

The Discovery Center
13111 NE 85th Street
Kirkland WA 98033
425-827-0727

Parent Handbook

Dear Parents,

Welcome to The Discovery Center! The Discovery Center was designed to provide an environment for happy children to spend time learning and growing while away from their families. Our vision is to instill both developmental and academic values in children that will be carried throughout their futures. The ages from birth to five are the most formative ages in life. It is imperative that an opportunity for expansion of ideas, learning, physical coordination, and safety be available to every child in our program.

Our services at The Discovery Center include a quality childcare/preschool environment with an emphasis on enriching children's lives through strong social and academic skills. We provide an environment that will encourage the emotional, cognitive, social, and physical development of the children in our care. It is our goal to form lasting partnerships with all of our parents to ensure each family's needs are being met.

This handbook will outline the services provided, our policies and procedures, and other bits of information that is useful when starting out in a childcare center. Please feel free to contact us at anytime with any questions that you might have.

Sincerely,

Rita Grinberg
Owner/Operator

Revised 8/12/11

Our Philosophy

“The Discovery Center provides a caring, stimulating environment which will help today’s child reach tomorrow’s dreams.

This will be achieved through:

Providing individualized growth for each child, providing a safe, caring environment for each child; providing well qualified, experienced teachers, providing quality care in partnership with parents, viewing each parent and child as our customer, keeping parents constantly informed, providing a creative, fun atmosphere, and providing competitive pricing.

How we will achieve our goals:

Providing individualized growth for each child:

All staff members will know every child’s name in the center. Teachers will fully understand the developmental progress of each child in their classroom. Good, positive self-esteem will be emphasized for each child. Appropriate academic curriculum will be presented to the children as they show readiness (colors, shapes, numbers, letters, etc.) Good nutrition will be practiced and stressed.

Providing a safe, caring environment for each child:

Hugs and encouragement are given freely and regularly. Children will be comforted when upset. Positive reinforcement and praise will be the norm with positive behaviors being reinforced. Each child will be made to feel secure and safe when mom and dad leave. Each parent will feel their child is secure and safe at our center in their absence.

Providing quality care in partnership with parents:

A scheduled conference will be held twice a year, or more at the parent’s request. Teachers will share with parents the scope of the child’s day. All staff members will work towards developing a relationship with all families in the center.

Viewing each parent and child as our customer:

Each child’s welfare is our number one concern. Constant improvements are made to our daily programming to ensure the best possible program is occurring. Frequent improvements are also made to the children’s environment to ensure quality.

Keeping parents constantly informed:

A parent's information board is available for viewing at all times. The Center also maintains a website (www.discovery-center.com) and a monthly newsletter to keep families informed of all events. Daily written reports are sent home with all toddlers and waddlers regarding their child's day, and teachers are always available to answer any questions at drop off or pick up. We are also on Facebook, so you can "friend" us to get daily happenings, pictures, and more.

Providing a creative, fun atmosphere:

A flexible curriculum is provided for each class. There is opportunity for both structured/teacher directed activities and time for free exploration. All holidays will be celebrated without religious inference. Regular field trips are scheduled, guest speakers are invited in, and exposure to numerous cultures is provided as part of the daily lesson plans.

Providing affordable, competitive pricing:

Tuition will remain competitive. Pricing will only increase as a result of cost increases.

Providing well qualified, experienced teachers:

All staff members are professional, courteous, and maintain a positive attitude. Teachers will have at minimum an Early Childhood Education degree, bachelor's degree, or education in a related field of study. All staff members are CPR/ First Aide Certified, have completed criminal history background checks, and will be up-to-date with the STARS program, maintaining the required number of additional educational hours per year.

Enrollment and Admission Requirements:

We care for children ages one year to eleven years old. Before enrolling your child into the program we ask that each family come in for a personal tour of the center. This allows you to see our program, gives you a chance to meet the teachers, and provides an opportunity to get a feel of the center to make sure it is the perfect fit for your family. We accept children on a five-day, three day, or two day a week schedule. Drop in care is authorized only for children registered in a two or three day a week program as space allows.

We will provide childcare services to any child regardless of familial status, race, color, sex, national origin, political ideology, religion, sexual orientation, or physical, mental, or sensory disability.

The following forms are required to be completed before enrollment. Many of the forms are required by the state. If they are not completed we will ask that you delay your child's start with us until your child's file is complete.

- 1.) Registration form, including the date of your child's last physical exam (Must be within one year of enrollment).
- 2.) A signed fee and payment contract.
- 3.) A complete record of immunizations
- 4.) A written consent for your child to receive emergency medical care.
- 5.) Field trip permission statement.
- 6.) Health history form
- 7.) Food Allergy Statement
- 8.) Parental Agreement Form
- 9.) Signature verifying Parent Policies and Disaster Supplement has been read

We recognize the fact that each family and child has individual needs. We will do our best to meet every family's needs within the perimeters of our licensing codes. Over time, if you should decide that The Discovery Center does not or is no longer meeting your needs you may withdrawal your child by providing us with a two week written notice of your intentions. If we feel we are not meeting the needs of you or your child, we reserve the right to discontinue service for them with a two week written notice.

Hours of Operation:

The center hours of operation are 7:00 a.m. to 6:00 p.m. The Waddler Room hours are 7:30 a.m.-5:30 p.m. Children are allowed to be in care a maximum of 10 hours per day (as per Washington State Minimum Licensing Requirements).

Holidays/School Closures:

The Discovery Center will be closed the following days:

New Years Day	Labor Day
President's Day	Thanksgiving and the day after
Memorial Day	Christmas Day
Fourth of July	The week between Christmas and New Years
Last 3 Days of Summer Vacation (before public school returns)	

Snow/Severe Weather Policy:

The Discovery Center follows the Lake Washington School District Policies of school closures and delays in the event of snow or other weather conditions that could make driving unsafe. In the case of extreme weather, listen to the radio or TV news reports, or go to www.lwsd.org. If Lake Washington has a one hour/2hour delay, than The Discovery Center will also delay its opening. If Lake Washington School District

closes, The Discovery Center will also close. In the event of a power outage, The Discovery Center will contact the Power Company to determine the length of the power outage. According to licensing regulations, if we cannot keep our building heated to a minimum of 68 degrees, we may not operate. Due to this regulation and the knowledge gained from the source of the outage, we will make a determination as to whether we can operate or not.

Monthly tuition remains the same each month regardless of illness, absence, school closure, and/or legal holidays as the tuition is calculated on a yearly basis with the possibility of school closures accounted for.

Keyless Entry System (KES):

Our center utilizes a secure access. Each family gives us a four digit code, it's entered into the computer, and access is allowed using the code. Once the family is no longer with our center, the door code is deactivated, and they no longer have access to the building. We do ask that you not let others in behind you (i.e. hold the door open for them), as each entry is monitored.

Check-in/out:

Check-in and out is done via the Procure Fingerprint Scan on the lobby computer. Each authorized pick up is individually registered. Parents are required to check children in/out daily. Forgetting to do so will cause an error, and you will not be able to complete the process. Children will be released to adults (over 18 years old) authorized on the registration from only, unless written permission from the parent or guardian is given to release the child to another adult. Identification will be required for any unfamiliar adults. We will not release any child to ANY PERSON if they are under the influence of alcohol or drugs.

Fees and Payment:

The Discovery Center charges an annual registration fee of \$100.00 per single child or \$150 per family. This fee is due at the time of registration and at re-enrollment every September thereafter. If you would like to enroll you child with us for a future date, we will gladly accept a slot guarantee fee. The fee is one week of tuition and registration fee, and will be applied to your child's tuition after they start. All fees are non-refundable.

Tuition is charged on a monthly basis and is due by the 1st of each month. A bi-monthly payment plan is available upon request and due by the 1st and 15th of the month. A locked and secure payment box is located in the front lobby for payment drop off. After 12 months of continuous full time enrollment, a one week vacation credit will be given per year.

A fee of \$25 dollars will be applied to your account if payment is not received by the 5th and 20th of each month. Late fees will be added to accounts on the 6th and 21st of

each month. The Discovery Center reserves the right to discontinue childcare for those whose accounts are delinquent. Expenses incurred for the collection of delinquent accounts will be the responsibility of the parents. The Discovery Center also reserves the right to charge a 1% interest fee for account balances that are carried into the next month. There is a charge of \$35 dollars per NSF check.

The Discovery Center closes at 6:00 p.m. A late pick up fee will be charged for pick up after 6:00 p.m. The fee will be as follows: \$15.00 for the first fifteen minutes and \$20.00 for each additional 15 minutes. Fees must be paid directly to the staff member waiting with your child(ren).

Reevaluation of rates:

Summer rates and new school year rates will be evaluated every May. Summer program rates will take place on the first indicated day of summer camp.

Getting Started:

Items to bring from home:

Waddlers: Please bring diapers, wipes, diaper ointment, two complete changes of clothing (appropriate for the season), a blanket for napping, a stuffed comfort toy if your child has one, and a family photo for the room. Your child will be served center prepared meals in the classroom, and whole milk will be provided at meals, with water offered throughout the day.

Toddlers: Please bring diapers, wipes, two complete changes of clothing (including socks), a nap blanket, a security toy for nap if they have one, and a family photograph.

Preschoolers: Please bring a complete change of clothing, a blanket for nap, and a family photo. If your child has a security toy, they are welcome to bring that for nap as well. Show and tell is every Friday, or the last day of your child's week. Please no weapons.

*Please label everything you bring with your child's name. Each child will have their own cubby for personal items. We cannot be held responsible for mix-ups if items are not labeled.

We will provide: Gloves for diapering, washcloths, bibs, plastic bags for soiled items; complete meals and snacks for toddlers, preschoolers, and school agers. Laundry service will be provided for sheets on a weekly basis, or more frequently when necessary. All blankets will be sent home for laundering.

The First Day:

For the first few days, take plenty of time to get ready to come to The Discovery Center. Having a relaxing morning and an unrushed journey to get to the Center help make the beginning experience a happy one.

When you arrive at the center, you will need to first check your child in at the front desk. The check in/out procedure is very important for accurate head counts. Should there ever be an emergency and we need to vacate the building, the check-in count is one of the tools used to verify every child's been accounted for.

In the classroom, the teacher will greet your child and show them to their cubby. Please help your child put their things away and let them know this is their personal space for their important things.

Next, discuss with your child the activities that are happening in the room and help them make a choice as to what they might want to do. After you make the choice to leave the room, please let your child know. **DO NOT DISAPPEAR!** Let your child know that you will be back and give them a time indication (just after lunch I will pick you up, after nap...etc.) and be sure to stay true to your word! When you say good-bye feel confident that the teacher is ready to handle the tears, should that be the case. We will not let your child suffer. Many children cry when left and go on to have a wonderful day. It is not unusual for a transition into childcare to continue for a couple of weeks. Hang in there, we'll get everybody through the transition and your child will have a rewarding time while in care. Feel free to call and ask how your child's day is going.

We request that personal toys are not brought from home unless requested by the classroom teacher (i.e.: share day). Personal toys are difficult to share and often have small pieces that run the risk of being broken or misplaced. The Center is equipped with a wide variety of toys and activities for your child to explore.

Parent and Teachers working together:

We at The Discovery Center have developed a childcare center which we are proud of; a center that will offer your child a wide range of experiences in the areas of music, dramatic play, science, math, literature, and much more. Although our staff is well trained, you are the expert on your child. We need your support and input.

In order for The Discovery Center to remain a quality childcare center, there must be regular, open communication between staff and parents. We offer a variety of communication channels to help facilitate this:

Informal chats with your child's teacher at the beginning and end of each day are useful opportunities to get to know one another and to learn about things that are going on in the child's world. Posted weekly curriculum plans will keep you informed on the daily experiences that are being offered to your child. Teachers send home monthly newsletters and curriculum plans for parents. Parent conferences are available twice a year and provide the opportunity to privately discuss with the teacher any concerns,

pleasures or questions you may have regarding your child or the program. The Discovery Center also offers a website (www.discovery-center.com), center newsletter, and Parent Board for communication purposes. Lastly, when time is short, and a quick message needs to be relayed, the use of email or a quick phone call works well.

These tools will help you know what is happening on a daily basis in your child's classroom, and they will help us in monitoring your child's progress throughout the year. The pleasures and concerns your child shares with you at the end of the day are also important clues for us in making future curriculum plans. Please let us know what your child is saying!

About your child's care:

Waddler & Toddler Care:

Diapering procedure:

1. Diaper changing tables shall be sanitized between each use.
2. Staff shall use gloves, and wash hands after diapering each child.
3. Soiled disposable diapers will be placed in a plastic lined container and removed daily.
4. Soiled cloth diapers will be placed in a plastic bag, sealed and labeled with the child's name and sent home daily.
5. A child will never be left unattended in a diaper changing area.

Toilet Training:

When your child begins to show readiness for toilet training, we ask that the process be initiated at home first. Let your child's teacher know that you are going to begin the process with your child and how you are going to do it (key words you will use with your child to signal when they need to go, whether you are using a small potty or regular potty with them, etc.) We will do our best to continue the routine into the school program. We do ask that you dress your child in clothing that is easy for them to pull up and down on their own to help facilitate the process while in care.

Please note: The State Health Department does not allow for the rinsing or laundering of soiled cloth diapers or training pants in child care facilities.

A typical day for waddlers:

The waddler room is designed to have a home-like feel for your child. The typical day for waddlers begins with a warm greeting. Breakfast is served between 7:30 a.m. and 8:00 a.m. Then there is "circle time" where they can listen to and interact with books, songs, and fingerplays. Snack is served around 8:45, lunch at 11:00, and a p.m. snack around 2:45. There will also be a late afternoon snack at 5:00.

Besides eating and sleeping, staff will be offering your child a supportive environment. He/she will be cuddled, and his/her babbling will be rewarded with positive feedback. The children are offered periods of exercise to music for physical development, toys that help develop skills such as grasping, eye tracking, and other important movements, and space with toys and equipment to encourage crawling and walking. On weather permitting days, waddlers are also given opportunities for a little fresh air in an appropriate setting just for them.

Toddler Program:

Toddlers are introduced to a daily schedule involving small group time activities, art experiences, story time, and other similar activities all outlined in a monthly curriculum plan. Toddler's needs are met on demand, with the idea that it is a transition room. Young toddlers do a lot of learning and developing in many areas. The Discovery Center uses this time, with the support of parents, to wean children from their bottles and pacifiers. Our young ones have opportunities to feed themselves and use "sippy cups". It's a fun and exciting time for toddlers as they are given permission to do for themselves and become more interactive with their environment.

Preschool program:

Our preschoolers operate on a regular, consistent, daily schedule that allows several opportunities for both teacher directed group activities, as well as time for self-exploration. A typical day for our preschool program is as follows:

7:00 – 7:30:	Arrival to The Discovery Center- Child's choice play
7:30 – 8:00:	Breakfast is served
8:00 – 9:00:	Center Exploration
9:00 – 9:30:	AM Circle Time
9:30 – 10:00:	Morning snack
10:00 – 10:30:	Art Experience/Cooking/or Science Project
10:30 – 11:00:	Center Exploration
11:00 – 11:30:	Outside Play/Large Motor Activity
11:30 – 12:00:	Lunch
12:00 – 12:30:	Story Time/Quiet Activity
12:30 – 2:30:	Rest/Nap Time
2:30 – 3:00:	Child's Choice Activity
3:00 – 3:30:	PM Snack
3:30 – 4:00:	Story Time
4:00 – 4:30:	Outside Play/Large Motor Activity
4:30 – 5:00:	Center Exploration
5:00 – 6:00:	Child's Choice Activity

These times are approximate, and used as a guideline only. Adjustments are made to the daily schedule as needed.

School Age Program:

After school, the children are picked up and brought to the center for a snack. Once they have had their fill, the kids are taken outside for a good run and play to burn off extra energy from sitting in school all day. The kids are then given time to work on homework, enjoy art or science projects and play games before they go home for the evening. On no school days, the children follow a schedule similar to preschool's, with activities that are appropriate and of interest to them. A summer camp is offered during the summer months with lots of field trips and hands on activities.

Classroom policies to be aware of:

Food and Nutrition:

The Center will provide breakfast, lunch and two snacks daily. These will meet the USDA nutritional standards. The food is attractively served and well balanced nutritionally. Children will be introduced to new foods and have the opportunity to participate in family style dining in our café. Children are never forced or coerced to eat more than they want. Meals are a pleasant time to share food and ideas.

Food allergies and restrictions are posted in the kitchen according to the information provided in each child's registration packet.

Parents are not expected to provide food except for an occasional sack lunch for field trips or food supplements for children with special diets due to food allergies or restrictions. Our menus are posted both on a designated bulletin board in the hallway and also in the kitchen. Copies are available on request. A typical day might look like this:

<u>Breakfast:</u>	<u>Snack:</u>	<u>Lunch:</u>	<u>Snack:</u>
Pancakes	Yogurt	Macaroni & Cheese	Wheat Crackers
Applesauce	Bananas	Broccoli/Peaches	Orange Juice
Milk	Water	Milk	

Birthdays:

Birthdays are a very special event and we would like to help make this occasion even more special by sharing it with your child and their friends. Our classroom celebration will include a special birthday crown and the singing of "Happy Birthday".

You are welcome to bring in treats for your child's class on this day to share with all of the children. If you prefer not to celebrate this occasion, that is honored, as well.

Nap Policy:

Children at The Discovery Center generally nap between 12:00 and 2:45. Children between the ages of one and five will be asked to rest on cots provided by the center. All children may nap as often and for as long as they wish. We provide sheets for the cots and ask that parents bring in a blanket for their child. Every Friday is "clean out your cubby day", so this is a good time to bring blankets home and get them washed.

Each child's nap routine is a mutual decision between the parent and teacher. Consistency in routine at naptime is stressed. If it is decided that your child needs a nap, than they will be asked and encouraged to sleep daily. Quiet activities will be available after a 45 minute rest on cots for non-sleepers.

Cultural Needs:

The Discovery Center respects cultural diversity. To show our respect and recognition of it we do:

- Field Trips to museums and different neighborhoods.
- Celebrate and observe holidays that teach about cultural diversity.
- Read books about children of color and teach familiar words in different languages.
- Engage in cooking projects that represent various cultures.
- Listen to a variety of music forms.
- Involve parents and teachers in curriculum planning to ensure relevant cultural experiences are occurring in each classroom.

Individual Needs:

At The Discovery Center we recognize that each individual is unique and different. That is why the classroom groupings in our center are not only based on the child's chronological age, but also on the developmental age of each child. Because of the uniqueness of each child, we try to help each child develop to their fullest potential by basing our curriculum on allowing for various styles of learning, pace of learning, and realizing the children's interest and desires. Twice a year developmental profiles will be completed on each child to assess where they are in their development and to aide teachers in their lesson planning. Conferences will be announced to discuss progress. If a parent wishes to have an additional conference they only need to ask and one will be scheduled.

Religious Activities:

There will be no religious activities occurring at The Discovery Center. The Center enrolls children regardless of race, religion, color or creed. Some religious holidays are observed in the commercial sense only. You may request your child be excused from these activities. If this is the case, the child will be given alternative projects to work on.

Dressing right for fun and safety:

Children should be dressed so that they need not worry about soiling their clothes. Play clothes that are easy for the child to handle on their own is preferred. Tennis shoes or other rubber soled shoes are recommended for safety reasons. Please keep a complete change of clothing, labeled with your child's name, in their cubby and check daily for any soiled clothing that may need to go home for laundering. Children will be playing outdoors regularly. Each child will need to have appropriate clothing for the weather.

Safety

Excursions/Field Trips:

Preschool and School Age children will occasionally go on field trips to destinations that are both of interest to the children and relevant to the lessons being taught. A permission form will be posted next to the sign-in log informing parents of the destination, times and duration of trip, any additional cost necessary, and any clothing requirements. Field trips generally occur on a more regular basis during the summer, therefore we generally send out a summer calendar indicating all of the planned trips for parent's reference.

All transportation provided is done in our center's van. If more seating is needed, staff vehicles will be used. Parent vehicles will be used as a final alternative, and only if necessary. Drivers have a current Washington State Driver's License, medical and liability insurance, a vehicle that is in safe operating condition, current first aide and CPR training or another adult in the vehicle that is trained. Everyone is expected to remain seated and buckled at all times. No one shall be allowed to eat, smoke, or drink in a vehicle being operated for center purposes.

Transportation is offered for the following elementary schools:

Mark Twain, Rose Hill, Peter Kirk, and Ben Franklin

*This could be limited to the certain classes, times or grades if necessary given the capacity of the van.

Medical Emergencies:

Should a life-threatening incident occur while your child is in the care of The Discovery Center, we will:

- a.) Call 911 immediately
- b.) Apply appropriate first aid and/or CPR
- c.) Notify parents or emergency contact if parent cannot be reached
- d.) Child will be transported by ambulance to nearest appropriate hospital unless other specified by parent (a caregiver familiar to the child will stay with the child until a parent or designated emergency pick up arrives if at all possible)
- e.) Emergency will be documented and filed in the child's file and in the front office

Incident Reports:

If any injury should happen while your child is attending The Discovery Center, an Accident/Incident Report Form will be sent home detailing the time, location, and nature of the incident and the care provided, and a copy kept on file in the office. In the event of a more serious injury, you will be contacted immediately along with receiving a written report of the event. Should there be a life-threatening emergency, 911 will be contacted first, followed by the parents. If you ever find an "owie" that was not accompanied with a report, please do not hesitate to ask your child's teacher about it.

Fire Drills:

Fire Drills occur monthly. They are required by the State of Washington and by the City Fire Marshall. Earthquake drills will be conducted monthly and will include parent participation in some cases, as well. The Discovery Center has a complete Disaster Plan and Pesticide policy available for your viewing. Please contact the office staff if you would like to see either of these documents.

Health Care Policy:

The Discovery Center maintains the following health policies:

- Staff must show proof of a tuberculosis test and be in good health.
- Current first aid and CPR cards are required for each staff member.
- By law, a health history of each child is required upon admission. This includes an immunization history, listing of allergies or other conditions requiring attention, date of last physical examination, name of family physician and hospital, and emergency contact information.

Ill Children:

By policy, our staff will conduct a daily health check of each child when they arrive. No child will be accepted at the center with a fever, vomiting, diarrhea, rash, eye discharge, lice or nits, or too tired or sick to participate in daily activities. Please make other arrangements for your child when they are ill and notify the Center of their absence.

If a child is well enough to attend school, it is assumed by our staff that the child can participate in all activities, including outside play.

If a child should become ill while in care, they will be isolated from the other children (usually in the office with the director), and a parent will be contacted for pick up. This includes children with a temperature of 100° and an accompanying symptom of vomiting, diarrhea, rash, etc. We ask that your child is picked up within an hour of calling. Please do not bring your child back to the center until they have been symptom free for 24 hours. If your child should come down with a contagious disease (ie: chicken pox), please notify the center immediately. We will post a notice to alert other parents and to provide information regarding the ailment. The ill child will be welcomed back into care once they have been cleared with a doctor's note. All communicable diseases will be reported to the Health Department.

Medication Management:

In cases where it is necessary to administer medication at school, the center will do so only if the following procedures are followed:

- Written parental consent is required to administer any medication. All medication must be in its original container and properly labeled with the child's full name; date prescription was filled or medication's expiration date; and legible instructions for administration such as manufacturer's instructions or prescription label.
- For non-prescription medication, the following classifications of Medications can be given with parental consent, only at the dose, duration, and method of administration specified on the manufacture's label for the age or weight of the child needing the medication:
 1. Antihistamines
 2. Non aspirin pain relievers
 3. Decongestants
 4. Anti-itching ointments or lotions intended specifically to relieve itching
 5. Diaper ointments or powders intended specifically of the diaper area
 6. Sunscreen

Physician's written authorization is required for non-prescription medication that is not included in the above list; is to be taken differently than indicated on the manufacturer's label; or lacks labeled instructions. For example, some labels indicate that for children under 2 years of age, you are required to consult a physician. In that case, a physician's written authorization would be required.

Unused medications will be returned to the parents, or discarded according to Department of Public Health guidelines.

Hand washing:

The Discovery Center enforces a hand washing policy for the staff and children. Every person must wash their hands after using the bathroom, diapering, before handling food or cooking utensils, before and after meals, after outside play, and after handling any items with bodily fluids or waste.

Toys are disinfected with a chlorine bleach solution nightly. High chairs and tables are disinfected after every meal. Infant swings and infant seats will be disinfected daily. Sheets on child assigned mats and cribs will be laundered weekly, unless needs more frequently.

Staff Training:

Staff members are hired based on their educational background and experience. We look for lead teachers to have both a combination of Early Childhood Education and work experience. Aides may have one or the other, or be in the process of getting their degree. Staff is encouraged to further their education in the area of Early Childhood Education through classes, conferences, and workshops. All lead teachers and administrators complete a 20 hour State Training and Registry program (STARS) required by Washington, as well as continue their education with 10 hours of training per year. Each staff member is also trained in emergency first aide and C.P.R. The Discovery Center holds quarterly meetings/training sessions to ensure that all staff members are up to date with all of their training requirements.

Discipline Policy:

At The Discovery Center, children are given the opportunity to express their feelings in appropriate ways and to solve their social problems constructively. The most important aspect of discipline in our Center is understanding and respecting your child and his/her abilities and needs, providing him/her with a nurturing and supportive environment in which staff can anticipate problems before they occur and teach your child the skills he/she needs to cope with situations as they arise.

1. Our staff is responsible for setting clear limits: That is letting the children know from the onset what is acceptable and what is unacceptable behavior.
2. Limits will be clearly defined and consistently maintained.
3. Limits that are set are based on an understanding of your child's needs and stage of development. These limits are designed to help your child develop inner control and respect for the rights of others.
4. If a child displays an inappropriate behavior, he/she will be given the choice to discontinue the behavior or leave the particular play area.

5. If a child still displays inappropriate behavior, a cooling off time will be used. Cooling off provides the child an opportunity to recollect their thoughts and emotions. The time is one minute per year of age, the child will be in sight of an adult, and preferably located where the child can see the other children as well.
6. A note home asking you to help discuss a particular behavior with your child will be sent home if their trips to “cooling off” become a frequent part of their day.
7. A behavior modification program and/or contract may be set up for your child by the director or teacher if necessary.
8. If your child’s behavior is consistently inappropriate, we may ask you to meet with us to discuss the problem, what discipline techniques you use in your home, and to work together to eliminate the inappropriate behavior. If working together does not show signs of improvement, a two week termination notice will be given.
9. Corporal punishment, i.e.: spanking, slapping, shaking, biting, jerking, kicking, or any other means of inflicting physical pain is not included in our discipline policy. These methods have little or no value in a group setting, and therefore will not be used in our childcare center.
10. No form of corporal punishment is permitted on the premises of this childcare center by anyone, including staff, parents, and children.
11. Meal time is never used in punishment. Children will never be denied food.

Child Abuse Reporting Laws:

By law, all staff members are required to be mindful of, and report any possible abuse or neglect a child may be suffering. “Child abuse or neglect shall mean the injury, sexual abuse, or negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child’s health, welfare, and safety are harmed thereby.” (RCW 26.44.020) We may not be able 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.

Please detach this portion and return to The Discovery Center:

I _____ have read The Discovery's Parent Handbook and
am aware of the Center's policies and procedures.

Signed: _____

Date: _____

Administrator's Signature: _____

Date: _____