

**WALLINGFORD
BOYS & GIRLS CLUB
CHILDCARE
PROGRAM
FAMILY
HANDBOOK**

Revised September 2008



BOYS & GIRLS CLUBS
OF KING COUNTY
WALLINGFORD BRANCH

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HISTORY AND PHILOSOPHY

HISTORY

The first Boys club was started in Hartford, Connecticut in 1860. It is the oldest American-born youth organization in existence. On September 12, 1990, Boys Clubs of America officially became Boys & Girls Clubs of America.

The Boys & Girls Clubs of King County is a multi-unit organization which is affiliated with a national organization, Boys & Girls Clubs of America. This national organization has been in existence for over 140 years and operates under a specific vision, mission, and clearly defined standards. There are thirteen branch clubs within the King County organization which operates and provides services under the guidelines of the Club Service Center, in Seattle.

The Boys and Girls Clubs of King County are positive places for young people to belong. Founded in 1943, it is one of the largest and oldest youth-service organizations in the country, serving over 17,000 kids in its 13 locations. The program philosophy delivers the mission by using a national Youth Development Strategy which is structured to ensure that all programs generate a sense of belonging, usefulness, influence, and competence.

Wallingford Boys and Girls Club was started in 1947 by a group of dedicated volunteers. Our yearly membership has grown steadily. The main branch of the Wallingford Club, the Burke 45th Street Boys and Girls Club, is located at 1310 NE 45th Street in Wallingford.

MISSION OF THE BOYS AND GIRLS CLUB

The mission of the Boys and Girls Club is to enable all youth, especially those who need us most, to realize their fullest potential as productive, responsible, and caring citizens.

The Boys and Girls Club of King County is a non-profit organization that provides a safe facility, professional staff, a fun environment, and programs to assist you in developing self-esteem, values, and skills. We serve children ages 5-18 and provide programs in the areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts, and Sports, Fitness, and Recreation.

VISION STATEMENT

To be the best Boys and Girls Club organization in the nation and an outstanding human service provider in our community by providing quality staff, facilities, and programs for children and their families.

YOUTH DEVELOPMENT STRATEGY

The Boys and Girls Clubs of King County belong to a national organization that prides itself on being professionally staffed and offers a building-centered fun environment.

Boys and Girls Clubs programs allow youth to develop self-esteem, strong values, and a variety of skills.

We achieve this by utilizing the Youth Development Strategy. The strategy was developed by a group of social scientists at the University of Colorado and has been field tested at Boys and Girls Clubs across the country. The Youth Development Strategy answers the question “How do kids turn out right?” We apply this strategy to all of our programs.

The Youth Development Strategy believes that kids turn out to be contributing members of our society when they have a personal sense of:

BELONGING
USEFULLNESS
INFLUENCE
COMPETENCE

Every young person needs to feel a sense of belonging. A sense of belonging offers our youth a stake in the future. The primary socializing institutions of our society (family, school, and churches) can provide young people with a sense of belonging, but often they do not. At the clubs, we work hard to make our members feel that they belong; by welcoming them, calling them by name, and inviting them to participate in activities, we strive to help children succeed.

Usefulness- We provide the opportunity for our youth to do something of value for other people in the form of community service projects and club projects.

Boys and Girls Clubs give young people a chance to have a personal sense of influence on the world around them. Our professional staff members view themselves as facilitators who guide and direct our members. Young people are given a chance to make decisions about the programs and activities at the club as often as possible.

A feeling of competence is an attribute that young people need. We offer a variety of activities that allow different levels of development a chance at success.

Once young people possess a sense of belonging, a feeling of competency, a sense of usefulness, and realize their own influence over their lives, they develop a stake in the community and gain a greater sense of self-worth. At the clubs, we give every member the opportunity to increase his or her self-esteem.

PROGRAM PHILOSOPHY

To provide children with age specific and individually appropriate enrichment activities that promote opportunities for friendship, skill development, self-esteem, values, self-

discipline, and respect for others through positive habits, attitudes, behaviors, and choices.

PROGRAM GOALS

It is the goal of our program to serve the needs of families, while addressing the special interests and concerns of their children. Our trained staff work daily to provide a quality program designed to promote Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts and Sports, Fitness and Recreation. Our weekly activities may include, but are not limited to: sports, games, arts and crafts, films, field trips, reading, and leisure time. The focus is to ensure fun, quality, licensed programs that provide safe and positive environments.

ANTI-DISCRIMINATION POLICY

It is the policy of Wallingford Boys and Girls Club that no person be excluded from participating on the grounds of race, creed, color, sex, religion, disability, national origin, sexual orientation, or income.

ADA POLICY/SPECIAL NEEDS

In addition to having a policy of non-discrimination, Wallingford Boys and Girls Club strives to include all children, including those with special needs, and will attempt all reasonable solutions before denying or terminating any child with special needs. We currently work with children who have a variety of special needs and most of our sites are wheel chair accessible. Our staff to child ratio is 1:12, which is much more favorable than the state guidelines of 1:15, giving us some freedom to work with children with special needs. We encourage parents of children with special needs to communicate with staff about a child's needs. We will make every reasonable effort to have our staff trained to work more effectively with each child's special needs. We are committed to serving all children.

AGE GROUP TRANSITIONS

We separate the children by age and grade level. As the child moves one grade to another, they also move to the next age group. We make all accommodations necessary to make sure children with special needs are placed in a group within their developmental and/or social level. We will meet to discuss readiness of the child with the families and staff before transitioning a child with special needs into another group.

ANTI-BIAS ENVIRONMENT

Wallingford Boys and Girls Club is dedicated to providing an anti-bias environment for children and adults. An anti-bias environment is one that encourages an active approach to challenging prejudice, stereotyping, and bias. An anti-bias attitude values and celebrates diversity among different genders, races, lifestyles, physical abilities, religions, and cultures.

OVERVIEW OF PROGRAMS

CHILDCARE PROGRAMS OFFERED

- School-age: before and after school care/non-school days
- Winter and spring break programs
- Summer day camp programs

LOCATIONS

BF DAY ELEMENTARY

3921 Linden Ave. N.

Seattle WA 98103

(206) 547-7169

*School age, day camps

Licensed for 65

SACAJAWEA ELEMENTARY

9501 20TH Ave.. NE.

Seattle WA 98115

(206) 526-1357

*School age, day camps

Licensed for 68

VIEW RIDGE (LOCATED AT SANDPOINT COMMUNITY CHURCH)

4710 NE 70th St.

Seattle WA 98115

(206) 523-8447

*School age, day camps

License for 46

GRADES/AGES SERVED

All of our childcare sites serve Kindergarten through fifth grade students.

STAFFING

Each program is staffed at an approximate ratio of one adult to every twelve children. Fieldtrips have a staff to child ratio of 1:10. Dedicated to improving the quality of life for young people our staff have backgrounds in early childhood development, education, recreation, and other child-related areas. In addition, staff are provided with ongoing in-service training and supervision. Upon employment, all staff members are required to have a TB test, obtain First Aid/CPR and HIV/BBP training, and a Food Handlers Permit within three months of hire date, and undergo a criminal history check. Our criminal history checks are national checks and are performed every two weeks.

ADMINISTRATION

BF Day Site Director	Miles Thomas
Sacajawea Site Director	Tanya Larkin
View Ridge Site Director	Tanya Larkin

HOURS OF OPERATION

Before School	7-9am
After School	3:10-6pm

Non-school days: During the Seattle Public School District's winter, mid-winter, spring, and summer breaks, childcare will be provided at the centers from 7a.m. to 6p.m. for an additional fee. NSD days are on a first come, first serve basis and they must be signed up for separately.

Early Dismissal Days: We are open for early dismissal days for an additional fee. If your child is a regular on a day early dismissal falls on, we automatically assume that your child will be attending. See your site director for more information.

TYPICAL DAILY SCHEDULE









All sites will post lists of activities for the week and/or month. Please see site director to see where this list will be posted

Typical Schedule (may vary site to site)

AM PROGRAM 7A.M.-9A.M.

-  FREE PLAY INSIDE
-  BREAKFAST (730-830)
-  OUTSIDE PLAY (WEATHER PERMITTING)
-  COUNSELOR ACTIVITIES

PM PROGRAM 3:10P.M.-6P.M.

-  3:10-3:15 ARRIVAL
-  3:15-3:20 MEETING
-  3:20-3:40 SNACK/FREE PLAY
-  3:40-4:10 COUNSELOR ACTIVITIES
-  4:15-4:55 FREE INSIDE/OUTSIDE PLAY
-  5:00-5:30 POWER HOUR!!! (HOMEWORK. NO HW CAN READ)
-  5:30-5:50 FREE INDOOR PLAY
-  5:50-6:00 CLEAN UP

HOMEWORK POLICY

Each site has a quiet space and allotted time to provide children the opportunity to do their homework before they go home for the evening.

If you would rather have your child read or draw during quiet time instead of homework, please let the site director know with verbal or written communication.

SUMMER DAY CAMP

Summer day camps operate from 7am to 6pm

Typical summer day camp schedule (may vary by site)

NON FIELD TRIP DAYS

7:00-9:00	FREE PLAY INSIDE
7:30-8:30	BREAKFAST OPENED
9:00-10:00	OUTSIDE PLAY/INSIDE PLAY
10:00-10:30	MEETING/COUSELOR ACTIVITY
10:30-NOON	FREE PLAY AND OUTSIDE PLAY
NOON	LUNCH
12:45-1:15	COUNSELOR ACTIVITY
1:15-3PM	OUTSIDE PLAY/INSIDE PLAY
3:00-3:10	MEETING
3:20-340	SNACK/FREE PLAY
3:45-4:45	QUIET ACTIVTIES TIME
4:45-5:45	FREE PLAY AND OUTSIDE PLAY
5:45-6:00	CLEAN UP AND GO HOME

FIELD TRIP DAYS

7:00-9:00	FREE PLAY INSIDE
7:30-8:30	BREAKFAST OPENED
9:00-10:00	OUTSIDE PLAY/INSIDE PLAY
10:00-3:00	FIELD TRIP
3:20-340	SNACK/FREE PLAY
3:45-4:45	QUIET ACTIVTIES TIME
4:45-5:45	FREE PLAY AND OUTSIDE PLAY
5:45-6:00	CLEAN UP AND GO HOME

DAILY OUTSIDE AND INSIDE TRANSITIONS

Transition from outside and inside will include head counts and check off lists. When children go outside, there names will be placed on a check list and when they return inside, then they will be checked off the outside list.

FIELD TRIP TRANSITIONS

Counselors will make sure that all children are present by first counting all children to make sure everyone is present, then calling off children by name. Counselors will have list of each child in their group and will be doing various head counts and checks before, during and after each field trip.

OUTSIDE POLICY

While counselors are outside, they will be assigned to be in a specific zone. The zones are set up to be watching the children and exits closely. Children are expected to stay in the zones that are opened during outside time.

ACTIVITY CALENDARS

Daily activities will be age and developmentally appropriate and include a variety of small and large group projects, events, and trips. All activities meet or exceed the Seattle Public Schools Academic Standards. Calendars will be posted on the bulletin board at each site where families may easily locate their child's activity.

MOVIES

Videos are shown every so often at the clubs. We try to limit videos to one time a month during the school year. Movies are either rated G or PG and are previewed by the director prior to showing. Other activities will always be available during movie time. If you do not want your child to watch any videos, please communicate this directly to the site supervisor. If you have questions about videos that are being shown, please see the site director.

FIELD TRIP/TRANSPORTATION

Supervised groups frequently travel by METRO transit, club vehicles, leased Laidlaw buses and on foot to local parks, pools, etc... Families should be aware that permission for their child to participate in such activities is given at the time of registration, via the field trip and participation authorization form. Programs may also schedule additional field trips to museums, cultural events, etc...For these field trips, notice will be given at least two weeks in advance and permission slips must be signed for the additional field trips for children to attend (an exception is in the summer camp program-all field trips will be in the schedule which will be available to parents). Staff will bring a first aid kit, emergency information for each youth, and a list of names of children on the field trip. If a child is given the choice to attend or not and chooses not to attend a field trip, alternative activities will be provided at the site. The staff to child ratio for field trips is 1:10. NOTE-ALL FIELD TRIPS ARE SUBJECT TO CHANGE.

NON-RELIGIOUS POLICY

Although one of our sites is housed in a church, Wallingford Boys and Girls Club is a non-denominational organization and does not instruct religious activities. From time to time, however, we will expose children to diverse cultural experiences that may have

religious overtones. Children will not be required to participate in any of these activities and alternate activities will be provided upon request.

MEALS

Our facilities will provide a regularly scheduled morning breakfast and afternoon snack to our participants. Menu items and serving times will be posted at each individual site. Any dietary restriction of a child should be listed on the child's registration form and verbally informed to the site director. Snacks will consist of three of at least three of the following food components: protein, fruit, vegetable, grains, and dairy.

It is the family's responsibility to provide their children with a sack lunch from home on any full or half day of service, including winter break, mid-winter break, spring break, summer camps and all in-service days. Food brought from home must have the child's name written on the container and should contain at least three of the following food components: protein, fruit, vegetables, grain, and dairy. Refrigeration is available.

WHAT TO WEAR AND BRING

During the school year, we encourage families to send only materials required for school with their children. When possible, please mark your child's belongings and lunch. Your child will enjoy the program best if he/she is dressed for the weather. Appropriate clothing may include rain gear, shorts or long pants, tennis shoes, and a jacket.

For summer, your child will want to bring these items daily:

- *Swimsuit and towel
- *Water bottle
- *Hat or visor

NOTE: Sunscreen and lip balm are both non-prescription medications and need to be given to staff upon arrival. See the sections on non-prescription medication and sun protection policy under HEALTH AND SAFETY for more information and requirements on their use.

TOYS AND VALUABLES

Please do not allow your child to bring toys or valuables to our center, unless special arrangements have been made with the site director. Our facility and staff will not be responsible for items that become lost, stolen, or broken. Toy guns and weapons are never permitted at the facilities.

LOST AND FOUND

Please label everything that can be marked with your child's name and phone number. We cannot be held responsible for lost items. At the end of each day, all unclaimed articles/items are placed in a lost and found box. Due to lack of storage space, at the end of each month, unclaimed articles will be given to charity.

CENTER CLOSURES

Our centers will be closed on the follow holidays/ in-service days: See the current year's calendar of exact dates-copies available at each site.

News Years Day

Martin Luther King Jr. Day

President's Day

Memorial Day

June (two days prior to summer camp) In-Service Day

July 4th (Possibly a day before or after)

One week after summer camp: In-Service Week

Labor Day and day after

Veterans Day

Thanksgiving and the day after

Christmas Eve and Christmas Day and possibly day after

SNOW/INCLEMENT WEATHER POLICY

Wallingford Boys and Girls Club will be closed if Seattle Public Schools are closed due to inclement weather.

If schools have a delayed opening, we will serve families if staff are able to arrive safely at the site. Some sites may charge an additional childcare fee of \$5 per hour per child. If staff cannot arrive safely, the site will remain closed. **PLEASE PHONE THE SITES TO MAKE SURE THAT STAFF HAVE ARRIVED BEFORE YOU DROP OFF YOUR CHILD.**

If schools dismiss early due to inclement weather, the sites will open if staff can arrive safely and will remain open until all children are picked up by their parents. If staff cannot arrive safely, the site will remain closed. Please arrange to pick your child up as early as possible on these days so that you, your children, and our staff can get home safely.

Each site will update their voicemail messages to announce closures and delayed openings or early closings, please call if you are uncertain.

EMERGENCY EVACUATION/EARTHQUAKE POLICY

As you know we live in earthquake country. Experts predict that Seattle will sustain a major earthquake at any time. In preparation for such an event, and in the event of any weather or fire emergency, we have developed, in coordination with the Boys and Girls Club of King County, an emergency preparedness plan. This plan will allow us to respond to major emergencies after which we could maintain the children on site for up to 72 hours. We hope you find this information reassuring. We would like your assistance in this emergency response by making sure we have the most up-to-date and

accurate information about your locations throughout your day and contacts both in and out of Washington (we need out of state phone numbers in case phone lines in the area are down). We may ask for your assistance at the emergency site.

Please see the detailed Wallingford Boys and Girls Club Emergency Preparedness Plan for more information.

FAMILY INVOLVMENT

Families are always welcome to visit our site during operation hours, and have free access to all center areas that are used by the children. We encourage you to be actively involved in the program. We always welcome your suggestions, concerns, and comments. A conference can be arranged at any time, including telephone conferences. We have many volunteer opportunities. Contact your site director if you are interested in volunteering. If you are interested in volunteering for a Board of Directors position with Wallingford Boys and Girls Club, please contact Nita Smith at 206-547-7261 or nsmith@positiveplace.org.

COMMUNICATION

WBGC staff are always interested in developing a friendly and professional relationship with parents by engaging in daily conversation, but please remember their primary responsibility during program hours is the safety and supervision of the children entrusted to their care. All families have a mailbox located at the sign-in desk. Receipts, monthly invoices, and confidential correspondence will be located in each family box as needed. If you want to discuss something at length, please contact your site director. Staff do need to know information that may affect your child while they are at the club. Please let us know if there are changes in your child's life that may affect their behavior.

GRIEVANCE PROCEDURES

Our staff members make every effort to work with parents to solve any problems that may arise. If you have concerns or questions about the care your child is receiving, or an incident that has taken place, please share these concerns with the staff person working with your child immediately (if possible) or make an appointment when it is mutually convenient. If you feel your concerns have not been addressed or that there has been no change, make an appointment with your site director. The sooner the situation is addressed, the sooner it will be resolved.

While we understand that parents are under an enormous amount of stress in their daily lives, we ask that any concerns be addressed in a calm, quiet manner. Under no circumstances will the staff accept or tolerate verbal abuse or any other type of abuse. Please limit your discussions to conversation level and do not use inappropriate language, gestures, or intimidation. Remember that your child and other children may witness your conversation. You may wish to ask for a conference away from the children or at a time when there will be no children present.

REGISTRATION

REGISTRATION AND ENROLLMENT PROCEDURES

Each site has limited spaces available during the school year, vacation breaks and summer day camp. All registration will be on a first-come, first-serve basis without regard for race, color, creed, national origin, religion, or special needs.

We believe in a nurturing and individualized approach to all children in order to meet each child's own needs. Children with special needs are enrolled on a first-come, first-serve basis as described above. Our child care sites do not limit or discourage the enrollment of children with special needs. Once enrolled, staff work in collaboration with families, schools, counselors, etc...to provide the best possible care for each child.

The following items must be completed and signed prior to your child's first day in the program:

1. Boys and Girls Club membership's application (renewed each September or upon entering of the program. All memberships expire August 31st)
2. Children's records, including:
 - a. Registration information
 - b. Parent/guardian authorization form
 - c. Schedule and fee agreement
 - d. Sun protection form (summer day camp)
 - e. Health policy form/development questionnaire
 - f. Certificate of immunization status form

All information received is kept confidential

Membership must be renewed every year. Children's records need to be updated on a continuous basis. Contact your site director to make changes to your child's file.

WHEN YOUR INFORMATION CHANGES

Please notify our facility in writing if any of the following changes occur, so that we can update your child's records:

- *Change in phone numbers, home address, work place, school, doctor, health insurance, or emergency contact
- *Changes in individuals authorized to pick up the child
- *Changes in your child's allergies or other health or immunization status

CLUB MEMBERSHIP

The annual \$15 per child non-refundable membership fee to Wallingford Boys and Girls Club is required prior to enrollment. This is a yearly fee that will be billed to your account in September for currently enrolled parents.

PROGRAM ORIENTATION

All new families will receive a personal orientation and tour of the program by the site director or a member of the Boys and Girls Club staff. In addition, large group orientations and tours are held for all families annually each September.

SCHOOL TRANSPORTATION

No van transportation is provided to/from schools at this time. To arrange school bus transportation, contact your PIC office or the transportation department for the Seattle Public Schools at 206.252.0900.

FEES AND PAYMENTS

CHILD CARE FEES

**Please review attached current fee schedule

PAYMENT PROCEDURES

The before and after school program fees are billed on a monthly basis and are due on or before the 15th of each month. If the 15th falls on a Saturday or Sunday, the payment is due the following Monday. Spring/winter break camps and other non-school days that we open for require advance sign-ups and fees are due upon signing up. Summer day camp fees are due in full by the fifteenth of the month or every Monday. Payments may be made by cash, check, Visa, or Master Card. Please make checks payable to Wallingford Boys and Girls Club. Please note, that once bills have been issued, you are expected to pay that amount, regardless of attendance.

Charges will also be assessed to clients for any additional child care service which is provided in addition to their specific contract. This will include but is not limited to the following:

- *Full day
- *School conferences
- *School in-service days
- *Early dismissal

CHILDCARE SUBSIDIES

Wallingford Boys and Girls Club childcare sites accept children whose care is subsidized by the State of Washington (DSHS), the city of Seattle (HSD), King County, and the University of Washington. Please contact your site director for further information on any of these options.

EARLY DROP-OFF AND LATE PICK-UP

All childcare centers open at 7a.m. and close at 6p.m. There is a grace period of five minutes. After this, a late fee of \$1 per minute per child will be charged to your account if your child is picked up after 6pm. Please remember that staff members also have obligations to attend to outside of the club. Continual lateness or early arrival will result in dismissal from the program.

BILLING PROCEDURES

Payment is due by the 15th of each month. Billing is usually done by the 5th of each month. If billing will be different, it will be posted on the message board. To keep fees low, we try to minimize billing. The programs do not issue year-end statements. Child care counselors are not authorized or responsible for adjusting or communicating discrepancies to our business office. Please direct any billing concerns to the site director.

DELAYED PAYMENTS

A delayed or split payment of monthly fees can be applied for and awarded based on need. Please contact your site director for further information. All monthly fees must be completely paid for in the month that services are provided.

NSF CHECK FEE

A \$35 charge will be assessed if a check is returned.

REFUND

Membership fees are not refundable. Program tuition fees will be refunded with approval from the site director. All deposits are non-refundable due to the fact that we base our staffing on these deposits and may not have a waiting list to pull from if you change your mind.

When requesting a refund, a drop/change form must be filled out, then approved by the Site Director.

PRO-RATING

Fees may be pro-rated only in the following situations:

*If a start date does not occur within the first two weeks of the month.

-If you are choosing for your child to start in the middle of the month, please note that you will be charged to save your spot.

*Termination within the first week of the month (30-day written notice required)

We do not pro-rate tuition fees for illness, absences, inclement weather closures, behavioral suspensions or vacations. Children enrolled in our centers are reserving time, space, supplies, and the staff, regardless of attendance.

Wallingford Boys and Girls Club bases school year fees on a 9 month system, therefore we do not pro-rate shorter months.

WITHDRAWAL FROM THE PROGRAM

When you wish to take your child out of the program permanently, a 30 day written notice of withdrawal from the program is required. This allows us time to fill the space you are vacating. If a 30 day written notice is not provided, you will be expected to pay for the following month.

ATTENDANCE

MANDATORY CHECK-IN AND CHECK-OUT POLICY

State licensing requires that the parent, guardian, or a representative authorized by the parent or guardian must sign the child in on arrival and out when leaving the facility using a full and legal signature. The authorized representative must be approved by the parent or guardian in writing and must be 18 years of age or older.

Children will be released only to those individuals authorized by the parent or guardian in writing. The programs will not release a child to a person under the influence of drugs or alcohol.

CHECK-IN PROCEDURES

1. Announce your child's arrival to a staff member.
2. Check your child into the program by signing the sign-in sheet using a full and legal signature.

CHECK-OUT PROCEDURES

1. Announce your arrival and the name of your child.

2. The staff will assist you in locating your child's name on the daily sign-in/sign-out sheet.
3. Locate your child and gather all belongings
4. Check your child out of the program by signing the sign-out sheet using a full and legal signature.
5. Check for any family announcements about the program.

REPORTING ABSENCES

It is the responsibility of the parent or guardian to notify the staff when their child will not be in attendance for the day, or any part of the day. If a child does not arrive at the program on a day he/she is scheduled, a staff person will contact the parent or guardian and check school attendance records. If we see that your child has been absent from school and we were not notified for the parent or guardian, we will know your child is safe and will not call

We do not refund or credit fees for illness, absences, or vacations.

NO SHOWS ON NON-SCHOOL DAY

Wallingford Boys and Girls Club bases staffing on sign ups for Non-School Days and Summer Camp. If your child is signed up to attend the program and they are not present for the day, then you will be charged for that day.

NON-SCHOOL DAYS CANCELLATIONS

Wallingford Boys and Girls Club will need a days notice for any cancellations. If we do not receive a days notice, then you will be billed for that day.

OPEN DOOR POLICY

We encourage all families to visit the program anytime without prior notice. Families have free access to all center areas. Please be sure to introduce yourself to staff as you enter the facility. Please also be aware that the staff may not be available at the time to answer your questions since their primary responsibility is for the safety and well-being of the children.

Parents/guardians are also welcome at all times to come and spend time with their children in the program. Children are often eager to show their parents around the room and let their parents see what they like to do best at the club.

DISCIPLINE POLICY

CORPORAL PUNISHMENT

Under no circumstances will corporal punishment, ridicule, or name calling be used as forms of discipline by anyone on the premises.

DISCIPLINE TECHNIQUES

The staff will use positive techniques or guidance (redirection, anticipation, and elimination of potential problems), positive reinforcement, and encouragement. Techniques of competition, comparison, and criticism are avoided. In addition, consistent, clear rules for the center are explained to the children. Staff will work with families to establish open communication and to problem solve. The site director is available for family conferences. Follow-up at home may be necessary to help children change their behavior. Families will be notified immediately if a child is in danger of hurting himself/herself, others, or the environment.

TEACH Guidance Discipline Philosophy is based on the following beliefs:

1. Discipline is more about teaching, learning, and problem solving, than about punishment.
2. Every member deserves the effort it may take to keep him or her in the club.
3. All kids can learn to behave appropriately with the help of consistent role models-staff and parents.
4. The best discipline is self-discipline. We encourage, practice, teach, and role model this.
5. All members and staff are listened to and treated with respect and fairness.
6. Everyone has responsibility for solving problems in the club.

At the Boys and Girls Clubs of King County we realize that an effective discipline policy focuses on teaching, responsibility, and holding members accountable for their behavior. In clubs where all members feel accepted, valued, recognized, and rewarded, good behavior is the norm.

COMPONENTS FOR SUCCESS

1. Members need to be taught to problem solve, learn to guide themselves, and take responsibility for what they do.
2. Appropriate member behavior will be the main focus of our club. Good behavior will be recognized and reinforced.
3. Discipline is handled by staff and supported by parents
4. Parental involvement and support are important to success.

TEACH GUIDANCE PROCEDURES

Although we focus on the positive, there are times when a member does not accept his/her responsibilities. Club rules are for the benefit of ALL MEMBERS. When rules are broken, the following procedure is used:

PHASE ONE-TEACH AND CHOICE

Staff will inform the member of the incorrect behavior (GUIDANCE) and will (1) encourage and problem-solve with the member to find new ways to correct the behavior, and (2) work with and teach the member a new skill or alternative way of behaving, including modeling the skill, (TEACHING INTERACTION) and (3) member practices the skill. Member is given a limited choice. Either he/she can behave correctly or be given a consequence.

PHASE TWO-TEACH AND CONSEQUENCE

If the misbehavior persists, Step One (GUIDANCE+TEACHING INTERACTION) will be repeated PLUS a consequence will be used at the discretion of a trained staff member (i.e. logical consequence, club service, loss of participation in an activity or area, parental check-in)

PHASE THREE-TEACH CALL & CONTRACT

If the member DECIDES to continue to misbehave after a staff person has made an attempt to teach the member skills and responsibility (1) a call will be made to parents to discuss a plan of action, (2) parent, member, staff will work together to write a behavior contract which is designed to teach and motivate member to learn and practice a new set of skills.

PHASE FOUR-TEACH AND HOME

If the member DECIDES to ignore the teachings of the behavior contract, (1) parent will pick up child immediately or as soon as possible (ASAP), (2) a suspension will be in effect the following day(s). The behavior contract will also be revisited and either further suspension or expulsion from the program will be considered.

ZERO TOLERANCE/IMMEDIATE SUSPENSION

Boys and Girls Club of King County are violence-free, weapon free, substance abuse free, and destruction free facilities. When methods of teaching and problem solving have not proved successful, or when serious disruptive behavior has taken place, other actions are necessary, the more serious the misbehavior, the more severe the consequence.

Because Boys and Girls Club of King County values each and every member, we would be doing our members a great disservice to ignore or excuse the behaviors listed below. If a member chooses to engage in any of these behaviors, they will be IMMEDIATELY SUSPENDED. Depending on the severity of the behavior, police or 911 may be called.

1. Fighting (physically) with another member, staff person, volunteer, or parent. (1-5 days suspension from all club programs).

2. Physical endangerment-drugs, alcohol, cigarettes, tobacco products, inhalants. (1-5 days of suspension from all club programs)
3. Destruction or theft of club property. (1-5 days suspension from all club programs, restitution or service paid to club)
4. Racial or sexual harassment (including inappropriate physical contact) (1-5 days suspension of all club programs)
5. Repeated violations of general expectations and rules/chronic behavior not changed by prior consequences. (1-5 days suspension from all programs)
6. Bringing or using weapons at the club: knives, sling shots, firearms/firecrackers-anything that is intended to be used as a weapon. (1-5 days suspension from all club programs) NOTE-If a member chooses to bring a gun to one of our clubs for any reason, he/she will be EXPELLED immediately!!! NO SECOND CHANCE.

DISMISSAL FROM THE PROGRAM (FOR REASONS UNRELATED TO CHILD'S BEHAVIOR)

Although we will try very hard to work with families to keep the child enrolled, we reserve the right to dismiss a child from the program for the following reasons:

1. Failure of a parent/guardian to schedule/attend conferences to resolve problems.
2. Failure of parent/guardian to make agreed upon payment or to discuss options with the site director.
3. Repeated late pick-ups of a child-we will refer you to programs that are open later than 6pm
4. Failure of a parent to abide by the regulations in this manual.

NO refunds of payments will be given if a child is asked to leave a program due to any of the above reasons.

HEALTH AND SAFETY

HEALTH HISTORY AND IMMUNIZATION RECORD

A registration/health history form is required before any child will be accepted for care. This form shall include the date of the child's last physical exam, allergies, and special health problems. In addition, a separate certificate of immunization status is required for each child. If a child has not had a physical exam within the last year and is not under regular medical supervision, and/or is lacking in required immunizations, arrangements must be made within thirty days of enrollment to complete these requirements. Failure to do so will result in suspension from the program.

ILLNESS

In the event of an illness, families must have alternative plans for child care. Children not well enough to follow the day's routine (including outside play), must not attend our facility. This includes children with the following symptoms of illness:

- *Diarrhea-3 or more watery stools in a 24-hour period.
- *Vomiting-vomiting 2 or more times within the past 24 hours.
- *Rash- body rash, especially with fever or itching.
- *Eyes- thick mucus or puss draining from the eye, or pink eye.

- *Appearance, Behavior-unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- *Sore throat-especially with fever or swollen glands in the neck.
- *Lice, scabies-children must not return to child care until they are free of lice and nit (eggs).
- *Fever-temperature of 101 degrees Fahrenheit or higher AND sore throat, rash, vomiting, diarrhea, ear ache, irritability, or confusion. Fever by itself is usually not sufficient reason to keep a child out of child care.

If, while at our facility, a child displays symptoms of illness or fever, the child will be isolated and kept comfortable in the site director's office while the family is notified. If removal from the center is warranted, the family will be contacted and asked to come promptly for the child. If the family cannot be reached, emergency contacts will be called.

RETURNING FROM ILLNESS

Previously ill children may return to our facilities when:

- *They have been free of vomiting or diarrhea for a 24-hour period.
- *If they have lice-all nits and lice have been removed
- *If they have scabies-treatment has been started
- *24 to 48 hours have passed after treatment with antibiotics has begun and the danger of infecting others is over.

EMERGENCY PROCEDURES

In case of a serious illness or injury, the following procedures will be performed by the Wallingford Boys and Girls Club Staff:

1. Administer immediate First Aid/CPR
2. Call 911
3. Contact the parents, guardians, or emergency person
4. Transport to the nearest hospital if necessary
5. File accident/medical report

MINOR ACCIDENT/INJURY PROCEDURE

In case of a minor accident (scrapes, bruises, etc...) the following procedures will be performed by the Wallingford Boys and Girls Club Staff:

1. Administer immediate First Aid
2. File accident report
3. Contact the parent or guardian upon arrival

RUNAWAY CHILD POLICY:

A very rare though serious incident is when a child chooses to leave the child care grounds or breaks from their field trip group. Running away places the child in control

by forcing others and themselves into unsafe situations. The following policy is in place in case a situation such as this may happen:

1. Notify the Director or Assistant Director immediately.
2. While Director or Assistant Director is calling parents, they will assign a staff member to call 911.
3. All other staff members will bring children to classrooms and have them do a quiet activity.
4. Director or Assistant Director will give further instructions as necessary.
5. Director/Assistant Director and any staff member directly involved will write an incident/accident report.

PRESCRIPTION MEDICINE

When children attending Boys and Girls Club require prescription medications, written instructions and signature of parent or guardian must be on file. An "Instructions for Medication" form must be completed for each medication given. Blanket authorizations are accepted only for certain chronic or life-threatening conditions. All medications must be stored in their original prescription containers. The label qualifies as authorization to give the medication. Staff members will keep all medications in a specific locked container with the first aid supplies or in the refrigerator. Medications will not be administered if the expiration date has passed.

All medications must be clearly marked with the following:

1. Child's Name
2. Physicians name for prescription medications
3. Name and strength of medication
4. Directions, time, and method of administration

NON-PRESCRIPTION MEDICATION

Certain over-the-counter medication can be administered with written permission from parents or guardians. Non-prescription medications must be in the original labeled container. The child's name must also appear on the container. Lip balm, ointments, sunscreen, and Tylenol are medications and require consent. Over the counter medication will be administered only at the dose, duration, and method as stated on the manufacturer's label for the child's age. If there are no instructions for the child's age or the manufacturer's label states "consult physician," a written doctor's permission is required for administration. Self-medication is allowed only for certain circumstances by written request and will be overseen by a staff person. All non-prescription medications will be kept by the staff in a locked container and/or out of easy reach of children.

SUN PROTECTION POLICY

Parents or guardians are responsible for the application of sunscreen to their child before coming to the program. Contact your physician or pharmacist for product information regarding sunscreen that provide waterproof, day-long protection with a high rating (30 SPF or higher).

By parent or guardian request, the club can monitor the use of hats and/or long sleeve shirts that are brought from home. Parents or guardians may choose to authorize and send in sunscreen to be applied during program hours, but we cannot guarantee the effectiveness of any sunscreen product.

Sunscreen and lip balm are considered by DSHS licensing to be non-prescription medications and all policies for such must be adhered to. A sunscreen consent form must be signed in order for Boys and Girls Club to apply sunscreen on your child. Please see your Site Director for the form. If you send your child with lip balm, please see the Site Director for a medication form.

CONTAGIOUS DISEASES

Parents or guardians are to inform the Site Director IMMEDIATELY when their child contracts a contagious disease or is exposed to one. Our center will then post a notice to alert other families. Children being treated with antibiotics for a contagious disease may not return to our facility until they have been using medication for a 24 to 48 hour period or until the danger of infecting others is over. All incidents of contagious disease will be reported to Seattle Public Health and DSHS.

COMMUNICABLE DISEASES

- ✚ Acquired Immune Deficiency Syndrome (AIDS)
- ✚ Diphtheria
- ✚ Campylobacteriosis (Campy)
- ✚ E. Coli 0157:H7
- ✚ Giardiasis
- ✚ Hemophilus Influenza Type B (HIB)
- ✚ Hepatitis
- ✚ Kawasaki Syndrome
- ✚ Listeriosis
- ✚ Meningoccal Disease
- ✚ Meningitis
- ✚ Mumps
- ✚ Pertusis (Whooping Cough)
- ✚ Poliomyelitis (Polio)
- ✚ Rheumatic Fever
- ✚ Reyes Syndrome
- ✚ Rubella (German or 3 day measles)
- ✚ Rubeola (10 day measles)
- ✚ Salmonellosis
- ✚ Shigellosis
- ✚ Tetanus
- ✚ Tuberculosis (TB)
- ✚ Typhoid Fever
- ✚ Yersiniosis

LICE

If a child is found to have head lice while at Boys and Girls Club, the families will be contacted and asked to pick up their child immediately. Because lice are considered to be contagious, we must look after the best interest of all children attending our program.

In the event of a lice outbreak, a note will be posted at the facility that there have been lice detected. Children found to have lice or nits will be sent home with instructions for removal. Children will not be allowed to return to the program until they are lice and nit free. Staff will be checked as well. This is an unpleasant experience for all involved; please be sensitive to the needs of everyone. It is important that we have your cooperation in this matter.

WORD OF ADVICE: Boys and Girls Club **HIGHLY** recommends checking your child's hair at least once a week. You can't prevent lice, but catching it early can help.

TRANSPORTATION

Policy requires that all persons riding in the Club operated vehicles will be seated and wearing a safety belt at all times. We have booster seats for those children who are under 8 years old or under 80lbs. In addition, each participant will be expected to follow the safety guidelines of the Wallingford Boys and Girls Club. Any child failing to comply with the safety requirements during vehicle transportation may be terminated from any further activities requiring vehicle transportation.

PET POLICY

Boys and Girls Club of King County has a no pet policy. If you bring your pet, please keep them outside of the club.

PESTICIDE POLICY

You will be notified at least 48 hours in advance of the application of any pesticide. This notification will include the product name of the pesticide being used, intended date and time of application, location where the pesticide will be applied, the pest to be controlled and the name and number of a contact person at the site. Signs and/or markers will be posted following the application of the pesticide. These signs/markers will state, "This landscape has recently been sprayed or treated with pesticides." They will also state who has treated the landscape and who to call for more information.

CHILD ABUSE AND NEGLECT

Washington State law requires that all child care providers who suspect that a child in their care may be being abused, exploited, or neglected, report the matter immediately to Child Protective Services (CPS) or the local law enforcement agency. Our licenser will also be notified.

State law requires the Site Director or staff person to make an official report on behalf of the center to CPS. Reports are kept confidential. Referrals may be made to CPS without conferring with the family. Reporting should be regarded as a request for an

investigation into a suspected incident of abuse or neglect. A report does not necessarily constitute a proven fact; rather, it is the raising of a question about the state of the child. Making a report can be the beginning of a process to help families with their problems and to protect their children.

DRUG OR ALCOHOL USE BY A PARENT

We are responsible for the children at Wallingford Boys and Girls Club. If a parent comes to pick up their child and our staff becomes aware that they parent has been drinking or using drugs, it will be necessary to call one of your emergency contacts and ask them to safely take your child home. We will also report the incident to CPS and/or a law enforcement agency. If the emergency contacts can not be reached, we will contact law enforcement and CPS.

OTHER BOYS AND GIRLS CLUB SERVICES

All Wallingford Boys and Girls Club childcare sites are extensions of the Wallingford Boys and Girls Club, a branch of the Boys and Girls Club of King County, and therefore require membership to attend. This membership also includes the following program options (additional fees may be required)

NOTIFICATION OF POLICY/PROCEDURES CHANGES

Policies, procedures, and fees of Wallingford Boys and Girls Club are subject to change as warranted by the needs of the program. Notice of any changes will be provided at each site. If you have any questions or concerns regarding our policies please contact the Site Director. We offer many ways for families to have input in our program policies. The opportunities include parent meetings or a seat on the Board of Directors, and the Parent Advisory Committee. If you have any suggestions or comments please talk to your Site Director. All comments, concerns, and suggestions are welcomed at all times.



BOYS & GIRLS CLUBS
OF KING COUNTY
WALLINGFORD BRANCH

**Wallingford Boys and Girls Club Childcare Program
Parent / Guardian
Family Manual Acceptance Form**

I, _____, acknowledge receipt of the Boys & Girls Club
Family Parent / Guardian Name

Manual and agree to read and abide by policies set forth.

Child(ren) Name(s)

Signature

Date

*Please return this form to the child care director.