

Mercer Island Play Center Parents (MIPCP), Inc.



Patti's Play Center

PARENT HANDBOOK

2017-2018

Mercer Island Play Center Parents (MIPCP), Inc.

Welcome to Patti's Play Center! This Parent Handbook contains information about our Center. Please read it and keep it for your reference. Patti's reserves the right to make changes to this handbook at any time.

GENERAL INFORMATION

PURPOSE

To provide a part-time play and socialization center for children in a well supervised play area.

CONTACT INFORMATION

Location: 4400 86th Avenue SE, Mercer Island, WA 98040
Mailing Address: P.O. Box 515, Mercer Island, WA 98040
Phone: 206-232-4453
Tax I.D. Number: 91-1368190

CALENDAR AND HOURS

September through early June: Mondays-Friday 9:00-12:00pm. Option for lunch bunch from 12:00-1:00pm.

Patti's Play Center generally follows the Mercer Island School District holidays. For the 2017-2018 school year, Patti's will observe the following:

First day of School	9/5/17
Veteran's Day	11/10/17
Thanksgiving Break	11/23/17 – 11/24/17
Winter/Holiday Break	12/18/17 – 01/01/18
Martin Luther King's Birthday	01/15/18
President's Day/Mid Winter Break	02/16/18 - 02/20/18
Spring Break	04/9/18 - 04/13/18
Memorial Day	05/28/18
Last Full Day of School	6/14/2018
School Closes @ 12:00	6/14/2018

The Center is closed for the summer on June 14th.

TEACHERS & STAFF

Director	Cathy Jankovich	206-232-4453
Assistant Director	Michelle Aitken	206-232-4453
Toddler Teacher	Amber Hughes	
Billing/Payroll	Kelly Casey	206-236-5627

REGISTRATION INFORMATION

AGES, FEES, and RESIDENCY

Patti's Play Center serves children aged 2 years through 4 years.

Non-refundable registration fee: \$75.00 per family per year.

Activity fee: \$80.00 per registered students at Patti's.

Hourly rate: \$9.50 per hour. This fee is subject to change with one month's notice.

First priority for registration is provided for children that are Mercer Island residents or non-Island residents attending a Mercer Island Preschool.

REGISTRATION REQUIREMENTS

The following items must be completed in ink before a child's first day at the Play Center, and must be updated yearly:

1. The "Registration Form," which includes the name and phone number of the child's physician, the name(s) and phone number(s) of a responsible party (who must be an Island resident) in case parents cannot be reached, permission to administer first aid to the child, and written consent to secure emergency medical treatment for the child in the event parents or doctor cannot be reached. The Registration Form also contains sections concerning your child's health history and personal history.
2. A complete "Certificate of Immunization Status." The HIB and Hepatitis B vaccines are now required, and Hepatitis A is strongly recommended. If, for religious or philosophical reasons, a parent does not wish for the child to receive immunizations, the parent must state so in writing. In the event of an epidemic, the Public Health Department has the authority to exempt a non-immunized child from the Play Center until it is deemed safe to return. It is state law that this certificate be completed and signed in ink before your child attends daycare.
3. Every child must have an Emergency Disaster form completed, which includes medical information, emergency treatment consent, a Mercer Island contact person and an out-of-state contact person/message center. (Often, out-of-state telephone lines are clear after an earthquake before the local phone lines have been restored.)
4. Every child must have a Play Center Helmet Policy Form completed.

NON-DISCRIMINATION

Patti's Play Center does not discriminate on the basis of race, color, creed, national origin, sex or ability. The Play Center is not a full service day care, however, every reasonable effort will be made to accommodate and serve children with disabilities. In partnership with the Mercer Island School District, the Play Center contracts to serve certain individual students aged three to five under Public Law 94-142. Holidays are recognized without reference to religion.

RESERVATIONS

Permanent weekly reservations can be made beginning in the spring for the following academic year. After that, reservations can be made at any time, subject to availability.

- Children age two by 8/31/17 may reserve time between 9 a.m. and 12 noon, however, a child must be two before he/she can attend the center. Lunch bunch is offered to all students from 12-1pm. Based on space available.

WAIT LIST

The wait list is handled in the order of registration. If you have been placed on the wait list, please be assured that you will be contacted when an opening becomes available. A child must be two to be placed on the waiting list.

CALL-IN POLICY

A child is eligible to attend the Center under the "Call-In" policy provided that the registration and activity fees have been paid and all registration forms completed.

- A "call-in" reservation may be made 24-hours before the morning session. You may add lunch bunch 24-hours before as well.
- If no space is available on the desired day, the child's name will be placed on a wait list for that day. As cancellations occur, they will be filled in order of the daily wait list.
- Please note that we cannot allow drop-ins without calling to confirm that there is availability beforehand.

CANCELLATIONS

Due to high demand Patti's has a no cancellation policy. If your child has a reservation and is unable to attend due to illness or vacation you will still be charged. As a courtesy to the teachers, so they do not worry, please call the Center if you know your child will be absent at 206-232-4453.

If you wish to cancel your enrollment at Patti's, you must give 30 days notice or you will be billed for the remaining missed days of school for a 30-day period.

LATE POLICY AND FEES

1. The Play Center opens daily at 9:00 am and closes at 12:00pm, with lunch bunch ending at 1:00pm. State Law requires that we maintain specific staff to child ratios. To insure compliance, it is important that you observe the Play Center's hours. It is also very important for you to observe the actual hours of your child's reservation within the Play Center's operating hours. Children cannot be accepted early or picked up late. If you think that you will be late to pick up your child, please call. Failure to adhere to the above guidelines will result in the early/late fee charges outlined below.
2. Early/late fee charges will be applied if:
 1. your child is dropped off before his reservation begins or before the Play Center opens, or
 2. your child is picked up after his reservation ends or after the Play Center closes.

Charges begin after five minutes and are as follows:

- 5 minutes; \$5.00.
- For each additional 5 minutes; \$10.00.

3. Arrival and departure times will be determined by the clock near the sign-in sheet at the Play Center.

MIPCP, INC. BILLING POLICY

1. By the 5th of each month, the play center bills will be distributed at pick up. If you have any questions concerning your bill, contact Kelly Casey at (206) 236-5627.
2. Payment is due (either postmarked or placed in the Play Center's payment box) by the 15th of the month. If payment has not been received by the due date, a \$10.00 late fee will automatically be added to your following month's statement. If another monthly payment is late the penalty will increase by \$10.00 each time it is late.
3. If payment is one month in arrears, a written explanation of the reason for nonpayment and a proposed payment plan must be given to the Center's bookkeeper in order for the child to continue attending Patti's Play Center. The Board of Directors will make the final decision concerning action required on bills that are not current. If the center is not contacted and no attempt is made to clear up any pending bills, the child's permanent reservation will be relinquished and he/she will not be allowed to attend the Center at all until ALL pending charges are paid in full.

4. The month of September is billed in the summer and requires pre-payment to hold your permanent reservation. This sum in its entirety is non-refundable. **In addition, the Center requires the month of June to be prepaid and it will be included on your May invoice.** Registrations for the following year will not be confirmed until all bills have been paid.

NEWSLETTER

A monthly newsletter will be emailed with important information concerning the Play Center and the schedule of monthly themes.

PROGRAM and DAILY SCHEDULE INFORMATION

ARRIVAL AND DEPARTURE

1. For health reasons, you must help your child wash his/her hands in either bathroom at the end of the Emmanuel Day School hall. Please use warm water and liquid soap, and dry with individual paper towels. After your child's hands are washed, hang your child's coat on a hook outside the Play Center door, and enter the room using the door furthest from the bathrooms (the fourth door past the kitchen). All other doors will be locked to prevent children from leaving the room.
2. Each child must be signed in and out with your full signature, on each day that he/she attends the Play Center. Please sign in and sign out as soon as you arrive. Please check the clock near the sign-in sheet and indicate the actual time you arrive and leave with your child. Please note that you will be charged for the entire length of your reserved time, even if you deliver your child late and/or pick him/her up early. Please also note that you may not leave your child before the time your reservation begins.
3. Children are to be picked up only by those people listed on the Play Center's Registration Form. Any changes in this list should be noted by written letter and mentioned to a staff member. If the pick-up person is unknown to the Play Center's staff, the staff may ask for identification. Phoned-in changes are not acceptable except in cases of emergency and will be considered by the Director on a case-by-case basis. When a person other than the parent is picking up the child, please write this person's name on the space provided on the sign-in sheet.
4. In the situation of separated or divorced parents, the Play Center's staff should be informed on the Registration Form which parent has custody of the child and whether the other parent is also allowed to pick up the child. It is the parent's responsibility to notify the Play Center in writing of any changes in his/her situation.
5. If you will be away from home while your child is at the Play Center, please leave a phone number where you can be reached on the Daily Emergency Phone Number list posted by the sign-in sheet.
6. Pick-up is at 12pm at the covered area over the building west of the playground. Children will be walked out to the covered area next to the playground so you can quickly pick-up your child. Please sign the clipboard before meeting your child so that we are able to ensure an orderly and safe sign-out process. Please note that if you must pick-up your child at a different time, you will need to come to the classroom. If your child attends lunch bunch, you will pick up your child in the classroom at 1pm.

PROGRAM

There will be lots of free time to play in the sand box or rice table, to ride toys, to play on the indoor climber, or play in the kitchen and in the doll area. The program revolves around weekly themes. Activities include music, arts and crafts, organized games, ball play, drama, circle time, story reading, and special events. Shape, color and number recognition are integrated into the above mentioned activities.

DAILY SCHEDULE

Morning Session

9:00 a.m.	Children begin arriving-- free choice play/arts and crafts
10:10-11:00 a.m.	Outside play (weather permitting)
11:00 a.m.	Snack (provided by the Play Center or parent volunteer)
11:15 a.m.	Circle Time
11:30 a.m.	Outside play (weather permitting)
12:00p.m.	Pick up
12:00-1:00p.m.	Lunch Bunch and Free Play

LUNCH

1. Each child should bring a lunch if he/she will be at the Play Center from 12-1:00 p.m. For safety reasons, we cannot allow any lunches that contain loose nuts (including trail mix).
2. By law, Patti's Play Center is required to ensure that children are being fed nutritious lunches while at the Play Center. Therefore, please send lunches that include: a fruit or vegetable, a bread or cereal product, and a protein food. Water will be provided by the Play Center. Fast food lunches are not allowed, as they can be troublesome in a group lunch situation and often do not meet nutritional guidelines. **Please note that lunches are not refrigerated.**

SNACKS

Parents are welcome to send a group snack to the Play Center with advance notice. In the interest of food safety, baked goods, intact fruits, or commercially packaged products are encouraged. For safety reasons, please do not send in any loose nuts (including trailmix) and follow proper food handling guidelines to prevent transmission of food-borne illnesses.

BIRTHDAYS

Parents may send a special snack to the Play Center to help celebrate their child's birthday. All children receive a crown, blow out candles, and have their picture taken for their birthday. Please contact the Director in advance to make Birthday arrangements.

DISCIPLINE

These rules provide necessary standards for the safety and protection of the children and the environment. Our staff receives training in handling discipline issues. We use positive reinforcement (both verbal and non-verbal) to enforce the following rules:

- Respect people
- Respect toys and equipment
- Use inside voices
- Use walking feet
- If you need help, ask a grownup

Discipline Problems (*Hitting, Kicking, Biting, Temper Tantrums*) -- When a discipline problem arises we employ the following guidelines. Every situation is unique, so these steps are not necessarily in an order that must be followed in every instance.

- Help the child to verbalize his/her feelings
- Teach the child more acceptable ways to manage his/her feelings
- Get the child involved in an appropriate activity
- Give extra attention for positive behavior
- If the child is having a temper tantrum and beyond reason or belligerent, ignore the negative behavior
- If a child has been told repeatedly to stop an inappropriate behavior or if biting has occurred, the parent will be called to pick up the child

Parental Involvement -- When a problem of concern arises with a child's behavior, the director will immediately talk with the parent(s). The parent(s) and director will decide upon an agreeable plan of behavior modification. The parent(s) will be kept informed of any progress and every effort will be made, with the parents' cooperation, to help the child overcome his/her unacceptable behavior. Finally, if the child's behavior continues to be detrimental to self or others, the Center reserves the right to discontinue care.

A more extensive discipline policy for our staff is posted in the Center. If you have any concerns, please contact the Director.

PERSONAL EQUIPMENT

For children who are not toilet-trained, parents must provide at least 2 diapers per day. If the child is potty training, please send a change of clothes, including socks. We help and encourage potty training by working with each individual family to implement the method they desire. The only exceptions will be the giving of treats or rewards. However, if frequent accidents occur, we may put the child back in diapers. Please label all your child's possessions, including shoes. The Play Center cannot be responsible for lost articles.

For reasons of hygiene, we do not allow children to bring bottles or pacifiers to the Center. Also, we discourage children from bringing toys or other personal items to the Center. There are too many squabbles over such items and valuable staff time is taken up searching for them when they are misplaced. If your child would like to bring a "blankie" or other security/comfort item, please discuss it with the staff. Please remember to check your child's pockets and remove money or other small items, which could be choking hazards for young children.

SAFETY, HEALTH, AND EMERGENCY PROCEDURES

Patti's Play Center is dedicated to following the safety, health and emergency guidelines outlined by the State of Washington. Our goal is to conform to all safety, health, facility and equipment requirements detailed in the current State of Washington Minimum Licensing Requirements for Child Day Care Centers. The following policies and procedures meet or exceed the licensing requirements and are described in detail in the Staff Manual. Please feel free to air your concerns and suggestions to either the Director of the Play Center or to the Safety Committee.

Parents have free access to the Play Center at all times during standard Play Center hours of operation.

SAFETY PROCEDURES

ARRIVING/DEPARTING

1. Please drive very slowly and cautiously when arriving in the parking area to drop off or pick up your child. Supervise your child carefully in the parking area. Hold small children by the hand and walk them to and from the Play Center. Children should not be permitted to run ahead since the parking lot is busy with other parents dropping off their children at Patti's or the Emmanuel Day School. Instruct them to stay close to you all the way to and from the Center.
2. Children may not leave the Center by themselves. When leaving the Play Center with your child, please open the door slowly and escort your child to your car. Please do not leave children waiting unattended outside. Make sure the door to the Center is securely closed.
3. The specific procedures for pick-up are as follows:
 - Children will be walked out to the covered area next to the playground so you can quickly pick-up and sign-out your child.

- One teacher will stand with the clipboard at the entrance to the walkway, while the other teacher will remain with the children.
- Please sign the clipboard before going to pick up your child, so that we are able to ensure an orderly and safe sign-out process.

*Please note that this process will be used at noon – between these hours please come to the classroom to pick up your child.

4. We realize separation sometimes can be difficult for child and/or parent. We recommend that after you sign in, please get your child settled but do not linger. Be sure to say goodbye and then leave. If your child is crying, you can phone in to check on child's progress. We also have glass in two of our classroom doors if you wish to check-in and see how your child is doing. If a child continues to have separation problems, the staff will work with parents to develop an appropriate procedure.

PARKING

You may park in the large parking lot that is accessed from 86th Avenue SE, and is on the south side of the church. You will walk along the side of the playground before entering the school building. The other option is the lot accessed from 44th Avenue SE, but for safety reasons these doors maybe locked during regular school hours.

INDOOR SAFETY

1. The Play Center staff moves around the room to best supervise the children's activities. In addition, there are specific safety procedures for supervising children using the indoor climber.
2. General safety rules such as no throwing toys or sand, no climbing except on the climber, no running, etc. are enforced at all times.
3. Children are never left unattended by the Play Center's staff. When any non-staff member is on the premises, he/she is not left alone with the children.
4. The staff maintains a running tally of children at the Play Center and counts heads frequently, and after major transition periods.
5. The children only use non-toxic art materials and plastic safety scissors.
6. Children are supervised as needed when using the bathroom. No person or persons other than Play Center personnel are allowed in the bathroom while children are using the facility, with the exception of the child's parent or guardian.
7. The Play Center regularly inspects toys to ensure that they are safe. Also, the Safety Coordinator monitors consumer product recalls.

OUTDOOR SAFETY

1. A staff member always escorts the children when going outside to use the playground.
2. The playground is fenced for security, and a temporary fence will be used to block off access from the undercover area that is used for bikes.
3. Frequent head counts are taken.
4. The staff has specific procedures for supervision of play on the playground and is always stationed to assist and encourage children on the equipment.

5. When appropriate, please apply sunscreen before dropping off your child. By law, the staff is **not** allowed to apply sunscreen.
6. When desired, please bring appropriate personal protective headgear as outlined in the Play Center's helmet policy.

WEATHER PROCEDURES

Patti's Play Center will follow the Mercer Island School District's (MISD) decisions about the closure of or delay of the start of the school day due to emergency weather conditions. If the MISD closes schools or announces a 1-hour late start, Patti's will do the same. We will do our best to communicate any last-minute schedule changes by sending out an email in the morning before 8am. Patti's is scheduled to close on June 14th for the summer. Patti's reserves the right to add up to 3 additional weather make up days at the end of the school year

The MISD announcements are carried on local AM and FM radio and television stations or you may check the School District's website at www.misd.k12.wa.us.

If we decide not to open the Center, you will not be charged. If we open one hour late your reservation will start when we open. If you cancel your reservation, the full reservation fee will be charged. I

If we are open and it starts snowing, we encourage you to pick up your child as we are concerned about the safety of you, your child, and our staff. You will not be charged for the unused portion of your reservation (since we can start sending staff home, thereby lowering our operating costs).

ACCIDENTS AND EMERGENCIES

ACCIDENT AND EMERGENCY POLICIES

1. At least one staff member who has completed a basic Red Cross first-aid course or a first-aid course approved by the Washington Department of Social and Health Services (DSHS) and training in cardiopulmonary resuscitation (including administration for children aged 2-5) shall be present at all times when children are under care. Such training shall be current.
2. Should an accident or sudden illness occur at the Play Center, the staff shall handle it according to the emergency procedures outlined below.
3. No child will be accepted at the Play Center until a Registration Form with emergency contacts and medical information has been completed.
4. Any injury or illness requiring care will be recorded in duplicate on an "accident report form." One copy is given to the child's parent and the other copy is placed in the Accident Notebook, for review by the Safety Committee.
5. No report will be considered necessary if there is no evidence of injury and the incident is judged to be inconsequential.

MEDICAL EMERGENCY PROCEDURES

1. Child will be kept calm, his needs assessed, and appropriate first aid rendered. Emergency phone numbers are posted next to the telephone.
2. 911 will be called immediately if the child requires emergency medical services and the parent will be notified.
3. If the child is not in imminent danger, the emergency information on his/her registration form will be consulted and listed persons (parent first) will be called until someone is contacted to assume responsibility for the child.

4. If a parent or designated person cannot be immediately reached, and if the child needs professional observation or treatment, the child's doctor will be called for direction.
5. If the child needs immediate professional observation or treatment, parent and doctor will be called simultaneously and arrangements made to have parent meet the child at the doctor's office or hospital, whichever the doctor directs.
6. If the child needs to go to the hospital or doctor's office, the staff member will take the child's emergency information with them.
7. One staff person will remain with the child until a parent or designated person takes over.
8. In the case of an accident, the staff person who observed it will assist the Director in completing an "accident report form" as soon as the child is taken care of.

CHILD ABUSE REPORTING LAW REQUIREMENTS

As childcare providers, we must report any form of child abuse or neglect in which we observe. State regulations define child abuse or neglect as "the injury, sexual abuse, sexual exploitation or negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare and safety is harmed thereby...." RCW 26.44.020(12).

Our staff receives annual training in child abuse issues from the Washington State Council for the Prevention of Child Abuse and Neglect. To assist our staff, please notify us when your child is injured away from the Center.

FIRE AND EARTHQUAKE PROCEDURES

1. A fire evacuation plan is posted at the Play Center. The Director is responsible for coordinating monthly fire drills. A smoke detector and fire extinguisher are installed at the Play Center and are serviced upon recommended requirements.
2. The Play Center in conjunction with Emmanuel Day School is prepared for and equipped to provide care during and after an earthquake. Twice yearly, the Director will coordinate and conduct earthquake drills. Every child should have an Emergency Disaster form completed, which includes medical information, emergency treatment consent, a Mercer Island contact person and an out-of-state contact person/message center. (Often, out-of-state telephone lines are clear after an earthquake before the local phone lines have been restored.)

HEALTH POLICIES AND PROCEDURES

ILLNESSES

1. Please do not bring children with colds, coughs, fever, diarrhea, flu, unknown rashes, and other contagious illnesses to the Play Center. The Director reserves the right to not accept a child at the Play Center who appears to be ill (e.g., cold symptoms). For the protection of all, we cannot care for them. If a child becomes ill at the Play Center, we will isolate the child and care for his or her needs until a parent or emergency contact can be reached and asked to come pick up the child. If the parent or emergency contact cannot be reached and the illness progresses, the child's doctor will be called and his or her instructions followed. A notation will be made in the Accident Notebook when a child has been sent home for illness. The full reservation is charged when a child is sent home early due to illness.
2. Children should not return to the Play Center until twenty-four hours after the symptoms have disappeared.

3. Children will be checked for communicable conditions (e.g. chicken pox, head lice, scabies) when there is sufficient reason for concern (possible exposure, outbreak in community, etc.), and a physician's diagnosis may be requested before accepting a child into the Play Center. Any illness shall be noted in the Accident Notebook.
4. Staff will notify families of any possible exposure to communicable diseases or conditions that the child may have had at the Play Center. Confirmed cases of reportable, communicable illnesses at the Center are also reported to the King County Health Department.
5. Parents in turn should notify the Play Center as soon as possible of any exposures the child has had to communicable diseases or conditions outside of the Play Center.

PRESCRIPTION MEDICATIONS

Because we do not care for children in excess of four hours, the Play Center does not dispense prescription drugs. The parent is responsible for administering **all** prescription drugs.

Please note: in the case of severe allergies, parents can provide an EpiPen for the Center to have on hand. It is the parent's responsibility to insure that the prescription is current and not expired.

ALLERGIES

The State requires a written form with a doctor's signature when a food allergy requires diet modification. These forms are available at the Play Center.

PLEASE NO PETS

Due to the fact that some children at the Center may have extreme pet allergies, please refrain from bringing pets into the Center at all times.

SUNSCREEN

The Play Center does **not** apply sunscreen on your child. Please make sure you apply sunscreen when appropriate.

HYGIENE

All staff members have read three publications regarding the control of infections and contagious diseases at the Play Center. These publications, prepared by the Centers for Disease Control and Prevention (CDCP) of the Public Health Service, are kept in the Staff Health and Safety Notebook at the Play Center and are available for review by any parent.

The CDCP booklets give detailed instructions for proper hand washing, diapering, and toileting procedures. These instructions are posted at strategic locations in the Play Center, and are followed by the staff at the Play Center. These procedures are as follows:

A. DIAPERING

1. Wash hands
2. Bring child and diaper to the changing table.
3. Put a new piece of clean paper on the table.
4. Lay child on table; never leave the child unattended.
5. Remove soiled diaper and use a pre-moistened wipe to clean child's diaper area well.
6. Put on new diaper.
7. Staff member and child must both wash hands.
8. Dispose of diaper and changing table paper in diaper pail. If there are soiled clothes, seal in a plastic bag to go home with child.
9. Wash hands.
10. Return child to play group.
11. Disinfect changing table.

- B. HAND WASHING (Staff)
 - 1. Wet hands with warm water.
 - 2. Soap hands with liquid soap and wash.
 - 3. Rinse with warm water.
 - 4. Dry hands and turn off water with individual paper towel.

- C. TOILETING
 - 1. Help child get settled and provide assistance if necessary.
 - 2. See that child washes hands.
 - 3. Wash your hands.

- D. TOY HYGIENE
 - 1. If a child puts toy in mouth, wash immediately with bleach and water solution.
 - 2. Every Friday, wash toy foods with bleach and water solution.
 - 3. Twice a year, wash all toys with bleach and water solution.
 - 4. In between scheduled cleanings, wash toys as needed.

STAFF SAFETY AND HEALTH MANUAL

If you would like more information about the safety and health procedures, copies of the STAFF SAFETY AND HEALTH MANUAL are available at the Center.