



Early Learning Programs

Parent Handbook
2019-2020

WELCOME

Walla Walla Catholic Schools welcome you to the Early Learning Center at Assumption. The Early Learning Center is home to Assumption Childcare, Pre-School, and Pre K Programs. We are delighted you have chosen us to care for your most precious treasures!

It is our desire and goal to ensure a positive and creative learning experience for your child. We believe that working closely with you will help this take place.

Our curriculum is Christ-centered. This allows your child to have a balanced learning experience with opportunity to grow socially, mentally, physically, and spiritually.

HISTORY

Our program was established in 1987 under the guidance of Mrs. MaryAnn Reinhardt, to meet the needs of before and after school care. During the initial year one preschool class was established. Through the years we have grown to accommodate the increasing demands for quality childcare and preschool programs.

MISSION

The Walla Walla Catholic Schools are a ministry established by the three Catholic parishes in Walla Walla to provide a Christian-based education for preschool through high school aged children regardless of religious affiliation. Providing an “Education for Life” by educating the whole person, spiritually, academically, physically, and socially, the Walla Walla Catholic Schools foster the values of faith, hope, charity and justice.

PHILOSOPHY

We believe in the dignity of each child. We believe that each child, by birthright is amazing and worthy of respect. We desire to foster a deep love for learning, questioning, caring, and respect within the heart of your child. We accomplish this by creating a warm and nurturing environment with the child’s developmental growth at the cornerstone for all our activities. We are a child centered program with readiness components when children reach PRE K. Each of our foundational principles builds on the other to create early learning success.

FOUNDATIONAL PRINCIPLES

1. Each child by birthright is capable of great and amazing things.
2. Teachers and families respect the individual differences of each child.
3. Teachers and staff create a warm and nurturing environment.
4. Developmentally appropriate programs are available for all children.
5. The curriculum is guided by the needs of the child and is constantly changing to meet those needs.
6. Empathy and positive interactions fuel our environment.
7. Parents are the primary and most useful resource in knowing the needs of the children we serve.

ADMISSION

The Early Learning Center at Assumption is licensed to serve children 30 months through 11 years of age. We admit children regardless of race, color, sex, handicap or ethnic background to all rights, privileges, programs and activities generally accorded or made available to children at the Center. We do not discriminate on the basis of race, color, sex, handicap and national or ethnic origin in administration of policies and programs.

Admissions are based on space availability and the agreement by staff and parents that the child is ready and will benefit from our environment. Completed registration forms and a non-refundable fee are required for ELC programs.

Families re-registering a child or with a child already in the program must have accounts current in order for a new registration to be accepted. Drop-in care also requires a full registration packet and acceptance is based upon space availability and staffing for both childcare and after school care.

HOURS OF OPERATION

The Early Learning Center is open from 7:00 a.m. to 5:30 p.m. Monday through Friday.

The Center is closed for major holidays:

Labor Day	September 2, 2019
Veteran's Day	November 11, 2019
Thanksgiving	November 28-29, 2019
Christmas	December 25, 2019 Break- December 26-27, 2019
New Year's	January 1, 2020
Martin Luther	January 20, 2020
President's Day	February 17, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020

The following are Preschool and Pre K times which may be subject to change based on availability:

Preschool: 3 by Aug 31st	8:00-11:00 Tuesday & Thursday
Prek Jr:-3 1/2-4yr olds	8:00-11:00 Monday/Wednesday/Friday
PreK AM: 4 by Aug 31st	8:15-11:00 Monday thru Friday
PreK PM: 4 by Aug 31st	12:00-2:45 Monday thru Friday

Late departure for morning classes at 12:00 pm available for additional fee.

Our preschool classes follow Assumption Grade School's schedule, when Assumption is closed there will be no preschool classes. Preschool classes will be as scheduled, on Assumption half days. Preschool and Pre K will not operate during Christmas and Spring break according to the Assumption school calendar.

During inclement weather and if Assumption has a delayed start, no morning Preschool or Pre K classes will be held. The Childcare Center will remain open unless specifically noted. Please note Walla Walla Catholic Schools website for school closures and delays at wallawallacatholicschools.com. We are part of ONE CALL NOW. This will alert you of any closures and delays via email and/or text/phone. It will be part of your enrollment package.

FEES

Please see your registration packet for a complete fee schedule for the classes offered here at the center. As a reminder the full day rate is 5 hours or more a day.

ALL CHARGES ARE TO BE PAID FOR IN ADVANCE OF USE

All program fees (including after school care) are payable in full by the first of each month.

Reservation calendars are to be filled out and returned to the office along with your payment before the first class day of each month. **IF YOUR CALENDARS AND PAYMENT ARE NOT RETURNED BY THE FIRST CLASS DAY YOU WILL BE CHARGED AN ADMINISTRATIVE FEE OF \$10.00.** Our staffing is based on the reservation calendars, therefore we can not refund money for days not used. There will be no credits issued for sick days.

Notice will be given if fee obligations have not been met. After 30 days, accounts may be sent to collections and your child may be withdrawn.

Preschool and Pre K classes are to be paid on the first class day of the month.

All DSHS co-payments must be made by the fifth of the month.

If your payment is not received and you have not made other arrangements with the office your child's registration in the program may be cancelled.

If for some reason your child is sick or will not attend on a regularly scheduled day please give a courtesy call to the Center at 525-9478.

If your child is left beyond 5:30 p.m., you will be charged a late fee of \$20.00 plus an additional \$1.00 per minute after the first fifteen minutes.

The Center will charge \$40.00 to retrieve records that are older than one year.

If you withdraw your child during the school year their spot may be filled with another child from the waitlist, unless you pay the tuition for your child's spot to be held.

ARRIVAL & DISMISSAL

To help ensure your child's safety, all parents are required to sign their children in and out in the attendance book or preschool roster using **FULL NAMES, (NO INITIALS OR FIRST NAMES WILL BE ACCEPTED)**. Any special information, concerning a child, should be written down, signed and given to a staff person. According to the WASHINGTON STATE

ADMINISTRATIVE CODE, parents have permission to access all areas of the center used by their child.

DAILY SCHEDULE

A balance of developmentally appropriate activities will be planned on a daily basis. Developmentally appropriate activities will include, but are not limited to, sharing, stories, arts and crafts, and music, science and physical education games. Free choice learning centers will include reading, housekeeping, dramatization, educational games and outdoor recreation. Assigned school work will be pursued by the children staying after school with assistance when needed. Each Early Learning Program has its own schedule and can be obtained from the teacher directly.

NAP & REST

Our rest policy is children will have an opportunity to rest time from 12:30-2:30. If your child doesn't nap during this time they will be supervised doing quiet activities and/or playing outside during this time. We ask that you provide a blanket for your child to promote comfort and sanitation. Bedding should be washed weekly and will be sent home with children on Friday's.

ILL CHILDREN

If a child becomes ill at The Early Learning Center at Assumption he/she will be cared for comfortably until someone can be reached to take the child home.

Children with any of the following symptoms will not be permitted to remain at Assumption Childcare/Preschool. This list is not inclusive, and Childcare/Preschool staff reserves the right to request children not attend if the health of a child or other children is at risk:

1. Fever of 100F AND a child who also have one or more of the following (within the past 24 hours):
 - *diarrhea *earache *rash
 - *sore throat *shows signs of irritability or confusion
2. Vomiting on 2 or more occasions within the past 24 hours.
3. Diarrhea – 2 or more watery stools within a 24-hour period or 1 bloody stool.
4. Draining rash.
5. Eye discharge or pinkeye. Children can be readmitted after a medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment.
6. Fatigue that prevents participation in regular activities.
7. Open or oozing sores, unless properly covered, or 24 hours has passed since starting antibiotic treatment.
8. Lice or Scabies.

ACCIDENT RECORD

To the extent possible an accident record will be maintained for injuries and accidents which occur at the Center. The report will include the type of injury as well as the treatment given. Any serious bruises or injuries observed on the child prior to the beginning of the day will also be noted.

As noted in your registration packet all childcare providers are mandated by state law to report any suspected cases of child abuse or neglect. We also keep in mind that children are rough and active and we don't immediately assume abuse at the sight of a bruise.

FIRST AID & EMERGENCIES

The Center does not have a registered nurse on site. However, all staff are certified in Basic First Aid and CPR. Parents will be contacted when a child is more seriously injured. Emergencies will be handled according to the instructions given by the parent on the EMERGENCY INFORMATION CARD. Therefore it is imperative to complete the form entirely.

HEALTH CONDITIONS

Walla Walla Catholic Schools policy requires that ANY child who has a medical condition such as asthma, diabetes, epilepsy, bee allergies, etc must have a signed action plan from their physician listing the procedures our office must follow in case of emergency.

NATURAL DISASTERS

In the event of a flood, blizzard, volcanic eruption, earthquake, etc. emergency phone numbers, pickup authorizations and emergency medical lists will be with the staff. The children will be escorted to ASSUMPTION CHURCH OR ASSUMPTION SCHOOL GYMNASIUM. When possible, parents will be notified in an emergency situation that we will care for their children until they arrive. An adult will be with your child until all parents have picked up the children. We will need written permission or a telephone call to release your child to an unauthorized person.

MEDICATIONS

Procedures for medications are as follows:

1. Fill out an Authorization for Administration of Medication Form for each medication.
2. Present medication form to a staff member or supervisor.
3. Medication will be given only for the time period specified on the prescription.

NUTRITION

The nutritional part of the program includes morning and afternoon snack. All snacks served by the Center are planned using state guidelines. We do not serve juice unless it is at parties or celebrations.

POTTY-TRAINED

The Early Learning Center is under the state and according to the WASHINGTON STATE ADMINISTRATIVE CODE (WACS) we cannot accept children under the age of 2.5 years (30 months) and who are not potty-trained. We do not accept children who are still in pull-ups since they can easily be used as diapers. Your child must be able to use the potty and wipe without assistance. Staff will always remain with the child in case of an emergency.

BIRTHDAYS

Birthdays will be celebrated at the Center. Please make special arrangements if you would like to celebrate during your child's school times. You may send a treat to share however all treats must be store bought. Low sugar snacks are always the preference. Please do **not** send party invitations with your child unless **everyone** is included.

CLOTHING

There is no specific dress code for the Center. We ask that your child be groomed appropriately such as their hair brushed, teeth brushed and their face washed. The clothing needs to be neat and appropriate. It is not appropriate to wear clothing depicting skeletons, scary images or violence. Children should come dressed to investigate their surroundings and be able to paint, play and learn.

Please always put a change of clothing in your child's backpack in case they have an accident or clothes become wet/dirty from an activity or play. A change of clothes can also be kept in your child's cubby in a gallon sized zip lock bag labeled with your child's name. It is also good to dress for the weather.

TOYS

Toys brought from home are to be brought out of your child's backpack for show and tell / sharing time only. We strongly encourage all toys to stay home except for on show and tell / sharing days. Exceptions can be made for new children as they transition into being comfortable at the center.

TRANSPORTATION

Children will be transported by their parents. If there are other permanent arrangements, a written note by the parents will need to be kept on file.

If arrangements change on a daily basis please call the Center to confirm the change with us. Please write all people that will be transporting your child on the Pick-up Authorization Form. If we are unsure of who is picking your child up we will ask for identification.

HOLIDAYS

All holidays are celebrated in an age appropriate way. Keeping in mind the playfulness and delight of promoting the secular side of holidays it is also important to bring to light the spiritual side. In our faith tradition Easter, Christmas, Halloween, Valentine's Day all have spiritual elements that will be brought into the curriculum in a way that enhances the child spiritually. There will be no scary costumes at Halloween due to some children being afraid.

FIELD TRIPS

Field trip permission forms will be given out by your child's teachers. Completed and signed forms must be returned before a child will be included on a field trip. In the event that a form is not signed, the child will be left with the staff at the Assumption Childcare/Preschool Center. Due to behavior difficulties or disciplinary action, a child may be asked to remain supervised at the Center during a field trip. Parents will be notified in that event. Children will

be transported in staff or parent vehicles. If you are transporting children, you must have proof of \$300,000 liability insurance coverage and fill out a Criminal History Background form. All children must be in an age appropriate car seat.

DAMAGES

Parents will be responsible for any willful damage done to the Center by their child. The parents will be notified and billed accordingly.

STUDENT BEHAVIOR

The Center understands the need to help children to interact positively with one another. Because of the developmental, age and personality differences of these children this can propose a challenge. We are skilled at directing your child to achieving conflict resolution, forgiveness and reconciliation. We ask parents to cooperate with us in the following areas:

The Big 3

- Show Respect
- Make Good Decisions
- Solve Problems

Regarding language and respect, what you are comfortable with at home might not be okay in the Center's environment. We do not use shut up, butt, stupid, hate, pee, idiot, retard, etc. These things are NEVER to be said toward another person at the Center. We would appreciate your assistance in keeping a model of dignity and respect in the area of language and references.

We continually monitor children and their behavior. If a child continues to exhibit disruptive behaviors after staff interventions it may be necessary to conference with parents to develop a behavioral plan for the child.

DISCIPLINARY POLICY – EXPULSION POLICY

The director or program supervisor shall have absolute and sole discretion to take appropriate action to rectify the unwanted behavior. The child's best interest and the safety of the other children are of primary concern. If your child's behavior is not rectified after redirection, repeated attempts and a behavioral plan, alternate care plans may need to be made.

Steps in the case of a physically abusive child are as follows:

1. Isolate the child.
2. Notify the supervisor
3. Hear the parties involved.
4. Director will contact parents.
5. Suspend the child at the discretion of the Director, for one –three days.
6. Readmit the child after a conference with the parents, child and supervisor where a plan of action has been put into place.

7. After a designated time period have a second conference with the same individuals who attended the first to discuss if plan of action was completed successfully or if other arrangements need to be made.

Because of our strong belief that each child is precious and perfect by birthright, every effort will be made to keep the child in the center. In cases of danger to other children a child may be asked to stay home with their parent to stabilize and do a behavioral intervention. We will work closely with the parent to assess the child's needs and make a plan of action. Ultimately we will base our decision for future care of the child on where they will best be able to receive services needed as well as what is in the best interest of all other children served in our programs.

TRANSITION POLICY

Transition happens numerous times during the life of the early learner. Our job is to make these transitions as smooth as possible. One way we do that is through knowledge. Each time your child is making a transition within the Center we want to talk about it. We want to celebrate it and we want you to understand the process. The most important milestone is the transition to Kindergarten. We will start talking about this process around February. We will give you registration packets at this time and explain the whole process. If you are not choosing Walla Walla Catholic Schools for the following year we will connect you with the resources you will need to register your child within the public school of your choice. You can access information about readiness on our website. We work closely with all the teachers in the valley to make these transitions easier for your family. We share ideas and collaborate with these teachers at the annual Dinner and Dialogue hosted by the Early Learning Coalition. It is a great way for us all to work together for the good of your families.

FAITH

We are part of the Walla Walla Catholic Schools therefore our faith is a very big part of our day. Please feel free to ask about this aspect of our program. We believe your children are a gift from God!!! Therefore, every child is needed and every child is important!!

Assumption
Early Learning Center
509.525.9478