

Parent Information Packet September 2008



**Lila Owes, Owner
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214 Minor Avenue North • Seattle, WA 98109 • (206) 340-2701
Lila Owes, Executive Director • Peggy Corson, Director

WELCOME!

Cascade Children's Corner is a full time, full service NAEYC accredited childcare center offering developmental programs from infancy through pre-kindergarten.

Our goal at Cascade Children's Corner is to provide quality, developmentally appropriate care in a safe and nurturing environment. Quality care means giving individual attention and consideration to the needs of each child mixed with tender loving care. Developmentally appropriate practice means having expectations for behavior that are reasonable for the age of the child, interactions that foster the child's stage of development, and activities that nurture and challenge the child's physical, emotional, and cognitive development. A safe, nurturing environment includes attention to health, appropriate toys and furnishings, and a structure wherein each child can grow and develop in a positive, confident manner.

We also believe that it is important for your child to learn respect for him/herself, peers, adults, and the physical environment. We try to teach this through the use of appropriate language, consistently enforcing safe rules of conduct, and emphasizing the importance of cooperation and the recognition of other's needs and feelings. This is an enormous challenge and cannot be successful without your commitment and involvement as parents. It is our desire to include you as much as possible and to encourage you to spend as much time with your child at the Center as you can. We like to think that the Center and teachers are an extension of your family and want to promote both formal and informal communication between us. It is the intent that the children's needs be addressed in a holistic manner, in a quality environment and one where love and respect are shared by all.

We are proud of a staff that works hard to support children and families, center goals, ideas and each other.

OUR HISTORY

Cascade Children's Corner was founded independently by Lila Owes in December 1984 at 409 Pontius Ave N. A growing need for childcare together with a great centralized location spurred the center's quick expansion from six children in one building to over 100 children in two buildings by 1987. Soon thereafter, the Seattle Times contacted Lila regarding the possibility of some type of partnership to provide childcare for Seattle Times employees. In May of 1988, a brand new Seattle Times



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owned infant/toddler center opened as part of Cascade Children's Corner in conjunction with an already newly renovated preschool at 1260 Harrison. The enrollment now varied between 120-140 children with 25-30% of the children from the Seattle Times.

In 1997, after almost nine years of operating with two buildings, the subject of change came up once more. The building and real estate occupied by the infant/toddlers had been traded to the city in a property exchange.

In May 1999, the Seattle Times provided us with a beautiful, exciting, "state-of-the-art" facility. This unique building provides us with a light filled, colorful, and fun-to-be-in place to play, grow, and develop. Now with an enrollment between 90-100 children, we are under one roof on two floors serving infants through pre-kindergarten, with a structure that flows naturally from one area to the next. We are proud of a staff that works hard to support children and parents, center goals, ideas and each other.

Admission and Enrollment Requirements

We accept children between the ages of eight weeks and five years. We do not discriminate on the basis of race, color, creed, ethnicity, national origin, socio economic status, religion, or differing physical or mental abilities or learning styles. We strive to include all children into our program and will do all that we can to make reasonable accommodations for special needs children before denying or terminating them. Prospective parents need to visit us for a tour and read the parent packet. We also require the child to visit prior to enrolling.

Once you make the decision to enroll at Cascade Children's Corner, we will discuss arrangements for transition visits. Transition visits are very important for the successful entry of your child into our program. Because each child and family situation varies, transition plans are also variable. We want to make the best accommodation for you that we can.

Visits are equally important for families and children. Families are provided an opportunity to become better acquainted with staff and the other children attending Cascade Children's Corner.



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Wait List

To get on the wait list, you will need to pay \$50 for the wait list fee, and give us your child's name, birth date, starting date, days/hours of care needed, address and phone number. When a spot becomes available, you will be called.

Enrollment

Requires the following:

1. Complete the registration, personal history, and health forms.
2. Fill out and sign the immunization form. State regulations require that all children be fully immunized for their age to attend child care. This form must be submitted with enrollment forms at the time a child starts to attend Cascade Children's Corner.
3. Pay the deposit of \$225. **A one-month written notice of your intent to withdraw your child from the Center is required.** If this notice is given, your deposit will be credited towards your child's final tuition payment or refunded – as the case may be.
4. To read, sign and date the last page of the parent packet. Please submit to office with enrollment forms.
5. Fill out emergency cards and provide your child with an emergency kit.
6. Fill out and return tuition contract.

Tuition and Fees

NOTE: Cascade Children's Corner provides employer-supported childcare for Seattle Times employees.

**Registration/Annual Fee \$50*

**Fees are charged on a flat monthly basis.*

**A deposit is required to enroll your child at Cascade Children's Corner. The deposit is due in advance to reserve a space. Deposits are held much like apartment deposits. A one-month written notice is required before withdrawing your child from the Center. If*



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required notice is given, your deposit will either be credited toward your child's final tuition or refunded.

Payment Contract/Late Fees

At the time of enrollment you will sign a tuition contract allowing you to choose a payment option. We will expect you to remit payment accordingly. You may have a grace period of the fifth and twentieth for payments due on the first and fifteenth. A \$50 late fee will be charged if tuition is not received by the end of the grace period. Arrangements for occasional late payments must be made with Director in **advance**. *A pattern of late payments may result in asking you to withdraw your child from Cascade Children's Corner.*

Hours of Operation

The center operates from 7:00 a.m. until 6:00 p.m., Monday through Friday. Staffing early morning and late afternoon is often difficult. At the time you enroll, we will ask you for the usual times your child will be dropped off and picked up. Your cooperation in letting us know arrival and departure times is critical for us to adequately staff these times. Any major changes in your routine should also be reported so that we better monitor staffing needs during these times.

PLEASE NOTE: We close at 6:00 p.m. with a 5-minute grace period. There will be a \$1.00/minute late fee after 6:05 p.m. payable directly to the staff member on duty at the time, unless prior arrangements were made and agreed to. Consistent late pick ups may jeopardize your enrollment at CCC.

Parent Sign In/ Sign Out

State regulations require you to sign your child in and out of the Center each day. Please sign your full, legal name. Sign-in attendance sheets are provided for this purpose. This is for everyone's protection and is important for safety checks, drills and in the event of an emergency.

Parent Access

Parents of children attending Cascade Children's Corner have free access to any and all areas of the Center used by their child. Please note that open access and child visits are two separate issues. If your intent is to visit your child and spend some time at the Center, we hope you will consider the timing and plan your visit when it is



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mutually beneficial. This can be determined by consulting with your child's teacher or the director.

Holidays/Center Closures

The Center will be closed on the following major holidays:

New Years Day	Martin Luther King's Birthday	President's Day
Memorial Day	Independence Day	Labor Day
Thanksgiving/ Friday Following	Christmas Day	

The Center also provides two-three additional days for "Staff Appreciation" days. They are generally scheduled with the Christmas, New Year's Day and July 4th holidays. Staff work and training days are scheduled for the Wednesday, Thursday and Friday prior to Labor Day and in January.

Absences/Vacation Credit

Because the Center operates on a monthly budget with expenses that occur (whether or not an individual child is present) we cannot give tuition credits due to illness, holidays, or vacations.

Deposit Refund

A one-month written notice of your intent to withdraw your child from the Center is required. If this notice is given, your deposit will be credited towards your child's final tuition payment or refunded – as the case may be.



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Tuition/Fees ~Public

Effective September 1st, 2008

	<u>Full Time</u> *	<u>Part Time*</u>
Infants (8 weeks- 18 months)	\$1400	\$1300
Toddlers (19 months- 3 years)	\$1180	\$1100
PS/Pre-K (3 – 5 years)	\$1050	\$975

*Full time is 4 – 5 days/week

*Part time is 3 days/week

*\$50 annual registration fee due upon enrollment and will be billed annually in January.

Tuition/Fees ~ Seattle Times

Effective July 1st, 2008

	<u>Full Time*</u>	<u>Part Time*</u>
Infants (8 weeks- 18 months)	\$935	\$885
Toddlers (19 months- 3 years)	\$835	\$785
PS/Pre-K (3 – 5 years)	\$735	\$685

*Full Time is 5 days/week

*Part Time is 4 days/week

*\$50 annual registration fee due upon enrollment and will be billed annually in January.



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Religious Activities

Religious activities and holidays are not a part of the program at Cascade except as they relate to cultural information, celebration, and enrichment or to the extent that they reflect the family traditions of the children enrolled.

Care of Young Children

We believe in offering your child a comprehensive program that begins with infancy and follows through to early grade school. We provide a program that will be developmentally progressive with stimulating activities appropriate to each phase of your child's life. We utilize "Emergent Curriculum" in all classrooms to provide a framework in which to build or blend topics of interest.

**Emergent curriculum is a way of planning curriculum based on the student's interest and passions as well as the teacher's. To plan an emergent curriculum requires observation, documentation, creative brainstorming, flexibility and patience. Rather than starting with a lesson plan which requires a "hook" to get the children interested, emergent curriculum starts with the children's interests.*

INFANTS maintain their own schedules therefore we accommodate their individual feeding, sleeping, and eating routines. We appreciate all the information you can provide concerning your baby's schedule and habits. Beyond caretaking, we know that babies need close physical and emotional comfort and security. We also believe that attachment through positive and encouraging verbal interaction is extremely important for infants. As babies grow older we concentrate on helping them develop fine and gross motor skills. This includes hand/eye coordination, strengthening neck muscles, rolling over, sitting up, crawling and walking. Music and finger-plays are part of everyday activities along with lots of smiles, hugs, and kisses!

TODDLER development, which extends roughly to age three, continues with an emphasis on building relationships, trust, self identity, and working towards independence. The curricula are designed with both predictable routines and child initiated play times to allow the comfort of structure as well as the freedom to explore and learn. Potty training with accompanying self-help skills becomes a major learning activity at about 24-30 months. Not only does being toilet trained give a child great satisfaction and sense of accomplishment, it allows a child to have more control over his/her own body. Eating skills and learning to enjoy a social mealtime are also a focus



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at this age. Self control and self awareness prepares a child for increased social and cognitive development when moving into the preschool program.

PRESCHOOL AND PREKINDERGARTEN at the three-year-old level is a program structured around the child's gaining more independence, social skills, and knowledge about the world through play activities. The play environment is set up to support this by providing the child with many different "mini-centers" to allow the child freedom to choose and pursue child initiated activities with the teacher as facilitator. Small and large group times are scheduled to introduce new ideas, concepts, or skills, and to sing and play games as a group. Art and music are part of every day. The social skill building in the preschool allows more collaborative project-oriented activities that integrate all areas of learning. We strive to provide a rich, creative and encouraging environment that supports a child's natural curiosity and desire to learn. We do not feel children should be pressured to learn in any "one" way or to have unreasonable expectations placed on them. Instead, we want to provide children with as much exposure and opportunity to learn as they are ready for and to make learning fun and their day positive.

TELEVISION is used with VCR/DVD for educational videos and an occasional "special treat" video. Computers with age appropriate software are available for the preschool and pre-kindergarten children.

Diapering/Toilet Training

Cascade Children's Corner uses Sunflower diaper service and therefore encourages the use of cloth diapers. This is included in the cost of tuition. Cloth diapers that you own should be clearly marked. Please provide at least three diaper wraps if using our diaper service. If you do not use cloth, you will need to provide disposable diapers. We ask that you provide us with at least a week's supply at one time.

Diapers are checked and changed hourly for young infants and one and half to two hours for older infants. Toddlers are changed throughout the day and on an as needed basis. Changing surfaces are cleaned and sanitized after every change. Staff wash their hands before, during, and after changing a child. Protective gloves are worn for soiled diapers. Children's hands are washed after each diaper change or toileting.



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Toilet training begins around 26-28 months, is done as a regular class activity and on a regularly scheduled basis, coinciding with the diaper changing schedule. It is based on a positive, progressive, approach that emphasizes a step-by-step learning process, encouragement for trying, and praise for accomplishment. This process also includes learning self-help skills related to dressing and undressing, toileting hygiene, and caring for one's own body. Children progress at their own rate, but have the accomplishments of their peers to provide role modeling and motivation. As in diapering, surfaces are sanitized between uses, and both staff and children wash their hands. A potty training policy will be given to you at the Older Toddler orientation. We ask that you read and sign the policy.

Napping

Napping periods are scheduled for all children. While infants sleep on their own schedule, other children nap following their lunch time. The naptime is roughly 12:00 p.m. to 2:00 p.m. The Center provides mats and sheets which are laundered weekly. You will need to provide a blanket and a small soft naptime toy. Blankets from home should be clearly labeled and taken home at the end of the week for laundering. **Large and multiple blankets are discouraged due to limited space.**

Discipline Policy

We view discipline as training not "punishment." Children need our help and assistance as they learn new skills and develop emotional maturity. When inappropriate behavior occurs, we remind the child of the rules and allow for a choice to change the behavior. We may also redirect his/her attention, change the environment, or help the child understand more fully why the behavior is not acceptable. A positive approach is the basis for all interactions. For more serious behavior, we may create a plan that both teachers and parents will follow. Negative or disruptive behavior may require parents to sign "When a Child is of Concern" document which includes asking Lenore Rubin, psychologist to observe.

Please Note: Spanking or any form of corporal punishment, withholding of food, or any form of emotional abuse is prohibited.



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Child Abuse Reporting

We are required by mandatory reporting laws to report any suspected child abuse or neglect to the Department of Social and Health Services and to Celeste Lanier McClary, our licensor.

Medical Policies

Staff is trained in First Aid, CPR, and HIV/Aids Prevention training. Minor cuts, bruises, and scrapes will be treated by cleansing with soap and water and applying bandages if needed. Incidents will be documented in the accident/illness log and parents informed at the end of the day via an Ouch Report. Parents must sign and return a copy of the report to be placed in the child's file. Some cuts or bumps that are more serious may require medical attention. In that case, parents will be called and consulted at the time of injury. In the case of severe injuries or an emergency, we will call 9-1-1. We will then notify parents and inform them of the circumstances and status of the child. First aid will be administered until medical personnel arrive. If needed, the child will be transported to Children's Hospital or the hospital specified on the child's enrollment form. When injury results in medical treatment or hospitalization, we are required to notify DSHS licensing and to submit an "Injury/Incident" report.

Medicine Management

Staff can only administer medications with the written approval of a parent or guardian. Prescription medications will be administered only as directed on the Rx label or otherwise authorized by a physician. All medications must be stored in the ORIGINAL CONTAINER and must state the patient's name, instructions and date of expiration. A physician's permission is not required for non-prescription drugs such as:

- Anti-histamines
- Non-aspirin pain relievers and fever reducers
- Cough medicine
- Decongestants
- Anti-itching creams



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- Diaper ointments and powders
- Sunscreen

Non-Prescription medication not included in the categories listed above; those taken differently than indicated on the manufacturer's label, or those lacking labeled instructions for the age/weight of the patient will be given only if authorized by a physician. We will keep a detailed log of all medicines given at our Center. A more detailed and complete policy will be included in your enrollment packet.

III Child Policy

Children will be observed for signs of illness upon arrival at the Center. We cannot accept ill children into the daycare as per licensing. Children with bad colds, excessive diarrhea, fever or vomiting need to be excluded from the Center. We cannot provide them with the comfort and care they would receive at home. Mild colds and treated ear infections are exceptions. It is important to realize that a child may need rest at home to recover even though a fever may not be present. Many children need at least 24-36 hours of care at home following a fever to be able to function at daycare. If a child becomes ill at the Center, we will call a family member immediately. If necessary, you must arrange to pick up your child within **one hour** so that his/her health or that of the other children in the Center is not jeopardized. Please notify us immediately if your child has come in contact with anyone having a contagious disease.

We know it often creates a hardship to keep your child home for more than one to two days during an illness. We encourage you to think of alternative sources of care and arrange to have a backup system during this critical time. Virginia Mason also runs an ill-child center (for children one and older) which can be of help during certain illnesses.

In case of emergency, parents and the child's physician will be contacted and consulted for appropriate action. If necessary, we will call 9-1-1, and first aid will be administered until medical personnel arrive. If needed, the child will be transported to Children's Hospital or the hospital specified on the child's enrollment form.



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It is critical that we receive updated contact information in case of emergencies. Blank or incomplete emergency cards will be returned to the family.

Below is a checklist to help assess your child's wellness each day before coming to Cascade Children's Corner. If you need help in evaluating your child, we can assist you with the help of our consulting nurse.

The following symptoms and diseases are considered reason for exclusion...

Symptoms

Lack of energy

Irritability
Fever of more than 101 degrees
Persistent coughing
Inability to eat or retain foods/fluids
Redness or swelling/draining from eyes
Rash
Sore Throat
Vomiting

Diseases

Diarrhea (three or more watery stools)
Measles
Mumps

Chicken Pox
Pink Eye (Conjunctivitis)

Influenza

Strep Throat
MRSA

We endeavor to keep our Center and the toys that we use as clean as possible. We wash and sanitize toys on a regular basis. We also strongly believe in the effectiveness of frequent and conscientious hand washing as the best deterrent of the spread of infectious disease.

We want to be supportive of your family during times of illness and hope you will be supportive of our efforts to continue to provide quality care for your child. Our consulting nurse (Julie Parker) will also be happy to help you with any concerns you may have.



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Daily Activity Schedule

The following is a general schedule for Toddlers through Pre-K. Activity charts will be posted in classrooms.

7:00 a.m. – 9:00 a.m.	Arrival - Health Checks, Free Play Potty/Diaper Checks
7:15 a.m. – 7:45 a.m.	Early Snack
9:00 a.m.	Breakfast for infants, Young Toddlers
9:10 a.m.	Older Toddlers
9:15 a.m.	PS/Pre-K
9:30 a.m. – 11:30 a.m.	Circle Time, Art/ Sensory/Activities
9:30 a.m. – 11:30 a.m.	Potty/Diaper Checks
9:30 a.m. - noon	Outdoor Time
11:30 a.m.	Lunchtime for infants, Young Toddlers
11:50 a.m.	Older Toddlers
12:15 p.m.	PS/Pre-K
Noon – 2:00 p.m.	Nap
2:00 p.m. - 3:00 p.m.	Quiet Activities Potty/Diaper Checks
2:45 p.m. – 3:15 p.m.	Snack
3:00 p.m. – 5:00 p.m.	Outside time, circle time,
4:00 p.m. – 5:00 p.m.	Diaper checks
4:30 p.m. – 5:30 p.m.	Late Snack
5:00 p.m. – 6:00 p.m.	Parent Pick-up



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Field Trips/Transportation/Walks around neighborhood

Preschool/Pre-K children will go on field trips monthly. Transportation for field trips can be metro bus, monorail, walking, or chartered bus or van. Parent volunteers may be needed to assist on field trips and we encourage parents to “sign-up” for this when posted. All vehicles and drivers will be fully insured. Individual authorization forms for field trips will be required for each occasion. Use of personal cars to transport children other than your own is not permitted due to insurance restrictions.

All children may also take short walks around the neighborhood, to the playfield, and REI, etc. Safety and rules of conduct when taking walks are explained with each outing. When going for walks with children, we require at least two teachers to be present. A rope is used for the Older Toddlers to hold while Infants ride in strollers provided by the Center.

Parent Communication

Newsletters are distributed monthly. Parent letters go out as needed either to the entire population or specifically to a classroom. We encourage informal communication on an ongoing basis and hope you will feel free to discuss ideas, issues, or concerns with teachers or the Assistant Director and/or Director.

Grievance Policy

Currently, we do not have a formal grievance procedure. We encourage informal communication between staff and families. If the situation is serious, the Assistant Director or Director will be part of the discussion.

Food/Nutrition/Menus

Philosophy

It is our belief at CCC that healthy eating habits need to be promoted from early childhood on. Although we do not completely restrict sugar and are not vegetarian, we do believe that providing a healthy well balanced diet that is low in sugar, salt, and fats is very important to the well being of all children. To that end, we do not, as a rule, add sugar or salt to our meal preparation. We use minimal amounts of low/no cholesterol fats. With a few exceptions, we buy foods that are natural with no preservatives or additives. For the most part, all meals are “homemade” with natural, fresh ingredients. Whenever possible, we use organic products.



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Menus

Menus will be posted throughout the Center and on our website. If your child requires a special diet, please discuss your needs with the Director at the time of enrollment. We will do our best to accommodate you. You will need to supply infant formula for your infant. We supply baby food when your child is ready. We provide snacks, breakfast and lunch.

Nut Exclusion

Because of the increased number of allergies in young children to peanuts and other nuts, CCC has a “no nut” policy. We ask that you please be mindful of this anytime you are sending food with your child to our center.

Birthday Policy

Because we have a large number of children in our center, birthdays are frequent. While we believe it is important for children to celebrate birthdays at school, we ask that you bring in NON-EDIBLE treats to share with friends (stickers, party favors, books, etc.) On the last Thursday of the month, we will celebrate all birthdays for that month.