

The New  
School at  
Chambers Bay

Parent Handbook

Welcome to  
The New School at Chambers Bay

I am so delighted you have decided to partner with us in the care and education of your child!

I believe young children are born with a God-given sense of wonder and curiosity about their world, and others around them. By fostering your child's intuitive nature for creative play and exploration, we help develop his/her ability to grow independently and with others. We intentionally support the needs of *each* child; socially, emotionally, spiritually and in academic preparation for kindergarten and beyond.

The New School at Chambers Bay provides an age-appropriate curriculum for infants through five or six. We do this through a nurturing and welcoming environment where everyone feels known, loved, and valued. Children will experience exploratory opportunities in nature, and the arts that encourage problem-solving, creativity, communication, and collaboration. Their behaviors are molded and modeled through a positive behavior system that gives them confidence to live and do well in community. They will thrive in early reading, writing, numbers and math, and language and literacy experiences. They will experience fine/gross motor skills through art, music and movement and outdoor education.

At The New School at Chambers Bay, the JOY of learning is intentionally cultivated for each individual child and is fully celebrated!

I can't wait to get to know you and enjoy relationship with you! I'm available for chats, for answering questions and for guiding your little ones with JOY!

Love you already,

Karen Curtiss

Executive Director

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## Our Purpose:

We desire to instill joy.....

- In learning.....to make lifelong learners
- In our friendships.....to make life-long friends
- In our voices.....to express wonder, creativity, and ideas
- In Jesus.....the foundation of all truth and wisdom

**“The joy of the Lord is your strength!” Nehemiah 8:10**

## Our Four Pillars

- Academic Excellence
- Personal/Social Development
- Spiritual Formation
- Leadership Development

## Our Mission

To bring the spirit of Jesus to our place and our people.

Jesus, Others, You.

## Statement of Faith

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We believe the Bible is God's written word. It is accurate, authoritative, and universally relevant.

We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son, and God the Holy Spirit. He is totally loving and completely holy.

We believe sin has separated each of us from God and His purpose for our lives.

We believe Jesus Christ is both God and man, and the only One who can reconcile us to God. He lived a sinless and exemplary human life, died in our place, and rose again to prove His victory and empower us for life.

We believe God creates every person in His image, and loves and desires relationship with each of us.

We believe that to receive forgiveness and relationship with God we must repent of our sins and believe in Jesus.

We believe that in order to live the abundant lives God desires for us, we need to be baptized in water and filled with the power of the Holy Spirit. The Holy Spirit empowers us to use the spiritual gifts God has given us.

We believe God individually equips us to successfully achieve His purpose for our lives: to worship Him, fulfill our role in the Church, and serve our community.

We believe God wants to heal and transform us so we can live healthy, purposeful lives that we use to help others.

We believe our eternal destination—in perfect community with God or separated from Him—is determined by our response to Jesus. We believe Jesus is coming back again as He promised.

## Educational Philosophy

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The purpose of The New School at Chambers Bay's Early Learning Centers is to provide a high-quality, developmentally appropriate, spiritually based educational program for young children in a warm and compassionate environment. We believe that each child is created in the image of God and is worthy of respect.

The opportunity for discovery learning, plus developmentally appropriate guided instruction by early learning professionals, results in children who are prepared personally, socially, academically, physically, and spiritually for kindergarten and future school success. Our supportive environment encourages individuality and self-confidence within the child. Each child is encouraged to progress at his or her own pace toward enriched experiences, self-discipline, and the ability to make good choices. Our goal is to develop the whole child by providing an educational experience of lasting value focused on four aspects of child development:

## **Information Updates**

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For the protection and safety of your child, parents must assume the responsibility of notifying The New School at Chambers Bay when changes occur with respect to home, work and emergency telephone numbers, names of emergency contacts, address changes, medical information and/or parental or guardian status. In August you may be asked to complete updated information for our records.

If stressful situations or anticipated changes are, or will be, occurring within the student's home or living situation that may produce an effect on the child's performance at school, please inform the director. This awareness will help school personnel understand and assist with possible behavioral changes observed in the student.

## **Confidentiality**

It is essential that information regarding our students, their families, organizational development plans, and other vital information, be held in the strictest of confidence. Employees with access to such information may be asked to sign a non-disclosure agreement. This information may also only be accessed by a parent or guardian or a court official if applicable.

Child's records are updated once each year, usually in August/September. Parents are given the opportunity to update the information and we then update the electronic files accordingly.

## **Marketing and Photography**

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Per The New School at Chambers Bay parent agreement, which is signed during the admissions process, The New School at Chambers Bay or an authorized studio has permission to photograph or record a video of students for internal and external publications, marketing tools and publicity purposes. Any parents who do not wish to have their student photographed for these purposes must provide this request in writing to the campus office.

## **Grievances**

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We hold to the biblical guidelines found in Matthew 18 for conflict resolution. Any students or parents having questions regarding student/teacher or student/administration relations, classroom procedures, teacher actions, assignments, grades, and the like should initially direct their questions to the teacher(s) or administrator(s) concerned. If, after discussing the issue with the appropriate individual, the matter has not been resolved, the student or parent may appeal the matter to the director.

If a student or parent cannot remain in harmony with the philosophy, rules, and policies of The New School at Chambers Bay, we reserve the right to dismiss the student from the school, and the student may not receive consideration for future enrollment at The New School at Chambers Bay.

## **Culturally Diverse Practices/Dual Language Learners**

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We provide culturally and racially diverse learning opportunities. Diverse learning opportunities will be demonstrated by curriculum, activities, and materials that represent all children, families, and staff. Staff will use equipment and materials that include, but are not limited to diverse dolls, books, pictures, games, or materials that do not reinforce stereotypes. Diverse music from many cultures in children's primary languages and introducing them to music from around the world. Staff will provide a balance of different ethnic and cultural groups, ages, abilities, and family styles to the curriculum.

Dual language learning is accomplished by such things incorporating a book, songs, and games in the child's language. The teacher may also ask the parent for help in incorporating the writing of the child's name, and other common words.

## Holidays our School Celebrates

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We celebrate these holidays throughout the year: Thanksgiving, Christmas, New Year's Day, President's Day, Martin Luther King, Jr Day, Easter, Memorial Day, Fourth of July, and Labor Day.

Of course, we also celebrate each child's birthday as well.

The extent to which each holiday is celebrated through teaching and activities is dependent on early learning best practices and DAP (Developmentally Appropriate Practices).

## Early Learning Center Schedule

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The center closes on the following holidays:

September	Labor Day
November	Thanksgiving and the Friday after
December	Christmas Day
January	New Year's Day
May	Memorial Day
July	Independence Day
August	Professional Development Days*

\*Check the center calendar for days closed in during the year for teacher professional development days.

## Parents'/Guardians' Statement of Understanding, Support, and Commitment

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- We agree with and will support the Guiding Principles (Our Purpose, Our Four Pillars, and Mission), Statement of Faith, and Educational Philosophy, and are willing to have our student educated in accordance with them.
- We will become familiar with the guidelines as listed in the Parent/Student Handbook and support them.
- We will demonstrate and encourage a courteous, grateful, respectful, cooperative, and forgiving approach, along with proper self-control in thoughts, words, actions, and attitude.
- We will encourage school personnel through cooperation, prayer support, participation in school activities, and proactive communication.
- We understand that God has given us as parents the primary responsibility for the spiritual training of our child(ren). We choose to partner with The New School at Chambers Bay.

### • Parent Opportunities for Involvement

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- All New School at Chambers Bay parents are parents for The New School at Chambers Bay and are encouraged *to* support the school in whatever ways God has gifted them to do so. There are many opportunities to be involved at this campus. The organizational system supports each member as he or she works toward the vision of The New School at Chambers Bay.

## Early Learning Admissions

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### *Child Care Class Placement*

Child care students are placed in classes according to current developmental levels. Campus staff will determine when it is appropriate for a child to transition to the next level and will notify parents in writing of this change.

### *Preschool and K-Prep Class Placement (Licensed Child Care and Part-Day Programs)*

Because The New School at Chambers Bay Early Learning Program is a kindergarten preparedness program, the age of a student on September 1 is used for class placement.

### *Criteria for Enrollment in 3s/4s Classes*

- Three years of age prior to September 1, and
- Completely responsible for own toileting needs.

### *Criteria for Enrollment in 4s/5s Classes*

1. Four years of age prior to September 1 *or*
2. Successful completion of 3s program.

*Note:* Some younger students will attend two years of the 3s/4s or the 4s/5s program in order to be fully prepared for kindergarten

## Financial Responsibility

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Parents agree to promptly fulfill all financial obligations to The New School at Chambers Bay. All families are required to set up a ProCare account with banking information for automatic payment. Parents may go online to their ProCare account to pay the bill prior to its payment date.

For questions or concerns about tuition and fees payments, parents may contact the office at The New School at Chambers Bay.

## Tuition and Incidental Fees

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All application fees must be paid and submitted with the online application for the New School at Chambers Bay.

**Registration and Enrollment:** On acceptance to The New School at Chambers Bay, and to ensure placement, an email link will be sent with instructions to set up your tuition payment plan for the school year. If a student is not accepted to NSCB, all but \$25 of fees paid is returned.

**Tuition Payment by Automatic Bank Payment (ACH) or Credit Card:** Payments are due on the 1<sup>st</sup> of each month, depending on the plan selected per your ProCare Agreement. A \$30 late fee is added to the ProCare account if a payment fails for non-sufficient funds (NSF).

**Enrichment Class Fees:** An Enrichment Class registration form must be completed before attending the program. Fees will be added to your ProCare account.

**Late Tuition/Incidental Payments and Delinquent Accounts:** To continue attendance, all accounts must be kept current, including tuition, preschool fees, child care, summer camp fees and enrichment class fees. Students may not be permitted to continue attending school if the account becomes two months past due. Any check returned to NSCB by the bank will result in a \$35 NSF charge to the account. Any ProCare balance unpaid 30 days after the due date will incur a \$30 per month late fee.

**Prior Year Balances:** Prior year's part day program, summer camp and childcare tuition, plus all fees must be paid before August 1, unless other payment arrangements have been made. If payment is not received by August 1, student will be considered withdrawn, and a \$50 re-enrollment fee will be required to enroll.

## **Part-day Pre-school and K-Prep Early Drop-off/Late Pickup Fee**

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Kindergarten Prep classrooms are open to students no earlier than five minutes before class. Office staff is unable to be responsible for children dropped off early. Children dropped off early are sent to before-school care, and parents are charged a fee of \$1 per minute.

We ask that parents pick up their student promptly after class ends. Students left more than ten minutes after class are sent to after-school care and parents are charged a fee of \$1 per minute.

Parents in need of care beyond scheduled hours should inquire about child care through the office.

## **Replacement of School-Owned Materials and Equipment**

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Throughout their years at the New School at Chambers Bay, students will be using many items that belong to the school. These include books, tools and curriculum toys, as well as other materials and equipment. If school-owned materials or equipment is lost or damaged, the student receives a monetary fine, representing a fair repair cost or replacement value. Stolen items are the responsibility of the student.

## **Withdrawal Process and Fees**

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To withdraw, families must follow The New School at Chambers Bay withdrawal process. Once the parent has submitted the Intent to Withdraw Form, they must also complete the school checkout procedures and reconcile their tuition and fees account before withdrawal is final. Any eligible refund is first subject to deduction of outstanding balances.

If a student withdraws after August 20 but prior to the start of school, a 10% withdrawal fee of the annual contract will be due. If a student withdraws after the start of school, tuition is prorated daily. A 10% withdrawal fee of the annual contract will be added to the prorated tuition along with any unpaid fees, minus payments already made on the current account.

## Emergency and Inclement Weather Policy

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SCHOOL CLOSURE INFORMATION ON THE WEB: Go to [FlashAlert.net](http://FlashAlert.net)

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**PARENTS PLEASE NOTE:** *Please make yourself familiar with this **Emergency and Inclement Weather Policy** in place for The New School at Chambers Bay. These procedures are intended to address concerns and ensure the safety of our staff and families, while continuing to provide quality care for our students.*

*It is always the parents' decision whether inclement weather conditions prevent them from safely transporting their child to school. If parents believe driving conditions are unsafe, they should report their child's absence to the school.*

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The director is responsible for authorizing the posting of snow delays or closure announcements on the FlashAlert website, which automatically updates area radio and television stations of the schools' status.

Families may view and receive FlashAlert notices regarding The New School at Chambers Bay closure information on the web by visiting [FlashAlert.net](http://FlashAlert.net), clicking South Sound Private Schools, and then The New School at Chambers Bay, or by downloading the FlashAlert app to their mobile device. Please sign up to get alerts automatically by going to [www.flashalert.net/id/NCCB](http://www.flashalert.net/id/NCCB).

We use the following guidelines to make decisions regarding weather-related school closures:

**“Two hours late”** means that there is no morning preschool.

**“One hour late”** means that school is conducted as usual, but one hour late.

A **“midday weather closure”** after school has begun for the day means that parents will be notified to pick up their students as soon as they are able.

The FlashAlert website automatically updates local area radio and television stations of our schools' status, including:

KOMO AM 1000, KIRO AM 710, KCMS FM 105, KCIS AM 630

KING-5 TV News and the “Today Show”

### *Child Care (Infant Through KPrep)*

During **late starts**, these programs will operate from 7:30 a.m. to 6:00 p.m., unless otherwise specifically announced.

During Part Day Preschool closures:

**The New School at Chambers Bay Child Care** will operate from 7:30 a.m. to 4:30 p.m., unless otherwise specifically announced.

PLEASE BE AWARE THAT in the event of extreme inclement weather, the Child Care may need to reduce operating hours or may need to close. You may obtain further information by checking [FlashAlert.net](http://FlashAlert.net) or by calling the early learning office.

## Emergency Preparedness

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All staff is first aid-, blood-borne pathogen-, and CPR-certified as well as trained in disaster and emergency safety procedures. At The New School at Chambers Bay, we have a complete emergency/disaster plan that has been implemented and adapted at The New School at Chambers Bay. All school employees are trained to perform a specific function during emergency situations. Our goal is to be well equipped to handle any emergency.

For the protection of students and staff, and in compliance with state requirements and guidelines, The New School at Chambers Bay conducts one safety-related drill each month and documents the date, time, and success of each drill. We are required to conduct drills for fire evacuation, lockdown, shelter-in-place, and high-risk events (such as earthquake, lahar, flood, or other high-risk event).

In case of an emergency where we deem it necessary, we will call 911. We will also make every effort to call you to assist in making any decisions necessary for the care of your child.

To be prepared in case of a catastrophic event, each child has an emergency package stored on campus. Please follow the center's guidelines for providing an Emergency Kit for your child.

## Abuse Reporting

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The State of Washington requires The New School at Chambers Bay to report allegations of suspected child abuse to the proper governmental authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is to communicate with parents regarding the well-being of their children, the administration's place is between the parent and the state, acting on behalf of the child and in accordance with state law.

It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and, once reasonable suspicion is established, have no legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether there are sufficient grounds to require reporting.

# Early Learning Academics

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## Purpose, Goals, and Curriculum Philosophy

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The purpose of The New School at Chambers Bay's Early Learning Centers is to provide a high-quality, developmentally appropriate, spiritually based educational program for young children in a warm and compassionate environment. We uphold and operate, under our core value of dignity, that each child is created in the image of God and is worthy of respect.

The opportunity for discovery learning, plus developmentally appropriate guided instruction by early learning professionals, results in children who are prepared personally, socially, academically, physically, and spiritually for kindergarten and future school success. Our supportive environment encourages individuality and self-confidence within the child. Each child is encouraged to progress at his or her own pace toward enriched experiences, self-discipline, and the ability to make good choices. Our goal is to develop the whole child by providing an educational experience of lasting value focused on four aspects of child development:

### *Personal/Social Maturity*

We focus on helping children develop godly attitudes and character traits through our positive behavior training. Children develop self-help skills and the abilities to problem-solve, resolve conflicts, and have empathy for others. Through participation in group activities, children learn to take turns, share, and get along with others. As they mature personally and socially, children develop a feeling of security and belonging.

### *Intellectual Development*

In our learner-focused environments, we strive to prepare, motivate, and inspire children to have a positive approach to lifelong discovery learning. Through investigation and discovery, and through art, dramatic play and social interactions, children learn about themselves and discover the wonders of the world around them. We address children's diverse learning styles through our curricular focus on reading and writing, language and literacy, numbers and math, science, art, and music.

### *Physical Development*

Activities and environments are designed to develop large- and fine-motor skills, as well as visual-motor skills. Time for play and exercise, on outdoor playgrounds and in indoor play areas, is incorporated into each day.

### *Spiritual Formation*

Chapel times, Bible lessons, praise songs, and prayer times nurture faith in young children and give each child an awareness of God's love for them. By integrating a biblical worldview through the curriculum and learning environment, children see the connections of faith to all of life. Christ-centered character qualities are modeled through the lives of our staff members and through their relationships with the children.

We believe that God has given parents the responsibility of raising their children to love and serve Him. It is our desire to partner with parents in teaching and guiding their children. Our thorough individual portfolio system gives parents clear information as to how their children are progressing in meeting significant developmental milestones and in achieving essential learning targets necessary for future school success.

Our classroom environments are learner centered, carefully planned, and purposefully arranged to stimulate learning, foster creativity, and make our curriculum come alive for the child. Hands-on and engaging activities encourage each child's natural curiosity as well as a desire in them to explore and learn.

All lead teaching staff will be trained in our facility curriculum within thirty days of hire.

## Developmental Screening

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An Ages & Stages Questionnaire (ASQ) will be conducted within ninety days of every child's enrollment date. The results will be shared with the families within thirty days of completion.

## Ongoing Assessment (Formal and Informal)

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Continuing assessments of all children will be done using *Teaching Strategies Gold* assessment tools. Each family will receive a formal assessment twice a year—winter and spring—and an informal assessment in the form of a portfolio at the end of the school year.

Along with the formal and informal assessment tools, parents will also be included in parent/teacher conferences twice a year. This will be a time for both families and teachers to discuss each child's strengths and needs, as well as developmental milestones and learning goals. Teachers are also available through email, scheduled phone calls, and meetings when a family requests these or a concern arises.

## Transition Plans

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Parents are given an information folder when their child starts at the early learning center. When children are ready to transition to the next classroom level, families will be informed in writing as to which classroom their child will be moving to and how the process will be implemented. Children spend time visiting the next classroom if they are not already acquainted with the new teacher.

## Program – What Is D.A.P.?

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The term *Developmentally Appropriate Practices* (DAP) is often used in early childhood programs and is part of the philosophy The New School at Chambers Bay early learning center. So, what does it mean and how does it affect what occurs in the classroom? In a DAP program, each child is viewed as a unique person with an individual pattern and timing of development. Curriculum is built around the individual, as opposed to attempting to fit the child into a particular curriculum. Different levels of activity, development, and learning styles are expected, accepted, and used to design appropriate activities. Teachers prepare the environment and curriculum so that children learn through active exploration and interaction. All our preschool classrooms include interest centers planned to promote development of the whole child through multisensory experiences.

At our early learning center, each day includes a child-directed time, allowing children the ability to choose the interest centers in which they want to participate. Although it may look as if the children are “merely playing,” just as much care and forethought is given to planning the child-directed curriculum as is given to teacher-directed activities. Interest centers might include science and math, construction, dramatic play, art, quiet corner, and manipulatives, with all activities designed for the development and growth of each child.

Research shows that the best curriculum offers a balance of challenge and success. Too much challenge leads to frustration, just as too much success leads to boredom. Likewise, a balance of exploration and repetition of experiences is essential to a child's development. A curriculum that includes discovery-learning experiences allows a child to choose when to be challenged or be sure of success; when to play alone or with others; when to be active or play quietly; when to explore new experiences or repeat favorite activities. Hands-on interest centers provide children freedom of action, adventure, and imagination; and they develop interest, concentration, creativity, and problem-solving skills.

# Early Learning Student Conduct Expectations

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## Positive Behavior System

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Since we see our centers as an extension of home, we reinforce positive attitudes and behavior patterns that will benefit the child for his whole life, on the basis of an understanding of the child's needs and stage of development. Our positive behavior system reinforces good behavior and citizenship. Discipline shall be assigned to help the child develop inner control, acceptable behavior, and respect for the rights of others. Discipline is viewed as corrective and instructional, not merely punishment.

Our centers use indirect guidance techniques:

We give warnings: "You have five more minutes to play before it's time to clean up."

We give redirection: "You need to play over here for a while. After circle time, you may play in the block area again."

We give choices: "You may paint with the other children, or you may read a book in a quiet corner."

We have a regular routine: "We always wash our hands before lunch. After lunch is story time."

We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he or she remembers what we asked, and then offer to help the child do what was asked.

We are consistent: We do things the same way each day, so the children know what to expect and learn to trust and feel safe in their environment.

We also use direct guidance techniques:

We use affirmative: "We use walking feet indoors" rather than "Don't run!" or "Use your words to tell us you're angry" rather than "Don't hit!"

We get the child's attention by crouching down to his or her level, making eye contact, speaking quietly, and asking the child to repeat the directions.

We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we do not make rules just because an activity is too noisy or messy.

We avoid arguments by following through with solutions that address the problem: "You can choose a quiet place to calm down, or I can choose one for you."

By law and program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling (bad, naughty, etc.), or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things that children do, and it minimizes mimicking activity by other children.

## Positive Behavior Plan/Expulsion Policy

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When a child has many documented incidents of challenging behavior in which the child is harming himself or herself, teachers, or other children, and is not responding to the program and family's initial, coordinated attempts to modify the behavior, an appointment will be set to discuss the implementation or update of a Positive Behavior Plan. This plan will include types of redirection, consequences, and skills the child needs to work on. If behaviors have not improved after a predetermined period (e.g., three weeks), the director/supervisor will reevaluate the situation and go over the next steps for the child. In most cases, the result will be a revised behavior plan.

A child may be expelled or suspended if:

- The child exhibits behavior that presents a serious safety concern for themselves or others
- The center (teachers and supervisors) are unable to reduce or eliminate the safety concern through reasonable modifications such as switching classrooms, staffing changes or new behavioral management systems.

If a child is expelled or suspended, the parents or guardians of the child will be provided with documentation that show steps taken to avoid expulsion or suspension. Additionally, the parent or guardian of the child will be provided with information about community-based resources that may benefit the child.

## Referrals

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Should we feel that a situation is beyond our expertise, and it is found that the behavior a child has exhibited requires supervision and expertise beyond our scope, a final meeting will be arranged.

To best support children and families in these circumstances, referrals for expert evaluations or programs that will better meet the needs of the child will be discussed.

## Biting in Early Learning

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Children may bite for a variety of reasons, but rarely with the intent to hurt another child. It is normal for infants and toddlers to put their mouths on people and toys, and for many two-year-old children to try biting, but most children do not continue to bite after the age of three. Biting tends to be more common when children undergo schedule changes at home or school, or when children are going through developmental transitions. We recognize how upset parents may be when they learn their child has been bitten; however, we also recognize that biting is a normal component of child development. Despite our determined efforts to prevent biting incidents, they are likely to occasionally occur. If your child is bitten or bites, we will work diligently with you and your child to teach the child more positive ways to cope than biting. The following action will be taken after a biting incident:

1. Staff members will separate the children involved and provide immediate attention (including first aid if needed) to the child or staff member who was bitten. Staff will provide corrective direction to the biter in a calm manner. The corrective direction may include telling the child in a firm yet loving manner that "biting hurts," and/or having the child help comfort the bitten child.
2. An ouch report and a biting form will be filled out. Parents of both the biter and the child that was bitten will be called and informed of the incident. For confidentiality reasons, parents are not told the names of the other children involved in the incident.
3. Children bite for many different reasons; careful observation will often provide insight as to how to prevent and/or manage such behavior. Staff members will document when and where biting happens, who is

involved, what the child experiences, and what happens before and after. Staff members will then make changes to classroom environments and/or activities as determined necessary.

4. Administration will schedule a meeting with the parents of a child who demonstrates a pattern of biting for longer than two weeks. They will discuss possible reasons for the biting and plan together to change the biting behavior. There will be a follow-up meeting within two weeks.
5. If there is no noticeable improvement and the child continues to bite, the child will be asked to take a two-week break from child care, during which the parent will not be charged.
6. If the child continues to bite even after a two-week absence, we may request the parent/guardian to explore the possibility that the child needs a different type of child care setting.

## 7. Early Learning Guidelines and Information for Parents

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### 8. After-Hours Disclaimer

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9. Although The New School at Chambers Bay discourages this practice, on occasion a center family asks a center employee to watch their children after hours. Be advised that the center will not be liable for any employee after the employee's normal work hours.

### 10. Birthdays/Food Brought from Home

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11. Every child will have an opportunity to celebrate his or her birthday. Each class may celebrate or observe birthdays differently. Your child's teacher will share with you how the class celebrates birthdays. Arrange with your child's teacher at least one week before the celebration day.
12. Please refrain from bringing food that is "home" made. You are welcome to bring snacks/cupcakes, etc. that are store-bought and sealed in their original package.
13. In consideration of the feelings of our young students, please do not send birthday invitations to school unless every classmate is invited. Since birthdays and parties are so important to young children, please do not send birthday gifts to school or pick up selected students for parties. Your sensitivity in this matter will help us avoid hurt feelings.

### 14. Clothing

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15. Comfortable, washable play clothes are necessary for school. Dress your child for an active day. Please keep in mind that we do many fun things, and sometimes children get messy and dirty. Children may want to "dress up" for special school events. There will be no "messy" play or activities on these special days.
16. Other clothing tips to remember:
17. Have your child dress in clothing that is easy for them to remove to tend to their own toileting needs.
18. Provide appropriate outerwear, as most days will include outside play. **All jackets, sweaters, and caps should be clearly marked with your child's name.**
19. "Sunday" shoes and flip-flops are dangerous on active feet and inappropriate for school except on special days.
20. Loose-fitting jewelry, especially necklaces, is also a hazard for young children and therefore best not worn to school.
21. We ask that children not wear clothing representing violence, sorcery, or supernatural powers. Since young children have difficulty distinguishing between reality and pretending, this type of clothing often leads to violent play at school.

22. Helping your child choose clothes for school is a great opportunity to begin lessons in modesty and the appropriateness or inappropriateness of some clothing styles. Speak to your director or program supervisor if you have questions about our dress policies.

## Communication

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The teacher will post a monthly newsletter and calendar to an internet-based share-site. We ask parents to check their child's boxes *daily* for teacher correspondence and calendars. There are staff boxes located in the administrative office for your notes to the teacher.

## Field Trips

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Field trips enrich the learning themes. Except for a field trip or two on a chartered bus, transportation for each child is the responsibility of that child's parent. To comply with current laws and to ensure the safety of all of our children, we require all children to ride in properly installed car seats or booster seats. If you are unable to attend a field trip, you can arrange with another parent to take your child if you have installed your child-restraint equipment in that vehicle.

Field trips could include Pumpkin Patches, Children's museums, zoo, NW Trek, splash parks, etc. Please note we will NOT take children to lakes, swimming pools, etc.

We encourage parents to go on class trips whenever possible. Younger siblings may accompany the class on *some* field trips. There may be a fee charged for extra children (e.g., entrance fee). Watch your newsletters for details.

## Pickup Procedure/Safety

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All persons who pick up your child must be on the approved list of people on your child's record. We ask for identification of all people we do not personally know. Parents have the responsibility of notifying the center in writing of any changes in the approved list of people who may pick up the child.

If someone other than you will be picking up your child, please leave the authorized person's name, car description, and license plate number with the teacher prior to class time.

The center needs a copy of any served court orders. We must have a certified court order on file regarding parental custody matters. We cannot refuse a parent pickup rights unless we have a court order on file about those rights. Please notify us immediately of any changes in custody orders.

## Pictures

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A professional photographer takes individual student pictures at school and returns packages in time for Christmas. Parents will receive advance information regarding picture-taking dates and prices.

## Staff Screening and Training

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The New School at Chambers Bay put our staff members through a tough screening process. They go through several interviews and undergo a reference check, Washington State and national criminal background check, and FBI screening. Staff members must demonstrate a knowledge and understanding of the developmental stages and needs of young children, and they must be Christians with a love for children. All staff members, including substitutes, must meet state requirements and go through an orientation process before starting work. Once on staff, personnel continue their education by participating in in-house workshops, industry seminars, and personalized training by a trainer/advisor from Clover Park Technical College. Our staff desires to create and sustain a team relationship with parents and other staff members, working together in the best interests of each child.

## **Toys from Home**

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Except for special toys on “show and tell” days or toys needed on opening days of school to help ease your child’s transition from home to school, we ask that toys not be brought to school. Please send “show and tell” items to school in a brown paper bag, clearly labeled with the child’s name.

Children are not to bring toys from home that represent violence, sorcery (magical, supernatural powers, potions, and wishing) or that contradict Christian beliefs. Please do not bring these types of toys for “show and tell.” Such paraphernalia tend to promote violent play such as hitting, kicking, karate, and rough pretend play. Young children have difficulty distinguishing between what is reality and pretending, especially when they see things on videos or in movies—they do what they see! Please cooperate with us by not sending these items to school with your child. If you have any questions about the appropriateness of an item, please ask the director.

**Please avoid sending valuables to the center. The center is not responsible for lost, stolen, or broken items.**

## **Visiting School**

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Parents are welcome to visit at any time. We have an open-door policy. We encourage parents to visit their child’s classroom at least once a year. For safety reasons, a visitor’s pass is required from the office each time you visit.

## **Staff to Child Ratios**

In our Early Learning Center our staff to child ratios vary by age of the students.

- **Infants: 1:4**
- **Toddler ages 1-3: 1:7 or 2:14**
- **Ages 3-5: 1:10 or 2:20**
- **Part day programs: 1:10 or 2:20**

## **Mixed Age Groups**

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For best practice, we combine children of different age group for periods of no more than the first two hours of the day or the last two hours of the day, not to exceed two hours in any given day, provided the staff-to-child ratio and group size designated for the youngest child in the mixed group are maintained.

## **Other Information**

- To find more information about our centers health policy, staff policies, consistent care policy, menus, liability insurance, inspection reports, and any other relevant program policies please see our administrative assistant in the front office.

# Early Learning Health and Safety

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## Allergies/Special Medical Concerns

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If your child has allergies or special medical concerns, please alert the center to what your child's needs are so we can make the necessary arrangements to protect your child. We must record this information on your child's enrollment form. All allergies and special medical concerns require an Individual Health Care Plan.

## Following Non-Smoking, Vaping, Alcohol and Drug Regulations

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The New School at Chambers Bay is a Tobacco Free, Drug Free, and Weapons Free Campus. Every day, all day, by everyone.

Tobacco Free Zone	RCW 28A.210.310
Drug-Free Zone	RCW 69.50.435
Weapons-Free Zone	RCW 9.41.280

The use and visual possession of tobacco, vaping, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property during business hours, including, but not limited to:

- Indoor and outdoor licensed space.
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.
- In motor vehicles while transporting children, on field trips, to and from school or other childcare related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

No illegal drugs are allowed on the premises. Alcohol, vaping and Cannabis may not be consumed during business hours.

The director, staff, volunteers or aides must not, or allow others to:

- Have or use illegal drugs on the premises.
- Consume alcohol or cannabis during operating hours.
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
- Be impaired as to not be able to respond promptly and care for children.
- Alcohol is not allowed on the premises or in the view of children.
- Cannabis and/or Cannabis products in any form and paraphernalia are not allowed on the premises or in the view of children.
- Tobacco, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue and all paraphernalia are not allowed on the premises or in the view of children.
- All vaping devices are not allowed on the premises or in the view of children.

Smoking or vaping tobacco products that are used during business hours must not be in a "public place" or "place of employment," as defined in RCW [70.160.020](#), in a motor vehicles used to transport enrolled children. Used by any provider who is supervising children, including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW [70.160.075](#).

## Infant and Toddler Care

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### Diaper Changing

**All children in our infant rooms, and some in toddler rooms, will require diaper changing throughout the day. Parents will be able to review a daily care card detailing diapering times and results. Copies will be available on request.**

Parents supply the diapers, wipes, bottled water to mix formula, and any ointment needed. To apply ointment, we must have a completed medical authorization form. Staff will indicate on the care card when your supplies are running low.

### Toilet Training

Toilet training is a major milestone in a young child's life. Because children spend much of their day in child care, we may recognize signs that a child is ready to begin toilet training. We work together with the family, helping make toilet training a successful and positive experience for your child.

Toilet training should be a positive experience for a child. There is no right age by which all children should be using the toilet. We initiate toilet training when the child exhibits signs that he or she is ready. We will communicate with parents, go over our toilet training policy, and have a toilet training plan signed by parents and the center.

Parents will need to provide three pair of the following: elastic-waist pants, thick training pants, plastic pants, socks, and one extra pair of shoes, if possible. A supply of diapers or pull-ups for especially challenging days and nap times is also required. Children should be dressed in loose-fitting clothing with no snaps or buttons and no overalls or zipping pants.

### Safe Sleep Training

Before caring for infants, staff and volunteers working in the infant room must have annual documentation of safe sleep training approved by the Washington State Department of Children, Youth, and Families.

### Infant Sleep

Each infant can follow his/her individual sleep pattern. Providers look for and respond to cues as to when an infant is sleepy.

Infants are within sight and hearing range, including when an infant goes to sleep, is sleeping, or is waking up. We visibly check on sleeping infant every 15 minutes. Lighting is sufficient to observe skin color and breathing patterns.

Following the current best practice from American Academy of Pediatrics, our program practices safe sleep to reduce Sudden Infant Death Syndrome (SIDS) and Sudden Unexpected Infant Death Syndrome (SUIDS) risk, including:

- o Infants are always placed to sleep on their back up to 12 months of age. If an infant rolls-over while sleeping, the staff return the infant to his or her back until the infant is able to independently roll from back to front and front to back.

Any alternate sleep position must be specified in writing by the parent/ guardian and the child's health care provider. The order must be in the infant's file.

Infants do not sleep in car seats, swings, or infant seats. Any child who arrives at the program asleep in a car seat, or who falls asleep in a swing or infant seat, is immediately moved to a crib or mat. *(Sleeping in infant seats or swings makes it harder for infants to breathe fully and may lead to head and neck issues.)*

Blankets, bumper pads, pillows, soft toys, sleep position devices, cushions, sheepskins, bibs, necklaces or similar items are not on nap mats, in cribs, or on crib rails if occupied by a resting or sleeping infant.

Sleep sacks can be used only with written authorization from the baby's physician. Sleep sacks must allow for infant arms to be free and allow for unrestricted movement.

Swaddling is not necessary nor recommended in a child care setting. If infants are swaddled, they are always be placed on their back. Swaddling should be snug around the chest but allow for ample room at the hips and knee to prevent hip injury. When an infant exhibits signs of attempting to roll over, swaddling is no longer used. Consider that infants, on average, start to roll at 3 months of age. Swaddling is only done with a written authorization from a physician.

## Program and Environment

The infant room is street-shoe-free to reduce infant exposure to dirt, germs, dangerous heavy metals, chemicals, and pesticides. All staff and other adults entering the room wear socks, slippers, inside-only shoes, or shoe covers over their street shoes and will not enter room with bare feet.

The infant room has areas where all infants have the opportunity to experience floor-time activity without restriction. (*Floor time encourages brain and muscle development.*)

All infants are given at least three 5-minute periods of supervised tummy time each day, increasing the amount of time as the baby shows interest.

Infants do not spend more than 15 minutes per day in restrictive devices such as swings, bouncers, infant seats or saucers. Use directions for all equipment must be strictly followed at all times.

Nursing pillows: infants will not be propped on nursing pillows. Free movement will be promoted for all infants.

A child care health consultant visits the infant room monthly. Per WAC 110-300-0275, the consultant is a currently licensed registered nurse (RN) with training and/or experience in Pediatric Nursing or Public Health in the last five years. This nurse provides consultation that is consistent with the health consultant competencies described in the current version of *Caring for Our Children*.

## Health Care Policy

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Please do not send your child to school with a suspected illness. Following a fever, a child should have a normal temperature for at least twenty-four hours before returning to school. If your child is out of school for more than one day, please contact the school office to inform us as to the nature of your child's absence (e.g., chicken pox, measles, lice).

We do not permit children at the center if any of the following exist:

23. Fever of at least 101° F (axillary) or 100.4° for infants ***accompanied by one*** of the following:
  - Diarrhea or vomiting
  - Sore throat
  - Behavior change
  - Earache
  - Rash
  - Headache
  - Fatigue that limits participation in daily activities
24. Vomiting on two or more occasions within the past twenty-four hours
25. Diarrhea – three or more watery stools within the past twenty-four hours

26. Rash not associated with heat, diapering, or an allergic reaction.
27. A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, a significant change in behavior, or activity level indicative of illness.
28. Open or oozing sore, unless properly covered and twenty-four hours has passed since starting antibiotic treatment, if necessary
29. Lice or scabies: may return to the premises after receiving the first treatment.

## Illness Report

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Sick children may not be brought to the center. It is advisable to have an advanced plan for alternative care in case of illness. When your child gets sick at the center, we will call you to arrange to pick up your child immediately. Center staff will complete an illness form, which a parent must sign.

## Immunization Information

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In order to protect students from infectious childhood diseases, Washington State law requires that every student enrolled in preschool and child care must have a signed Certificate of Immunization Status form on record by the first day of school. Students may not attend the center until required immunizations are up to date. To make sure that your child's immunizations are current, check the requirements for your child's age on the Certificate of Immunization Status form. We follow the Department of Health guidelines for immunizations.

## Lunches (Licensed Child Care Only)

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Every day we serve a nutritious lunch that will meet your child's nutritional needs. We post a monthly snack/lunch menu that is available for you to monitor. Parents of infants and toddlers must provide food for their child until they are able to eat table food. Please note that we are not able to make substitutions based on child or parent preferences. Lunches and snacks served will meet one-third of the daily minimum nutritional requirements.

If your child has a food allergy or special menu requirements due to a **health condition**, we must "receive written directions from your child's health care provider and you to provide nutritional supplements (such as iron), a medically modified diet (such as a diabetic or allergy diet). For allergy diets, the parent and child's health care provider must identify the foods the child is allergic to" (WAC [Washington Action Code] 170-295-3160 #7).

Please talk to our office staff to obtain the needed forms for you and your child's health care provider to complete.

We feed infants in our program according to their need or "on demand" rather than according to an adult-prescribed time schedule. If an infant is required to be fed on a specific schedule (because of reflux for example), a note from your child's physician will be required, laying out the child's feeding schedule and the reason for such a schedule.

## Medication

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Medication forms are available in the office and in classrooms. Please note that over-the-counter medications that do not indicate proper dosage information on the container for your child's age require a doctor's signature on the authorization form. Medications other than diaper ointment, and sunscreen are kept in the Administrator Assistant office. We give medications at 12:00 or 2:00 only.

Please **personally deliver** any medication to the receptionist or staff person at the front desk or office, with instructions to place it in the refrigerator or medicine cabinet, with the required authorization.

## Rest Time (Licensed Child Care Only)

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There will be a rest time each afternoon. Children are expected to rest for at least a portion of this time. Those not resting the entire time may engage in quiet activities. The state requires a supervised rest period for all children five years of age and under who attend the center six or more hours each day.

## Snacks (Licensed Child Care Only)

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We serve a mid-morning and mid-afternoon snack. Because of an increased incidence of severe nut allergies in young children, we do not allow foods that contain nuts or nut oils.

Birthdays are celebrated during snack times, allowing for “special” snacks. Please reserve bringing cookies, cupcakes, and other high-sugar foods for birthdays or special celebrations.

Please refrain from bringing food that is “home” made. You are welcome to bring snacks/cupcakes, etc. that are store-bought and sealed in their original package.

## Snacks (Part-day Pre-school and K-Prep Only)

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Children receive a small nutritious snack and drink each day at school. Children take turns bringing snacks. Your child’s teacher will provide a snack schedule. Please include a half-gallon of juice (preferably real fruit juice) or milk (unless you prefer water), 5-ounce cups, and napkins with the snack. We request that you not send purple grape juice or red juices that might stain if spilled on the floor or clothing.

Children enjoy bringing a snack to share with their friends. However, please guide your child in selecting something nutritious. Cookies, cupcakes, and other high-sugar foods are reserved for birthdays or special celebrations.

Please refrain from bringing food that is “home” made. You are welcome to bring snacks/cupcakes, etc. that are store-bought and sealed in their original package.

***Because of an increased incidence of severe nut allergies in young children, snacks must be free of nuts and nut products.***

Remember that this is just a snack. Please keep it simple and make portions small. Snack time gives the children an opportunity to learn manners and other social skills, how to take care of themselves, and to clean up afterwards. Listed below are suggested appropriate snacks

## Toilet Training (Licensed Child Care Only)

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Toilet training should be a positive experience for a child. There is no right age by which all children should be using the toilet. We initiate toilet training when the child exhibits signs that he or she is ready. We will communicate with parents, go over our toilet training policy, and have a toilet training plan signed by parents and the center.

Parents will need to provide three pair of the following: elastic-waist pants, thick training pants, plastic pants, socks, and one extra pair of shoes, if possible. A supply of diapers or pull-ups for especially challenging days and nap times is also required. Children should be dressed in loose-fitting clothing with no snaps or buttons and no overalls or zipping pants.

# Licensed Child Care (Only)

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*This information is specific to our licensed child care program.*

## Licensing

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The New School at Chambers Bay early learning center are licensed by the Washington State Department of Children, Youth, and Families, and operate within the requirements set by that department.

## Child Care Academic Time

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The child care academic class time, between the hours of 7:00 a.m. and 11:30 a.m. daily, provides concentrated learning experiences for the children. Learning experiences are also planned throughout the remainder of each day. Though designed as “play,” all areas of a quality early childhood program curriculum exist throughout each day, with a balance of teacher-directed and student-directed activities. These activities foster a healthy child who has a positive self-image and enjoys learning. We will provide materials that produce an atmosphere conducive to each child’s own creativity and development level on an individual and group basis. We do progress evaluations for children throughout the year. Parents receive a written report in December, March and June.

## Typical Child Care Classroom Schedule

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6:00–7:00 a.m.	Combined with other classes
7:00–11:30 a.m.	Classroom Time
8:00 a.m.	Morning Snack
11:30 a.m.	Lunch
12:15 p.m.	Nap Time
2:45 p.m.	Afternoon Sack
3:30 p.m.	Outside/Gym
5:00–6:00 p.m.	Combined with other classes

## Items to Bring

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Completed registration paperwork

Backpack (optional)

Complete change of clothes

Small blanket

Crib sheet (to cover mat during rest time)

Please refrain from bringing stuffed animals and pillows as they are difficult to sanitize and can spread germs

*Please note: All personal items must be clearly marked with your child’s name.*

## Daily Sign-in and Sign-out

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It is a state requirement that children be signed in and out upon drop-off and pickup from child care. The sign-in process provides proof that drop-off occurred and that responsibility for the child transferred from the parent to the school.

**Parents or authorized persons are responsible to escort children to class and to inform the teacher that the child has arrived.** Children *must* be properly signed in and out with your *full* signature. Only persons noted on the registration form, or persons with written authorization from the parent, are authorized individuals to remove children from the center.

## Center Hours

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The center is open Monday through Friday from 6:00 a.m. to 6:00 p.m.

## After-Hours Disclaimer

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Although The New School at Chambers Bay discourages this practice, on occasion a center family asks a center employee to watch their children after hours. Be advised that the center will not be liable for any employee after the employee's normal work hours.

# Licensed Child Care Financial Policies

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## Child Care Rates

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The child care rate is a pre-established monthly rate that is determined upon registration. **This rate does not fluctuate with holidays. Monthly rates are determined by the number of days the facility is in operation each year.** Rates are adjusted annually. Rate information is available in the school office.

## Child Care Billing

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**Tuition Payment by Automatic Bank Payment (ACH) or Credit Card:** Payments are due on the 1st of each month, depending on the plan selected per your ProCare Agreement. A late fee accrues to the ProCare account if a payment fails for non-sufficient funds (NSF).

## Child Care Illness Credit

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One week of contracted tuition credit is issued if

1. The center is notified on the first day of illness by a phone call.
2. The child is absent for the number of contracted days that week. There is no credit for a few days missed at a time; tuition will remain the same.
3. More than one week of credit is given only with a doctor's signed statement that the child was too sick to be at the center or that the child's presence at the center would have been potentially harmful to the other children. Illness credit is for a full contracted week missed, not a few days, and is received for a maximum of two weeks per calendar year. Special circumstances should be discussed with the director.

## Late Pickup Charge

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Parents arriving after 6:00 p.m. to pick up children receive a late fee of \$1.00 for every one (1) minute they are late, for each child. This fee appears on your next statement.

## Registration

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A \$50 registration fee is noted on the September annual child care contract, which states that your ProCare account will be billed.

## Child Care Pre-School and K-Prep Summer Fee

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For children attending during the summer, a Summer Adventure Camp activity fee is billed each June, covering all bus expenses, field trip entrance fees, camp T-shirts, and special crafts and activity costs associated with camp. This fee is the same regardless of days attended. All Pre-School and K-Prep students are a part of the Summer Adventure Camp program during the summer. (There is no sibling discount on the activity fee.)

## Contract Termination/Withdrawal

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A two-weeks' (ten business days') advance written notice is *required* for termination of your child's enrollment in child care at the center. Two additional weeks of tuition will be charged if the termination notice is not received.

## Vacation

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Vacation credit can be issued to full-time children who attend the center at least four days each week. Vacation time is earned and based on the date of enrollment. One week will be issued after each six months of enrollment in the program. This credit amounts to two weeks per year. You may schedule your vacation at any time and apply for a credit. However, the credit will not be reflected on your account until the six months have expired. Vacation from child care must be taken in a full-week increment, or five consecutive days, and a one-week's advance **written** notice must be submitted to the administrative office to receive the vacation credit. Vacation credit must be used each year and will not be carried over into your next year.