



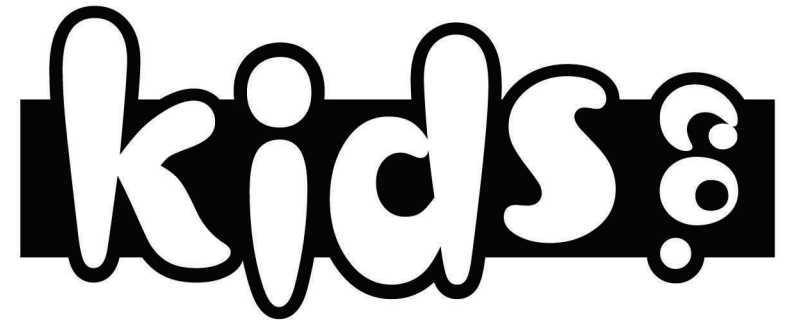
Please visit our website at
www.kidscompany.org



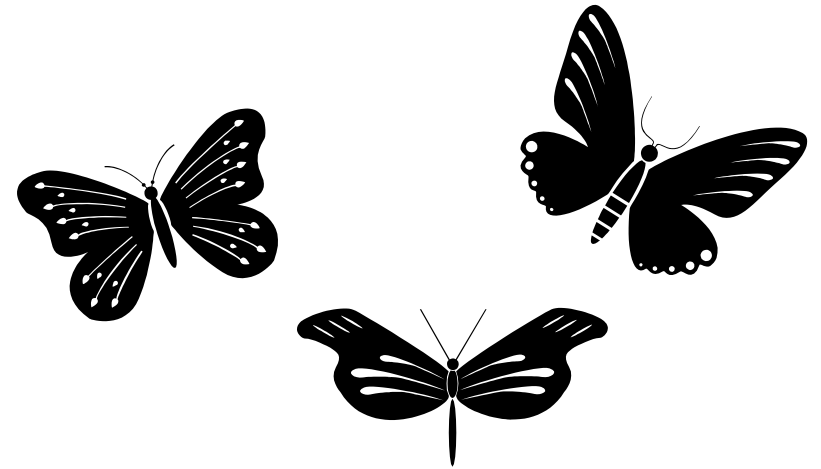
KIDS CO. ADMINISTRATION
EVERGREEN CHILDREN'S ASSOCIATION
dba Kids Co.
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Seattle, WA 98107
206-781-8062
Fax: 206-783-6849
Email: ecaadmin@kidscompany.org

**IN THE EVENT OF A MAJOR DISASTER,
CALL OUR DISASTER LINE AT
1-877-KIDSCO1 (1-877-543-7261).**

Kids Co. centers are the child care programs of
Evergreen Children's Association, a 501(c)3 non-profit corporation.



Summer Day Camp



**The place for kids to be this
summer!**

FAMILY HANDBOOK

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DEVELOPMENT INITIATIVES AND VOLUNTEERING

Kids Co. staff cares for approximately **1,000 children** annually. Creating welcoming, supportive, family-trusted environments for every one of these children is our singular focus. We believe high quality child care is achieved through a commitment to three organizational strategic priorities and we direct all charitable gifts to:

Priority One: Make an uncompromising commitment to the ongoing implementation of best practices throughout our operation.

Priority two: Recruit and retain exceptional child care professionals for the children and families we serve.

Priority three: Provide uninterrupted care in the form of tuition assistance to families experiencing financial hardship.

Add a Smidge: Many families choose to support Kids Co.'s work with children above and beyond the tuition they pay. One easy way many parents do this is to add a small donation to their monthly payments. Parents are also invited to attend Kids Co.'s annual special event and are included in the list of those receiving quarterly direct mail appeals.

Clearly, the decision to make a gift is a personal choice and we want you to know there is no expectation. However, we also know that if we do not create opportunities for families to make a charitable gift to Kids Co. the priorities identified above will have less of a far-reaching impact. The contributions we receive from parents are a significant validation of the care we give the most precious people in their lives--their children!

Kids Co. also seeks the philanthropic support of community stakeholders, corporations, and foundations—people with a vested interest in the ensuring of high quality care beyond school time for all of our community's children.

A Gift of Time: Volunteering at the center is another great way to connect with Kids Co. Parents have chipped in to volunteer in many imaginative, helpful ways. We have had parents read to kids—*some in a foreign language*—help make repairs and paint, and introduce children to new foods and cultures. If you have a desire to support Kids Co. in this way, speak with the program director at your center.

Learn More: Kids Co. is a 501(c)(3) nonprofit registered with the State of Washington and is governed by a board of directors committed to advancing the organization's mission to *"provide and advocate for quality child care that enriches and nurtures all children, supporting their success in school and in life."* For current information about Kids Co.'s development initiatives or to obtain a copy of our most recent annual report, visit www.kidscompany.org/sharing. An organizational profile and recent 990 is also posted on GuideStar (www.guidestar.org), under Kids Co.'s legal name, Evergreen Children's Association.

Please notify the center if your child is ill and will not attend. Also, please inform us if your child has come into contact with any communicable disease.

In the event of major injury, staff will administer First Aid and fill out a report for the parent. If medical attention is needed, the parent and/or physician will be notified and consulted for proper actions to take. If necessary we will contact 911 and First Aid will be administered until medical help arrives. The child will then be transported to the nearest hospital unless other arrangements have been made.



FIELD TRIP TRANSPORTATION POLICY/EXPECTATIONS



Our field trip transportation policy is to utilize public transportation when feasible, and to coordinate the use of private vehicles driven by parent volunteers (only very rarely and with appropriate seat belts/restraints, valid driver's license and adequate auto insurance) when public transportation is not possible. For some trips, school district buses are used. Field trip attendance lists and staff to child ratios will be strictly followed. Parents will be informed of field trip dates, times, and locations in advance. Children will be expected to follow all safety rules of the field trip venue and transportation. Children who are not able to follow directions or follow safety rules may be asked to stay behind and parents may need to find alternate care for that day.

COMMUNICATION

Kids Co. recognizes that there is no one best way for our staff and your family to stay in touch, however, we require that all families keep us up to date on your contact information including a valid email address (when available). More and more, Kids Co. offers families opportunities to participate in electronic communications such as e-mail newsletters, curriculum calendars, notices about hazardous weather, and much more. Without your current email address, we can't get this valuable information to you! Kids Co. will never share your email address with anyone without your permission.

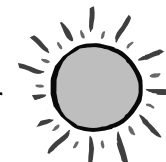
CONCERNS, SUGGESTIONS AND COMPLAINTS

Kids Co. welcomes any and all suggestions for improvement. If you have specific concerns please direct any concerns first with your child's teacher. We ask that these types of conversations do not occur in the classrooms and in front of the children. If you feel your concern has not been addressed or you would like to contact a supervisor, talk to the director or assistant director at the center. If you have feedback you would like to share with our administrative leadership, contact the Director of Child Care Operations at the Kids Co. Administrative Office at 206-781-8062 ext. 25.

WELCOME

Our summer program is developed to provide stimulating and fun activities, making the summer a special time for your child. It also provides your child with many opportunities to relax and rejuvenate.

Our centers are safe, well-supervised, clean, and provide a caring environment for all children. All our activities are child-centered and promote the cognitive, social, and emotional development of children.



We are knowledgeable about what children need for their optimum growth and we seek to provide it.



ADMISSION

All families will be admitted and no family will be discriminated against on the basis of sex, sexual orientation, gender identity, economic status, political ideology, race, color, religion, national origin, age, Vietnam era or disabled veteran status, marital status, ancestry, military status, genetic information or the presence of any physical, mental or sensory disability or any other basis protected by federal, state or local law.

Kids Co. complies with the guidelines for the federal Americans with Disabilities Act (A.D.A.) and makes every reasonable effort to accommodate persons with disabilities Please talk to the director about your child's individual needs.

Parents have free access to all areas of the center at all times. We encourage you to visit us in order for you and your child to become familiar with the facility, the staff, and the other children.

ENROLLMENT PROCESS

The following is required in order to secure a space for your child:

1. Complete the enrollment packet.
2. Pay the \$25.00 non-refundable registration fee per child (for families not currently enrolled).
3. Pay a \$50.00 deposit per child - refundable with proper notification (for families not currently enrolled).

WHEN YOU ARRIVE EACH DAY...

In order for your child to participate in all the activities planned during the summer, s/he **needs to be at the center by 9:00 AM every morning.** After that time it is possible that no one will be at the center due to field trips and excursions planned outside the building. If you do not arrive by 9 AM, it is very possible that you may have to find alternate care or activities for the day. Most field trips end between 3-4 PM. It is very important that you take note of departure and return times, particularly if you have other commitments on a field trip day. **Due to licensing requirements, it is not always possible to drop-off or pick-up children at a field trip location.**

Parents should inform the center in advance of the approximate time of arrival and departure for their child. Please let us know if your schedule should change. This enables us to plan and schedule our staff accordingly.

State licensing requires that parents sign-in and sign-out their child at drop-off and pick-up times on the sign-in sheet. Our licensing regulators require parents to limit their use of child care to less than 10 hours a day.

WHAT DOES MY CHILD NEED EVERYDAY?

- Swimsuit, towel, & sunscreen
- Comfortable play clothes appropriate for weather
- Change of clothing
- Sunglasses and a hat
- Comfortable walking shoes & socks
- Backpack marked with his/her name
- Sack lunch with a drink in a non-breakable container (please provide cold pack)
- Lots of rest each night



MEALS & SNACKS

Kids Co. will provide breakfast and snacks. Lunch is the responsibility of the parent. Kids Co. snacks and meals are nutritionally sound and are balanced to provide at least 1/4 of the RDA for young children.



SUNSCREEN WILL BE APPLIED DURING THE PROGRAM TO EACH CHILD.

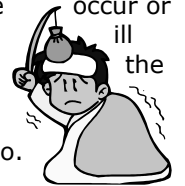
Although Kids Co. will provide sunscreen, the Seattle-King County Department of Public Health recommends purchasing a level 45 sunscreen and applying it to your child every morning before coming to Kids Co.

Illness and Accidents: The goal of our illness policy is to prevent the spread of communicable disease among children and staff and to make sure each child gets the care he/she needs. These guidelines are consistent with the Seattle-King County Department of Public Health's Child Day Care Health Handbook. We ask that you adhere to the following guidelines.

PLEASE KEEP AT HOME ANY CHILD WITH THE FOLLOWING SYMPTOMS:

1. Diarrhea, more than one loose stool per day.
2. Vomiting, twice or more in the past 24 hours.
3. Rash, any not associated with heat or allergic reaction to medicine.
4. Drainage from the eye, redness of eyelid, swelling and discharge.
5. Appearance/Behavior; unusually tired, pale, lack of appetite, difficult to wake, confused, irritable.
6. Sore throat, especially with fever or swollen glands.
7. Head lice, nits or scabies.

Each child will be observed upon arrival for any signs of illness. Children are not allowed to remain at the center if any of the above occur or if they have a **fever of 100°** or more. If a child becomes ill while at the center s/he will be isolated from the rest of the group until s/he is picked up. For the health of all of the children and staff we require that your child be free of symptoms or fever for 24 hours before returning to Kids Co.



CONCUSSION INJURIES

Kids Co does the following to prevent and treat concussions and other head injuries:

- Children are supervised and remain at all times;
- Staff are trained to recognize symptoms of a head injury.
- Children are required to use helmets when they ride bikes or other "wheels" (no skateboards);
- Children are reminded of the safety rules of the sport or recreation activity; and
- Parents are notified immediately in cases of suspected injury and appropriate medical treatment is sought. In the event the parent cannot be reached immediately, staff will call 911.

Step 3: If after every effort has been made to work with the parent(s), child, any third party observers, etc. & behavior modification does not occur in the time frame defined in the contract, then enrollment will be terminated. Depending on the behavior we are attempting to change, as little as one week's notice may be given. If the child's behavior is dangerous to him/herself and/or others, then immediate dismissal will be required.

*Please note that Kids Co. reserves the right to discontinue enrollment without engaging the Behavior Management Policy.

CHILD PROTECTIVE SERVICES REQUIREMENTS

All Kids Co. staff is given specific training about the detection and reporting of Child Abuse or Neglect. Our staff is aware of signs of abuse and is required by law to report suspected cases immediately. Referrals to CPS are made without conferring with parents.

HEALTH AND WELL BEING

Medication Management: Written parental consent is required to administer any medication. All medication must be in its original container and properly labeled with the child's name, date the prescription was filled or medication's expiration date, and legible instructions for administration such as manufacturer's instructions or prescription label.

Non-Prescription Medication: The following medication can be given with written parental consent, only at the dose, duration, and method of administration specified on the manufacturer's label:

1. Antihistamine
2. Non-Aspirin fever reducer/pain reliever
3. Anti-itching ointment or lotion, intended specifically to relieve itching
4. Decongestant
5. Sunscreen



A physician's written authorization is required for non-prescription medication that is not included in the above list, and physician instructions are required if it lacks labeled instructions or if it is to be taken differently than indicated on the manufacturer's label.

Parents must fill out a medication administration form and sign it for each medication that is to be received. **All unused medication will be returned to parent or disposed of properly.**

If your child has a food allergy, please have your doctor complete the food allergy form (please request a form from the program staff). If your child requires a special diet, please provide documentation from your child's physician and discuss this with the director at the time of enrollment. We will make every effort to meet these needs. You will need to provide your child with a nutritious lunch (no soda pop, candy, or gum). Please provide a drink that is in a non-breakable container.

If your child forgets his/her lunch, we will call you to bring one.

In an emergency only, we will provide something nutritious for your child to eat. Because our budget does not cover the cost of lunches, the charge for this service is **\$10.00**. Remember this is not an alternative to providing a lunch.



TUITION & OTHER IMPORTANT INFORMATION:

Tuition rates are daily or weekly and vary by time slot. Please refer to the summer brochure for tuition rates.

You will be billed monthly for the weeks your child is enrolled. If your child is enrolled at any time during the months of June, July or August, your payment is due on the 1st of that month. A \$25.00 late fee will be added to any accounts not paid by the 1st of the month. If fees for June, July, or August have not been paid by the 10th, enrollment will be terminated until the bill is paid in full. **You are financially responsible for the weeks your child is enrolled unless we receive proper notification for a schedule reduction or withdrawal. Schedule Reductions can only be made by the first day of camp.** Complete withdrawal requires 30 days written notice.

Any special payment arrangements MUST be made with the director at the time of enrollment. If payment is missed for any reason and has not been brought current by the end of the month, a finance charge will be applied on the remaining balance at a rate of 1% per month, 12% per annum.

The cost of operating our program does not vary with individual daily absences so we do not make daily or hourly adjustments. **You will not receive credit for absences.**

There is a \$25.00 fee for NSF checks/Insufficient EFT. If a check is returned by the bank more than once, tuition is to be paid by Cashier's Check or Money Order.



Electronic Funds Transfer (EFT) is available to all families with child care tuition balances automatically withdrawn on the 10th of the month for June, July, and August.

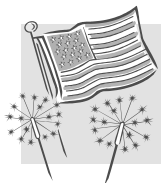
SCHEDULE REDUCTIONS

If you need to make reductions in your schedule, complete the reduction in schedule form and submit to the director for approval. You will receive written confirmation of the change. **Schedule reductions can only be made by the first day of camp.** Our staffing is directly tied to enrollment and doesn't change if your child can't attend. Therefore, if you are unable to give proper notice, you will still be expected to pay for the days/weeks you signed up to attend during that month.



EXTRA HOURS/DAYS: You may make additions to your schedule at any time, if there is space available. Talk to the director first. Extra hours are billed for time slots/days for which your child is not regularly registered. Please refer to the summer brochure for rates. Fees for additions to your schedule are due at the time of enrollment for those days/weeks. **NO CREDIT WILL BE GIVEN FOR EXTRA HOURS SIGNED UP FOR BUT NOT USED.**

LATE PICK-UP FEE: If your child is dropped off before his/her scheduled time of arrival there is a fee of **\$1.00 per minute**. If your child is picked up after the time his/her program is scheduled to end, the late pick-up fee is **\$15 for the first 1-15 minutes** and **\$1.00 per minute for every minute thereafter**. This fee is to be paid at that time or it will be added to your child care account. Failure to pay these charges may result in termination of enrollment.



HOLIDAYS/CLOSURES: Our centers will be closed to observe Independence Day, one day in August for Teacher In-Service and two days at the end of the summer before the start of the school year for cleaning and training. Consult the published schedule for exact dates. You will be charged the daily rate during these weeks.

DISCIPLINE POLICY

Discipline is a way of teaching children appropriate forms of behavior - it is not punishment. At Kids Co. we never strike a child or use any other form of punishment. It is not enough to tell children what behaviors we find inappropriate, we must also teach them acceptable ways of handling difficult situations. We create a positive, loving atmosphere where there is a quiet firmness, clarity, and consistency. We look at each child as an individual with individual needs and different developmental stages. We strive to help children develop a respect for themselves and for others by seeing them as worthy human beings and dealing with them sincerely. We set up our environment to minimize stress and to promote trust and cooperation. We consistently model the positive types of behavior we are trying to teach.

There may be times when intervention is necessary. We discuss the situation with the child on a level s/he can understand. The child will be redirected to a positive behavior. If disruptive behavior persists we offer the choice to correct the situation or to accept the consequences of the behavior. This may involve being restricted from play for a few minutes or asked to stay back from a field trip. If a problem persists over a period of time we follow our Behavior Management Policy. Children are unique in their need for discipline and every effort will be made to meet these needs through positive, respectful means.

BEHAVIOR MANAGEMENT POLICY

Purpose: This policy establishes a program of progressive steps to assist Kids Co. staff and parents as they guide children in overcoming negative behavior issues. **The successful implementation of this policy depends upon the cooperation among parents, child and center.**

Step 1: The teacher or director will inform the parent(s) of the child's inappropriate behavior. They will also document what the child did, what was said to the parent, and what decision was made based on the interaction. Hopefully, the behavior will cease or improve at this step.

Step 2: If the child's inappropriate behavior continues beyond Step 1, the staff will continue to document the situations and a third party observer will be brought in for the express purpose of observing the environment to give feedback aimed at environmental changes. The director will also arrange a meeting with the parent(s). In this meeting a contract will be drawn up by the parent(s) and director explicitly stating required behavior changes and target dates. The contract may include evaluation of the child by a third party to help pinpoint the child's needs as well as identify possible resources for assistance. The observation of the child requires parent permission. The child will be brought in only after staff and parent(s) meet and reach agreement. All parties will be required to sign this. If this contract is developed for a child that is unable to read and/or write, the director and parents will go over the expectations with the child in lieu of having the child sign it.

This will be a team effort to turn the behavior around and to give appropriate and helpful structure to the child.

