



The New School at Chambers Bay Parent Handbook

Pre-Registration Policies and Parent Handbook
2025-2026

WELCOME!

Hello and welcome to our New School at Chambers Bay family! Thank you for your interest in our childcare program. Your trust in our school is never taken for granted. We are committed to providing your child with a safe, positive learning environment so that they may receive the physical activity and emotional stability they need to maintain a healthy mind and body. After all, how children are nurtured, spoken to, played with, responded to, allowed to explore, and encouraged to express themselves is formative for developmental growth and character.

Of course, every parent will be a child's first teacher. We are simply here to support you by giving your child access to high quality care and learning. It is important for our teachers to work in collaboration with each family, and to establish a positive and open relationship to ensure our program fits the needs of you and your child for a successful outcome.

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MEDICAL & HEALTH

MEDICAL INFORMATION

Does your child have any allergies to any foods: Yes No

If yes, what is your child allergic to? _____

What is your child's reaction?

What kind of medical treatment is required if exposed to this allergy?

I hereby grant permission to the new school at chambers bay to seek medical attention for my child, _____, in the event treatment is deemed necessary, and I am unable to be contacted.

Emergency medical care may include:

Attempt to contact parent/guardian

Attempt to contact emergency contacts listed on child's emergency card

Attempt to contact child's physician

Calling emergency services if necessary to have child assessed and/or taken to designated hospital

Allergies to medications: _____

In the event of an emergency, your child will be taken to the nearest hospital:

Tacoma Mary Bridge Children's Hospital

317 Martin Luther King Junior Way

Tacoma, WA 98403

I understand that if my child is required to keep medication, asthma treatment, or an Epi Pen at the center, it is required to provide training to the administrative staff and Director for proper dispensing procedures of the medication or treatments.

Signature: _____ Date: _____

SICK POLICY

Washington State Licensing requires staff to check all children for signs of illness when they arrive at the center and throughout the day. This program does not provide care for sick or ill children. To avoid spreading illnesses to other children, please do not bring your child into the center if they are showing any of the following symptoms:

Diarrhea (2 or more times within 24 hours)

Vomiting (2 or more times within 24 hours)

Lice or Nits (dead or alive)

Earaches

Headaches

Sore Throat or Strep Throat

Chicken Pox or Unexplained Rashes

Excessive fatigue that prevents the child from participating in activities

Fever of 100 degree or higher (given under arm and adding 1 degree)

Open, oozing sores (unless properly covered)

For communicable skin infections such as impetigo, scabies or pink eye, the child may return after 24 hours of antibiotic treatment. The New School at Chambers Bay will administer antibiotics while your child is in our care if a medication form has been filled out properly with your authorization. Reminder, prescription medications must be in the original prescription bottle. If The New School at Chambers Bay sends your child home with any of the above symptoms, they must remain home the following day as well and you may be asked to return with a doctor's note if your child is still presenting symptoms.

Please understand that if we are unable to reach you, we will call the contact numbers on your emergency card. Please be sure to keep all phone numbers up to date. We encourage each family to have a back-up plan for your child if they need to be picked up from the center due to illness or any other reason in case you cannot make it in a timely manner.

There is no credit given for sick days. If your child is absent, your full tuition payment is still required.

HEALTH AND NUTRITION

We will provide breakfast and snacks in accordance with the USDA Food Program. We provide breakfast daily until **7:30 AM**. If your child is coming in after this time, please have them eat before arrival. Lunch is served (provided by parents/guardians) as well as two snacks, morning and afternoon. All breakfast and snacks served are posted on our menu board. Foods that are served provide one serving of vitamin C daily and three servings of Vitamin A weekly.

Lunch time is a great time to support children's development of positive eating and nutritional habits. We encourage staff to sit, eat, and have casual conversations with children during this time.

If your child has a food allergy or special menu requirement due to a health condition, we must have written instructions from the child's health care provider nutritional supplements. Parents may be required to supply food for supplements and special diets. We post each child's allergy in each classroom and by the menu board as well as notify each staff member of the allergy and reaction that the child may have.

Due to severe allergies, The New School at Chambers Bay is a NUT and Shellfish-free zone. Please do not have your child bring anything into the center containing any tree nuts, peanut butter, or shellfish.

TOOTHBRUSHING

At The New School at Chambers Bay, we do not brush teeth on-site.

IMMUNIZATIONS

If your child needs updates on their immunizations, please let your director or Administrator know when those appointments are scheduled and provide us with a copy of updated records. Please note - if your child is not up to date on immunizations, they must be brought current within two weeks of enrollment OR have an updated Medical/Religious Exemption form.

I acknowledge the Medical and Health Policies listed above.

Parent/Guardian Signature: _____

OUR EDUCATIONAL JOURNEY

CLASSROOM TRANSITIONS

As children grow, develop, and gain independence, they will move through our classrooms in alignment with age, readiness, and developmental milestones. Transitions are carefully planned and supported to help children feel safe and confident as they adjust to new environments, routines, and teachers.

Children transition to their next classroom based on the following criteria:

- Age and developmental readiness
- Potty training status (especially for classrooms without diapering facilities)
- Informal observations by the administrative team
- Results from tools such as the Ages & Stages Questionnaire (ASQ), when appropriate

Transitions typically take place over a one-week period:

- **Day 1:** 1 hour visit in the new classroom
- **Day 2:** 2 hours, including snack time
- **Day 3–5:** Gradual increase in time until the child remains for the full day

Teachers communicate closely with families throughout the transition to ensure a smooth and supportive experience for the child.

FAMILY ENGAGEMENT

We believe strong family connections are essential to a child's success and happiness at school. Throughout the year, we host a variety of events to celebrate, connect, and engage with our families.

Examples of our community events include:

- Welcome Day
- Mother's Day Celebration
- Father's Day Celebration
- Grandparents Day
- Kinder Prep Graduation Ceremony
- Christmas Recital
- Hero Day
- Holiday events and cultural celebrations

These events provide opportunities for families to get to know one another, build community, and feel a sense of belonging at The New School at Chambers Bay.

CURRICULUM & KINDERGARTEN READINESS

Our classrooms follow the **Teaching Strategies® Creative Curriculum**, a research-based program designed to support whole-child development in language, math, science, social-emotional skills, and the arts.

We work closely with **BrightSpark Early Achievers**, which provides coaching and professional development to our teaching team to enhance classroom quality and learning outcomes.

We emphasize **kindergarten readiness** by helping students:

- Write their name
- Recognize and write letters and numbers
- Understand basic math and problem-solving
- Develop self-help and classroom routines
- Strengthen communication and social skills

We coordinate with the **University Place School District** to align expectations and ensure your child is well prepared for kindergarten and beyond.

TEACHER TRAINING & PROFESSIONAL DEVELOPMENT

We are committed to providing high-quality early education, which includes investing in our teaching team. Our staff participate in ongoing training and development to remain informed, inspired, and aligned with best practices.

- **Monthly staff meetings** provide collaboration and classroom support
- **Professional development days** offer in-house workshops, instructional coaching, and planning time
- **On- and off-site trainings** help staff meet licensing requirements and expand their skills

All teachers are required to attend scheduled trainings throughout the year, and we work closely with **BrightSpark Early Achievers** to ensure continued growth and excellence in our classrooms.

DEVELOPMENTAL SCREENINGS

Each child will be given a developmental screening (ASQ) up to 2 times per year. The teacher will contact you to plan for a conference, which can be done by phone or in person, at your convenience. If your child's teacher has any concerns about certain areas of your child's development, resources will be given along with a recommendation for a professional screening.

INDIVIDUALIZATION POLICY

At The New School at Chambers Bay, we believe every child is unique—and their learning journey should reflect that. We are committed to understanding and supporting each child's strengths, needs, interests, and developmental goals through individualized planning and family collaboration.

Upon enrollment, families will complete a **Getting to Know You Questionnaire** to help us learn about your child's personality, routines, cultural background, and family values before their first day. This helps us create a warm, welcoming, and personalized start to your child's school experience.

We hold **Parent-Teacher Conferences twice a year**, where families and teachers come together to:

- Discuss the child's individual strengths and interests
- Identify areas of growth or support
- Set developmentally appropriate goals
- Share classroom observations and progress

These conferences are an important part of our partnership with families. By working together, we can ensure each child receives the encouragement and guidance they need to thrive socially, emotionally, and academically.

We believe that individualized care and learning builds confidence, nurtures curiosity, and honors every child's path.

I acknowledge the "Our Educational Journey" section above.

Parent/Guardian Signature: _____

BEHAVIOR & SAFETY

TRANSITION POLICY

At The New School at Chambers Bay, we understand that transitioning to a new learning environment can be challenging for children. Therefore, we offer a 30-day transition period for all new enrollees to adapt to our routines and environment. During this time, our teachers and administrative staff will provide additional support and accommodations to help facilitate a smooth transition.

However, if despite our best efforts, a child is unable to adapt to our routines and classroom environment after the transition period, it may be in the best interest of both the child and The New School at Chambers Bay to withdraw from our program. This decision will be made collaboratively with the students' parents/guardians, taking into consideration the child, other students and staffs well-being, and the overall dynamics of the learning environment.

Our priority is always the well-being and safety of all children in our care, and to maintain a positive and supportive environment for everyone. We are committed to working closely with families to ensure the best possible outcome for each child.

In accordance with our Discipline Policy, we plan to provide Positive Growth Reports to our students and/or a Support Plan. If a student fails to demonstrate improvement in their behavior, despite following a pre-determined behavior plan, there may be a possibility of expulsion.

Our primary focus is on providing comprehensive support to all our students throughout this process, and we believe that by working together, we can help them grow and succeed.

SECURITY CAMERAS

There is nothing as important to us as the safety and security of every child in our care. Our wonderful, qualified teachers do an outstanding job of supervising your children throughout the day. With our security cameras, the entire environment can be monitored by the director as well as the owners on the surveillance DVR recorder. This is not an internet-based system. We are proud of the care and learning that happens here and protecting all who attend and work in this facility is our very highest priority.

For the sake of privacy, the records are to be reviewed by authorized The New School at Chambers Bay Directors only, and any authorities such as The New School at Chambers Bay's licensor, or CPS. Exceptions can be made in a case-by-case basis at the discretion of the Director.

DISCIPLINE POLICY

We provide an environment that consists of safety and security for all children in our care. Children whose behavior endangers (to include physical violence, verbal threats, inappropriate physical contact, verbal harassment) others will be supervised away from other children, spoken to, reasoned with, and will remain separated until they can rejoin the group. This behavior will also be documented and signed by the parent/guardian. Discipline procedures by staff will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or parents on the premises.

If behavioral issues continue to occur, and your child is showing aggressive behavior or being consistently disruptive, you may be asked to pick your child up early. If this occurs, there will be no credit given. The Site Director may deem it necessary to create a Behavior Plan geared specifically for your child as an attempt to correct any aggressive behavior, and to attempt to prevent suspension or termination, which may require a meeting over the phone or in person.

Please note: Some situations may call for suspension immediately for behavior that may cause harm to self or others.

If your child is frequently becoming overstimulated, overwhelmed, or experiencing discomfort for any reason, we will attempt to make as many accommodations as possible to meet your child's needs. If a Behavior Plan is set in place but is neither helpful nor effective, The New School at Chambers Bay Director will supply you with a list of resources and information for other centers in the area. It is our goal to create a comfortable, safe, and positive atmosphere for every child in our care. If a Behavior Plan is made and resources are not helpful or effective, The New School at Chambers Bay may determine that it is in the best interest for the child and center to terminate childcare.

By law, we are required to report and document any suspected physical and emotional child abuse or child neglect, endangerment, or child exploitation to Child Protective Services.

NON-DISCRIMINATION

We provide care to any child regardless of race, creed, color, sex, national origin, religion, or physical, mental, or sensory disability.

BITING

When young children come together in a group setting, they may, from time to time, bite their friends, or attempt to bite. Biting incidents occur for various reasons, but children mainly use biting to communicate or as a defense mechanism. They sometimes see biting (as well as hitting, kicking, etc.) to get their point across and to get what they want.

When children bite, we maintain close observation to try and guard against any further biting incidents. All employees are made aware of the child who may attempt to bite so that they are able to closely observe that child's behavior. We show empathy towards the child who was bitten and tell the biter that biting hurts and offer the child different alternatives to biting. If a child continues to bite or attempts to bite, staff will attempt to prevent it from happening to the best of their ability. We will ask for your help to give your child daily reminders. If a child continually bites, we may have no other option but to refer you to another center with a smaller setting until the biting stops.

By signing below, you are stating that you understand this policy and understand that in the event your child is biting or attempting to bite, and the behavior cannot be changed, you will be asked to find another childcare provider.

I acknowledge and agree to the Behavior and Safety Policies listed above.

Parent/Guardian Signature: _____

TOILETING & DIAPERING

TOILET TRAINING

We need to work as a team to ensure your child's success. Communication between us on your child's readiness is key to happy, successful training. All participants must be 100% committed. Potty training will begin no earlier than at age 2 (this does not mean that at age 2 each child is ready). The signs of readiness to toilet train at home are often different than in a group setting. In a group the child faces challenges that can delay their readiness, such as: fear of missing out. This can cause a child to wait until the last second.

If your child meets at least 5 of these criteria, then your child may be ready to try training.

If there are any major transitions in your child's life now or within the next 3 months, wait until your child can adjust. Some fully trained children have been known to regress back into diapers when under stress. If your child meets 6 or less of the previous criteria, please wait a month or two and reevaluate.

Please make sure that you let your child's teacher know when you are going to start toilet training at home and keep the teacher up to date on the progress.

Once your child has been training successfully at home for at least 1 week, your child may begin wearing pull-ups here at daycare. Children will not be trained in underwear.

Please send your child in clothing that is comfortable and easy for your child to remove independently.

It's important to remain in close contact with your child's teacher so that you are updated on your child's progress. If, after a month, your child is not making progress, you may be asked to put the toilet training on hold until a later date.

Your child's teacher will use praise and words of encouragement while toilet training your child and will not shame them for accidents.

During Potty Training Please Provide:

- At least 2 complete changes of your child's clothing (this includes socks)
- One extra pair of shoes
- Several pull-ups
- Wipes

TOILET TRAINING POLICY (SPARROWS CLASS – AGES 3–4)

The New School at Chambers Bay is committed to supporting children and families through all stages of development, including toilet training. However, due to the structure and location of our **Sparrows (3–4-year-old) classroom**, we are unable to accommodate children who are not toilet trained.

Classroom Limitations

- The Sparrows classroom **does not have a diaper changing station** or an in-room toilet.
- Children must leave the classroom (while supervised) to use the bathroom, and teachers **cannot leave the classroom unattended** to assist with bathroom-related tasks.
- Because of this, we require all students in the Sparrows class to be **fully toilet trained**.

Definition of Fully Toilet Trained

- Can recognize the need to use the bathroom
- Can communicate the need to use the bathroom
- Can independently pull down and up clothing
- Can wipe after using the toilet (with occasional help, if needed)
- Can wash and dry their hands
- Does not wear diapers or pull-ups during school hours (except during nap time)

Support Plan and Timeline

If a child enrolls or transitions into Sparrows and is not yet fully toilet trained, we will initiate a **Potty-Training Support Plan**, which includes:

- Communication and strategies shared between staff and parents
- Consistent routines at school and home
- Encouragement and gentle reminders throughout the day

If, after **21 days**, a child is still not fully toilet trained, and requires frequent bathroom assistance, pull-up changes, or accidents requiring full clothing changes, families may be asked to temporarily **pause enrollment** until the child can reliably and independently use the toilet.

This policy is in place to ensure a safe and developmentally appropriate environment for all children and to maintain proper staffing and supervision ratios in the classroom. We understand that every child develops at their own pace and are happy to provide support and guidance. Our goal is always to partner with families to help children succeed.

DIAPERS/PULL-UPS

Parents are responsible for supplying their child with diapers/pull-ups and wipes. When your supply is running low, the teacher will leave you a note letting you know that you will need to bring in more. If you have been given a note, and do not bring in more supplies before your child runs out, you will not be able to drop your child off until supplies are refilled.

Please bring your child into the center wearing a fresh diaper. If it is soiled, you will be asked to change them before you leave. It is the staff's responsibility to send your child home in an unsoiled diaper. If you notice upon pick-up that your child needs to be changed, please let staff know so that they can do so.

I acknowledge and agree to the Toileting and Diapering Policies listed above.

Parent/Guardian Signature: _____

ADMINISTRATIVE POLICIES

DROP-OFF/PICK-UP POLICY

Anyone who comes into the center to pick up your child must be listed on the emergency contact form, be 18 years of age or older, and present a valid picture ID. Please let The New School at Chambers Bay Director know in advance if this person has not been in before – They will need their own Brightwheel pickup code, as well as a code for the front door keypad.

Our drop-off window is between **6:00 AM and 9:00 AM**. The school day begins **promptly at 9:00 AM**, and we ask that all children arrive **by 8:45 AM** whenever possible.

Arriving by **8:45 AM** allows your child time to settle in, unpack their belongings, and say goodbye at a comfortable pace before morning routines begin. This helps ease the transition into the classroom and supports a calm, prepared start to the day for both the children and the teaching staff.

If your child needs to be brought in later than 9:00 AM, you must send a message on Brightwheel before **8:30 AM** to let us know, otherwise you may be turned away. If your child will be absent for the day, please let us know, or mark them absent on Brightwheel. There is no credit given for days of absence.

The New School at Chambers Bay opens at 6:00 AM and closes at 6:00 PM. If your child has not been picked up by 6:00 PM, you will be charged **\$3.00** per minute after 6:00 PM.

TEN HOUR LIMIT

We provide care for up to 10 hours per day. If you exceed the 10-hour limit, there will be an extra charge of \$10.00 per child per hour. If you are using the DCYF State Subsidy or Childcare Aware and exceed this limit, you will need to have extended care added onto your childcare so that it is covered. Any care of more than 10 hours per day needs to be approved by the Director and a waiver needs to be placed in your child's file, in advance.

HOLIDAYS

The center is closed for the following days. There is no credit given.

New Year's Eve – Closed at 4pm

New Year's Day

Juneteenth – Half Day – Closed at 12pm

Memorial Day

Presidents Day

Independence Day

Labor Day

Teacher In-Service Days/Team Meetings (listed on the current calendar)

Thanksgiving Day and the Friday after

Christmas Eve

Christmas Day

If any of these holidays fall on a weekend, the center will be closed the previous Friday or the following Monday and will be posted in advance.

*Once a month our school will close **ONE** hour early for Staff Development/Team Meetings. Please refer to our yearly calendar for those dates.*

PHOTO PERMISSIONS

We love to document and share photos of your child with you. There are several ways we can do this; however, we must first have permission to do so.

The New School at Chambers Bay staff will take photos of the children for Early Achiever purposes, special projects, classroom environment and assessments. **These pictures will proudly be displayed in our facility.**

Please circle ONE:

YES I give permission for The New School at Chambers Bay to take pictures of my child for the facility.

NO I do not give permission for The New School at Chambers Bay to take pictures of my child for the facility

The New School at Chambers Bay is always hoping to create long-lasting memories and relationships with our families. Our New School at Chambers Bay Learning Center web page and Instagram are a PUBLIC advertising display of information on our program as well as photos of our awesome leadership team and children engaged in daily activities. **These pictures will be posted on our webpage and Instagram.**

Please circle ONE:

YES I give permission for The New School at Chambers Bay to take pictures of my child for the public web page and Instagram

NO I do not give permission for The New School at Chambers Bay to take pictures of my child for the public web page or Instagram

The New School at Chambers Bay participates in Brightwheel, which is a new system for classroom management, communication, photos, videos, and much more. Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students while also delivering a much better experience for parents. Brightwheel will give parents the opportunity to connect with their provider digitally to access information about their child's day, to ensure better quality care.

Each child will have an individual profile that is accessible to the staff and parent/guardian for communication. **These pictures and videos will be posted for you to view on Brightwheel.**

Please circle ONE:

YES I give permission for The New School at Chambers Bay to take pictures of my child for Brightwheel

NO I do not give permission for The New School at Chambers Bay to take pictures of my child for Brightwheel

I acknowledge and agree to the Administrative Policies listed above.

Parent/Guardian Signature: _____

FINANCIAL POLICIES

PRIVATE PAYMENTS

For our weekly payment plan, tuition payments are due on the Monday of the current week. Any accounts not paid after Monday for the current week will be charged a \$20 late fee.

For our bi-weekly payment plan, tuition payments are due every other Monday. Any accounts not paid on time will be charged a \$30 late fee.

Please let and Administrator know in advance if you will be paying late. There is a \$35 NSF fee for any returned checks, and The New School at Chambers Bay will no longer accept a check for payment after the second returned check.

If you discontinue care owing tuition to The New School at Chambers Bay, your account will be referred to a collection agency for collection. In that event, the contingency fee assessed by the collection agency will be added to the principal and interest due. You will be additionally liable for attorney fees. Both collection agency fees and attorney fees will increase the balance you owe.

If paying with cash, please give it directly to an administrator and make sure to receive a receipt for the correct amount. Please provide the exact amount. The New School at Chambers Bay is unable to provide change. Any extra amount paid will be credited to your account.

Brightwheel is our billing platform used for online payments. You can sign up for auto-pay to have tuition automatically withdraw from your account on the due date. Brightwheel charges the following payment processing fees AHC (Checking account) 0.6% - with a minimum fee of \$0.25 and a maximum of \$2.00. Credit/Debit Card: 2.95% of total tuition payment. Payment fees are a representation of the fees charged by banks and credit card companies, as well as the investments Brightwheel makes in security, payment operations, and payment/technical support for schools and families.

TUITION

Families that are private pay have the option to pay tuition weekly, or bi-weekly. Families utilizing a subsidy will be invoiced monthly.

All weekly payments are due on Monday of the current week. All weekly balances unpaid after the due date will incur a late fee of \$20. If not paid by that Wednesday, your child may be turned away for care.

All Bi-Weekly payments are due every other Monday. If not paid by the following Wednesday, a late fee of \$30 will be incurred. If not paid by that Wednesday, your child may be turned away for care.

All unpaid accounts are subject to collection. NSCB may raise tuition rates at their discretion. A new contract will be signed at this time.

Tuition Rates

2025-2026

Infant/Waddler Chicks and Doves	Weekly - \$470	Bi-Weekly - \$940
Toddler Owls	Weekly - \$425	Bi-Weekly - \$850
Preschool/Kinder Prep Robins, Sparrows, Hawks	Weekly - \$370	Bi-Weekly - \$740

Multi-Student tuition discount: First child or highest tuition – Full rate, Second Child 7% (10% if youngest is under 18 months), Third child and all additional 15%.

New Families: A Brightwheel account must be set up for weekly or bi-weekly billing prior to the first day of attendance.

Returning families: Annual contract renewal fees and weekly rates will be automatically added/adjusted on your Brightwheel account.

DSHS REQUIREMENTS

As a recipient of Washington State Childcare Subsidy, it is mandatory to sign your child in and out both in the Electronic Attendance System, and on your child's sign in sheet, using your full legal signature.

Our DSHS sign-in sheets are frequently audited and a missed signature will result in the center being charged an overpayment fee, which will in turn be charged to your case at the current drop in rate. If there are any issues with the tablet, please bring it to the immediate attention of your center director.

DSHS copayments are due by the 5th of each month to avoid a \$20 late fee. If you unenroll from The New School at Chambers Bay with an outstanding balance, it will be reported to DSHS. This will prevent you from receiving any further childcare assistance until the debt is paid in full. There is a \$35 NSF fee for any returned checks, and The New School at Chambers Bay will no longer accept a check for payment after the second returned check.

If you discontinue care owing tuition to The New School at Chambers Bay, your account will be referred to a collection agency for collection. In that event, the contingency fee assessed by the collection agency will be added to the principal and interest due. You will be additionally liable for attorney fees. Both collection agency fees and attorney fees will increase the balance you owe. It is your responsibility to renew your subsidy before it expires. If this does not happen, you will be required to pay out of pocket for each day your child attends, at the full tuition rate.

If paying with cash, please give it directly to the Director or Administrative Assistant and make sure to receive a receipt for the correct amount. Please provide the exact amount. The New School at Chambers Bay is unable to provide change. Any extra amount paid will be credited to your account.

VACATION POLICY

All private pay families are gifted a one-week vacation credit to use during the school year. Let the Administrative Assistant know you would like to use that credit 2 weeks before the next billing period, and it will be deducted from your invoice. If you do not use your vacation credit, it will roll over into the new school year.

I acknowledge and agree to the Financial Policies listed above.

Parent/Guardian Signature: _____

ROUTINES & ENVIRONMENT

THE NEW SCHOOL AT CHAMBERS BAY REMINDERS

An extra change of clothes and a pair of shoes need to be kept at the center every day in case your child gets wet or has an accident. Please make sure it is labeled with your child's name and placed in their cubby.

Please bring a refillable water bottle every day, along with lunch in a lunchbox. We do not warm up lunches here, so please pack anything you want to stay warm in a thermos and anything you want to stay cold with an ice pack. Please label these two items with your student's name.

Please have your child leave their toys at home.

Please do not bring anything of value into the center, including expensive clothing, electronics, or jewelry. Children have a tendency to lose things and get dirty and The New School at Chambers Bay is not responsible for replacing lost items or clothing.

Please make sure your child is not bringing coins into the center as it can be a choking hazard.

Phone numbers and immunizations need to be kept up to date at all times. Please let administration know of any changes.

If your child is not fully potty trained, you may be asked to have them use pull-ups (to prevent the spread of germs) until they can be in underwear with a minimal number of accidents.

Please label your child's jacket, backpack, lunchbox, water bottle or any other personal items to avoid any confusion if it is misplaced, this is very helpful to our staff.

OUTDOORS/PLAYGROUND

Children are usually taken outdoors for a half hour in the morning and another half hour in the afternoon. Please dress your child appropriately for the weather and make sure an extra change of clothing is kept in your child's cubby in case of getting wet. This includes socks. If you feel that your child is not healthy enough to participate in outdoor activities, then they will need to be kept home until they are able to do so unless a doctor's note is given to the director with instructions to keep your child inside.

PESTICIDE POLICY

Increasing concern about the impact of pesticides on children's health has led to a law dealing with pesticide use in schools and licensed Child Care Centers. Early Childhood Centers in Washington State are required by their licensor and WAC 388-295-5160 (1a) to provide parents a written copy of our pesticide policies upon enrollment and annually thereafter.

A pesticide is a substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. This may include insecticides, herbicides, fungicides, or miticides. We are dedicated to using the least amount of chemical control of pests in our program to provide the healthiest environment possible for our children. Some of the ways we attempt to prevent infestations are:

- Taking out trash daily or more as needed
- Cleaning trash cans regularly
- Trash cans or dumpsters are kept covered and away from the building
- Keeping grounds clear of food and rubbish
- Storing food in sealed plastic or metal containers
- Cleaning and sanitizing all dishes, utensils, and surfaces used for eating or food preparation after meals and at the end of the day
- Preventing pest entry into facility by sealing cracks and holes, using and repairing window screens and door sweeps.
- Moisture control by maintaining plumbing and water drainage systems
- Mechanically manage weeds

If an infestation does occur, and it is deemed that pesticide is necessary, the following posting requirements will be met:

- We will notify families and staff at least forty-eight (48) hours before a building/structural pesticide application. The notification system shall include posting of the notification in a prominent place in the foyer of the childcare center.
- Notification signs shall remain in place for at least twenty-four (24) hours from the time of application is completed
- Notification signs will include information such as the product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide is to be applied, the pest to be controlled, and the name and number of a contact person at the center

PET POLICY

Animals have their own personalities and temperaments. At The New School at Chambers Bay, we ensure that any animals brought into our center are friendly and calm around children. It is important that animal housing and environments are kept clean. Waste will be removed immediately, and all cleaning is done away from children. Children will wash their hands, with supervision, after touching any animals at the center. Please notify the school when you enroll or when your child is diagnosed with an allergy, as well as any allergies to pets.

I acknowledge and agree to the Routines and Environment Policies listed above.

Parent/Guardian Signature: _____

EMERGENCIES, WEATHER & DISASTER PLAN

WEATHER

It is the parent's responsibility to make sure all information is kept updated on your child's emergency contacts form. Please make sure you have a back-up plan in the event that the center closes early due to weather conditions. Calls or Brightwheel messages to the center if your child will not be in attendance are appreciated.

If University Place School District is closed or running on a 2-hour delay, we will extend our drop-off time until 10:00 am for parents who call/message us before 9:00 am. We must receive a phone call or message if you are coming in late or you will be turned away. There may be mornings when it is necessary to open the center one hour late. Please be sure to contact the center if you are planning to bring your child in before 7:00 to verify it is open.

If road conditions continue to worsen after the center has opened, it may be deemed necessary to close the center early.

If the center were to lose power, and it is not scheduled to be turned back on for a period longer than two hours, we are mandated to close and will call you to come pick up your child within the two-hour time frame.

EMERGENCY PREPAREDNESS

An Emergency Plan has been completed and implemented at this campus. Our Emergency Plan includes provisions for student-parent reunion, first aid, search and rescue, and facility damage assessment. The complete emergency preparedness plan is available in each classroom or office for parent review. To be prepared in case of catastrophic event, we ask each Parent/ Guardian provides an emergency kit that contains a three-day supply of food. In such emergency, The New School at Chambers Bay will provide water and blankets. In the event of an emergency, every effort will be made to contact you; if you cannot be reached, we will begin contacting those on your emergency contact list.

DRILL SCHEDULE

Emergency Drills are conducted quarterly to prepare staff and students in case of emergency. The Emergency Drills are as follows:

- Lockdown
- Volcanic Eruption/Lahar
- Hazardous Materials
- Shelter-in-place
- Earthquake
- Fire

After a drill is conducted, a drill report is completed, and a copy is kept at the center. Fire drills are recorded and posted so that they are accessible for parents and the licenser. If you are on campus during an emergency drill, we ask that you participate in the drill with us as to set an example for the students. Evacuation routes are posted in each classroom and office.

DISASTER PLAN

Please remember to always have a back-up plan in case of any type of emergency and be sure to list emergency contacts, with phone numbers always kept current. If phone lines are down, we will try to maintain communication as best as we can by using our personal cell phones. Moving off-site will be a solution only when the center is deemed unsafe and unsuitable for the children to stay in. Otherwise, they will remain on the premises until you or your emergency contact comes in to pick up. Our staff are fully trained and prepared in the event a natural disaster happens. We do monthly fire and earthquake drills, so the children are just as prepared as the staff. The New School at Chambers Bay's Disaster Plan is posted in every classroom. Please read it and familiarize yourself with it, as per WAC 170-295-5030.

Please be sure to provide and keep us updated on the following information:

Up to date immunization records - Health Information (doctor's name and phone number) - Custodial paperwork or court paperwork (if relevant) - The names, phone numbers, and addresses of three individuals who are authorized to pick up your child.

I acknowledge and agree to the Emergencies, Weather & Disaster Plan Policies listed above.

Parent/Guardian Signature: _____

ACKNOWLEDGEMENT

We pride ourselves on creating a comfortable and nurturing environment for every child in our care, as well as to their families. To do this, The New School at Chambers Bay is run by a Site Director. This person is here to cover the day-to-day duties of running the facility, and to ensure we are always in compliance with the state of Washington Licensing WAC codes, Fire and Health Department inspections, CPS, DSHS, parent communication, and teacher mentoring. They oversee enrolling children into our care, and, if necessary, the termination of children from our care.

If there is ever a concern, please speak with your child's primary teacher, or The New School at Chambers Bay Site Director/Administrator. If you feel that a concern is not being met, please feel free to ask to speak with Ms. Grassi Wood, our Executive Pastor.

We understand that there may be instances when frustrations may arise and The New School at Chambers Bay is always willing to address those concerns in a calm and respectful manner, but speaking rudely to, name-calling, or yelling or swearing at any The New School at Chambers Bay staff will result in immediate termination.

I have read and understand this Parent Handbook regarding The New School at Chambers Bay Policies.

By signing below, I understand and agree to follow any expectations necessary from me and support all standards set in place by The New School at Chambers Bay.

Childs Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____