollment, or through activities we promote, on the grounds of race, creed, color, gender, religion, sexual orientation, disability or national origin. We strive to incorporate anti-bias and cultural diversity as an important part of our foundation since children live in a diverse and complex society. This approach encourages each child to reach his/her full potential by challenging the barriers created by prejudice, discrimination and stereotypes.

Anti-bias, culturally diverse curriculum offers a teaching strategy which develops an appreciation of diversity, rather than ignoring, and therefore reinforcing, children's misunderstandings of differences. Examples in our program includes books, toys, materials and activities that reflect diversity in families, gender roles, racial and ethnic identity, physical abilities and occupations. This curriculum approach is a commitment to address societal bias and practice appreciation of differences in a developmentally appropriate way. We will make every effort to reasonably accommodate children with disabilities.

WE DO NOT EXCLUDE ANYONE...

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

**If you feel anyone on staff has been discriminatory towards you,
see the Director or contact DSHS Child Care Licensing at 760-2479**

King County Boys & Girls Clubs

The Boys & Girls Club Movement is a nationwide affiliation of local, autonomous organizations and Boys & Girls Clubs of America working to inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens.

Ballard Boys & Girls Club's Child Care Programs

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



TO ENROLL YOUR CHILD

Welcome! All of our registration materials are available online only at www.ballard-bgc.org just click on the child care link then the Coho Kids Time link. The following must be submitted before your son or daughter can attend their first day:

1. Registration form
2. Parent Authorization
3. Certificate of Immunization
4. Payment Contract (please note: the person signing this is financially responsible for fees)
5. Club membership fee (valid one year from September to August) and first month's tuition.

All information provided by you is strictly confidential. We will not release information on attendance, any telephone numbers, addresses or family history without your permission.

- School year and Summer Camp require separate registrations forms.
- You will need to enroll your child separately for school holidays including: winter and Mid-winter breaks, spring break and any day public school is closed.
- All registrations are on a first-come, first serve basis.

Washington state child care licensing laws limit the number of children that can attend our programs. Because of this, you will need to enroll your child for each of the school holidays including both winter breaks, spring break and any other day public school is closed. All registrations are on a first-come, first serve basis. For children who come on a no school day and are not signed up in advance, an additional \$5 fee will be applied, per day.

MEMBERSHIP FEE

The Boys & Girls Club charges a yearly \$15.00 membership fee, valid from September 1 to August 31 of each year. This covers the administration fees of belonging to the national organization and the use of Ballard Boys & Girls club facility during its open hours. Membership is required for enrollment in any of the school age care programs. Individual child care sites may also assess a yearly registration or supply fee.

BILLING PROCEDURES

All fees are assessed in advance on a monthly basis. Tuition is due on or before the 10th of every month. We accept checks and cash payments. Payments may be placed in the payment box or mailed to our address. Only the Directors or Assistant Directors are authorized to transact cash payments. During summer months, tuition for the week is due in advance on the first day of attendance. While tuition payments may come to us from multiple sources, we produce only one invoice per child per month.

OVERDUE ACCOUNTS

If your account becomes two weeks overdue you will receive notice that your payment is late. Child care services will be terminated after two weeks of nonpayment. Collection actions will be taken if payment is not received within 60 days.

NON-SUFFICIENT FUND CHECKS

A \$30 fee is assessed for each check returned. \$20 the banks charge us, \$10 to process.

PRO-RATE OF MONTHLY FEES

A pro-rate is when your fee is reduced due to an agreement between us that your child will be absent for a length of time. During the school year, a two-week pro-rate is our limit.

Fees will be pro-rated only if we receive a written notice two weeks prior to your child's absence. Please understand that when you enroll your child, you are reserving a space. We cannot reduce tuition for illness, unannounced vacations, absences, and suspensions from either school or our program.

SUBSIDIES

We accept City (HSD) and State (DSHS) funding as part of your child care payments. Check with the director to see if you qualify for either of these. Complete forms will need to be returned to us one week prior to your child's first day.

SCHOLARSHIP FUND AND DONATIONS

We have a scholarship fund to assist currently enrolled families in need of a temporary reduction in tuition. Cash donations to our scholarship fund or donations of needed supplies are always appreciated and are tax deductible. See the director about companies with matching funds or your United Way contributions.

RECEIPT AND TAX INFORMATION

A receipt is written for each tuition payment. Your receipt is your tax record. Hang on to them! An end-of-year statement may be requested for an additional \$20.00.

TAX IDENTIFICATION NUMBER: 91-05-32600

OPEN DOOR POLICY

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

QUALITY STANDARDS

Our quality standards are based on:

- Washington State Licensing Requirements for School Age Care
- National School Age Care Alliance Assessment of Site Quality
- Boys & Girls Clubs of America Commitment to Quality Evaluation
- King County Child Care Program Site Assessment Tool

We want our programs to maintain a high standard of quality so please feel free to give us input.

COMMUNICATION TOOLS

The Parent Counter is our main “kiosk” for sending and receiving messages about scheduling, field trips, etc. Look for posted announcements daily. Use the Parent Notebook to write down schedule changes (rather than rely on staff to remember information). We use your email address to send occasional messages and check our email twice daily. Be sure to supply us with new phone numbers and addresses if they change. Our message machine is on 24 hours a day or call to talk with us during operating hours.

SIGN-IN & SIGN-OUT PROCEDURES

State Law requires ADULTS to sign children in and out of licensed school age care programs. We do not allow children to sign themselves in and out of programs. Children cannot leave the site unless they have been signed out. Please do not drop your child off at the entrance to the school; we are not responsible for them until you have signed them in. In some circumstances, older children may be released on their own with parent written permission. This is at the discretion of child care staff and only on a case by case basis.

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

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

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

CHILDREN ABSENT FROM OUR PROGRAMS

The school does not report absences to us. Contact us if your child will be absent in the afternoon. This avoids time-consuming searching while we attempt to locate your child. Our phone will take your message 24 hours a day.

LATE PICK-UP

Our child care programs end promptly at 6:00 PM. Official time is our wall clock. A late penalty fee is charged after 6:00 PM.

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

If attempts made to reach parent/guardians or emergency contacts are not successful after 6:30 children will be placed in the custody of Child Protective Services; 721-4115, 2809 26th Avenue South, Seattle.

RUN AWAY POLICY

A very rare though serious incident is when a child chooses to leave the child care grounds or breaks from their field trip group. Running away inappropriately places the child in control and forces others into unsafe situations. Staff is instructed NOT to leave the rest of the group or risk the safety of the group by following older children who leave on their own. The following policy is in place:

- If a student chooses to leave the supervision of the staff, that student will not be chased or followed.

- ❑ The primary care giver (parent or guardian) will be notified immediately. If unable to contact primary care giver, the emergency numbers will be contacted.
- ❑ Staff leaders will notify police of a runaway child and give a description and general whereabouts.
- ❑ Running away, a child has placed the staff and other children at risk. This is grounds for expulsion.

DAYS WE ARE CLOSED

We are not available on the following:

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

We also close for two days during the school year for staff training. Check your school calendar for Professional Development days, usually in October and again in March.

SNOW CLOSURES

- During snow conditions please call and listen to our snow message before dropping your child off for the day. We may be CLOSED!
- We will open the center only when staff are able to arrive safely. We close in time for staff to leave safely.
- Full-day fee will be assessed per day for each child attending the snow days we are open. This will be in addition to your regular monthly fees and payable that day.
- It is not necessary to tell us your child will be absent during snow conditions.

If Seattle Schools operate on delayed schedules:

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

If Seattle Schools close early due to adverse weather conditions:

- PM care will be extended for those enrolled in our afternoon program.
- Drop In is an additional fee if you are not contracted for PM care.
- We will remain open until 5:00 PM.
- Parents are advised to pick up their children as soon as safely possible.

NATURAL DISASTERS

In the case of a natural disaster such as windstorm or earthquake we are equipped to accommodate all of the children in our program for 24 hours. If the site is uninhabitable for children & staff, we will move to safer accommodations and post a notice giving directions.

DISCIPLINE POLICY

While we strive to be sensitive to children and their family's cultural and individual values, acceptable age

appropriate behavior is expected of all children enrolled.

- Discipline is based on an understanding of the child's developmental needs.
- We will encourage the child to develop self control, appropriate behavior, and respect for the rights of others.
- Each child will be listened to and treated with respect and fairness by staff members.
- Our program uses conflict resolution, problem solving, choice of alternative activities and quiet time as tools to assist children in developing their own self control.

Children or youth demonstrating lack of direction, sensitivity or respect may be disciplined using the following steps. These are not necessarily in descending order but depend on the severity of a child's action. Corporal punishment will never be permitted as a form of discipline.

1. Re-direction and individual discussion with a member of the teaching staff.
2. A private discussion with the Child Care Director.
3. Loss of center privileges relating to the offense for an amount of time to be determined.
4. Contact of parent or guardian by the Child Care Director to discuss issues relating to their child's lack of safety or concern regarding a member of staff, property, or other children.
5. Develop contacts with other services, such as Public Health, School Family Support Worker, or School SIT (Student Intervention Team) to work in conjunction with them in writing a developmental plan for the child.
6. Suspension from the Club for 1-5 days.
7. Removal from the Club and loss of Club membership.

A serious discipline problem is defined as one in which the Child Care Director determines that the child is engaging in inappropriate behavior that includes, but is not limited to the following:

1. Inflicting physical or emotional harm to self or others
2. Destroying property
3. Disrupting the facility program
4. Failure to adequately respond to regular discipline
5. Repetitive ignoring of staff requests

REMOVAL FROM THE PROGRAM

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

GRIEVANCE PROCEDURE

Parents are encouraged to bring concerns to the attention of the site director by asking to meet in the child care office and in the privacy of the office to address their matter. We recognize that not all problems can be remedied through this informal basis. The following more formal step-by-step procedure should be initiated:

1. Address a letter to the director telling them you would like to present a formal complaint. Describe the situation or topic you would like to discuss.
2. The director will either return a written reply or schedule to meet with you.
3. We may decide, at our discretion, to use a different procedure to resolve problems or complaints. All decision regarding the resolution of problems or complaints remain in our discretion, and shall be final.

Because our goal is to provide a quality, safe place for youth our procedure to air grievances does not include the option of confrontation while children are present. We will strive for a positive relationship with our clients. Any situation deemed a threat to the safety and well being of children in our care or a disruption to the operation of our programs will not be tolerated and will be cause for termination of care.

CHILD ABUSE & NEGLECT

Washington State Law (WAC 388-151-480) requires that when the child care provider has reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or child exploitation it is to be reported to Child Protective Services as required under chapter 26.44 RCW. The identity of the reporting individual is kept confidential and referrals may be made to CPS without conferring with parents. Secondly, we are not allowed to release a child to a family member who is intoxicated.

FAMILIES IN TRANSITIONS

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

We work closely with King County Public Health to provide families with resources such as counseling services, observation tools for children with chronic behavior problems and other health and safety concerns. For more information please request to meet with the director.

ILLNESS

We follow the advice of the Seattle-King County Department of Health in excluding children with symptoms of communicable diseases. If your child exhibits any of these symptoms while in our care you will be required to pick them up **immediately**. If your child arrives ill, they will stay in the main office until a parent or guardian can be reached for pick up.

- Diarrhea (3 or more times in 24 hours)
- Vomiting (2 or more times in 24 hours)
- Body rash (not from diapering, heat or allergies)
- Pink eye or eyes with pus or mucus draining from them
- Sore throat - especially with fever or swollen glands
- The presence of Lice, Nits or Scabies
- Pertusis (whooping cough)
- Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- Fever of 100 degrees or more AND any of the other listed symptoms.

DURING THE SCHOOL YEAR CONTACT US IF YOUR CHILD WILL BE ABSENT AFTERNOONS

ACCIDENT POLICY

Emergency Treatment

Examples of some emergency treatment accidents:

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

Steps we follow:

1. Provide 1st aid treatment
2. Call 911 stating the address and nature of the injury/illness. Stay on line until 911 hangs up.
3. Select an adult to stay with the child at all times.
4. Secure the child's medical and parent authorization information.
5. Staff will cover site while injured child is transported.

6. The Child Care Director or Lead staff will notify parents.
7. The staff will complete an accident report.
8. The Child Care Director will notify the licensor and CPS.

Non-emergency Treatment

Examples of some non-emergency accidents or illnesses:

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

Steps we follow:

1. Provide 1st aid treatment.
2. Involve the Child Care Director or Lead staff to assist and contact parents.
3. If parents or emergency contact cannot be notified the child will be transported to Ballard's Swedish Hospital.
4. Staff will bring Parent Authorization Form to the hospital.
5. Staff will bring an accident report form.
6. Licensor and CPS will be notified if medical attention is necessary

First Aid Treatment Only

Examples of first aid only injuries or illnesses:

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

Steps we follow:

1. Provide first aid treatment
2. Document in accident log book
3. Advise the Child Care Director or Lead staff of the accident or illness
4. Notify parents
5. Document on accident/illness form

MEDICATIONS

An "Authorization to Administer Medication" form must be completed for any prescription or over the counter medication you wish us to administer to your child. These forms are found in the back of the Parent File box. Please be sure that medications are stored in their original containers and clearly labeled with:

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

Physician's name and authorization are required for prescription medications

Non-prescription medication must be in their original container and will be given only when the dosage and frequency are on the label, and is age-appropriate for your child. These medications are stored in a locked medicine box in the director's office. The parent may authorize the following classifications of non-prescription medications: Antihistamines, non-aspirin fever reducers/ pain relievers, decongestants, anti-itching ointments and sunscreen.

STAFF

Our program is staffed with caring professionals who take seriously the work they do with children. Prior to being hired, each staff must undergo a Washington State Criminal History Check, a reference check, an in-depth interview and meet Washington State Licensing guidelines. Once hired, staff receives training contracted by a professional school age care trainer. They are also required to complete 20+ hours of yearly training related to school age care. Evaluation of their work is an ongoing process with input from parents, the program director and coordinator.

ACTIVITY CALENDARS

Calendars are posted for you to see on a weekly basis in each classroom. These give a description of what your child will be doing, where they will be going, what supplies are needed. Our activities are designed to align with the academic standards outlined by Seattle Public Schools and are age appropriate. We strive to work closely with the schools to plan around their academic calendars. For example, we may plan events which relate to a science project a child is completing for their classroom. Reading and math games are available and children are encouraged to include time for fun, educational activities after school.

HOMEWORK

A quiet time is provided Monday through Thursday afternoons during the school year for children to do homework. It is our policy to actively collaborate with each child's school and all children are encouraged to do their best work. While teachers assist each child with questions they may have we are not staffed to tutor them on an individual basis. Feel free to include us in discussions with your child's school teacher about homework.

Summer does not include a daily homework time. However, each morning at 9:00 AM children have a half hour of reading time in our "Stop – Drop – and Read" program. This encourages reading for the fun of it and children are asked to bring a favorite book along with them during the day. Trips to the library are common during the summer and children are encouraged to bring their library cards for these outings.

SUPERVISING CHILDREN'S LOCATION CHANGES

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

During afternoon free time, when a school age child moves to another location, teachers radio the child's name and where they are heading to those who need to know. Staff radio back to confirm the call and to report the child's arrival.

FIELD TRIPS

During School Breaks or Early Dismissal days: You can sign up your child, usually the day before, for field trips that are offered. This might be swimming or a hike or bowling. Check to see if there is cash needed for the trip and leave it in an envelope with a staff member.

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

Children will walk, take the bus or ride one of our club vans on field trips. When traveling in the van children are required by law to wear their seat belts or ride in car seats which we provide.

SNACKS AND LUNCHES

Following licensing requirements, we provide an afternoon snack daily and two during full day programs. If your child has any dietary restrictions or food allergies, please keep us informed. We do not provide lunch on full days. Sack lunches from home need an ice pack to avoid spoilage. No glass containers or

food which requires cooking or heating. Pack lunches in a sturdy, (leak proof!), container. Please provide your child with a health balanced lunch including a protein source, and a fruit or vegetable.

ITEMS TO BRING OR NOT TO BRING

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

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

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

LOST & FOUND

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

CELEBRATION OF HOLIDAYS

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

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