#  Ages in Stages

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***"Where Smiles are Contagious"***

**8658 9th Ave SW (206) 762-5683**

**9461 Olson Place SW (206) 438-4650(infant)**

**8659 9th Ave SW (206) 659-0174**

**Seattle, WA 98106**

**22038 9th Ave S Des Moines (206)653-7165**

**Hours**

**7:00am - 6:00pm**

**Monday – Friday**

Our mission is to provide families and staff a safe, diverse childcare environment dedicated to respectful communication, creative learning, problem solving, and freedom to play!



**Hours of Operation**

7:00 am to 6:00 pm

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Ages: 1 month to 12 years

We will be closed under the following conditions: No power, water or heat. We will also be closed during snow and various holidays. Please see the Snow Closure and Holiday section.

# Admission for Care

Updated: 12/28/2016

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

1. Registration Paperwork
2. Certificate of Immunization Status (Shot Record)
3. Payment/Service Contract
4. **Annual** Registration Fee 150.00$

Children who leave for a period of three months or more will need to complete #1-4 above in order to re-register your child (ren).

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

**Termination of Care**

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

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

## **Arrival at the Center**

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

1. Arrive by 9:30am each day!
2. You must Sign your child in on your child’s sign in/out sheet each morning. The sign- in books are located in the classroom. Please do not drop your child off at the door. Signing in and out each day is a required WAC code from Department of Licensing. This assures that all children are accounted for in case of emergency or liability. Penalty’s for failing to sign your child in and out will be as followed:
* 1st-Written warning to parent and signed agreement
* 2nd-$10 penalty for each time a child is not signed in and/or out.
* 3rd-2 day suspension from care (parent will be required to find alternate care)
* 4th- Termination of care as needed
1. Walk your child in to the classroom and place their belongings in their cubby.
2. Take them to wash their hands with soap and warm water.
3. Make the teacher aware of your child’s arrival.

## **Departure of the Center**

Below are the steps to follow each day as you depart from the center:

1. Your child must be picked up within 9 hours of arrival and no later than 6:00pm.
2. Sign your child out on your child’s sign in/out sheet each evening.
3. Make the teacher aware of your child’s departure.
4. Escort your child from the classroom out of the building. Never leave your child unattended in the parking lot.

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

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

## **Snow Closures and Holidays**

The center will be closed on the following days:

1. New Years Day (January) \*
2. Presidents Day (February)
3. Memorial Day (May)
4. 4th of July (July)
5. Labor Day (September)We will also be closed the prior Thursday and Friday
6. Veteran’s Day (November)
7. Thanksgiving Day and Friday After (November)
8. Christmas Eve and Christmas Day (December) \*

**\*If the holiday falls on a Tuesday or a Thursday we may choose to close for an extra day. All parents will be notified in advance if this should occur. Holidays such as Columbus Day, Martin Luther King Day, and day after New Year’s we will offer preregistration for childcare due to low attendance.**

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

**Curriculum**

**Provides each classroom with age appropriate thematic curriculum to stimulate their personal emotional social and educational development. Lesson plans are done weekly that identify activities and curriculum for each week.**

**Staff Qualifications**

Our staff members are required to have experience working with children and/or education in early childhood development. Most of our staff have both. We hire people not only based on their professional background, but with particular attention given to their philosophy in working with children. We require all full-time classroom staff to have their CDA or a degree in early Childhood Education (ECE), or to take at least one ECE class per year. Applicants are interviewed carefully and their references are checked. After a satisfactory 3-month introductory period, an employee becomes a regular member of our staff, receiving ongoing trainings and evaluations.

As state regulations require, a criminal history check is filed with the Washington State Patrol for each new employee. Staff members are also required to have a TB test and HIV/AIDS/BBP training. Our staff members are trained in First Aid and CPR as well. In addition, state licensing requires that each staff member complete 10 hours of training in early childhood education every year.

**Tuition Rates**

**Infant Room**: Ages 4 weeks to 12 months (not walking) **$$1580.16**

**Toddler 1 Room**: Ages 12 months (walking) to 2 years old **$1458.61**

**Toddler 2 Room**: Ages 2 years to 3 years **$1337.06** a month

**Preschool Room**: Ages 3 years (potty trained) to 4 years **$1215.51** month

**Pre-K Room**: Ages 4 to 5 (kindergarten) **$1093.96** a month

**School Age Room:** Ages 5 (kindergarten) to 11 **$330** for AM **$330** for PM a month or **$40** a day ($20 for AM ONLY ~ $20 for PM ONLY)

**Summer care for School age $882** a month or

**Annual Registration:** will be **$150.00** per child

**Sibling Discount is 10% off youngest Child**

**Payment Procedures**

**All tuition payments are due by the 5th of the month in advance.**

Late fees will apply at the following rates on payments made after the 5th of every month: balances under $200, the late fee is $25.00 and balances over $200 the late fee is $50.00. Any balance that is unpaid by the last of the month in which care is provided is subject additional $25.00 fee. For balances over 30 days past due, children may not attend until payment is received in full. This includes co-payments through DSHS, Late fees, and any other miscellaneous fees. All families are required to sign a payment contract.

**Overtime Rate**

If your child is at the center past our 6:00pm closing time you will be charged at the rate of $1.00 per child/per minute of care. (Example: 1 child x 6 minutes = $6.00 2 children x 6 minutes = $12.00) The late fee is due immediately to staff on duty. Their 8 hour ends at 6pm and you are responsible for their overtime.

**Absent/Ill Children**

If your child is ill, has a doctor’s appointment, or absent for other reasons, please call and let us know. We need to know when children are out due to illness, so that we can make the other parents aware of an illness spreading through the center. There will be no deductions for missed days. If you are subsidized through DSHS we are only paid for five (5) absences per month. So please make sure you bring your child everyday so that we can hold your spot.

Please keep your child home for the following reasons:

* Fever of 100.1 F or higher under the arm within a 24 hour period
* Diarrhea 3 or more times within a 24 hour period
* Eye Discharge or Pink Eye
* Vomiting 2 or more times within a 24 hour period
* Draining Rash
* Fatigue that prevents participation in regular activities
* Open or oozing sores
* Lice or Scabies
* **All children sent home from the center, will need to be free of symptoms and/or on medication for a 24-hour period before returning to the center.**

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

**Transition Policy**

Whether your child is just starting at one of our centers, is moving up to a new classroom, or is moving on to a new center, we work with you, the parents, to make the transition as smooth as possible.

* *New to Ages in Stages.* After you have toured a center, met your child’s teacher(s), and completed the enrollment packet, we will check in with you frequently during those first few weeks of school to give you information about how your child is doing and answer questions that come up.
* *New Classroom.* Approximately one month before your child will be moving up to a new classroom, we will provide you with a “Your Child Is Ready to Move!” form with our plan for the transition. We will then talk with you to answer your questions and fine tune plans.
* *New Ages in Stages Center.* If your child will be transferring between Ages in Stages centers, we will work closely with you to coordinate the move and make sure that your child and you are as prepared as possible for the change of location.
* *Other Center or Kindergarten.* Once you have informed us that your child will be moving to a new child care program, we will sit down with you to plan your child’s final weeks with us and give you whatever paperwork or information that will help you on the other end of the transition. If your child is in her/his final year at Ages in Stages before graduating and going on to kindergarten, we will do a number of things to help with this major change, including sharing information with you about area school age programs and giving your child a feel for this next phase of school.

Anytime that you want to talk with us about a transition that your child will be going through – whether it’s just around the corner or a ways away – please do! We are always happy to partner with you for the sake of your child.

**Medication Policy**

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

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

The medication forms are kept in the hanging file on the wall next to the lobby.

We will store the medication in the proper location to ensure the safety of our children.

**Medical/Minor Emergencies**

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

**Meals**

Our center participates in the USDA Food Program. We serve the following meals each day:

* Breakfast 7:30-8:00am
* AM Snack 9:45-10:00am
* Lunch 11:45-12:15pm
* PM Snack 3:15-3:30pm

Your child must arrive by 7:50 in order to be fed breakfast. All children will be served everything on the menu. If they choose not to eat a certain item, that will be their choice. We will do our best to encourage the children to taste each item they are served. We ask that you do not bring your child into the center with food in hand such as McDonald’s, chips, or soda because this is not fair to the other children in the classroom.

**Meals for infants**

**Solid Food**

We will feed infants semi-solid food provided by the family, but not before the child is four months of age and not later than ten months of age, unless otherwise recommended by the child’s health care provider.

**Breast Feeding Babies**

Breastfeeding babies are very welcome in our Center. We are happy to assist parents with feeding arrangements to allow for continuation of a successful breastfeeding relationship after returning to work or school. We do, however, require infants to be able to take a bottle or cup (often acceptable for babies of six months of age) before starting child care.

Mothers are welcome to stop in during the day to breastfeed their child.

**Food Allergies/Intolerance/Restricted Meals**

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

**Items from Home**

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

**Diapers, Bottles, and Pacifiers**

Families are asked to provide cloth or disposable diapers for a child who needs them. Staff is required to wash their hands before and after diapering a child, and to clean and disinfect the changing pad after each use. Cloth diapers will be individually sealed in plastic bags and sent home each day.

Bottles and formula must be provided by you and labeled individually with the child’s name and date. Breast milk may be stored frozen for a maximum of 14 days. Pacifiers should be labeled with child’s name and are only used for children up to the age of 1. After infancy, children will be allowed pacifiers during nap periods only up to age 2.

**Clothing**

It is helpful for children to have clothing that they can get on and off by themselves and that encourages independence. Please keep an extra set of clothes at the Center for accidents and changes in the weather. For toddlers, socks or shoes with a non-slip surface are strongly recommended. Label you child’s extra clothing to prevent loss. We go outside twice a day, rain or shine. Please bring raincoats and boots for rainy days, and hats and mittens for cold days. If we do not have any extra clothing for your child to wear, then we will call you at work to bring in a change of clothing.

**Toilet Training**

Toilet training is initiated when the child indicates readiness and in consultation with the child’s family. In order to toilet train, parents will need to be sure there are PLENTY of spare clothes at the center for your child in case of accidents.

**Religious, Holiday, Birthday Celebrations**

We are open to celebrating all holidays and birthdays. We are a non-religious center, but some religious holidays are recognized at Ages in Stages such as Christmas and Easter. We are also open to celebrating various holidays such as, Cinco de Mayo, Hanukah, Chinese New Year, etc. If at any time you do not want your child to participate in an activity, please inform us as soon as possible. We will plan a different activity for your child during that time.

**Parent/Staff Communication**

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

**Guidance Policy**

At Ages in Stages we strive to create an interesting and exciting environment in which your child can grow. Our goal is to guide the children’s behavior to help them gain control of themselves and interact with others in an appropriate manner. On occasion we may need to correct a child for inappropriate behavior. We use guidance techniques that are age appropriate, fair, consistent and positive. We do not administer cruel, unusual, hazardous, frightening, or humiliating discipline. We use redirection, problem solving techniques and time outs.

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

There are children who need specialized care than we can possibly give, due to behavioral challenges or developmental needs. If a child’s behavior poses a safety issue, or it seems that we may not be able to meet a child’s needs within our program, we will inform you, the parent or guardian, so that we can together for the well-being of your child. We will discuss with you the challenges or needs, and what we are doing to help your child. If problems continue, we can access our resources, for instance expert evaluation through the Seattle-King County Health Department. In the event a child does need to leave our program, we will work with your family to help find a placement that will better fit your child’s needs.

1. Conference between Teacher, Child and the Director. Director will also talk to the parent at this time.
2. Conference between Teacher, Parent and the Director.
3. Have the Parent sign a Health Department Screening form and call our Health Nurse.
4. Have the child screened to determine if we can accommodate the child in a better manner.
5. Termination. A two-week notice will be given so that the parent can find a suitable center for their child. Termination is a last resort.

**Child Abuse, Neglect, and Exploitation**

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

**Field Trips**

 For special field trips there will be a permission slip in your child's sign in & out sheet. We will list the date, time and any other specific information on the permission slip. Taking Nature walks, walks to nearby parks and van rides to local parks will be done according to ongoing consent and if you do not sign the form your child will be left behind with other children in another classroom.

**School Transportation**

 We will walk them to and from each school day if they attend Highland Park. We do not provide transportation to and from Head Start programs. We are able to put your child on and off the bus as long as it drops near center. You will have to make the arrangements with transportation. 206-252-0900

**Non-Discrimination Policy**

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

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| **Off Hour Sitter Agreement** |

All parents must sign an Off Hour Sitter Agreement form before your child starts Ages In Stages. This agreement is in regard to interaction with employees of Ages In Stages and your child outside their regular employment with Ages In Stages.

For Example:

If you ask an employee to baby-sit or care for your children after school, work or over a weekend at your home, these hours and conditions outside Ages In Stages employment. This form of childcare is to authorized by Ages In Stages.

The Off Hour Sitter Agreement form states:

**I understand that the *Off Hour Sitter Agreement* of Ages In Stages shall have no responsibility or accountability for its employees who have contact outside regular program hours with my child (ren). I agree that Ages In Stages shall not be liable for any injury, trauma, stress, or death of any person or damage to any property which its employees may cause while caring for my child (ren) outsider of regular Ages In Stages hours.**

**I agree to cover and hold Ages In Stages harmless from any and all claims, costs and expenses whatsoever arising out of any such injury, trauma, stress, or death or any person or damage to any property which its employee may cause while caring for my child (ren) outside regular Ages In Stages hours.**

**Crisis/Disaster Response Handbook**

We have a notebook that is kept in the office for you to preview. It has the following topics in it. Emergency Phone Numbers, Missing Child, Kidnapping, Child Abuse, Assault on Child or Staff, Fire alarm/Emergency, Gas Leak, Earthquake, Flooding, Building & Site Evacuation, Field Trip Incident, Power Outage, Storms & Snow, External & Internal Hazardous Materials Accident, Shelter-in-Place Procedure, Bomb Treat, Emergency Lockdown/Intruder Alert Procedure, Crisis Response and Suspicious Mail or Package. If we have a natural disaster or a fire and we cannot stay in the building we will be at: **Highland Park Elementary School**

 **1012 SW Trenton St.**

 **Seattle, WA 98106**

 **206-252-8240**

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|  **Pesticides Policy** |

We have a notebook that is kept in the office that comes from the Washington State Dept of Agriculture. It has the following topics in it. Posting requirements, Record keeping requirements, Licensing requirements, Storage Requirements, Disposal Requirements, Law related to Daycare, Commercial application posting law and storage rules. **We will notify you 48 hours in Advance of any pesticide spraying. The notice will be in your sign in/out sheets.**

***Ages in Stages Childcare***

**8658 9th Ave SW**

**9461 Olson Place**

**8659 9th Ave SW**

**Seattle, WA 98106**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood the Parent Handbook for Ages in Stages Childcare and kept for my records (there is also a copy located in the lobby for your referral).

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood the Pesticide Policy at Ages In Stages Childcare located in the lobby.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood the Crisis/Disaster Response handbook at Ages In Stages Childcare located in the lobby.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood the Healthcare Policy at Ages in Stages located in the lobby and/or office.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood the Off Hour Sitter Agreement located in the Ages In Stages Parent Handbook.

E Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_