



Cosmopolitan Kids Children's Academy

FAMILY HANDBOOK

WELCOME

Dear Family,

We want to welcome you to our Cosmopolitan Kids Children's Academy community. As parents ourselves, we know what a challenge it is to place the safety and well-being of your child in someone else's hands. We originally opened Cosmopolitan Kids over 20 years ago in order to provide the level of care we felt our children deserved. We have walked in your shoes and understand what an honor it is that you have selected our center for your child's care.

Thank you for choosing Cosmopolitan Kids Children's Academy. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Stephanie Roberts & Shawna Smits
Owners

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ABOUT US

Philosophy

- Brain research shows that children learn best through play. We provide ample opportunities for children to practice developmental and academic skills in a play-based setting. Activities are hands-on and experiential.
- Socio-emotional development is crucial to children's future success in school and a focus in our classrooms and curriculum.
- We support families as experts in their child and partners in care.
- We strive to teach with attention to equity and anti-bias principles in order to ensure that every child has what they need to be successful at our center and in the larger world.
- Our primary focus is to foster relationships between teachers and families, teachers and children, and between peers. Positive relationships are the foundation upon which learning is built.

Certification

Washington State Non-expiring Child Care License

Early Achievers Participant Level 3

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Hours of Operation

Child care services are provided from 7:00 AM to 6:00 PM Monday through Friday.

Holidays

We are closed for certain holidays: New Year's Eve, New Years Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, and Boxing Day.

There will also be 1-2 Staff In-service days throughout the year.

The holiday schedule for each year is published the preceding December. Please check the current holiday list for exact dates.

Admission & Enrollment

All admission and enrollment forms must be completed prior to your child's first day of attendance. These will be updated on a yearly basis or more often as needed.

A \$600 tuition deposit is required for each child enrolled. This deposit is refundable with 30 days notice, either prior to your start date or otherwise applied to your last month at the center. This deposit is required to hold a spot. Additionally, a registration fee of \$100 is due at the time of initial registration. This fee is non-refundable.

Based on the availability and openings, our facility admits children from 1 month to 5 years of age.

Our process for introducing children to our program can include 1-2 transitional half-days at the family's request. Family members are welcome to stay up to 20 minutes at drop off the first 3 days of attendance; after that we ask that parents develop a goodbye routine to help children learn to separate successfully.

Children are admitted without regard to race culture, sex, gender identity, religion, national origin, citizenship status, or disability.

Inclusion

Cosmopolitan Kids Children's Academy believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, please include a copy of your child's IEP/IFSP, individualized care plan, or allergy plan with your enrollment paperwork. Prior to your child's start date, a meeting will be scheduled with the director, program supervisor, and/or the lead teacher in your child's classroom to ensure important information is shared with the center.

Non-Discrimination

At Cosmopolitan Kids Children's Academy equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms for special events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential. Only office staff (director, assistant director, program supervisor, or administrative assistant) will have access to children's files.

Staff Qualifications

Our teachers and staff members are hired in compliance with the state requirements and qualifications. We encourage our staff to continually seek further education and take advantage of available learning opportunities through community organizations, early childhood education conferences, and college classes.

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Any arrangement between families and our caregivers outside the programs and services we offer (i.e. babysitting) is a private matter, not connected or sanctioned by Cosmopolitan Kids Children's Academy.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	State Child:Staff Ratio	CK Preferred Child:Staff Ratio	Maximum Group Size
≤ 12 months	<u>4 to 1</u>	<u>3 to 1</u>	<u>9</u>
12-30 months	<u>7 to 1</u>	<u>5 to 1</u>	<u>14</u>
2.5-3 year-olds	<u>10 to 1</u>	<u>7 to 1</u>	<u>20</u>
4-5 year-olds	<u>10 to 1</u>	<u>7 to 1</u>	<u>20</u>

Communication & Family Partnership

Daily Communications. Daily notes from infant, waddler, and toddler staff will keep you informed about your child's activities and experiences at the center. Notes will be available at the end of the day. Preschool and pre-k daily information is posted on dry erase boards located in each classroom.

Parent Boards. Located throughout the center, parent boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, classroom schedules and lesson plans, etc.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, invoices, and general updates.

Family Visits. Our infant classrooms have a full open door policy and families are welcome to visit at any time. We do ask that families spending time in our infant rooms are sensitive to distress in your own child or others due to your presence in the classroom. Visits in older classrooms are at the discretion of lead teachers to minimize disruption for both your child and the other children. Opportunities to chaperone field trips are occasionally available in our preschool and pre-k programs.

Family Gatherings & Parties. Family gatherings and parties are scheduled on a regular basis throughout the year. These gatherings include snacks, drinks and fun filled age-appropriate activities for families. Family parties allow families and children time to share, learn, and have

fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur once a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. However, if visits become disruptive or cause undue distress to your child or others, we reserve the right to restrict time spent in the classroom. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Please note that in waddler and older classrooms, we do not allow drop-offs or pickups between 12 and 2:30 PM without prior arrangement with center staff in order to provide a restful nap period for all the children.

Photo Policy

Frequently, photos will be taken of the children at the center to be posted in classrooms and other center areas, and may be shared with families. Occasionally, we will post photos on our website or social media or use them for promotional materials. Additionally, some staff attending Early Childhood Education classes at local colleges may use photos as part of projects or presentations. Photos and video are also utilized for in-center staff training purposes.

Please review the photo permission form in your enrollment packet for more specific information.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

Cosmopolitan Kids Children's Academy uses a child-centered, play-based foundation for curriculum generation and lesson planning. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lesson plans posted in each classroom.

Developmental Screening

Cosmopolitan Kids Children's Academy uses the Ages & Stages Questionnaire (ASQ-3) as a developmental screening tool. We conduct a screening within 90 days of enrollment, and twice yearly thereafter. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

Outings and Field Trips

We conduct 30 minutes of supervised outdoor play and/or walking trips around the neighborhood twice a day for all children in classrooms waddler aged and older. Infants are taken outside when weather and children's individualized schedules permitting. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips. The blanket offsite permission form must be signed by the child's family at time of enrollment.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child. If your child has trouble walking in rain boots, please supply standard shoes to wear for field trips.

The safety of children and staff will be guarded in all activities of child care programs.

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next classroom based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will work together to devise a visit plan that meets the child's developmental needs.

Transition to elementary school

Transition activities such as a field trip to a local elementary school or creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show or video without advertisements as a teaching aid and discussion stimulator. All electronic media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 30 minutes per month per child.

Washington state rules prohibit any screen time for children under two. This includes TV, videos, tablets, and computers.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

We invite families to share important holidays with our program, and to collaborate with teachers and staff in creating developmentally appropriate ways to celebrate those holidays in classrooms.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Children who have been observed at the center to consistently roll from both back to front and front to back will remain undisturbed if they roll onto their side or stomach while sleeping. Children who do not reliably exhibit this skill at the center will be returned to their back if needed. Blankets, lovies, and pacifier strings or holders are not permitted in cribs. Families are welcome to supply a sleep sack and a standalone pacifier if desired.

After lunch, all children older than 12 months of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. Children in our waddler and toddler classrooms or younger than 2.5 years in preschool rooms are allowed to sleep as long as they need and will not be woken. Children in our preschool and pre-k classrooms older than 2.5 years will be awoken at 2:30 PM. Any child showing a need for sleep will be allowed to do so.

Please supply a moderately-sized lightweight blanket for children 12 months and older for napping. This should be left at the center during the week and taken home to be laundered on Fridays.

Infant Safe Sleep Policy

Infants will be put to sleep in separate, clean, sanitized cribs that meet Federal Crib Safety Standards denoted in the US Product Safety Commission Full-Size Baby Crib and Non Full-Size Baby Crib Regulation, following the method recommended by the Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD). Older infants may be put to sleep on a developmentally appropriate floor mat at least 1" thick.

Responsibility & Accountability

1. All staff who care for infants must attend Infant Sleep Training.
2. The director and infant lead teacher are responsible for enforcing this policy.
3. Administrators, trainers and quality rating personnel visit the infant room(s) regularly to observe and ensure proper crib safety and sleeping procedures.

Procedure

1. The infant room opening staff checks the safety of each crib daily before the center opens.
2. Staff members who care for infants receive Infant Safe Sleep Training before being permitted to put infants to sleep.
3. Signs are posted in the infant room explaining proper Infant Sleep procedures.
4. Cribs and nap mats, including linens, are thoroughly cleaned and sanitized weekly or more often as needed.
5. If during the day, an infant will occupy a crib or mat previously used by another infant, the crib, including linens, will be cleaned and sanitized first.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Please note that we do not allow pull-ups as part of our toilet training program. A list of recommended potty training supplies is available upon request.

GUIDANCE

General Procedure

Cosmopolitan Kids Children's Academy is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and

bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

Challenging Behavior

Children are guided to treat each other and adults with self control and kindness.

Each student at **Cosmopolitan Kids Children's Academy** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children and staff. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance for bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding them only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. If desired, we will provide resources for professional evaluation and assistance.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

In the event of an expulsion, parents will be provided with a record of incidents/behaviors and steps taken to accommodate the child's needs and prevent the expulsion. All expulsions will be reported to the Department of Children, Youth, and Families (DCYF).

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by our business office. They will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact your center director.

Tuition Rates

Infant	F/T	\$2,200
Infant	3 Days	\$1,598
Infant	2 Days	\$1,074
	<i>(extra day - \$140)</i>	
Waddler	F/T	\$2,000
Waddler	3 Days	\$1,453
Waddler	2 Days	\$968
	<i>(extra day - \$130)</i>	
Toddler	F/T	\$1,900
Toddler	3 Days	\$1,393
Toddler	2 Days	\$929
	<i>(extra day - \$120)</i>	
Preschool	F/T	\$1,750
Preschool	3 Days	\$1,355
Preschool	2 Days	\$868
	<i>(extra day - \$115)</i>	
Pre-K	F/T	\$1,600
Pre-K	3 Days	\$1,226
Pre-K	2 Days	\$811
	<i>(extra day - \$110)</i>	

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement Form*. Payment for this contracted schedule is required every month year-round whether or not your child attends; this enables us to pay teachers a stable salary all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Tuition Deposit

A \$600 deposit as well as a nonrefundable \$100 registration fee is required at the time registration is confirmed. This deposit is applied to the last month of care provided a 30 day written notice is given. Last days must fall either on the 15th or the last day of the month. If a 30 day written notice is not given when a child has withdrawn from the program, the deposit will not be refunded.

Adding Days

Additional drop-in days are offered on a space-available basis. Please contact the center director to see if there is room for your child to add a day at least 1 day prior. Note that all drop-in days incur a daily rate charge; we do not allow part-time families to “make up” missed days with drop-ins.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due on the first business day of every month and no later than 6:00 PM on the 5th of the month, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$100 is due annually on September 1st; this fee will not be pro-rated.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, money order, ACH payment, or automatic recurring electronic (credit card) payment. To set up automatic payments, please contact the center director for the recurring payment form. Recurring credit card payments do incur a 3% fee.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one month of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.**

If payment is not received on the day that it is due, a late fee of \$50 will be added to your next tuition payment for each day that it is late. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 60 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$35. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees per child of \$25 for the first 10 minutes and \$1 per minute thereafter (not to exceed \$55 per child) will be assessed beginning at 6:00 PM and will be billed on your next invoice. **Repeated late pick up may result in child care services being terminated.**

Other Fees

- A non-refundable enrollment/ registration fee of \$100 is due annually on September 1st.

Credits & No Credits

- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every month year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 10 AM, please call or email us. We will be concerned about your child if we do not hear from you.

Vacation

While we recognize the value of family vacations, the center does not provide credit for vacation days. If your child will have an extended absence (greater than 30 days), please consult with the center director regarding tuition and enrollment.

Withdrawal

A written notice, 30 days in advance, is required by the center when a child is being withdrawn. Failure to notify will result in forfeiture of your deposit. Last days must fall either on the 15th or the last day of the month. Tuition will be billed for either a half or full month, and deposits will be credited toward that amount.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on the center's Facebook page and website.

- Cosmopolitankids.com
- Downtown: www.facebook.com/CosmopolitanKidsDowntown
- Uptown: www.facebook.com/CosmopolitanKidsUptown

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 7 AM. Please do not drop-off your child prior to the opening. Parents are expected to sign in their children and accompany them to their classroom. Please make verbal contact with your child's teacher at every drop off and pick up.

We close at 6 PM. Please allow enough time to arrive, sign your child out, exchange information with your child's teacher, and leave by closing time.

All children (including siblings who do not attend Cosmopolitan Kids) must be accompanied by an adult at all times while at the center.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center. Please do not take photographs or record video while in the center or on the playground.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be

released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements and/or restraining orders. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the termination of care at the program.

PERSONAL BELONGINGS

What to Bring

- **Infants:** At least 2 changes of clothes per day. If you are supplying breast milk, please bring in ready-to-feed bottles labeled with your child's full name, the date, and contents (breast milk). Any food items brought from home must be labeled and dated. You may bring a sleep sack for napping and/or a pacifier if desired.
- **Waddlers:** At least two changes of clothes per day, weather-appropriate outside gear, a blanket for naptime, and a closeable or spill-proof water bottle or sippy cup.
- **Older Toddlers:** At least two changes of clothes (more if going through the toilet training program) per day, weather-appropriate outside gear, a blanket for naptime, and a closeable or spill-proof water bottle or sippy cup.
- **Young Preschoolers:** At least two changes of clothes (more if going through the toilet training program) per day, weather-appropriate outside gear, a blanket for naptime, and a closeable or spill-proof water bottle.
- **Older Preschoolers and Pre-K:** At least one change of clothes day, weather-appropriate outside gear, a blanket for naptime, and a closeable or spill-proof water bottle or sippy cup.

Note that families are prohibited from bringing glass containers, water bottles, and/or baby bottles to the center.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Blankets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center. Please take all blankets home on Fridays for laundering and return to the center on Mondays.

Cubbies

Upon enrollment each child will be assigned a “cubby.” Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in each classroom. Please note that we are not responsible for lost personal property. We recommend labeling all clothes and personal items with your child’s name.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a scheduled show-and-tell activity.

Please note that toy weapons of any size or type are not allowed.

NUTRITION

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods (such as birthday cupcakes) may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Individual children’s foods should be labeled with the child’s name, date, and type of food. Food must be brought to the center in an insulated container with an ice pack.
- All food supplied by families must be ready-to-eat. We cannot refrigerate, cook or heat individual meals.
- All food provided from home must be a complete meal or snack and meet child care licensing requirements (outlined in our Food Substitution packet).
- Children will not be allowed to share food provided by the child’s family unless the food is intended for sharing with all of the children.
- Leftover food will be sent home each night.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies, Intolerance, and/or Preferences

If your child has a food allergy, intolerance, or other dietary need (such as vegetarianism or diabetic meals), you must fill out a Food Substitution form and supply appropriate substitutions. Substitutions must meet the legal requirements for components and portion sizes. The written notification must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. All rescue meds (such as EpiPens

or Benadryl) listed on your child's action plan must be kept at the center and replaced when the medication expires.

While we make every effort to prevent contact with allergens, please be advised that Cosmopolitan Kids' menu items may contain allergens, may have come in contact with items containing allergens, and there is always a risk of contamination or cross-contamination. There is also a possibility that manufacturers of the commercial foods the center uses could change the formulation or substitute at any time, without notice. Families concerned with food allergies need to be aware of this risk. Cosmopolitan Kids Children's Academy will not assume any liability for adverse reactions to foods consumed or items a student may come in contact with while at Cosmopolitan Kids.

Meal Time

At meal time the tables are set with plates and flatware or disposable snack containers, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table, depending on developmental ability. Good table manners are modeled and encouraged. Rotating weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if kept cold during transit. All breast milk shall be returned to the child's family at the end of each day. Bottles must be clearly labeled with the child's name and the date the milk was brought to school, as well as the contents of the bottle and the number of ounces.
- Formula brought from home must be dated and labeled with the child's name, contents and ounces.
- Labels on all food or formula containers brought from home should be resistant to loss of the name and date.
- Caregivers will use masking tape to label all bottles with the time the feeding begins. Bottles are good for 1 hour after they touch the child's lips; after that they must be discarded. They cannot be returned to the refrigerator or used at another feeding.
- Solid foods will only be introduced after a consultation with the child's family.

Children 12 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread nut or seed butter, and hard candy.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule, and all children not falling under religious or medical exemption laws must have a completed Certificate of Immunization (COI) on file.

Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. We do not enroll children who are exempted or following an alternative immunization schedule for personal or philosophical reasons. All children with religious or medical exemptions must have a properly filled out Certificate of Exemption (COE) on file at the center. Children not in compliance with the immunization policy will have 30 days to supply a completed COI or COE or care will be terminated.

All caregivers, teachers, and staff are required to be current with an MMR immunization and are encouraged to stay current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (101°F) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – 1 time green or bloody, or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.

- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with a completed medication form (available in the center lobby). Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require medication form signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** must be in the original packaging and labeled with an appropriate dosage for the child's age (not weight) and for the intended use of the medication. If not so labeled, written permission and instructions signed by the child's primary care physician is required. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 5-day period unless a written order by the physician is received.
- (C) **Non-prescription topical ointments** diaper cream, sunscreen, lip balm, or lotion require a medication form signed by the family, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops sometimes make it difficult for your child to participate in some activities. Please be prepared to provide alternative footwear at teachers' request.

Extreme Weather and Outdoor Play

We are legally required to provide a minimum of 30 minutes of outdoor play twice daily for children in waddler and older classrooms. Outdoor play will not occur if the outside temperature is greater than 100 °F or less than 20 °F degrees. Additionally, outdoor play will be cancelled if advised by the Puget Sound Clean Air Agency due to low air quality rating. We will also not go outside in the event of thunder and/or lightning.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water play. Precautions (emptying and sanitizing water play tubs and sensory tables immediately after use, avoiding water if children in the class have colds, etc.) are taken to ensure that communal water play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Incident reports will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Family Code of Conduct

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior, including but not limited to:

- Harassment, badgering, intimidation, or arguing (verbal, written, or electronic) with staff
- Disciplining or reprimanding other people's children
- Violence or threats of violence toward other families, children, or staff members
- Gossiping about families or staff
- Verbal attacks on children, families, and/or staff including profane or degrading language, name calling, or shouting
- Discriminatory or racist incidents

If this occurs, we reserve the right to ask you to control your behavior, leave the premises immediately, or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group while at the center, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with wired fire alarms and sprinklers, fire extinguishers throughout the center, and evacuation cribs for non-mobile children.

Our fire evacuation plan is reviewed with the children and staff on a yearly basis and fire drills are conducted monthly.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

Our center policies (Disaster, Health, and Pesticide plans) not included in this handbook are reviewed quarterly and updated as needed. They are available for review in the center office. Additionally, the staff handbook, consistent care policy, liability insurance, and compliance agreements are available for review upon request to the center director.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the Cosmopolitan Kids Children's Academy Family Handbook, and I have reviewed the family handbook with a member of the Cosmopolitan Kids Children's Academy staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Cosmopolitan Kids Children's Academy Family Handbook that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date
