



OLYMPIC VIEW FRIENDS

CHURCH · CHILD CARE & LEARNING CENTER



Family Guide

*"PROVIDING QUALITY CHILD CARE
FOR OUR COMMUNITY SINCE 1969."*



About Us





Dear Family,

Welcome to Olympic View Friends!

As a parent myself, I know that choosing an early education and child care center for your family is one of the most difficult and important decisions you will make at this stage in their life. I want to assure you that at Olympic View Friends, your child will be cared for in a safe and nurturing environment that enables children to grow through fun learning as well as intentional and developmentally appropriate activities.

Our family has both of our children enrolled in our Center, and we can daily see the improvements and changes our Center has on their continued development and learning.

Olympic View Friends Child Care & Learning Center is designed with families in mind. Our desire is to form a partnership with you to foster the learning and healthy development of your child. We strive to make our Center an active community that encourages friendships and creates a supportive network for our parents.

Also, our teachers and Center Directors are very experienced in welcoming new families and will work with you to make the process as easy as possible. :)

As we build our relationship with you, please feel free to share new ideas and suggestions with our teachers and Directors. We value the need for close communication between families.

My wife Jenny and I look forward to getting to know you and our Child Care & Learning Center looks forward to offering you and your little one(s) a safe, caring, and joyful educational environment.

Grace & Peace,

Pastor Rob

Our History

Olympic View Friends Church, Child Care & Learning Center (OVFCCLC) opened in September 1969.

Our Child Care originally consisted of one director/teacher/cook and three children using one room.

The Center has continually grown and at the present time we have a Director of Ministry & Administration, Director of Education & Programming, cook and over fifteen loving care-givers. We are now licensed for 75 children, ages 4 weeks to 12 years old.

OVFCCLC is a ministry of Olympic View Friends Church, which names the Elders, Pastor and Directors to oversee the operation of our Child Care.

Olympic View Friends Church is part of the Northwest Yearly Meeting of Friends Churches.

We are a community of Jesus pursuers who enjoy sharing life with one another and reaching out to our community with love in action.

Our desire isn't to be God's Church only on Sunday morning. We understand that as individuals WE ARE THE CHURCH. It's a living, active Church that believes we have been called to make this life reflect the coming eternal life.

We believe you were made in the image of our Creator. Just like we were. And our Creator tells us we are valuable and loved because He created us, not by the choices we've made before we knew Him. Nothing can separate us from His love (Romans 8:38,39).

To learn more about our Church, Child Care or Learning Center, visit us online at www.ovfc.org.



1969



2018

2.

Educational Programs



Our Program

Our program encourages compassion and love in a Christian environment that enables children to learn and grow at their own pace. We are committed to the happy and healthy development of our future generation and practice the Love and Logic approach in our Center. "Love allows children to grow through their mistakes; Logic allows them to live with the consequences of their choices. Love and logic is a way to take control, teach children to be responsible and think for themselves, and be prepared for the real world!"

OVFCCLC uses a Christian based curriculum in the daily teachings of children.

Our mission is to provide opportunities for children to develop: their skills:

- SPIRITUALLY -

OVFCCLC believes we are all (both adults & children) spiritual in nature, who were created by a loving/personal God. We believe in nurturing and fostering spiritual awareness and practices including prayer, morality, etc.

- SOCIALLY -

Provide an environment in which your child understands, values and learns to cooperate with other people.

- EMOTIONALLY -

Encourage, support and help your child grow in positive self-awareness; living confidently in who they are.

- INTELLECTUALLY -

Involve your child in appropriate experiences to enhance discovery, communication, conceptualization and creativity.

- PHYSICALLY -

Plan activities in which children regard their body as a gift and grow in perceptual motor skills and bodily development.

Our Staff

Each of our teachers have gone through a meticulous hiring process to ensure their dedication, passion, and ability to meet the developmental and emotional needs of your child. We check all professional references and conduct national criminal background screenings. Each member of our staff meets or exceeds the qualification requirements set by state law.

Licensing

OVFCCLC is a licensed child care center in the state of Washington. OVFCCLC is licensed for 75 children ages 4 weeks to 12 years. Our license is a non-expiring license; however, we complete a random state inspection by our licensor every year. Our licensor communicates with us on a regular basis to assure that all Washington State Administrative Codes for licensed child care centers are being met. You can see the WAC's by visiting the DSHS website at <http://apps.leg.wa.gov/WAC/>

Our current Licensor is:

Cynthia Anstiss

Email: cynthis.anstiss@dcyf.wa.gov

Office: (253) 983-6406

Early Achievers

Early Achievers is a framework for improving the quality of early care in Washington to ensure that:

- Children have access to high-quality early learning experiences that help them develop the skills they need to be successful in school and beyond.
- Parents can find high-quality child care and early learning programs that fit their needs by providing evidence-based information about facility quality.
- Early learning professionals have access to the resources and support they need to provide quality care that supports each child's learning and development.

Early Achievers is in the process of building a state-wide system of high quality early learning by bringing families, early learning professionals, and resources together to support each child's learning and development.



3 STAR RATING FOR DEMONSTRATING HIGH QUALITY CHILD CARE

Our Classrooms

(Advancement is based on developmental milestones. Ages listed for each classroom are approximate.)

- Little Lambs -

Olympic View Friends cherishes the chance to become your precious child's very first caregiver outside of the home. Our Little Lambs Class is designed for infants 4 weeks through 12 months of age. You'll have peace of mind knowing that our environment, staff, safety regulations and cleanliness standards meet or exceed all state guidelines. Our individualized curriculum encourages even the youngest of children to learn about their world through hands-on experiences.

- Fishies -

The Little Fishies classroom is set up for active and curious children, 12 months through 2 years old. Through a variety of learning centers children are able to learn via self-directed play, small groups, and teacher led activities. There are blocks to experiment with, pretend and dress-up materials, lots of books, and plenty of fine motor-tuning activities to choose from. Teachers facilitate development through carefully planned daily activities that enhance children's growth physically, socially, and emotionally.

- Butterflies -

The Butterflies classroom, like the Little Fishies room, is set up for active and curious children ages two to three year olds. Through a variety of learning centers children are able to learn via self-directed play, small groups, and teacher led activities. There are blocks to experiment with, pretend and dress-up materials, lots of books, and plenty of fine motor-tuning activities to choose from. Teachers facilitate development through carefully planned daily activities that enhance children's growth physically, socially, and emotionally.

- Froggies -

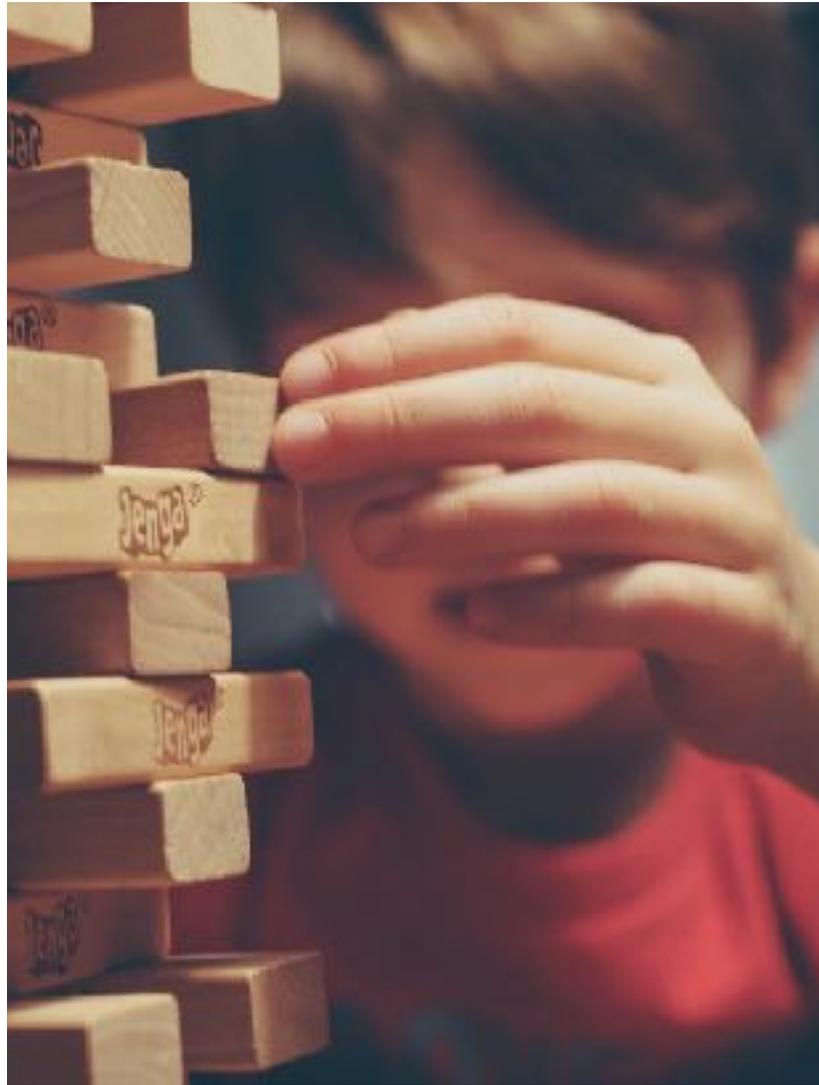
Our Froggies preschool classroom is your child's first introduction to a bit more structure in their day. Children (ages 3 through 4 years old) focus on the acquisition of numerous new skills. Language development is blossoming, toilet training is underway, and the ability to function as part of a larger group is becoming easier and easier. Through carefully designed learning centers, children are exposed to experiences in the areas of math, science, pre-writing, language, literacy and creative art. Large group teacher led activities are introduced and child directed play is encouraged.

- Busy Bees -

Our half-time preschool room, the Busy Bees class, delves even deeper into the area of inquisitive thinking. Children ages 3-5 years are encouraged to ask why and how in all areas of our carefully designed environment. Early mathematics, science, language, literacy, phonics, pre-writing, and creative expression are introduced and strengthened within the environment, as well as through teacher-directed experiences and long-term projects. This classroom utilizes the literacy-based curriculum Starfall Pre-K, which balances exploration and instruction of concepts through an integrated program with favorite children's stories at the core.

- Bumble Bees -

In our Bumble Bee class, honing pre-kindergarten (4-5 years old) skills, building friendships through strengthening social skills, and fine-tuning newly emerging skills are the goals. Learning centers, which support the areas of early mathematics, scientific, thought, handwriting, early reading, and creative expression are available to children daily, as are a variety of small group and large group experiences. We use the Handwriting Without Tears, Get Set for School curriculum, which coincides with many of the local elementary schools' kindergarten curricula. It is our goal that children enter school prepared socially, emotionally, intellectually, and excited to learn!



Child Assessment

Olympic View will conduct a developmental screening within ninety days of the child's enrollment. A teacher conference will share the results with the parent or guardian and make any needed suggestions or recommendations within the following month. This also allows us time to discern if your child is a good fit for our child care & learning center.

Every January, May and October additional screenings will be held. Again, results will be shared during a brief conference between the parent or guardian and caregiver (at parents' request).

Ongoing assessment will occur between developmental screenings via anecdotal observation entries and work samples which will be added to the child's portfolio.

Transitions*

There are a number of transitions that children will encounter within their early years. Change and transitions can be unsettling and upsetting to children when in unfamiliar surroundings, introduced to new teachers or routines. As children develop from birth throughout childhood they move, or transition, from one learning environment or setting to another. We recognize children learn best when they feel safe, nurtured, and have

positive experiences with their teachers and peer.

We feel transitioning takes time, preparation, planning and patience. Adults can help a child by supporting them before, during and after transitions occur. These transitions occur when starting at a new environment, every day transitions from home to daycare setting, transitioning into a new age group and classroom, with a new provider, and transitioning to school. We are committed to assisting our families and children in making these transitions as seamless and comfortable as possible.

*Advancement is based on developmental milestones. Ages listed for each classroom are approximate. Families will be billed for the classroom their child is in, not based on age.

TRANSITIONING INTO OUR CENTER.

Parents and Teachers need to work together, share information they have about the child and what support he or she needs. Transitioning into new care includes a few visits if possible to acclimate the child to the environment, meet their caregiver(s) and peers. Additionally, days may need to be shorter to begin with, to allow children to have a positive experience, and to have as little stress placed upon them as possible. We ask that parents have some flexibility during these first days of transition and attendance.

TRANSITIONING INTO NEW AGE GROUPS AND CAREGIVERS.

The same patience, planning, and care needs to be implemented for transitioning children into new classrooms. When a teacher is preparing for transitioning a child they will first discuss this with the parents. Children are transitioned into new classrooms according to space availability, age, as well as physical, social and emotional development. When preparing to transition, your child will get to visit the other classroom for short times to meet the teacher and other children in the classroom, and explore and become familiar with the environment. This also allows teachers to gauge when and if your child is emotionally ready to transition to the older classroom.

TRANSITIONING INTO KINDERGARTEN OR OUT OF THE PROGRAM.

Parents, Teachers and Director work together to gather information about the child. The center partners with the Tacoma School District on giving information to parents about Kindergarten orientation and enrollment forms, as well as, contact information.

FOR EACH TRANSITION, OVFCCLC AIMS TO:

- Talk to parents about their child before they start in the setting, to become familiar with their needs.
- Allow all children to have the opportunity to spend time with the environment and with their caregiver or teacher where possible before starting in the new setting.
- Support children through the transitions. This is also to support staff and parents in getting to know each other as well as children, keeping lines of communication open.
- Ensure all parents know who their child's teachers are and by providing a confidential area (staff lounge/ office area) where parents can discuss any concerns.
- Provide contact through verbal and written exchanges, as well as the acknowledgement that parents can call the Center to contact the Director and Teacher.
- Inform parents when children are ready for their transition to another classroom and provide the new caregiver/ teacher with information to support the child, alongside with parents, in as smooth a transition as possible.
- Have parents complete a profile to assist caregivers/ teachers in providing a smooth transition.
- To provide ongoing communications throughout the transition period among staff and parents. Communication is an essential means to aid a smooth transition for each and every child.

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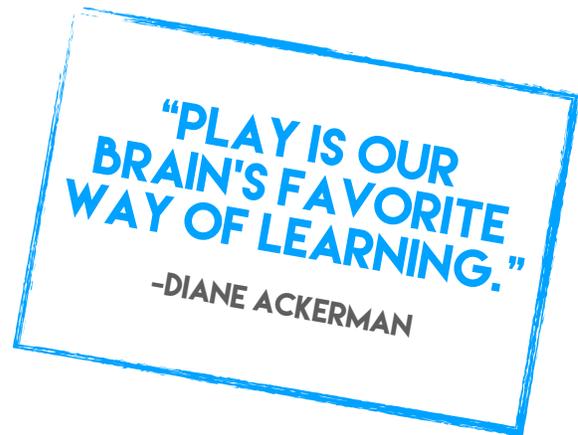
Child Care & Health



Our Philosophy? **PLAY!**

At Olympic View Friends Child Care & Learning Center we believe that children learn best through play. It is only through play, that a child can reach their full potential. Play offers the opportunity for a child to:

- Develop self-confidence
- Experience joy
- Learn to adapt
- Take calculated risks
- Experiment
- Express creativity
- Experience emotional release
- Bond with peers and form friendships
- Develop as a well-rounded individual



Our approach is to let the child be an active participant in the learning process. Our teachers create a learning environment that fosters open-ended experiences, which allow each child's learning style to be met. The teacher's role in the classroom is as a facilitator to help expand exploration with materials, meaningful conversation and gentle guidance.





Outdoor Play

Per the Washington State Administrative Code for licensed child care centers, children are required to go outside for one hour each day. Please dress children according to the daily weather conditions. Children should wear comfortable shoes that will allow them to easily move around their classroom and the outside play yard.

Washington State Law states that all children must have outside play daily, even in the cold, wind, and light rain. However, during extreme weather they participate in indoor physical activities instead. Please provide your child with appropriate clothing according to the weather. Boots, raincoats, mittens, and hat are recommended as necessary. Label everything with your child's name. During the summer, outdoor playtime may be extended.

Clothing

Please send your child in clothes that will allow them to explore their learning environment and be creative with any and all artistic supplies and learning experiences.

Health & Nutrition

Foods served at OVFCCLC is designed to meet the nutritional needs of children. Age, cultural background and individual differences are taken into consideration.

If your child has a special diet, we will try to accommodate those needs. However, should it become too complex, we will ask for you to provide your child's food. Any food brought from home must be labeled with the date and child's name.

OLYMPIC VIEW IS A NUT-FREE ENVIRONMENT!

When We Eat

Meals are served as follows:

Snack	9:00 a.m.
Lunch	11:30 a.m.
Snack	2:30 p.m.
Snack	5:30 p.m.

Celebrations & Birthdays

It is very special for a child when they share their birthday or other occasions by bringing treats. Please give all treats directly to one of the child care providers, so that they can be distributed at an appropriate time. All foods must be store bought and in the original container with ingredients and date.



Illness

If your child has a fever, contagious illnesses, or vomiting, keep them home so that the other children will not catch their illness. It is very hard for a child to function in a group setting when they are not feeling well. It is not fair for the child to be in a routine situation and be expected to share and maintain a pleasant disposition with other children with an ear infection or sore throat.

If your child is not well enough to participate in our daily routine, (such as outside play, group activities) please do not send them to the center. Although we try to meet the individual needs of each child in our care, we must follow strict state licensing and health department regulations.

If a child becomes sick while in care, you will be notified so that the care that your child needs can be evaluated. You may be requested to pick up your child. Please let us know if your child has been ill over night or the weekend so that we may be alert for any signs that the other children are coming down with the illness. When a child does not attend daycare because of an illness, fees for childcare must still be paid in full.

If Your Child is Sent Home

Children sent home due to illness may not return to care for a minimum of 24 hours of being symptom free or have been on antibiotic treatment for 24-48 hours.

Temporary Exclusion

So that we may provide a safe and healthy environment for all children, there may be times when your child may be excluded from care. Children with any of the following symptoms will not be allowed to attend or remain in care:

- Fever of 100 F. (axillary-under arm) or higher in the past 24 hours
- Vomiting more than twice or persistent diarrhea more than three times in 24 hours.
- Draining rash or sore, which may not be covered.
- Conjunctivitis (pink eye, drainage from eye, or pink color in the white of the eye) except after 24 hours of antibiotic treatment.
- Fatigue, which prevents the child from being part of regular activities.

Minor Emergencies

After first-aid is applied, the parent is contacted. If medical care is needed, the parent will be required to transport the child to the doctor.

Immunizations

The state requires that all immunizations be kept up-to-date. Please report any newly received immunizations as they are given, so that we may update your child's records accordingly.

Life Threatening Emergencies

The child is first stabilized (CPR, treat for shock) then 911 is called. The Fire Department would be here within 5 minutes in most cases. Parents are then phoned and the Fire Department is provided with necessary information and records.

An accident report is filled out and then signed by a parent for all accidents. Any accident that requires medical treatment is reported to our licenser at D.E.L.

Nut Allergies

Olympic View is a nut-free facility. Due to the increasing prevalence and severity of nut allergies in young children, Olympic View has chosen to eliminate all nuts and

nut-based foods from it's menu. We ask that children do not bring foods from home that contain any nut products (including peanut butter, Nutella, Honey Nut Cheerios, etc.)



Rest Time

The state of Washington requires all children under the age of five to be offered the opportunity to rest during their time at Olympic View. Please be aware that Center wide "rest time" is between 11:30am - 2:30pm (exact times vary depending on the classroom). Children do not need to sleep during rest time, however, they are asked to lay quietly and look at a book or will be provided a quiet activity after 45 minutes.

Infant Sleep Requirements

WAC 170-295-4110 states:

- (1) You must put infants to sleep on their backs to reduce the risk of SIDS unless you have a written note in the infant's file from both the parent and the infant's health care provider requesting another sleeping position.
- (2) Once infants are able to turn over, continue to place them on their back to sleep. You do not need to wake the infants to return them to their back while sleeping.

Infants may not be put to sleep with anything in the crib with them. Blankets, stuffed animals, bumpers, etc. are not allowed. A sleep sack may be used if a parent wishes to provide one.

Nap Cots & Bedding

Each child should bring their own sheet and blanket (ages 1 and up) from home. Crib sheets fit our cots perfectly. Parents must take home their child's nap blanket and sheet to be washed on Friday's and returned on Monday.



4.

Safety & Security



Disciplinary Policy

When disciplinary action is needed:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Children will be guided and expected to solve their problems, or ones they create, without creating problems for anyone else.
3. Children will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.

Any physical, emotional, or behavioral problems that could cause a safety issue towards other children or staff in the daycare may be cause for termination of care.

Child Abuse Reporting

Washington State Law and Childcare Licensing mandate childcare staff to report immediately any alleged abuse. The following are laws for the state of Washington:

WAC 388-150-480 (2) The licensee or staff shall report immediately any instance when the licensee or staff has reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or child exploitation as required under chapter 26.44 RCW, by telephone, to child protective services or local law enforcement.

RCW 26.44 specifies what steps CPS may take in investigating an allegation, as well as providing that any person participating in good faith in the making of such report, shall in doing so be immune from any liability arising out of such report.

Be aware that it may not be possible to notify parents when the police or Child Protective Services are called about possible child abuse, neglect, or exploitation. This depends on the recommendation of Child Protective Services. However, if suspected, a report will be made.



Non-Discrimination Policy

Olympic View Friends Child Care & Learning Center does not discriminate on the basis of race creed, religion, color, national origin, sex, age, marital status, Vietnam era veteran status, or disability, except all employees of OVFCCLC must be at least 16 years of age to work with supervision; and staff must be at least 18 years of age to be left in sole charge of a group of children.

The Center Director should be notified of any discrimination. If the discrimination complaint is not handled to your satisfaction the complaint should be reported to:

CIVIL RIGHTS COMPLIANCE SECTION

Office for Equal Opportunity

Department of Social and

Health Services Mail Stop 5839

Olympia, WA 98504

Any staff member found to be discriminating against coworkers, clients, or children shall have employment terminated.

Americans with Disabilities Act

What is the Americans with Disabilities Act (ADA)?

The ADA is civil rights legislation designed to protect people with mental or physical disabilities from discrimination based upon disability. Title III, effective as of January 26, 1992, prohibits discrimination on the basis of disability by public accommodations and requires public accommodations and commercial facilities to be designed, constructed and altered in compliance with the ADA Accessibility Guidelines. Public accommodations include a variety of business and organizations such as restaurants; hotels, retail establishment's hospitals and child care centers.

What does the ADA mean for a childcare center?

The ADA affords children with mental or physical disabilities the opportunity to participate in all activities and opportunities of community life. Part of community life is the opportunity to benefit from being in a childcare setting. Children can no longer be excluded from a childcare setting on the basis of disability.

What is a Disability?

A person who has a physical or mental impairment which substantially limits one or more of the major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. It is a person who has a record of such impairment or is regarded as having impairment.

How Can We Care For Children with Disabilities?

How can we meet the needs of both children with and without disabilities?

- Provide developmentally appropriate programs for all children
- Engage in thoughtful planning to create a caring and sensitive environment
- Participate in ongoing training on various topics including:
 - Needs of children with disabilities
 - Child health and safety
 - Child growth and development
 - Planning, learning activities, guidance and discipline
 - Linkage with community services
 - Communication with families



5.

Operational Procedures



Tuition Procedures

Full-time child care rates are for a 5-10 hour block of contracted hours per day with a 4 to 5 day schedule per week, between 6 a.m. and 6:30 p.m. Part-time rates are for a 5 hour or less block of contracted hours per day (even if care is provided 4 to 5 days per week) between 6 a.m. and 6:30 p.m.

Your contracted hours reserve your child's position. Any changes to this contract, temporary or permanent, require 2 weeks notice, and shall be subject to availability and approval.

Tuition (billed to families on Thursdays) shall be paid in advance, due by Monday. Families have the freedom to pay tuition weekly or monthly-as long as the upcoming week is paid in full and on time.

Back-Up Payment Method

OVFCCLC requires that every family enrolled has a back up means of payment on file. If tuition is not paid by Monday at 6 a.m. your back up payment method will be charged to cover the current week's tuition expenses. If the payment is unsuccessful, your child will not be permitted to attend until the account is current. A fee of \$10 a day will accrue until balance is paid in full.

Paying Tuition

Tuition may be paid using any of the following methods:

- via Auto Electronic Funds transfer using a bank account (no fee) or credit card (2.16% processing fee)
- via debit/credit card at the check-in kiosk (2.16% processing fee)
- via check, cash or money order
- online via debit/credit card (2.16% fee)

While Tuition may be paid using any of the above methods, OVFCCLC charges families the additional fees our bank charges for any credit or debit card payments. To avoid these additional charges, please pay your tuition via bill pay, check or cash.

There will be a \$35.00 charge for all checks returned by the bank. The NSF charge and the amount of the check must be paid before childcare is continued. After 2 NSF checks, Auto Electronic Funds transfer will be mandatory for future payments. Families are responsible to update their payment methods when changes occur.

Holiday Charges

While OVFCCLC is closed on designated holidays (see page) we still bill families for these days. This allows us to pay our teachers on holiday pay as an additional employee benefit for all of the hard work they regularly provide when caring for your children.

Tuition Increases

Because OVFCCLC is non-profit, all tuition expenses received goes into the operation of our Center. As we look for ways to better enhance our program and with cost of living changes, OVFCCLC will evaluate our fees annually at the end of each year.

There will be a minimum increase of 3% in tuition rates annually, each September.

Additionally, a re-registration fee will be assessed each September at the rate of \$75/child or \$125/family.

There is a 10% discount for a second child enrolled (if both children are full-time) for full-time care (5-10 hours a day and at 4-5 days per weeks) contracts only. This 10% is discounted from the lower rate of the two. No additional discounts are given for three or more children.



2018/2019 WEEKLY RATES

September 1st, 2018 thru August 31st 2019

LITTLE LAMBS/INFANTS

	5 - 10 Hours	Under 5 Hours
4/5 days	\$291	\$209
3 days	\$205	\$164

FISHIES & BUTTERFLIES/TODDLERS

	5 - 10 Hours	Under 5 Hours
4/5 days	\$243	\$184
3 days	\$185	\$136
2 days	\$125	\$93
Daily rate	\$75	\$55

FROGGIES, BUSY BEES & BUMBLE BEES

	5 - 10 Hours	Under 5 Hours
4/5 days	\$223	\$160
3 days	\$163	\$131
2 days	\$110	\$89
Daily rate	\$64	\$55

Schedule Changes

We request a courtesy call by 9:30am if your child is not going to attend childcare on a day that they he/she is scheduled to attend. If your child does not attend care for 5 consecutive days without notice or a courtesy call, we will assume that your child is not returning to care and make the space available to another child. No refunds for advance payment will be issued.

Parents must submit all schedule changes in writing through email two weeks in advance for approval by the director. On call days are a day that was not scheduled two weeks in advance and is subject to a higher daily rate. On call days are subjected to availability of space.

If you need to change your child's contracted schedule, please email schedules@ovfc.org.

Vacation

To allow for family vacations, parents who notify us 2 weeks in advance may have their child care expense waived for their child for up to 15 days, (if receiving full time care) 9 days (if enrolled 3 days a week), and 6 days (if enrolled 2 days) per calendar year. Failure to notify us two weeks in advance will result in regular contracted hours being billed. If more than 3 consecutive weeks off are required, the child will be dis-enrolled and will need to re-enroll, subject to availability and fees. For extended absences such as

maternity leave or summer break, a pre-paid registration fee will secure your child's space in the future.

Terminating Care

A 2 week notice (in writing) is required for terminating care. You will be billed for the last two weeks of care.

Annual Enrollment

All children enrolled in OVFCCLC will be re-enrolled annually each September 1. The purpose of re-enrollment is to update the information in each child's file. All registration fees paid annually are applied towards classroom materials for the year.

Unpaid Tuition

Tuition cost that remain unpaid after 30 days will be sent to collections.

Our Hours

Our Child Care & Learning Center is OPEN Monday through Friday from 6am - 6:30pm.*

**You are subject to overtime charges if your child is here before or after their scheduled hours.*

After 6:30 p.m., there will be a charge of \$10.00 per family and an additional charge of \$1.00 per minute, per child. If your child is not picked up by 6:40 p.m., we will attempt to contact someone from your emergency contact list. If no one can be reached, OVFCCLC may call Child Protective Services. When a child has been picked up after 6:40 p.m. 3 times, child care will be terminated.

Holidays & School Closures

OV Friends Church, Child Care & Learning Center is **CLOSED** the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- 4th of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

If a holiday falls on a Saturday or Sunday it will be observed on Friday or Monday.

Olympic View will be open 7:30am - 3:30pm on Christmas Eve & New Year's Eve as well as opening at 7:30am on July 5th.

Incident Weather Policy

1. If the center is without power upon opening, we will close until further notice.
2. If we lose power during business hours, we will notify parents to the best of our ability, post a message on our answering service, and advise

parents to pick up as soon as possible. We will not require pick-up until two hours have passed, at which point we are unable to operate due to licensing requirements.

3. If snowfall occurs outside of business hours, we will determine how many staff (if any) can make it safely to the center and accept children on a first come, first serve basis, depending on availability.
4. If snowfall occurs during business hours, we will monitor for safety and notify families if the center needs to close early.
5. If Tacoma School District closes, Olympic View will close as well. If either district operates on a late-arrival schedule, Olympic View will as well.

The safety of the children, their families and our staff is our main concern.

Please check our phone line, Facebook page, and website for up to date information regarding closures/alternate schedules.

In Case of an Emergency

To prepare for a disaster such as fires or earthquakes, an emergency preparedness procedure has been put in place. OVFCCLC will conduct a fire drill and earthquake drill monthly so that both children and staff will be prepared to react in a safe and orderly conduct. See our Disaster Plan for further information.

6.

Family Involvement



Facebook

OVFCCLC uses private classroom Facebook Groups for daily updates on classroom activities. On these groups, parents can see photos & activities of their child's classroom throughout the day. Facebook is used as an update on your child's classroom education and is not to be used for discussion or opinion. If parents have questions or needs, please send a message to our office (office@ovfc.org) or if you need to make schedule changes email (schedules@ovfc.org). We reserve the right to block or delete comments on our group pages that we deem are inappropriate. Our Facebook groups are not the place to voice opinions or concerns.

Signing Your Child In & Out

Each child must be checked in and out daily using either an assigned PIN or your recorded finger-print with our electronic kiosk.*

Children may only be released to those listed on registration forms with picture ID.

Please be sure to drop off children INSIDE their classrooms and make eye contact with the care-giver to assure they are aware of his/her arrival.

Every family must ALWAYS complete the check-in/out procedure.

If enrolled DSHS families fail to daily check their child(ren) in or out, they will be held liable to repay any additional fees to the state of WA should they be audited and failed to sign their child(ren) in/out.

*Failure to check in and out your child will result in a \$1 fee for each occurrence. Should our electronic check in/out computer not be functioning properly, a manual sign in/out sheet will be provided.

Toys From Home

Please leave toys from home at home where they are safe. Olympic View is not responsible for any items brought to the center resulting in damage or loss.

Your Child's Cubby

Your child's cubby will be in their classroom. Please help your child find his/her name inside their cubby to place their personal items in daily. Please empty your child's cubby completely on Fridays. OVFCCLC will not be responsible for personal items left in cubbies over the weekend. PLEASE LABEL YOUR CHILD'S BELONGINGS.

Religious Policy

Although Olympic View Friends identifies itself as a Christian based childcare center, with respect to individual beliefs, we try to offer diverse opportunities for children to explore family traditions. If your family is sensitive to anything shown on the curriculum, please bring it to our attention and we will make every effort to adjust our program in a way that will not be objectionable.

Bottles, Pacifiers, Baby Wipes & Diapers

The Health Department requires all bottles to be labeled with your child's first/last name, time made, amount, and current date. Children are allowed to use a pacifier until they are ready to give it up unless otherwise noted by the parent. Families are required to provide baby wipes and diapers for their child(ren). Parents will be warned (by the teacher) when they have 15 diapers left. If your child runs out & OVFCCLC has to use our reserve wipes or Diapers, there will be a \$2 charge on your invoice for each diaper used.

Free Access

Parents have the right to access any area used by their child at OVFCCLC. We encourage parents to visit or call the center at any time. We urge you to take the opportunity to join your child in an activity or just visit and enjoy the fun of observing the children's delight with friends or staff.

Biological Parents vs. Guardians*

Legally, OVFCCLC cannot refuse to let the biological father or mother of a child take their child unless we have in the child's file a copy of court order custody papers or a restraining order. Please be aware that if you want to limit a biological parent's right to take a child from the center, you must supply OVFCCLC with these papers.

In addition to this policy, OVFCCLC can only update emergency contacts if the person who signed our child care contract asks them to be updated.

*Parents who are on the contracted enrollment form for their child's care are held liable for their child(ren)'s tuition costs, even if alternative payment arrangements have been made to split the total tuition price between a child's separated parents. Should the other party, who you have communicated to pay the costs or tuition fail to do so, your child(ren) will not be permitted to attend OVFCCLC until tuition costs for the previous and upcoming weeks are paid in full. See page for more information on billing and tuition procedures.

Toilet Training

Children are introduced to using the toilet by allowing them to watch other young children, talking to them about using the potty, and giving them a choice to try if they want to. However, a child that is not ready will never be forced to use a toilet. It is a natural human function that will come on its own when the child is ready. Olympic View is unable to use food as reinforcement when toilet training.

Weekly Email

Once a week, we send out an email to help keep families informed of everything happening at Olympic View Friends. Parents are automatically enrolled to receive these weekly messages when they register. Should you choose not to receive them, simply "click" unsubscribe, which can be found at the bottom of each week's email.

7.

Additional Forms





OVFCCLC Discipline & Policy

Discipline is handled as each unique situation demands and is always done lovingly and gently. It is our desire to promote and secure the development of positive, healthy self-esteem. The teachers demonstrate kind, loving, positive-reinforcement techniques, as we strive to reinforce and stimulate good attitudes and behavior. Unacceptable behavior is handled in a low-key discussion between teacher and child. The child may then be redirected to another activity. If an unacceptable behavior continues to be repeated and especially if the well-being of the child or his/her classmates are in jeopardy, then the child is removed from the activity in progress. If the problem persists, the director will begin the process of documenting and implementing a formal behavior contract. Failure to progress positively through a behavior contract can result in expulsion from the daycare.

Below are some OVFCCLC rules which will result in disciplinary action.*

- Lack of respect towards school personnel, parents, and peers
- Destruction of school property
- Verbal or physical violence
- Use of inappropriate or discriminatory language, and obscene language

*This includes biting, hitting, pushing and scratching. It also includes verbal abuse of another child or staff member, use of curse words, abusing furnishings, throwing items at another child or staff member and constant defiant behavior.

1st Offense

Parents notified (in writing) of the specific incident, Teacher talks to parent(s) at the end of the day.

2nd Offense

Parents called and notified (in writing) of the specific incident at the end of the day.

3rd Offense

Parents called and a meeting is set up with the teacher(s), parent(s) and Director. To discuss challenges and other options; including expert evaluations: Birth to Three and/or Child Find.

4th Offense

Parents called and dis-enrollment letter is provided explaining the above reasoning for the dis-enrollment.

I acknowledge and understand this Discipline and Behavior Policy.

Parent or Guardian Signature

Date