Parent Book

633 E. Magnesium Rd.
Spokane, Wa. 99208
(509) 467-5536 or 467-0324

Kami Hassett
Director

Sharon Henshaw
Treasurer/Supervisor
Tender Care's Rates and Payment Policies
(Revised to begin January 1, 2012)

REGISTRATION FEE, per child: $50.00 due on enrollment and is necessary to reserve a space for your child. This is non-refundable, unless we do not have space available when you need to start.

MONTHLY TUITION is DUE IN ADVANCE, on the first of each month. Arrangements to pay twice per month may be made. Example: ½ paid at 1st of the month & ½ paid by the middle of the month. A late fee of $50.00 is added to any unpaid balance still owing after the 25th of each month.

FEES ARE DETERMINED AS FOLLOWS:

<table>
<thead>
<tr>
<th></th>
<th>5 Days/Wk</th>
<th>4 Days/Wk</th>
<th>3 Days/Wk</th>
<th>2 Days/Wk</th>
<th>1 Days/Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>$750.00</td>
<td>$660.00</td>
<td>$580.00</td>
<td>$440.00</td>
<td>$360.00</td>
</tr>
<tr>
<td>Toddlers</td>
<td>$650.00</td>
<td>$600.00</td>
<td>$530.00</td>
<td>$410.00</td>
<td>$310.00</td>
</tr>
<tr>
<td>Preschool</td>
<td>$595.00</td>
<td>$555.00</td>
<td>$495.00</td>
<td>$380.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Drop Ins</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Drop Ins: Only taken IF the child has attended before and space is available. Cost: Full-Day rate

LATE FEES: A $50.00 late fee will be added to any balance is owed after the 25th, as the total amount is due by the 16th. Failure to pay tuition may result in your child not being able to attend Daycare until the full amount is paid or other arrangements have been made with the Director.

DISCOUNTS: 10% discount, for a 2nd, 3rd, etc. child in the same family, when private paid.

NSF Checks: A $25.00 fee will be added for checks returned by the bank, for any reason.

ABSENCES: Sick days or occasional absences are not discounted from your schedule. If returning after withdrawing because of seasonal work, another $50.00 registration fee per child is required.

Please call by 9am, when your child will be absent for any reason. Our cook needs a meal count by 9 am.

VACATIONS & HOLIDAYS: Two weeks’ notice must be given to the office to discount Vacation days. We will only discount up to TWO WEEKS vacation per year, per family, UNLESS your work is seasonal. We are Closed on the six major holidays and give Holiday Pay to our staff. Therefore, the Holiday is not discounted from your tuition, unless you will be taking that entire week as Vacation time.

WITHDRAWING FROM ENROLLMENT: Two weeks’ notice is required. Credits or refunds cannot be given without 2 weeks’ notice.

HOURS CONTRACTED TO ATTEND: You need to bring your child within the schedule you give us. If your schedule changes, give the changes to the office immediately. Children are not allowed, by Licensing standards, to be in Daycare more than 10 hours per day. It is necessary for your child to be in regular attendance to keep their place.

STATE PAID: It is your responsibility to keep your status current with DSHS. If they do not pay, for any reason, you are responsible to pay the entire amount. Co-payments are due in the current month, or subject to a late fee of $50.00. You must notify us of any absences, by calling that day, because we need a lunch count by 9 am. Notify us AND your caseworker of any schedule changes.

LATE PICK UP: We close at 6 pm, Sharp. Parents will be charged $5.00 per child, for each 5 minutes after 6 pm, which is due at that time. If you are not here by 6:10 pm, we will call someone on your “Pick-up List” to come pick up your child, if you have not called telling us you are on the way,

We reserve the right to refuse service to anyone.
OUR GOAL

Our goal here at Tender Care Daycare, is to teach children to love, respect, obey, and care for others and their property; to accomplish self-respect and how to earn the respect of others.

OUR PHILOSOPHY

Tender Care believes that children need an opportunity to explore and experience a variety of activities; to discover the joy of, "I Can". Children will be free to select materials and activities that are designed by knowledgeable staff, within an environment that encourages discovery and problem solving. Each child will be viewed as a unique individual. Experiences will be planned to meet each child's needs.
HEALTH AND SAFETY

YOU WILL BE CALLED TO PICK UP YOUR CHILD IF THE FOLLOWING SYMPTOMS OCCUR:

1. Fever of 101 degrees or more
2. Diarrhea (after 3 watery stools )
3. Skin rashes that are contagious
4. Vomiting
5. Eye discharge or pinkeye
6. Chicken pox
7. Head Lice
8. Any other contagious illness

**** Please do not bring your child if these symptoms occur before leaving home.

MEDICATIONS

Will not be administered unless the following rules are followed:

1. A medication permit must be filled out entirely and signed.
2. The container must have the CHILD'S name and the name of the medication on it.
3. Prescription medications will only be given as prescribed.
4. Non-prescription medications will be dispensed according to label directions.

Non-prescription medications (over the counter drugs) EXAMPLES include:
- Antihistamines, Non aspirin fever reducers/pain relievers, Non- narcotic cough suppressants, Decongestants, Anti- itching ointments/lotions intended only to relieve itching, Sun screen, Vitamins

We will ONLY give a child a non- prescription medication when:
1. The medication is in its original container, and
2. If the dose and frequency is stated on the label, and
3. The medicine is age appropriate for your child.

*NOTE: Most medications say, "under 2 years of age, consult your physician". This means we won't give any child under 2 years of age an "over the counter medication" until we receive written consent from a parent and a health care provider legally authorized to prescribe medicine. This includes common acetaminophen (e.g. Tylenol).

4. An older child may administer their own medication if we have a Doctor's note stating they are able to do so.

Non-prescription medication will only be given when the above conditions are met. EXCEPT...when the non-prescription medication is accompanied with written instructions specifying:
1. Child 's name ---- First, last and middle initial if needed
2. The dose and frequency
3. Length of time (e.g. day)

Emergency Procedures: In the event of an emergency, 911 will be called, CPR or FIRST AID started, if needed, and parent/s will be called immediately.
ATTENTION PARENTS:

NEW SICK CHILD POLICY

The Public Health Department and the CDC are now enforcing the following rules regarding childcare and public schools.

If your child has a fever of 100 degrees AND a sore throat or cough the child must stay home for **7 days or until all symptoms are gone for 24 hours.** Your child might have the flu. Other symptoms can include runny nose, body aches, vomiting and diarrhea.

If your child has **ONLY**
- Fever
- Vomiting or diarrhea OR
- Sore throat or new cough with no fever

**Keep your child home from school until symptoms are gone for 24 hours.**

This policy, as I am told by our health nurse, supersedes the Washington state laws of keeping your child home.

If you have questions regarding this policy, please call - 1-877-903-5464 or go to: www.kingcounty.gov/health/h1n1
CLOSING POLICY
Closing time is 6:00 p.m! A late fee of $5.00 will be charged (per child) for every 5 minutes after 6:00 p.m. Late fees are not covered by DSHS, if the child is State paid.

DAILY SCHEDULE
(A guideline, may not meant be exact)
5:30 a.m. Daycare opens - FREE PLAY for children, then wash up for Breakfast
7:00 - 8:00 am Breakfast is served in the Kitchen
8:00 – 8:30 am Join their own classes, as their teachers all arrive
8:30 til recess Class time – Activity schedules are posted in each classroom. Recess times are posted on the activity schedules in their room.
10:30 am Lunch for Toddlers in the Kitchen, followed by nap-time
11:00 am Lunch for Busy Bee’s in the Kitchen, followed by nap-time
11:30 am Lunch for Preschool Class in the Kitchen, followed by nap-time
12:00 pm Lunch for Whiz Kids (Pre-K) in the Kitchen, followed by nap-time
2:00 pm Up from nap, potty time, wash up for snack
2:00 pm Toddlers wake up sooner, have Snack at 2pm in the Kitchen
2:30 pm Busy Bees have snack in the Kitchen, Preschool and Pre-K snack in their room
After Snack they have activities in their classroom, until outdoor recess
3:30 - 4:30 pm Outdoor recess (when weather permits – length of outdoor time is shorter if very Cold or very hot outdoors)
4:30 - 6:00 pm Activities in the classrooms – some classes merge as the attendance declines at the end of the day.

Feeding and Diapering Schedule
All our infants’ feeding and diapering schedules depend on their special needs. We change diapers every hour that they are awake.

When your child reaches age ONE, we encourage them to follow the schedule listed above, and their diaper is changed every two hours, when awake. Of course, if they need a new diaper before that time, they will be changed.

Our Child Abuse and Neglect Policy
As children advocates, it is our responsibility to report any suspected signs of abuse or neglect to Child Protection Services. We are legally responsible for the child’s safety and well-being.

Behavior Management Plan
1. Our behavior management plan is based on understanding the child’s age and stage of development.
2. Discipline is designed to increase self-control, self-awareness, acceptability, and respect for their rights and rights of others.
3 Our discipline is fair, reasonable, consistent, and related to the child's behavior.
4 Discipline that is cruel, unusual, and frightening to the child is prohibited.
DISCIPLINE TECHNIQUES
1. We make sure we have the child's attention.
2. Use the positive approach.
4. We allow time to complete the activity, and give warning of a change activity.
5. Allow choices whenever possible.
6. Reasonable limits and standards are set. We make known limits and standards to each child and let them know the consequences of breaking limits.

LIMITS INCLUDE:
(a) Not being allowed to injure themselves or someone else
(b) No one is to use profanity
(c) Not being able to damage toys, supplies, or property
(d) Being kind to others
(e) To be cooperative with activities of the class, and with the teacher.
7. Time-out is used, for short periods, for one minute per year of age, or when the child does not comply with the limits, or has harmed another child or property.

TENDER CARES’ OPEN DOOR POLICY
We have an open door policy that states a parent (s) or legal guardian may stop in at any time to see their child and/or their activities. We do ask that you to check in with the office at nap time, so we can assist you in receiving your child because there are some children that will wake with the slightest noise.

THANK YOU!!!

The Daycare is open to all children who may benefit from our type of program. We do not discriminate because of race, nationality, or creed. Children are admitted as space is available.

*Please remember if you have to call your child to speak to them, please make it brief as the phone is used for Church and Daycare offices.

PERSONAL ITEMS

NO GUM anytime and candy should be brought to Daycare only for parties. Please NO FOOD FROM HOME except special dietary needs.

Children should have adequate clothing for weather. Sweaters, coats, hats, gloves, boots, etc. Coats and boots need to be labeled with the child's name, with a waterproof marker. All children age 1 and up, are required to wear shoes each day.

Children three and under should have a change of clothes brought each day, unless they are totally potty trained and accident free.

Children in diapers must bring enough diapers to be changed at least every two hours, and a box of wipes with their name on it. If on formula or special foods, it should also be sent in the diaper bag. Inform your care-giver of the diet you wish the child to be on.
FIELD TRIPS

In the event of a **field trip**, a sign-up permission form will be available **for each individual field trip**. Child's name, parent's name, and emergency phone numbers will be required. Transportation will be provided by the center or by volunteer parents. Please sign **permission to transport** in your child's application form. The form will state "Field Trip", costs, date, place, and class going. Transportation will be provided by caregivers or (volunteer parents), with car seats and seat belts, with safe, insured vehicles, or by church bus, and a driver with a valid CDL. A 1st Aid Kit will be available at all times, staff with 1st Aid/CPR and a fire extinguisher.

ADMISSION AND REQUIREMENTS

**COMPLETE APPLICATION:**
SIGNING, DISCIPLINE POLICY, EMERGENCY CARE CONSENT FORM, RESPONSIBILITY AGREEMENT AND COMPLETE IMMUNIZATION STATUS FORM

**RELIGIOUS ACTIVITIES**
This is a Church affiliated Daycare, owned and operated by this Church. We have Bible stories, songs, and prayer, as part of our daily curriculum.

**TOYS**
We will strive to provide a variety of toys and games and play equipment to the children in our care. Therefore, we would like your cooperation in leaving your child's personal toys at home. We will not be able to take responsibility for another child breaking your child's toy. This policy was also made because other children will expect your child to share their toy, and that may cause conflicts.

**ARRIVAL AND PICK-UP**
All children age 1and up, must be dressed and ready for the day, before entering their classroom. Your child's bag and coat must be hung up in their classroom, on arrival. No child shall be released to a person not authorized by the parent or guardian. If you cannot pick up your child, we need a note, stating who will pick up the child, and that person's name should be added to the file. The caregiver will check their I.D. before letting the child leave with that person.

**IT IS REQUIRED** that each child be **Signed in & out, with time and a legal signature AND** clocked in and out, at the computer in the hallway, by the front office door. Each child is assigned a number (or the parent picks a number) upon registration, and the parent is shown how the clock-in is done on the computer. At the end of the child's number, the drop off / pick up person’s number will be added such as:
Dad adds #1 to the end of the child’s number; Mom adds #2 to the child’s number; the next person authorized to pick up the child adds #3 to the end of the child's number.
The computer records **WHO** picks up and drops off the child, as well as the times. It also computes the bill, tracks immunizations, and counts meals for the USDA food Program.

The child is to be escorted to their classroom, where the child’s teacher can see him her enter the room, before the parent leaves. Also, when picking up your child, be sure the child’s teacher sees you before taking the child out.
HOURS OF OPERATION

The Daycare Center is open from 6:00 am to 6:00 pm. Children need to be brought at the times they are scheduled to come, upon registration. If your schedule changes, you will need to notify the office immediately, and the office will notify the child's teacher of the changes.

State Law Requires a child shall not be in daycare in excess of ten hours per day, except when necessitated by the parents working hours and time to travel to and from the work place.

You should not assume your child can be present for hours other than those you have contracted for. Please call if you will be late for any reason.

PESTICIDES

Before Pesticides are applied in the building or around the perimeter of the building, you will be notified forty eight hours in advance. This will apply to weed and insect sprays, which are usually applied twice per year.
## DAYCARE MENU

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>Milk with Life Cereal</td>
<td>Milk with Pancakes</td>
<td>Milk with Rice Crispies</td>
<td>Milk with English Muffins</td>
<td>Milk with Cheerios</td>
</tr>
<tr>
<td></td>
<td>Apple Juice</td>
<td>Bananas</td>
<td>Orange Juice</td>
<td>Apples</td>
<td>Orange Juice</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>Tomato Soup</td>
<td>Tater Tot Casserole</td>
<td>Ham &amp; Cheese Sandwich</td>
<td>Spaghetti w/ Meat &amp; Tomato Sauce</td>
<td>Little Smokies w/ BBQ Sauce</td>
</tr>
<tr>
<td></td>
<td>Grilled Cheese Sandwich</td>
<td>Cheese &amp; Ground Beef</td>
<td>Jello w/ oranges</td>
<td>Fruit Cocktail</td>
<td>Tots &amp; Bread</td>
</tr>
<tr>
<td></td>
<td>Pears</td>
<td>Peaches &amp; Roll Milk</td>
<td>Green Beans</td>
<td>Milk</td>
<td>Apple Juice</td>
</tr>
<tr>
<td></td>
<td>Milk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Snack</strong></td>
<td>Chex Mix</td>
<td>Ritz Crackers w/ Cheese Spread</td>
<td>Animal Crackers</td>
<td>Goldfish Cracker</td>
<td>Strawberries &amp; Cream</td>
</tr>
<tr>
<td></td>
<td>Crackers</td>
<td>White Spread</td>
<td>vanilla pudding</td>
<td>Crackers</td>
<td>Saltines</td>
</tr>
<tr>
<td></td>
<td>Apple Juice</td>
<td>White Grape Juice</td>
<td>Apple Juice</td>
<td>Raisins</td>
<td>Milk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## DAYCARE MENU

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>Milk with Life Cereal</td>
<td>Milk with Pancakes</td>
<td>Milk with Rice Crispies</td>
<td>Milk with English Muffins</td>
<td>Milk with Cheerios</td>
</tr>
<tr>
<td></td>
<td>Apple Juice</td>
<td>Bananas</td>
<td>Orange Juice</td>
<td>Apples</td>
<td>Orange Juice</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>Chicken Nuggets</td>
<td>Cubed Ham in Mac N Cheese</td>
<td>Chicken Noodle Soup</td>
<td>Chili Beans &amp; Hot Dog w/Bun</td>
<td>Chicken Patty w/Bun</td>
</tr>
<tr>
<td></td>
<td>Tater Tots Roll</td>
<td>Applesauce</td>
<td>w/saltines</td>
<td>Bananas</td>
<td>Peaches</td>
</tr>
<tr>
<td></td>
<td>Fruit Cocktail Milk</td>
<td>Green Salad</td>
<td>tuna sandwich</td>
<td>Corn</td>
<td>Milk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>w/Tomatoes</td>
<td>Green Beans</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Milk</td>
<td>Pears</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Snack</strong></td>
<td>Chex Mix</td>
<td>Ritz Crackers w/ Cheese Spread</td>
<td>Animal Crackers</td>
<td>Goldfish Cracker</td>
<td>Strawberries &amp; Cream</td>
</tr>
<tr>
<td></td>
<td>Crackers</td>
<td>White Spread</td>
<td>vanilla pudding</td>
<td>Crackers</td>
<td>Saltines</td>
</tr>
<tr>
<td></td>
<td>Apple Juice</td>
<td>White Grape Juice</td>
<td>Apple Juice</td>
<td>Raisins</td>
<td>Milk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Page 10
DAYCARE FILES COPY

Tender Care Daycare

ACCIDENT / INJURY / ILLNESS FORM

CHILD’S NAME: ________________________  DATE:__________  TIME: ________

INJURY: _______________________________________________________________________________

HOW IT HAPPENED:
___________________________________________________________________________________

ACTION TAKEN:
___________________________________________________________________________________
___________________________________________________________________________________

SIGNED: _______________________________________________________________________________

Check here if the child was sent home due to illness / injury: ________

PARENTS COPY

Tender Care Daycare

ACCIDENT / INJURY / ILLNESS FORM

CHILD’S NAME: ________________________  DATE:__________  TIME: ________

INJURY: _______________________________________________________________________________

HOW IT HAPPENED:
___________________________________________________________________________________

ACTION TAKEN:
___________________________________________________________________________________
___________________________________________________________________________________

SIGNED: _______________________________________________________________________________

Check here if the child was sent home due to illness / injury: ________

_________________________________________
MEDICATION / TREATMENT AUTHORIZATION

Childs Name: ______________________________________________

Medical Problem: _____________________________________________________________

Medication:

_______________________________________  Amount: ____________  Times: __________

_______________________________________  Amount: ____________  Times: __________

Treatment: ____________________________________________________________________

Comments or Further Instructions:
________________________________________________________________________________
________________________________________________________________________________

<table>
<thead>
<tr>
<th>Date/Time Administered</th>
<th>By Whom</th>
<th>Amount</th>
<th>Name of Medication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I authorize the daycare facility to give the above medications and/or treatments to my child:

Signed: _____________________________________________  Date: _______________
Tender Care's Disaster / Evacuation Plan

1. **FIRE:**
   A. The fire alarm is pulled.
   B. Teachers evacuate children out the nearest exit and meet at the south end of the paved parking lot; Infants in cribs w/wheels & smallest toddlers on the buggy. In the event they are unable to re-enter the building, they will be transported to Shiloh Elementary School gymnasium or cafeteria, to await parents picking them up. The older children will walk with their caregivers to Shiloh Elementary School, two blocks south of here. The van or caregivers’ vehicles will transport the youngest children to Shiloh Elementary School.
   C. Staff will have the "Emergency Roster" list of children and parents, to call the parents to pick up their children at the Shiloh Elementary School. A table will be set up outside the school’s main entrance, for the parent to sign out their child, before entering the building, to prevent congestion.

2. **STORMS:**
   A. In the case of severe snow, wind or ice storms, we have plenty of bedding and food on hand to take care of the children in the event the parent is unable to arrive by closing time, or unable to travel home that night because of closed roads.
   B. Flashlights and candles are in the building in the event of a power outage.

3. **BOMB THREAT:**
   A. 911 will be called.
   B. We will follow the instructions given to us by the authorities.
   C. If told to evacuate the building, we will follow the same procedure as followed in the event of a fire. The parents will be called to pick up their children at Shiloh Elementary School.
   D. Each classroom is equipped with bells (sounds like a doorbell). When the teacher hears the bells ringing, they will evacuate the building in the same manner as for a fire.

4. **DANGEROUS STRANGER ON THE PROPERTY:**
   A. In the event that a stranger is on the property that appears dangerous, the code will be to tell the teachers to have "Circle Time" in the music room. This will alert the teachers to keep the children inside the classroom for a quiet activity, and not go into the hallway for any reason, & to "lock down". A teacher in the Classroom will call 911 on her cell phone, to report an intruder. No one will leave their room until instructed to do so by the office staff.
   B. In the event a parent sees a suspicious individual on the property or in the building, alert a staff member immediately, to question him/her. If the stranger appears to be a threat to safety, 911 will be called immediately.

5. **EARTHQUAKE OR TORNADOS:**
   A. All kids on east side of the building will go to the hallway or the sanctuary, and sit along the walls, between the doorways, and away from windows. When danger has passed they will return to their room.
   B. All infants will remain in their room as there are no windows. All toddlers will go to the 1 year old room, (as there are less windows in that room), and will remain until the threat is gone.