



# Vashon Youth & Family Services

Connect. Nurture. Thrive.

## **Vashon Kids**

### **School Age Enrichment Care**

### **FAMILY HANDBOOK**

## TABLE of CONTENTS

<b>Site Information</b> .....	<b>3</b>
<b>Mission Statement</b> .....	<b>3</b>
<b>Welcome</b> .....	<b>4</b>
<b>Hours</b> .....	<b>4</b>
<b>Daily Schedule</b> .....	<b>5</b>
<b>Enrollment/Admission</b> .....	<b>5</b>
<b>Monthly Tuition</b> .....	<b>6</b>
<b>Holiday Closures</b> .....	<b>7</b>
<b>Emergency Closures</b> .....	<b>7</b>
<b>Disaster Plan</b> .....	<b>8</b>
<b>Transition Plan</b> .....	<b>8</b>
<b>Parent/Guardian Access</b> .....	<b>9</b>
<b>Behavior Management &amp; Discipline</b> .....	<b>9</b>
<b>Behavioral Expectation Agreement</b> .....	<b>10</b>
<b>Homework Policy</b> .....	<b>10</b>
<b>Parent/Staff Communication</b> .....	<b>10</b>
<b>Separated/Divorced Parents</b> .....	<b>11</b>
<b>Grievance Procedure</b> .....	<b>11</b>
<b>Ill Children</b> .....	<b>11</b>
<b>Medication Management</b> .....	<b>12</b>
<b>Medical Emergencies</b> .....	<b>13</b>
<b>Birthdays</b> .....	<b>13</b>
<b>Staff/Staff Training</b> .....	<b>13</b>
<b>Child Abuse Reporting</b> .....	<b>14</b>
<b>Statement for Prevention of Abuse</b> .....	<b>14</b>
<b>Transportation/Field Trip Arrangements</b> .	<b>15</b>
<b>Meals &amp; Snacks Served</b> .....	<b>15</b>
<b>Signing In and Out</b> .....	<b>15</b>
<b>Procedure for Late Pick-Up</b> .....	<b>16</b>
<b>Insurance</b> .....	<b>16</b>
<b>Diversity</b> .....	<b>16</b>
<b>Religious Activities/Core Values</b> .....	<b>16</b>
<b>Culturally Relevant/Anti-Bias Statement</b> ..	<b>17</b>
<b>Special Accommodations</b> .....	<b>17</b>
<b>ADA Compliance</b> .....	<b>17</b>
<b>What to Bring</b> .....	<b>18</b>
<b>Pet Policy</b> .....	<b>18</b>
<b>Pesticide</b> .....	<b>18</b>
<b>Volunteers</b> .....	<b>18</b>

**Main Office:**

**Vashon Youth & Family Services  
20110 Vashon Hwy. SW  
Vashon, WA. 98070  
Phone: (206) 463-5511 Fax: (206) 463-5513**

**School Age Before & After Child Care Site:**

**Vashon Kids  
Chautauqua Elementary School  
9309 SW Cemetery Road, Vashon, WA 98070  
Site Phone: (206) 930-2592  
Email address: [vashonkids@vyfs.org](mailto:vashonkids@vyfs.org)**

**MISSION STATEMENT**

*The Vashon Youth & Family Services' mission is to foster a thriving community of emotionally healthy and resilient children, youth, adults and families.*

## **WELCOME**

Welcome to the *Vashon Kids* School Age Enrichment Program. We are happy that you have chosen us to care for your children.

This handbook is provided to help answer any questions regarding policies and procedures for the operation of our child care center. Your child's safety and well-being is our primary concern. If you should need further explanation or have any questions or concerns, our child care staff will be happy to assist you.

## **EDUCATIONAL PROGRAM / DEVELOPMENTAL APPROACH**

Purpose of our Program

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive environment of safety, support and care.
- To provide quality care for children regardless of socio-economic background.
- To promote large & small muscle development, intellectual & social development and good health habits.

## **PHILOSOPHY**

We believe that a good child care program should provide opportunities and experiences which will stimulate your child's physical, social, intellectual and emotional growth. We strive to meet the developmental needs of each age group and the individual needs and temperament of each child.

## **NON-DISCRIMINATION STATEMENT**

All people are welcome at Vashon Youth & Family Services regardless of race, sex, sexual orientation, national origin, religion, or disability. Children and parents who have limited English language ability can be assisted with the translation of written information or with an interpreter. Contact the Program Director to make arrangements

## **HOURS OF OPERATION (MONDAY – FRIDAY)**

*Vashon Kids* Chautauqua Elementary School Site                      6:30-9am and 3:30-6:00

**We are unable to accept children into our care except for the times listed above.**

## **DAILY SCHOOL AGE SCHEDULE**

### **Morning Program**

6:30–7:20    Child-initiated activities  
7:20-7:50    Gym game  
7:50-8:15    Breakfast  
8:15-8:30    Clean up/Circle time  
8:30-9:10    Outside recess

## Afternoon Program

3:40-4:00	Pick up/Free choice time/Homework Support
3:50-4:10	Snack/Free choice time
4:10-4:35	Outside recess
4:35-4:45	Community Building/Circle
4:45-5:30	Enrichment project
5:30-6:00	Child-initiated activities

The school age enrichment program has a daily schedule that is flexible and offers security, independence and stimulation to meet the needs of all youth. Activities reflect the languages and the cultures of the families served. Staff, families, and schools may share important information to support the well-being of the youth.

## ENROLLMENT AND ADMISSION

### Ages Served:

5 – 12 years

We encourage parents to visit the center prior to enrollment and to talk with the Program Director. In addition, we recommend a tour and introduction to the program for your child.

A completed and signed Youth Programs Registration form and Immunization form are required by State Licensing for all children prior to beginning care.

We accept children whose care is subsidized by Washington State Department of Social and Health Services (DSHS). In addition, financial assistance and payment plans are available through Vashon Youth & Family Services. These funds are made possible through our annual Scholarship Fundraising Campaign. Contact the Program Director for more information on subsidized programs or financial assistance.

## MONTHLY TUITION

### Payments:

Placement in Vashon Kids is on a first come first serve basis. One month's tuition payment guarantees your child's spot. Subsequent payments are due to the Vashon Youth & Family office by the 25<sup>th</sup> day of the previous month. (Example: October's payment is due on September 25.) **Childcare will be denied for non-payment if payment is not received by the first of the month before care. If payment cannot be made it is your responsibility to communicate with the director about other arrangements.**

- Recurring credit card charge is also available. *A charge of \$3.00 is applied to each credit card transaction.*

### School Age Rates:

The rates are based on a 10 month cycle, with prorated tuition at 75% for the months of December, February, April and June.

Before and After School Monthly Rate	5 days \$695, 4 days \$615, 3 days \$535
Before School only Monthly Rate*	5 days \$480, 4 days \$430, 3 days \$375
After School only Monthly Rate*	5 days \$480, 4 days \$430, 3 days \$375

\*\$50.00 additional fee per day for full day care days

\*If you are typically scheduled for Friday in the am, PDD Fridays are included in the price.

25% discount for Vashon School district

15% discount is applied to all siblings in care

We also provide drop in care. Speak to the Program Director for more information.

**Drop in Rates:** payment for drop-in expected at point of service

After School	\$35/day
Before School	\$35/day
Early Dismissal	\$75/day
PDD days	\$50/day
Full Day	\$100/day

**Fee Increases:** An increase in fees is planned to occur in September of each year.

**Insufficient Funds:** Checks returned for insufficient funds or account closures will be assessed a \$12 processing fee.

**Financial Aid:** Financial aid is available based on income and family size. Contact the Program Director for a confidential Financial Assistance Application.

**Days Missed:** Tuition pays for all direct operating costs, staff, snacks and materials and must be available for your child whether or not s/he attends. Days missed cannot be deducted from your fee.

**Changes in Care:** We request that if you need to make changes in your schedule or withdraw your child from the program, that you give us written notification at least two weeks in advance. Tuition will be adjusted if necessary through program refund or credit memo.

**Subsidized Care:** If your child receives subsidized care, a copy of your authorization must be given to the Program Director prior to your child beginning care. We are unable to accept children for care without current authorization from DSHS. Please contact your caseworker to arrange child care in sufficient time prior to your child's start at Enrichment Care.

**Late Payment: Childcare will be denied for non-payment if payment is not received by the first of the month before care. If payment cannot be made it is your responsibility to communicate with the director about other arrangements.**

## HOLIDAY CLOSURES

Vashon Kids School Age Enrichment Program begins and ends on the same schedule as the Vashon School District. The center is closed on the following days:

- Labor Day
- Veteran's Day
- Thanksgiving Day
- The day after Thanksgiving
- Martin Luther King
- President's Day
- Memorial Day
- Holiday Break
- Mid-Winter Break
- Spring Break

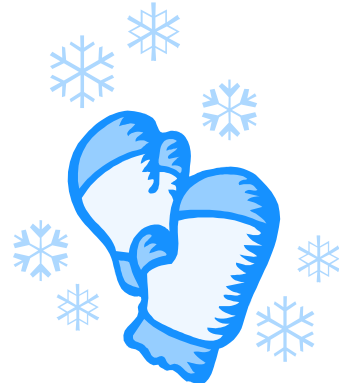
**Our monthly tuition is based on annual average days attending. Therefore, we do not prorate for vacations or holidays.**

**Programming is prorated at 75% of the regular cost of care for the months of December, February, April and June.**

## EMERGENCY CLOSURES

### **Chautauqua Elementary School Site:**

We will operate on the Vashon Island School District Schedule. When school operations are closed due to inclement weather, we will be closed. If schools are running 2 1/2 hours late, we will also be running 2 1/2 hours late. Please make sure that an authorized staff member is available to supervise the site before leaving your child.



In case of emergency, we will do our best to update our site phone with information around delays or closures.

**Site phone: (206) 930-2592.**

## DISASTER PLAN

In case of a disaster, a plan has been designed for response to fire, natural disasters and other emergencies. The plan addresses what we will do if there is a disaster, and parents/guardians are not able to get to their children for two or three days.

### **Chautauqua's Vashon Kids Disaster Plan:**

- The disaster plan will be posted on the parent/guardian bulletin board on the sign in/sign out table. The disaster plan will also be a part of new staff orientation.
- Should it be necessary for children to evacuate the building they will do so via the emergency exit doors on the south side of the multipurpose room.
- Should it become necessary to evacuate the building the lead staff will grab the emergency backpack which will have all the emergency information for all the children registered in the program and first aid supplies.
- After exiting the building, the children and staff will proceed west toward the athletic field.
- Each child and staff will have a comfort kit with 72 hours of emergency supplies stored in an exterior location on the site. Staff will also have with them the site cell phone for communication with parents and other emergency personnel.
- Children with special needs will be cared for according to their individual care plan located in the emergency backpack.
- Staff will communicate with parents and guardians via the site cell phone.
- Should transportation be required we will use public transportation.

**It is extremely important that your child's registration form contain current information. To make changes you will need to give the new information in writing to the Program Director.**

## TRANSITION PLAN

On bathroom breaks one staff will be placed in the hall, with visual access to both the hall and the main room.

One child will go to the bathroom at a time.

When going outside, cones will be placed on the east and west side of the road to block cars entering. Other staff will count the children out the door and monitor the line dynamics inside until the last child is out the door.

When entering the gym one staff will lead the line of children into the gym and the other staff will be at the end of the line, thus ensuring all children enter the gym together.

When coming back in from outside the children line up at the cross walk when the whistle is blown, all the children are then counted as they enter the program.

## **PARENT / GUARDIAN ACCESS**

As the parent/guardian of a child in our program, you have free access at all times to all areas of the center used by your child. We invite you to become familiar with the staff and encourage you to visit and participate in the program as often as possible. If during your visit you wish to discuss an individual matter, please schedule a meeting with the Program Director at a time when he/she is not involved with children.

## **BEHAVIOR MANAGEMENT AND DISCIPLINE**

*Vashon Kids* is committed to providing a positive atmosphere that is safe and inclusive to all in our community. In order to ensure this, *Vashon Kids* has adopted a Code of Conduct.

Individuals are expected to:

- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, disability, sexual orientation or any other legally protected statuses.
- Be respectful and cooperative with *Vashon Kids* staff and others.

Other behaviors that will **NOT** be tolerated in our child care program include:

- Abusive, harassing and/or obscene language or gestures.
- Threats of harm, physical aggression, violent acts, or bullying.
- Weapons of any kind (*Vashon Kids* is a "weapons-free" zone. This includes toy weapons).
- Damaging or defacing *Vashon Kids* property.
- Offensive conduct.
- Purposely leaving the area of supervision without permission.
- Improper exposure.

Engaging in these behaviors will result in immediate disciplinary action, which may include a suspension. In order for a child to reenter after a suspension, a parent conference will be scheduled to develop a behavior contract in order for you child to remain in the program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to indefinitely suspend a child from our program. We are aware that children sometimes copy the behaviors of other children. We believe that in order for a child to understand the seriousness of their actions, any child engaging in this type of behavior will be disciplined.

*Vashon Kids* will take the following steps depending upon the nature of the infraction and the developmental level and/or age of the child:

- Encourage the child to use words, working problems out.
- Redirect the child to new areas.
- Remove the child from all areas until the child is ready to discuss solutions.
- Physical restraints will not be used. Staff will relocate children in vicinity of disturbance, attempt to deescalate the escalated child and call the parent/guardian to pick up their child.



- Discuss issues with parent/guardian, asking them to observe and share ideas.
- Suspension from the program.
- Parents and staff have a behavior management conference, working together to solve issues following a suspension.
- If behavioral challenges continue then official letter will be sent home that documents our concerns.
- A plan of action will be developed with input from parents, school personnel and or other outside professionals, and *Vashon Kids*.
- After a suspension, removal from the program may become necessary for the benefit of the child as well as for the safety of the other children. This is also subject to change depending on the severity of the behavioral challenge.

If you have concerns about the behavior of another child in our program, you need to discuss the matter with the staff or Program Director. It is inappropriate for you to confront the child or his/her parent or guardian. We will respect every child/families confidentiality and will not discuss the behavior management of others families children.

We do not use or endorse any form of corporal punishment by anyone, including parents/guardians, which includes biting, jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain. We are committed to working with you in the best interest of your child and the rest of the children in the center.

In order to best serve the needs of your child, it is necessary that you inform the *Vashon Kids* of existing health and/or behavioral problems. You will need to sign a VISD release of information form so that information may be shared with school personnel and/or other medical professionals. Any information of a confidential nature will be shared only with those who are designated on the VISD release of information form.

## **BEHAVIORAL EXPECTATION AGREEMENT**

Vashon Kids is committed to providing a positive atmosphere that is safe and inclusive to all in our community. In order to ensure this, Vashon Kids has established the following Behavioral Expectations:

- Respect – Be honorable and cooperative with Vashon Kids staff and others
- Responsibility – Be accountable to yourself, others and the environment
- Honesty – Engage in fair and truthful play
- Caring – Kind consideration towards Vashon Kids peers, staff and self

## **HOMEWORK POLICY**

We feel it is important to give our students an opportunity to work on homework and receive assistance on a daily basis. It is our policy to offer students 30 minutes of homework time Mon.-Thur. During this time, students will have a quiet area to do their work and a teacher available to assist them. If the student does not have homework that day, s/he will be able to choose a quiet activity.

It is important to note that your child may not finish their homework here and may need to work on it at home. Your child will need home assistance for extensive projects, individualized reading programs, and any other assignments that require parental guidance. Please communicate with your child's school teacher to know and understand their homework requirements and please communicate to us any special needs your child might have.

## **PARENT / STAFF COMMUNICATION**

We know that through effective communication, trust and respect we can build stronger bonds between our staff and the families we serve. We believe that a good enrichment program requires open and ongoing communication between parents/guardians and staff, in the best interest of the child. We encourage you to become involved in your child's development and our enrichment programs. A newsletter will be provided to you to keep you informed of special events and program updates.

## **SEPARATED / DIVORCED PARENTS**

The parent/guardian who registers the child for child care will be designated the business contact responsible for payment. *Vashon Kids* may accept enrollment of a child from any parent/guardian or other adult who will make payment for care.

*Vashon Kids* will hold the parent/guardian with the business relationship responsible for full payment for care services. Separate bills apportioning payment between separated/divorced parents will not be provided. *Vashon Kids* will provide financial information only to the parent who has the business relationship. This information may include scholarship awards, payment records and attendance records. If *Vashon Kids* is presented with a valid subpoena or other court order, we will comply with the subpoena or court order and provide the information requested. There may be a fee to cover the costs of providing the requested information.

## **PARENT / GUARDIAN-TEACHER COMMUNICATION/GRIEVANCE PROCEDURE**

The staff at *Vashon Kids* strives to achieve the best possible experience for you child and family in our child care program. We value your feedback both negative and positive so that we are able to improve the qualities of our programming. If you are not having a positive experience we want your feedback. A parent or guardian wishing to share a concern about the center, staff or program should first contact the Program Director at the center. Parents are urged to be direct and candid with staff when they have concerns. We ask that these discussions are not conducted in the center in front of the children. This prevents disruption and staff are not taking away individual attention from the children in the classroom. Individual conferences can be scheduled upon request.

Any complaints should first be directed to the Program Director. If you feel that your concern has not been addressed, you should direct your concerns to the Executive Director of Vashon Youth & Family Services. If the severity of the problem prompts you to contact the licensor, it will be held in confidence. Complaints can be directed by contacting DEL Licensor at 425-917-7965.

## **PRACTICES CONCERNING AN ILL CHILD**

*Vashon Kids* cannot knowingly accept children for care when they are ill.

***Any time a child misses school due to illness they are not permitted to participate in Vashon Kids programs.***

Center staff will observe each child upon arrival and if your child is experiencing any of the following symptoms, we will call you and ask that other arrangements be made for his/her care. Staff caring for children will use the same guidelines. We will try to separate your child from the other children until you arrive. In the case of an ill staff member, they will be sent home and a substitute arranged.

**Your child needs to stay home 24 hours after the occurrence of any of the following symptoms:**

- Fever over 100 F and one of the following: diarrhea, sore throat, earache, rash and signs of irritability or confusion.
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea - 3 or more watery stools in a 24 hour period
- Draining rash
- Eye discharge or pink eye
- Communicable diseases



A record of illnesses is maintained in a log as required by licensing and we will report communicable diseases as necessary to the local Health Department. We will also notify other parents/guardians in the center so that they can take appropriate action to protect their children.

In order to help prevent the spread of infectious diseases, the staff will take the following precautions:

1. All blood and body fluids are treated as potentially infectious.
2. Staff will wash their hands with soap and water
  - coming in from outdoors
  - before and after eating
  - after cleaning up spills of body fluids
  - after going to the toilet
  - after providing first aid to anyone
  - after wiping a nose or mouth
  - after using disposable gloves.



- Staff will use disposable gloves when there is a potential of contact with blood or other body fluids.
- Staff will wipe their hands with an antiseptic wipe or cleanser in an emergency, then hands are washed as soon as possible.
- Staff will cleanse all surfaces with a 10% bleach solution or an EPA registered germicide on a regular basis.
- The center is equipped with first aid and bio-hazard kits.

## **MEDICATION MANAGEMENT**

If it is necessary for your child to take medications while he/she is in our care, please give it directly to a staff member when you sign-in your child, rather than giving it to your child.

**Written parental/physician consent is required for us to administer any medication.** Medications are stored in a locked box out of the reach of children and records of the administration are maintained in a medication log. The staff will be responsible for administering medication as per instructions.

All medication must be in its original container with dosage properly labeled, with your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration or prescription label. To give liquid medication, you must also provide a measuring device designed specifically for oral or liquid medications. Any unused medication will be returned to you or properly disposed.



**A physician's written authorization with prescribed dosage is required for non-prescription medication.** Written parental consent is also required for sunscreen. We cannot give aspirin/Tylenol to children except with a written authorization from a physician.

**For life threatening and/or chronic conditions (i.e. asthma, allergies, diabetes, ADD) you will be required to fill out a medical plan. This plan will contain information about signs of an emergency and steps to take if a child needs daily and/or emergency medication.**

## **MEDICAL EMERGENCIES**

The registration form you completed to enroll your child in our program included a medical release giving us permission to seek medical attention for your child in case of an emergency. **Please update this form in writing as necessary with any changes in home, work, or medical phone numbers.**

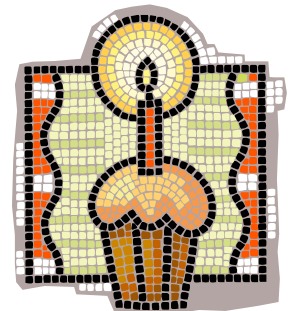
In the case of life threatening emergencies, a member of our staff will immediately call 911, administer first aid and CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child and will stay with him/her until you arrive.

For minor emergencies and injuries, all of our staff are trained in first aid and will administer as needed. A staff member will then contact you to come and care for your child if additional care is needed. For minor injuries that do not require us to notify you immediately, an accident report will be given to you when you pick up your child explaining what happened and how the situation was treated.

Accident reports are completed for our records and recorded in our medical log. We are required to notify the Department of Social & Health Services (DSHS), by phone and in writing, of any serious injuries that require medical treatment, illnesses that require hospitalization, occurrence of food poisoning or communicable disease.

## **BIRTHDAYS**

Birthdays are a special time for children and we are happy to help you celebrate their special day! You are welcome to send a treat (store-bought only) on your child's birthday. Please check with the Program Director to make arrangements and learn about any food allergies. We ask that birthday party invitations not be passed out at the center, to avoid any hurt feelings.



## **STAFFING & STAFF TRAINING**

In the school age program a staff to child ratio of 1:10 is normally maintained to assure individual attention and proper supervision. At no time do we exceed state licensing that requires a ratio of 1:15 for school age children, with a maximum group size of 30.

Our staff have had previous experience working with children and attend regularly scheduled training events. *Vashon Kids* is committed to providing the initial 20 and on-going 10 hour state-mandated STARS trainings to all employees. All staff have a current TB test, maintain current certifications in CPR and First Aid and are trained in HIV/Aids and Child Abuse Prevention. Our staff will receive training through Schools Out Washington, local conferences and in-service trainings. In addition, staff and volunteers are thoroughly screened (including criminal history checks) prior to employment.

To protect our staff and volunteers, we request that you **DO NOT** ask a *Vashon Kids* employee or volunteer to baby-sit for your child(ren).

## **CHILD ABUSE REPORTING LAW REQUIREMENTS**

As with other child oriented agencies, *Vashon Kids* staff are mandated by Washington State Law to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect or exploitation. We may not notify parents if this occurs except upon the recommendation of Child Protective Services (CPS) or the police. Our staff has received training in the recognition and reporting of child abuse.

## **STATEMENT FOR PREVENTION OF ABUSE**

**The following document is given to all employees and volunteers upon hire:**

“A principal endeavor of *Vashon Kids* is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to *Vashon Kids*. Child abuse is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Abuse can lead to severe emotional, physical and behavioral problems. Because of its concern for the welfare of children and youth, the *Vashon Kids* has developed policies, standards, guidelines and training to aid in the detection and prevention of child abuse. In addition, all employees are screened, and background checks are conducted upon hiring or rehiring. Additionally, employees who have contact with children and youth receive training in recognizing, reporting and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults
- Giving personal gifts to program participant(s) or their parents is not allowed.
- Program rules and boundaries must be followed, including appropriate touch guidelines.
- Children or youth should not be singled out for favored attention.
- Dating a program participant under age 18 is not allowed.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that *any* child abuse exists, it should be reported to your supervisor or VYFS executive director so that proper reporting can be initiated. Inability to consult with a supervisor or VYFS executive director should not delay a call to authorities. Mandated reporters are required by law to report known or suspected instances of abuse and not doing so is a gross misdemeanor.
- At the first reasonable cause to believe that *an employee or volunteer* has either crossed the boundaries of appropriate interactions, or has abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the program director and the VYFS executive director. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from VYFS employment or volunteer status, and following the VYFS protocol on reporting to the appropriate authorities.
- Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and/or VYFS executive.
- Employees are required to fully cooperate with an investigation by the VYFS, any law

enforcement agency, or any other authorized outside agency, and failure to do so is considered misconduct and will result in termination.

## TRANSPORTATION AND FIELD TRIP ARRANGEMENTS

As part of our program, we try to provide field trip experiences for children. We will notify you at least one day prior to a field trip.

**Parents/guardians will be required to sign a field trip permission form.** Any fees associated with a field trip will be the responsibility of *Vashon Kids*.



Public transportation (Metro) and the King County Metro Van will be used for field trips.

## MEALS AND SNACKS SERVED

All children in our care will be provided a morning and afternoon snack daily. For those children in care for more than 9 hours, an additional evening snack will be offered. Each snack served at our center includes two of the following components: dairy product (milk, butter, yogurt), protein (cheese, peanut butter, meat, beans), whole grain product (bagel, crackers, bread) or fruit, vegetables or juice.

**Parents/Guardians will need to provide lunches for school age children on all day care days.**

To meet Washington State Licensing Requirements, lunches provided by parents/guardians need to include each day: a protein food, and two servings of fruit or vegetables. We can provide you with guidelines developed by the State Department of Health to assist you with planning and portion sizes. If, for some reason, your child's lunch does not meet the state guidelines, we will send a notice and an informational guide with suggestions for a nutritional lunch.

**It is not possible for us to provide refrigeration for lunches, so please include an ice pack for foods which may spoil.**

Snack menus are prepared at least one week in advance and will be posted for your review on the Parent Information Board. A written list of foods that your child cannot consume has been provided to us on the registration form. Dietary restrictions and nutritional requirements for particular children are posted for the staff. It is not possible for us to provide nutrient concentrates or supplements except with written permission from your child's health care provider. If you have any concerns regarding food preparation or menus, please feel free to discuss this issue with the Program Director.

As an overall policy, we do not share at Vashon Kids. Some of our children have allergies that can be pretty serious. Per Public Health Policy, please no caffeine or gum. Soda and sweets will only be allowed to be eaten after lunch. Vashon Kids will provide a breakfast at 9:00 am and a snack at 3:00 pm and 6:00 pm every day. *If your child is allergic to anything PLEASE let us know ASAP so we can make the appropriate preparations.* Parents may pack extra snacks for their child/ren. Please do not pack soda or sweets for snack.

## SIGNING IN AND SIGNING OUT REQUIREMENTS

Washington State Law requires that parents/guardians must sign in/out when dropping off and picking up children. **You will need to sign the time in/out and use your full signature.** Our staff will sign-out children when they leave for school and sign-in children when they return to the program.

**The parent/guardian who enrolled the child is our primary contact.** Both parents/guardians are allowed to visit and pick up their child except when access is restricted through a current legal

restraining order. Children can only be released to adults that you have authorized on the registration form unless we are given written permission to release your child to another adult. Photo ID is required to verify identification.

For the safety of your child, we will be willing to assist in making other arrangements for anyone who appears to be under the influence of drugs and/or alcohol. We will contact 911 if there is reason to believe that the child is in danger.

## **POLICY FOR LATE PICK-UP**

*Vashon Kids* closes at 6:30 pm. If an unforeseen emergency arises and you will not arrive on time, please contact us to assure both the staff and your child that you are on the way. If it is after closing time, staff will first notify the authorized adult(s) to ensure that someone is on the way. If this contact cannot be reached, the emergency contact(s) will be called. Repeated late arrivals may result in suspension from the program. In the case that a family member or emergency contact does not arrive to pick up a child state law requires us to contact Child Protective Services (CPS) or the local police department.

## **INSURANCE**

It is the responsibility of every individual, their parent or legal guardian, to provide for their own accident and health coverage while participating in all *Vashon Kids* activities. *Vashon Kids* does not provide any accident or health coverage for its participants.

## **DIVERSITY**

We respect the varied backgrounds and cultures of our diverse staff and volunteers. We take responsibility for creating an atmosphere that encourages diversity, acceptance and sharing. We work towards bringing our community together for a more peaceful and fulfilling future. We share our feelings—the fears and the joys—about diversity honestly as we work toward a better understanding of everyone in our community.

## **RELIGIOUS ACTIVITIES**

In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. We expect that the center will reflect and respect the diversity in our community.

## **CULTURALLY RELEVANT / ANTI-BIAS STATEMENT**

*Vashon Kids* is committed to providing developmentally and culturally appropriate services that: respect, support and reflect children and families in our program; cultivate understanding and caring among children, families and staff; and incorporate an anti-bias approach to curriculum. VYFS recruits diverse staff and is committed to providing career development opportunities that include training on culturally relevant, anti-bias practices and building stronger relationships among children, families, & VYFS staff.

We are committed to a gender-balanced, non-stereotypical curriculum where all children will be allowed and encouraged to participate in all activities, free from conflict. The VYFS staff respect all cultures and belief systems and encourage children to talk about their thoughts in an open and honest way that promotes interactions. Our program encourages families, extended families and the community to share interests, hobbies and cultural information and activities.

## **SPECIAL ACCOMMODATIONS**

If you cannot afford the full cost of *Vashon Kids* program please ask for a confidential financial assistance application. Financial assistance is available to those in need. If you have a disability and need further assistance or information please contact the Program Director.

## **ADA COMPLIANCE AND SPECIAL ACCOMMODATIONS FOR YOUTH PROGRAMS**

*Vashon Kids* seeks to serve all people. It is our intention to include people of all abilities in our programs in the most integrated setting and wherever it is reasonably possible to do so. This includes individuals with a physical or mental impairment that substantially limits a major life activity, individuals with a record of such impairment, or individuals who are regarded as having such impairment. We hope that many of the changes we make to accommodate disabled individuals also will provide us with a facility and services that will better serve all people, not just those with disabilities.

Despite our best efforts, it may not be possible in certain circumstances for *Vashon Kids* to accommodate the disability or special needs of a particular child. This occurs in two circumstances:

- The individual's disability or special needs present a significant risk to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level
- The required accommodation would require a fundamental change to the *Vashon Kids* program or otherwise would present an undue burden for *Vashon Kids*.

For some children, special accommodation needs may appear later, or may change over time. *Vashon Kids* staff will make ongoing assessments of your child's needs, and will require the parent or legal guardian's involvement in this process. Failure to share information about your child that identifies special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your child in the program. All children are expected to abide by the Code of Conduct or stated behavior expectations.

## **WHAT TO BRING**

Please **DO NOT** let your child bring toys, cameras, matches, knives, electronics or other personal belongings to child care unless it is specifically requested by the staff.

Please do not send candy or gum with your child. *Vashon Kids* is not responsible for lost, broken or stolen personal items.

**\*\*The *Vashon Kids* is a "weapons-free" zone. This policy includes toy weapons\*\***

## **PET POLICY**

***Chautauqua Elementary site does not allow for pets.***

## **PESTICIDE POLICY**

You will be notified within 24 hours of the application of any pesticides. We will inform you of what product has been used, and where it has been applied.



## **VOLUNTEERS**

All interested parents/guardians are welcome. We also are in need of campaigners for our annual scholarship campaign.

If you would like to help or share a particular talent with the children, please let the Program Director know of your interest.

**Thank you for enrolling your child(ren) in our program. We hope this handbook has answered any questions you may have about the program. If you need further assistance, please feel free to contact the Program Director and they will be happy to speak with you.**