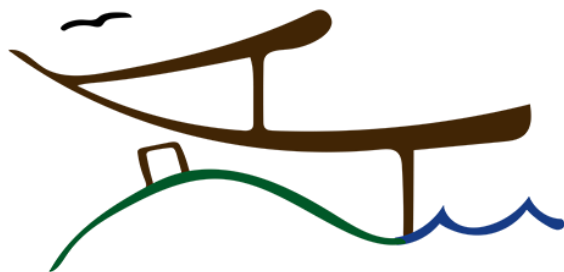
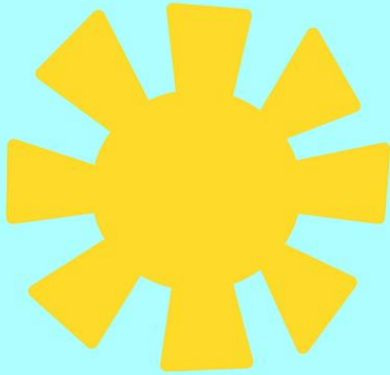


Parent Handbook 2024 - 2025



Grace Children's Center

A Ministry of Grace Lutheran Church



Welcome to Grace Childrens Center



We are excited to build a strong partnership with you in guiding your child through the foundational early learning stages. We recognize the amount of time and consideration you have put into choosing your child's home away from home, and we are honored, you have chosen us.



01

Introduction and Philosophy

Welcome! In this section you will find information about how we are a ministry of Grace Lutheran Church and what that means for your child, family and our community. You can also find our educational philosophy and core values

Page 7 - 14

02

Enrollment Process and tuition

This section explains our enrollment process, forms required, tuition, and includes important closures and holidays.

Page 15 - 22

03

Home and School Partnership

Grace Children's Center believes that a strong parent and school partnership is key to each child's individual success. This section explains how that partnership works, what we provide, and what we ask of our families in return.

Page 23 - 46

04

Curriculum

In this section, you can learn about the curriculum and learning environment we provide in each classroom. It also includes how we handle milestones and behaviors with children as they learn and grow.

Page 47 - 69

05

Health and Safety

COVID has changed many aspects of our world. This section will help you learn all of the measures we have in place that help keep all of us healthy.

Page 70 - 94

06

Emergency Preparedness

This sections provides a brief overview of our emergency preparedness procedures and practices. More information is available in our Center Emergency Plan.

Page 95 - 97

Introduction and Philosophy

Our mission as we partner with you is to provide your child with a nurturing experience promoting a lifelong love of learning, positive relationships with others, and being surrounded by the love of Christ. We strive to care for the whole child and strengthen families through a program designed to help children build self-esteem, school readiness skills, and offer support and encouragement to you. Our partnership is vital to your child's success and in that, you are encouraged to share your ideas, traditions, recipes, and even yourself.

A Ministry of Grace Lutheran Church



Grace Children's Center was opened in 1988 as a ministry of Grace Lutheran Church, joining Grace Lutheran School as an education and outreach to children and families in our community. The church recognized a growing need for quality, affordable childcare, so when it became available, they purchased the old Des Moines Library and opened GCC.



MISSION

God's heart. Our hands. Grace in ACTION. These three simple phrases sum up who we are, day in and day out.

VISION

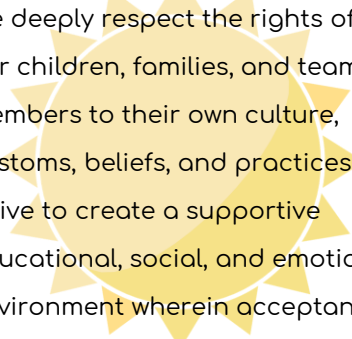
A radically inclusive, multicultural community who serve and lead together with the love of Jesus.

CORE VALUES

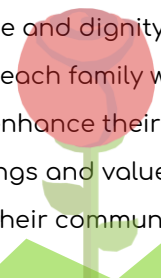
A commitment to **Reverence**, **Innovation**, **Compassion**, and **Excellence** at the forefront of all they do in the community, including at Grace Children's Center.

01 - INTRODUCTION AND PHILOSOPHY

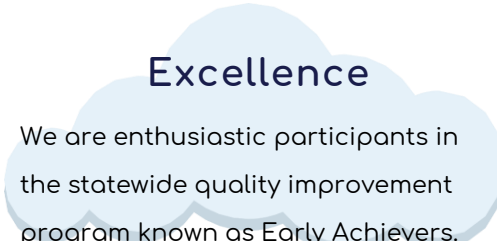
Reverence



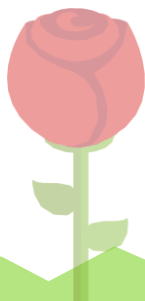
We deeply respect the rights of all our children, families, and team members to their own culture, customs, beliefs, and practices. We strive to create a supportive educational, social, and emotional environment wherein acceptance, ethnic pride, self-respect, individual strength, and lasting relationships are nourished and developed, allowing pride and dignity to prosper. For each family we serve, we strive to enhance their understandings and value of themselves, their community, and their world.



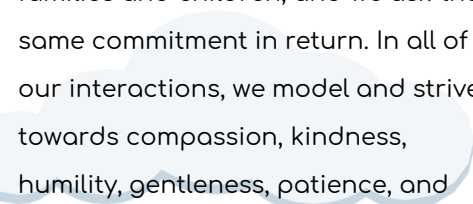
Excellence



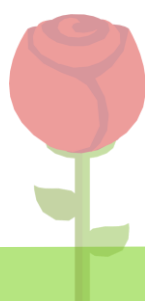
We are enthusiastic participants in the statewide quality improvement program known as Early Achievers. The program supports ongoing meaningful early learning experiences that honor diversity, equity, and inclusion for each child and their family.



Compassion



We offer this commitment to our families and children, and we ask the same commitment in return. In all of our interactions, we model and strive towards compassion, kindness, humility, gentleness, patience, and understanding.



A Thriving Children's Center committed to:

Our Teachers

...are unique individuals,
and we strive to
understand, appreciate
and equip them to help
support the children and
families in our care.

Every Child

...deserves a high-quality,
loving, early learning program
that encourages the whole
child, preparing them for each
subsequent stage of
development, laying a
foundation for successful
adulthood.

Families

...are a child's first teachers,
who have invited us into
relationship with them in the
care, training, and teaching
of their child.

Our Community

...deserves a high-quality early
learning program responsive to its
dynamic needs. AND Grace Lutheran
Church is an integral partner in
providing care for every child,
strengthening families and
equipping our teachers.

Educational Philosophy

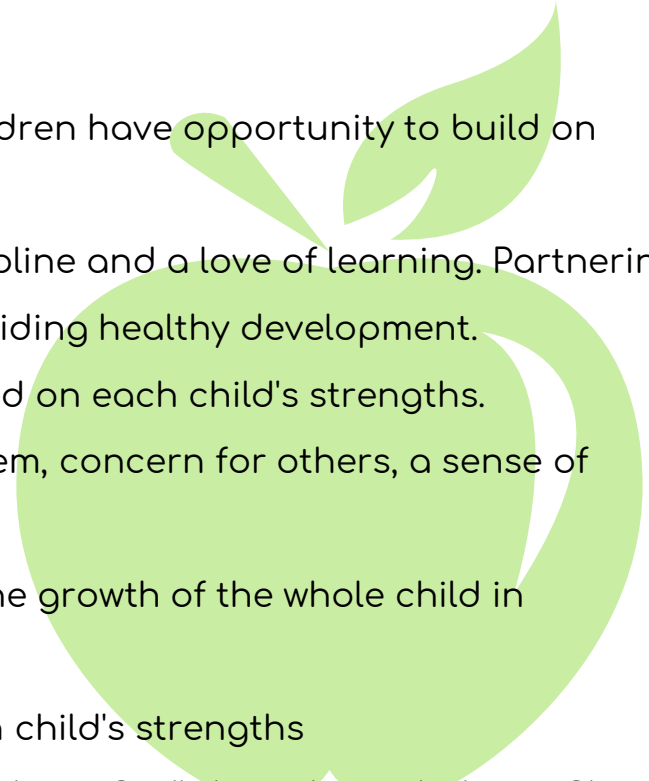
Grace Children's Center believes every child is uniquely created by God with gifts, talents, and abilities. Our curriculum is emergent and play based, allowing each child to discover their own passions.



Educational Philosophy

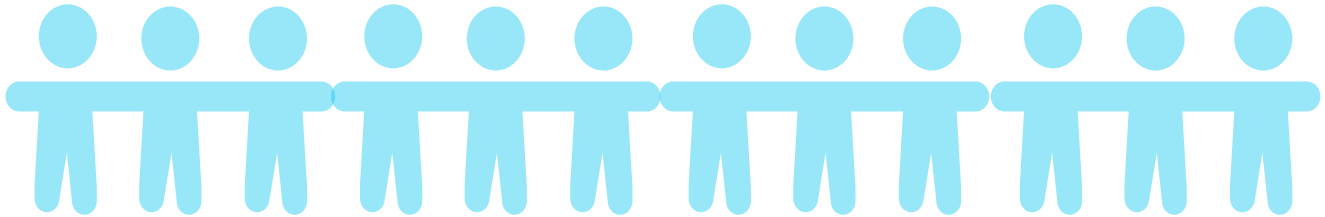
We do this by:

- Scaffolding learning opportunities, so children have opportunity to build on newly mastered skills and concepts.
- Fostering creativity, exploration, self-discipline and a love of learning. Partnering with parents, the child's first teacher, in guiding healthy development.
- Differentiated learning opportunities based on each child's strengths.
- Encouraging children to acquire self-esteem, concern for others, a sense of community and a spirit of sharing.
- Providing an environment that supports the growth of the whole child in developmentally appropriate ways.
- Developmental screenings to identify each child's strengths
- Helping children to experience and learn about God's love through Jesus Christ.



Educational Outcomes

We work with each child to help prepare them for the next developmental step, whether it is the next classroom at Grace, or moving on to Kindergarten. Each child will leave Grace Children's Center with a passion for learning.



Strengthening Families

Grace Children's Center believes that all early learning programs play a vital role in strengthening and supporting healthy families.

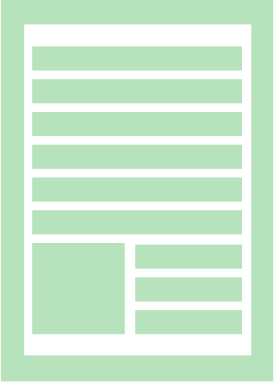
Through our programs, we hope that families will develop a strong sense of community, with supportive relationships, parent education, and children's self-confidence in order to build parent resilience.



02

Enrollment Process and tuition

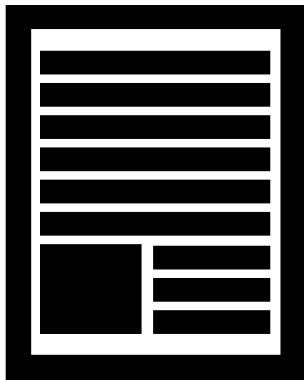
Steps to Enrollment



1. Plan to pay the annual \$50.00 per child registration fee. (Registration fees are renewed at your anniversary month each year).
2. Schedule start date and receive enrollment materials.
3. Complete enrollment materials online, including any other documents needed, and submit back to the center prior to the start date.

Required Forms

Forms are sent through DocHub and can be completed on your mobile device or a computer. Forms must be completed in full in order for the submit option to appear. Please note your child cannot start until these forms have been submitted.



- Immunization forms
- Registration Form (that includes Emergency Contacts)
- Enrollment Agreement
- Informed Consent
- Developmental and Health History
- CACFP Questionnaire (paper form is only available)
- Subsidy documents
- Medical documents and forms (e.g. allergies, intolerances, care plans, IEP, etc.)

02 - Enrollment Process and tuition



Effective October 1, 2024 – August 31, 2025

2024 – 2025 Tuition Schedule

	Bunny Room 6 weeks – 12 Months	Lion and Elephant 12 months- 33 Months/ Non-Potty trained	Lamb & Penguin Potty-trained/ Pre School/Before entering kindergarten	Giraffes School Age
5 Days	\$2236	\$1857	\$1677	Before OR After Care Only No school out days: \$644
3 Days	\$1789	\$1486	\$1342	Before and After Care + School Out Days: \$761
2 Days	\$1565	\$1300	\$1174	Summer Care: \$1287
Drop In (Per day)	\$101.64	\$84.41	\$76.23	

- Drop-in is a daily rate available to currently enrolled part-time families needing to add an extra day. Attendance for drop-in days is not guaranteed, but based on space available and confirmation.

Discounts and Fees

Discounts

- Vacation credit equal to one week's tuition is available after you have been enrolled for one full year. Applies to five (5) day enrollment only. Excludes – subsidy and school age.
- No discount or refund is given for days missed due to illness, appointments, or hanging out with family, as well as closures due to unsafe conditions caused by weather or other entities.
- 50% off one month's tuition for a referred family. The referred family's child must be enrolled for three consecutive months.
- A 10% sibling discount is offered to families with two or more children enrolled. The discount will be applied to the oldest child's tuition.
- No discount is given for closures or illnesses due to COVID

Fees

- Annual Registration fee is \$50.00 per child, due on your enrollment anniversary, and is non-refundable.
- Late payment fee: 10% of your balance due if private pay and \$50.00 if subsidy. Tuition is due no later than the 5th of every month.
- Overtime rate is \$25.00 per child for care over 10 hours per day.
- Late pick-up fee: \$25.00 per child when picked up after the center has closed. \$50.00 per child the second time. An agreement will need to be signed and followed the third time.
- Activity & Field Trip Fee: Based on the off-site or on-site special event/activity cost.

Weather



- We follow Highline Public Schools (HPS) for late starts and closures due to inclement weather. If HPS is not in session, the decision is made based on our ability to safely get our staff to work and meet the children's needs.
- Please ensure your contact information is updated in Brightwheel and notifications are on.

One Week Vacation Credit is available to our Private Pay Families who attend Full Time.

Please be aware, the tuition schedule is reviewed and updated every year in August.

A one (1) time miscellaneous late fee waiver per family.

We will do our best to work with families on setting up a payment agreement for tuition payments, co-payments and/or balances. If after we have worked together and agreed on a payment plan and tuition is late; it can result in terminating services.



02 - Enrollment Process and tuition

Holidays and Closures

A Ministry of Grace Lutheran Church

Effective October 1, 2024 – August 31, 2025

Holidays

2024

- Labor Day – Monday, September 2, 2024
- Veterans Day - Monday, November 11, 2024
- Thanksgiving Day - Thursday, November 28, 2024
- Native American Heritage Day - Friday, November 29, 2024
- Christmas Eve – Tuesday, December 24, 2024
- Christmas Day - Wednesday, December 25, 2024

2025

- New Year's Day - Wednesday, January 01, 2025
- Martin Luther King Jr. Day - Monday, January 20, 2025
- President's Day – Monday, February 17, 2025
- Memorial Day - Monday, May 26, 2025
- Juneteenth- Thursday, June 19, 2025
- Independence Day - Friday, July 4, 2025
- Labor Day – Monday, September 1, 2025

Special Considerations

Staff Meetings and Inservice

- We close at 4 PM on the 3rd Friday of every month for our monthly staff meetings.
- We are closed all day on the 3rd Friday of August for Inservice Training.
- We are closed for professional development the following two business days after Christmas Day.

COVID-19 Exposure

As guidelines and recommendations constantly change, we want to ensure that we are doing what we can to keep everyone safe and healthy. We will Notify all families who were exposed immediately.

- We take into consideration the guidelines Set forth by King County Health for Childcare, as well as communicate with the King County Health Department for Childcare.
- We consider the CDC and Washington State Department of Health recommendations.
- The center reserves the right to follow its internal health and safety policies.
- There is no credit for Partial or full closures due to a COVID exposure.

Weather

Inclement Weather Reminder:

We follow Highline Public Schools in the event of inclement weather.

When we make a decision for operating or closing due to inclement weather we want to make sure we are doing so safely.

Families and staff travel from various areas and we want to make sure everyone is making it from Point A to Point B in a timely and safe manner.

We also need to make sure that we have adequate staffing that meets state ratio and to properly care for your children.

19

Our Services

Grace Children's Center

Hours of Operation

M - F
6:00 a.m. - 6:00 p.m.

Breakfast
Lunch
P.M. Snack
Late Afternoon Snack

8:00 a.m. - 8:30 a.m.
11:30 a.m. - 12:30 p.m.
2:45 p.m.
5:00 p.m.

Ages Served

12 months through
grade 5

Address

22815 24th Ave. S
Des Moines, WA 98198

Phone

206-878-7182

Grace Children's Center 2

M - F
6:30 a.m. - 5:00 p.m.

Currently varies

Please check with Directors.

8:00 a.m. - 8:30 a.m.
11:30 a.m. - 12:30 p.m.
2:45 p.m.
5:00 p.m.

6 weeks through 12
months

22975 24th Ave. S.
Des Moines, WA 98198

206-878-5369

Closures and Holidays

Standard Holidays

- New Years Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Native American Heritage Day
- Christmas Eve
- Christmas Day
- New Years Eve (if on a Friday)

Staff Meetings and In-service

- We close at 4 PM on the 3rd Friday of every month for our monthly staff meetings.
- We are closed all day on the 3rd Friday of August for In-service Training.
- We are closed for professional development the following two business days after Christmas Day.

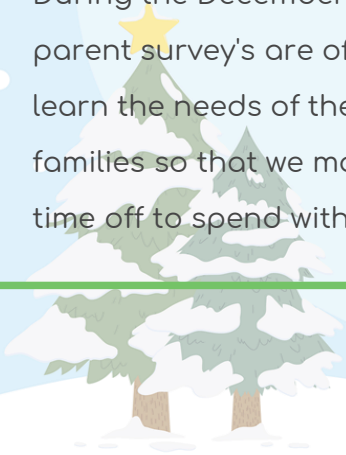
Weather

- We follow Highline Public Schools (HPS) for late starts and closures due to inclement weather. If HPS is not in session, the decision is made based on our ability to safely get our staff to work and meet the children's needs.
- Please ensure your contact information is updated in Brightwheel and notifications are on.

Closures and Holidays

Holidays

- If the Holiday falls on a Saturday, Grace Children's Center will be closed on the preceding Friday. if a Holiday falls on a Sunday, the Children's Center will be closed on the following Monday.
- During the December Holiday Season, parent survey's are often conducted to learn the needs of the majority of our families so that we may allow teachers time off to spend with their families.



Family Holidays

We celebrate Christmas with the story of Jesus and Easter with an egg hunt. If you do not want your child to participate, please let us know, and we will do our best to work with you to plan an alternative activity for your child. We would also like to learn about your family's culture and customs. Please share this with your classroom teacher, our program supervisor, or the directors.

The background of the slide features a stylized illustration. On the left, there is a white house with a grey roof and two dormer windows. A winding orange path leads from the bottom center towards the house. The landscape is composed of rolling green hills. In the distance, there are several green trees and a light blue sky with soft, white clouds. A dark grey circle containing the number '03' is positioned in the upper center of the slide.

03

Home and School Partnership

Grace Children's Center recognizes that a child's parents and guardians are the child's first teachers. As such, we seek to partner with you in the growth and development.

We Provide

Grace Children's Center believes that parents are the child's first and primary source of education and socialization. We strive to offer you **peace of mind** while your child is with us by:



- Doing everything in our power to maintain health, safety, and well-being of each child in our group care environment.
- Protecting our children, we will not release them to any unauthorized person.
- Keeping information you share with Grace Children's Center in strict confidence.
- Maintaining sensitivity to individual children, we will not discuss the child with team members or families in the children's presence.

We Provide

- Communicating with families about their child's development and progress in our program.
- Providing opportunities for parents to increase their knowledge of child development in general and their own child's development.
- Consistently strive to enact programming based on sound child development principles.



You Provide

As your partners in teaching your child, we share the goal of developing positive conflict resolution skills, respect for others, responsibility, fairness, communication, caring, and good citizenship. Towards that common goal, we expect parents to model those behaviors while on Grace Children's Center premises. Failure to do so can lead to disenrollment.



As a parent enrolled at Grace Children's Center you are expected to:

- Act positively and respectfully with other families who attend and with staff.
- Use child-appropriate language when speaking to other parents and staff.
- Speak in a calm and reserved manner, even when you are upset.
- Treat Grace Children's Center property with respect and care.
- Treat the property of others with respect and care.

Volunteering

Volunteering is an excellent way for parents and guardians to support their child's success. If you are interested, please contact the Directors.

Parents and guardians are encouraged to volunteer in a variety of ways including:

- * Reading stories or singing with the children
- * Minor repairs and maintenance
- * Yard work
- * Running errands for teachers
- Field trip supervision

*Please note, a background check may be needed.



Items From Home



Our shared goal is your child's success and well-being each day they are in care. To that end, there are items you will need to bring from home to set your child up for success:

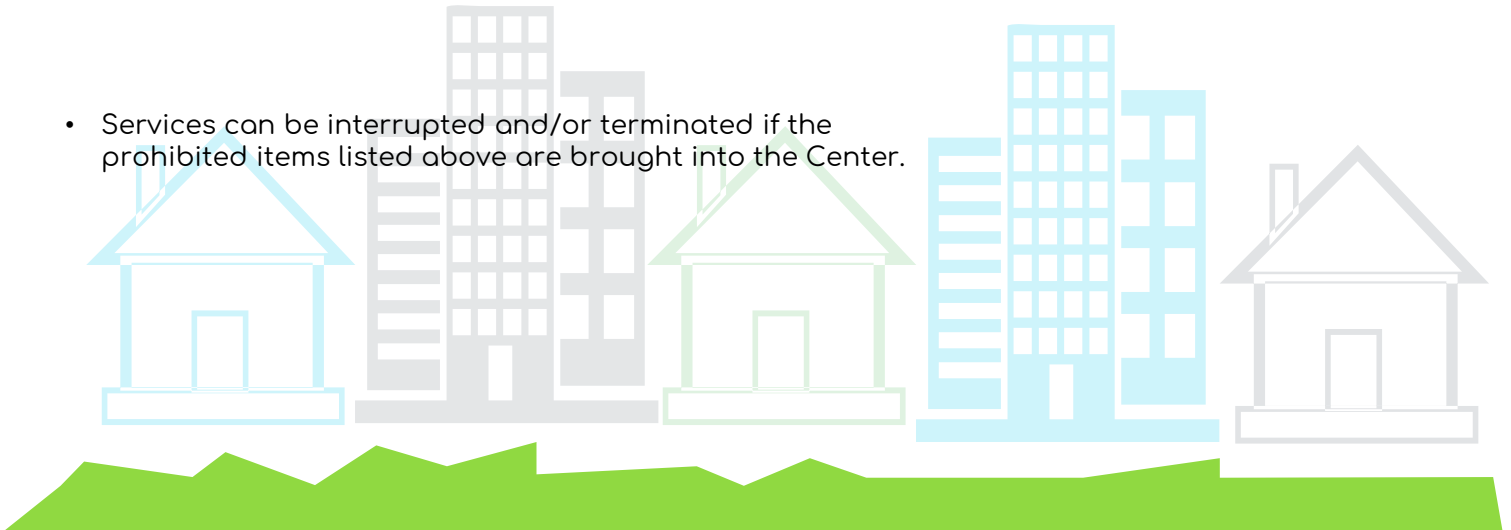
- Services can be interrupted and/or terminated if failure to provide needed and requested items, in general, and not in a timely manner.
- A favorite sleep blanket: This blanket stays at the Center for Nap/Rest time. We have a set schedule for classrooms to launder blankets and sheets.
- A water bottle that stays at the Center: Water is offered to your child throughout the day. We also wash your child's water bottle.
- For those rainy days, Please bring boots that can stay at the Center! During those rainy days they can change into the boots for outside play and then change back into shoes.
- Diapers and wipes (ointment if needed, along with the medication authorization form)
- Sunscreen, for children 6 months and over (along with the authorization form)
- Bottles, pacifiers, and formula
- Extra clothes: We will send any soiled clothes home at the end of the day.
- Teachers will notify you verbally or through Brightwheel if other items are needed or something needs to be replenished.

Items From Home

Please do not bring:

- Amber Teething Necklaces
- Toys from home, excluding a lovey or one comfort item
- Electronics and phones
- Valuable items
- Food and drinks from home

- Services can be interrupted and/or terminated if the prohibited items listed above are brought into the Center.



Label All Items From Home



Baby-sitting

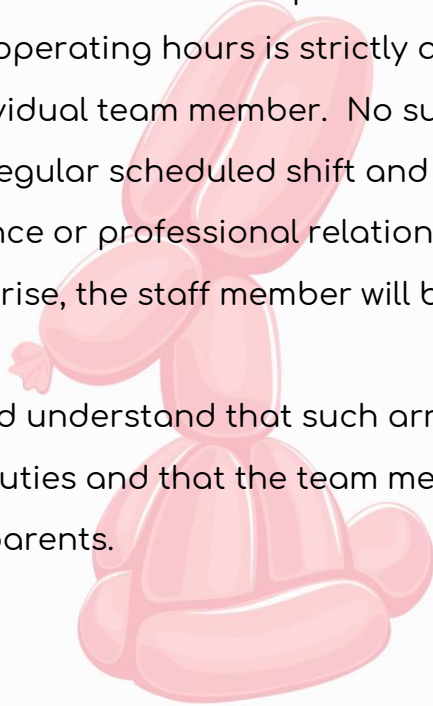
It is not the mission of Grace Children's Center to provide child care for families in any location other than 22815 24th Ave. S. or 22975 24th Ave. S. or for off-site field trips during regular operating hours. Grace Children's Center team members are not endorsed or recommended for hire of services outside of their regular duties. Grace Children's Center will not be held responsible for any service rendered by team members outside their job description.



Baby-sitting

Any arrangement for childcare which does not take place at the Center or involved with off-site field trips during regular operating hours is strictly a private arrangement between the parents and the individual team member. No such agreements should be made during the team members regular scheduled shift and should not interfere with the team members job performance or professional relationships, or the operation of the Children's Center. If such issues arise, the staff member will be address in an individual manner to rectify the problem.

Parents and team members should understand that such arrangements are not within the scope of the team member's job duties and that the team member is free to either accept or reject such requests from the parents.



Conflict Resolution

As your partners in teaching your child, we share the goal of developing positive conflict resolution skills, respect for others, responsibility, fairness, caring and good citizenship. Towards that common goal, we expect parents to model those behaviors while on Grace Children's Center premises.



- As a parent enrolled at Grace Children's Center you are expected to:
- Act positively and respectfully with others.
- Use child-appropriate language when speaking to other parents and staff.
- Speak in a calm and reserved manner, even when upset.
- Treat Grace Children's Center property with respect and care.
- Treat other children and family's property with respect and care.

Conflict Resolution

In the event you have difficulties with a staff member you are expected to:

- 1) Speak directly to the staff member first, respectfully and with a problem-solving attitude.
- 2) Bring your concern directly to the directors or program supervisor.
- 3) Agree to meet with the staff member and directors if the problem is not solved in those first two steps.
- 4) If your concern is still not addressed, you can request a meeting with two representatives of the Ministry Team.

In the event you are having difficulties with another parent you are expected to:

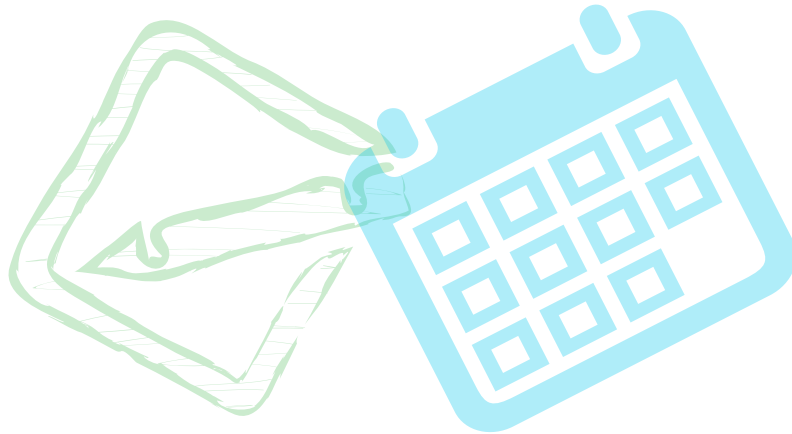
- 1) Speak directly to the parent, respectfully and with a problem-solving attitude.
- 2) Bring your concern to the directors or program supervisor.

Failure to act in a manner consistent with these guidelines will result in immediate dis-enrollment from childcare.

Termination of Services

Family Terminated Services

Grace Children's Center requires one month written notice of your intent to terminate care. If services is terminated without written notice, parents/guardians will still be responsible for paying for a month of care, even if it is unused.



Termination of Services

Provider Terminated Services

Grace Children's Center believes in a strong partnerships with parents and guardians for each individual child's success, in our group care environment. On rare occasions, a child or family's behavior may necessitate the need to find a more suitable environment for their child care needs. The following are examples of some instances where provider terminated services would be considered:



- Failure to follow Center Policies (including those outlined in this parent handbook, other handbooks, and frequent lack of payment)
- Bringing ill children to childcare after being advised to keep them at home.
- A parent/guardian making demands for special services that are not provided to other children and cannot reasonably be provided by Grace Children's Center.
- Occasionally our environment will not meet the needs of a child with severe or persistent behavioral problems.

Termination of Services

Immediate Termination of Services

- If a parent/guardian is physically or verbally abusive or intimidating to center staff, children, or other families.
- Potentially dangerous behavior by a parent or child.
- Overt defiance
- Information regarding a child's behavior that could impact the health and safety of other children is withheld in the registration process.

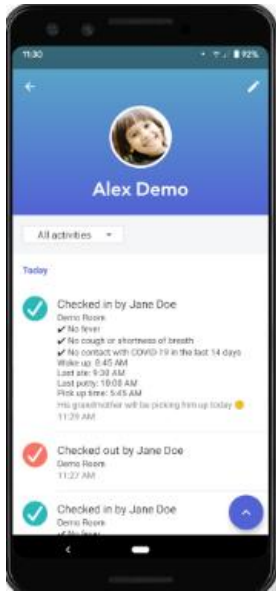
Termination of Services: Procedures

Grace Children's Center will attempt to resolve all issues with parents prior to terminating services. For example, with a behavior concern the first step is addressing the matter with a Behavior Planning Meeting between GCC team members and parents.

Note: A Behavior Planning Meeting itself, does not indicate a child or family is in the process of termination. It may be part of developing a long-term overall plan of success for a child.

After an agreed upon time (usually two weeks) with the Behavior Plan in place, if the behavior has not improved, the family will need to seek child care elsewhere. Parents will be notified verbally and in writing of the decision to terminate care.

Signing In and Out



WAC requires parents and guardians to electronically sign children in and out each day. To facilitate this, parents are asked to download the current system application, available for both iPhone and androids. .

Daily Health Check:

In order to keep our children safe and healthy, you are asked to complete a daily health check while completing the sign-in process each day. A checklist is provided to confirm your child has no symptoms of potential contagious illnesses.

Dropping Your Child Off

Parent Procedure G1

- 1) When you arrive inside the lobby, your child must take their temperature and get a "normal" reading.
- 2) Using your phone or our desk kiosk, sign your child in and complete the daily health screening questions.
- 3) A teacher will assist in walking your child to the appropriate classroom. At this time, staff is only allowed past the front counter.
- 4) Send your child off with a hug.

Parent Procedure G2

- 1) When you arrive inside the lobby, your child must take their temperature and get a "normal" reading.
- 2) Using your phone or our desk kiosk, sign your child in and complete the daily health screening questions.
- 3) A teacher will meet you at the gate and assist you OR if you are in the nursery, please walk your child to the classroom where a Teacher will assist at the gate.
- 4) Send your child off with a hug.

When you arrive to pick up your child please practice Social Distancing.

Dropping Your Child Off

Child and Staff Procedure



The teacher will take your child to wash their hands and then escort them to their classroom.

Picking Up

When you arrive to pick up your child please practice Social Distancing.

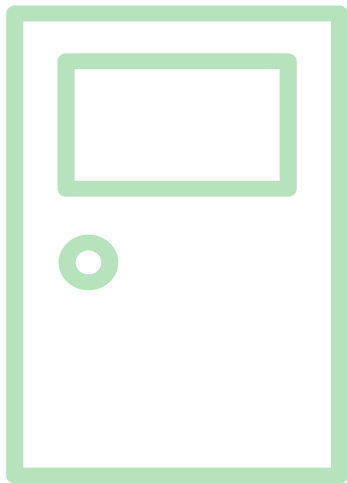
1) Use your phone or the center kiosk to sign your child out.

2) G1: When you arrive inside the lobby, a staff member will call on the radio for your child to come to the front of the building.

G2 Lion Room: A teacher will assist you and hand your child to you at the gate.

G2 Nursery: Please walk down to the nursery where a teacher will assist you and hand you your child at the gate.

3) Please make sure you grab or ask for any belongings that need to go home: coats, shoes, soiled clothing.

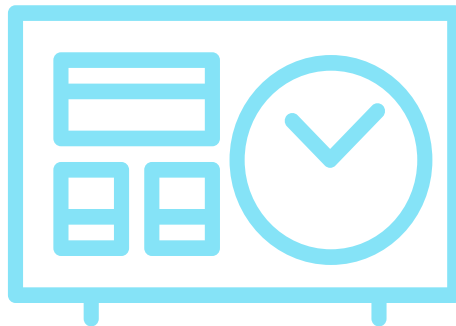


Attendance Policy

Routine is very important for growing children. It is one way that children learn and develop skills needed for the next stage in their development, which includes routine in attendance and participation in classroom activities.

Schedule:

The more consistent you are in keeping to that schedule, the more successful your child will be. Communicating changes or exceptions to your schedule, help us keep your child informed and prepared for changes as they happen.



Attendance Policy

Schedule for Success:



If distance learning is taking place, school-age children must be dropped off by 9 a.m.



Drop off before 10 a.m. allows for your child to enjoy more of the playful learning experiences provided each day. Drop off cut off time in general, is 10 a.m.



Picking up after 3 p.m. allows your child to wake from nap and enjoy snack time prior to going home.

If a midday pick up were to occur please let us know in advance so we can plan accordingly and help facilitate a smoother pick up especially if it's happening during our nap hours of: 12:30 p.m.-2:30 p.m.

Attendance Policy

Schedule for Success



Please message in the app:

If you are keeping your child home for any reason, you must send a message. If you have an appointment and need to bring your child in after 10 a.m. please let us know in advance. We understand that those appointments are important and we want to make sure we are working together for a successful day.



Please do not drop your child off after 11:00 a.m. on days that your child does have an appointment. Setting up your child for success is important and coming to school after an appointment to have lunch and nap is not fun.

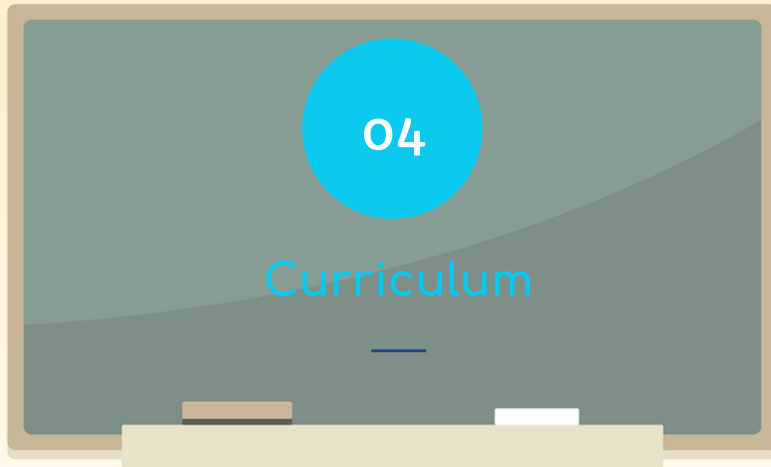
Right to Access

Under non-pandemic situations, parents and guardians have free access to all areas used by the children throughout the centers operating hours. Even though the restrictions for COVID has lifted we still want to keep all of the Grace Community safe. So for the time being, parents/guardians are only allowed in the lobby areas. If a need occurs where you need to step passed that area, we ask that you take your temperature first.



Masks are no longer required at this time.

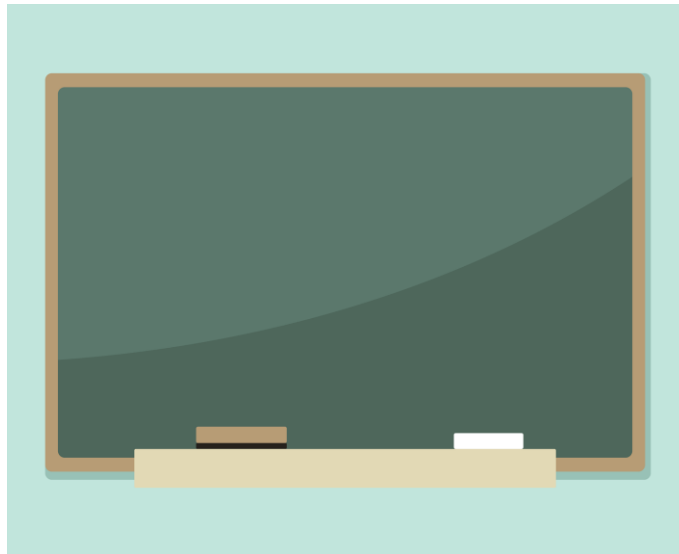
Note: Staying in the lobby area helps keep all children and families healthy and safe and establishes a routine that discourages parents from entering the childcare center for more than dropping off and picking up. If you feel you would like to come all the way into the center, please schedule an appointment with the directors to see what can be done.



Curriculum is everything included to teach and instruct, in Early Learning, that includes the environment, teachers, classroom materials and the daily schedule. Our themed based curriculum allows the children to engage in free play and grow into their skills. Some of projects will result in mess i.e: paint or playing in the sand which is all part of the learning experience. It is through this that children are able to discover the world around them.

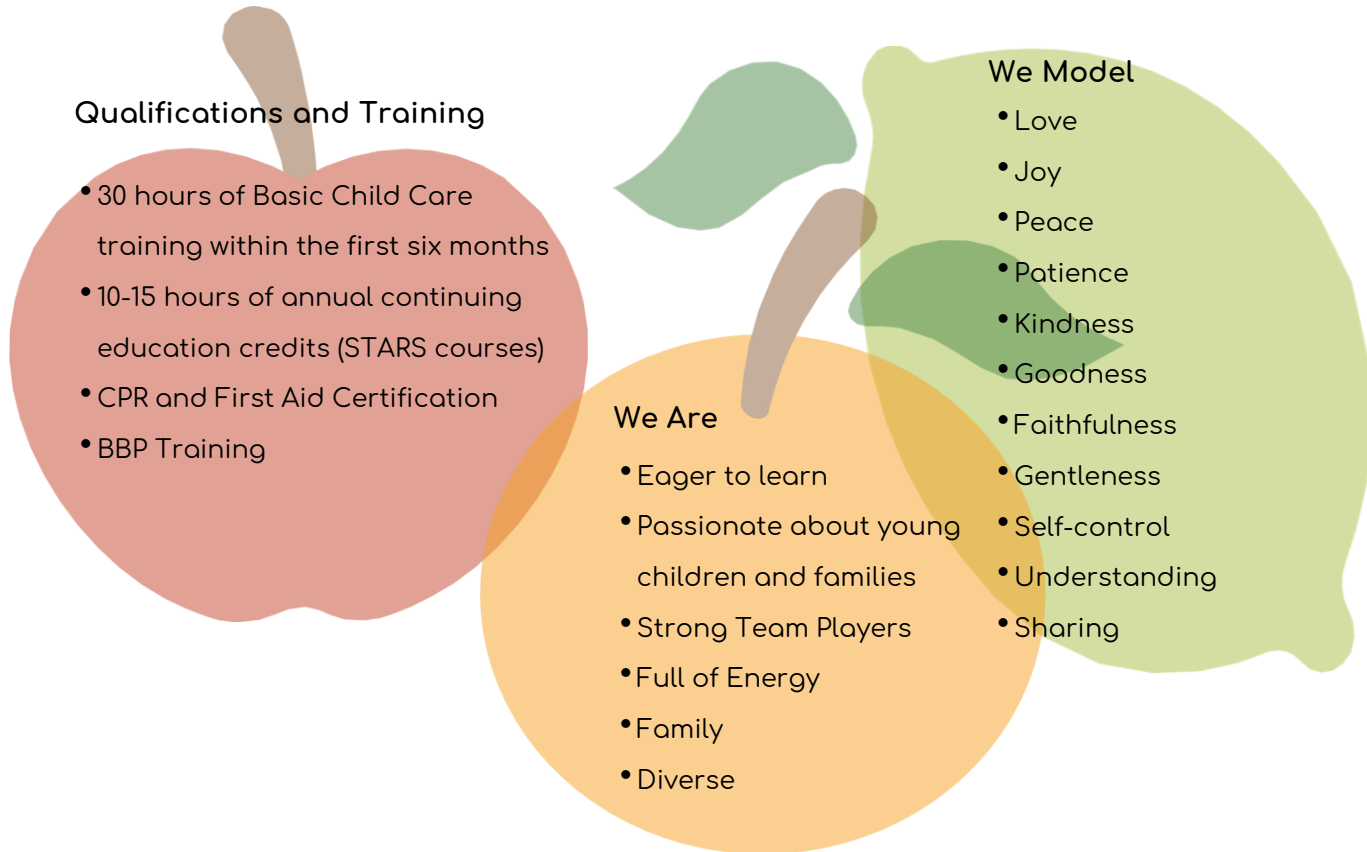
Teachers and Staff

Our entire staff works together as a team, supporting, encouraging, and learning from one another. Our diversity makes us stronger as we celebrate cultures from around the world. Our staff cultures, represent our community and help children and families understand and appreciate the diversity of the world around them. The strong relationships provide an excellent example of positive relationships and acceptance. As a team, we work to support each child's development and appreciate the amazing world we live in.



02 - CURRICULUM

Our child care team is made up of a dynamic group of people! Each teacher brings a part of their home and culture to share in the classroom.



Learning Through Play

We believe that children learn best by hands on experiences and traditional ways of planning for those experiences. We know that when children play, their brains form neural pathways that allow them to grow into healthy, thinking adults. We use monthly, themed curriculum created by teachers that incorporate different ways to get the children involved all areas of their development.



Math



Sensory



Fine Motor



Cognitive



Gross Motor

02 - CURRICULUM

Learning Through Play

Infant/ Toddler Curriculum

The curriculum has monthly themes such as Fall, Getting to Know Me, Circus, Spring, and more. Activities and stories circle around the theme, allowing children to explore and develop socially and emotionally, as well as laying a foundation for future growth and development. We go at the child's pace and interest- circle time may be something as simple as singings songs. The children are younger and our focus is to help build that foundation of learning.



Preschool and Pre-Kindergarten

Just like in our Infant and Toddler classrooms, the preschool and pre-K work to help children with their social/emotional development along with literacy, numeracy, and other readiness skills. We use monthly themes as well-during the school year and at Summer fun.

Since the children are older we start focusing on those skills to build for Kindergarten Readiness.

Curriculum Example

Emergent Curriculum: Themes are built around the children's interests and ideas. They may have more ideas about how teachers and children can explore together.

Theme: Snow

Activities:

- * Reading books like *Snowy Day*, by Ezra Jack Keats
- * Science Experiments (Can we make Snow?)
- * Winter Clothing in the dramatic play area
- * Art projects (Painting with ice cubes)

Learning at Home:

Teachers can share ideas for how parents and guardians can incorporate learning at home.

Snow Recipe:




Mix together 1 can of shaving cream and 2 lbs. of baking soda to form a snowy mix for play.



Our Classrooms

We offer eight wonderful classrooms. Each group of children is grouped by age and grade level so that they can be with their peers and enjoy age appropriate activities throughout the day. As we work with the children, skills are scaffolded throughout our program.



Example of Scaffolding: Putting on Shoes

Classroom	Skill/Activity	Age
 Bunny Room	While talking with the child, teachers and caregivers put on the child's shoes. Explaining that they are putting on their shoes in preparation for going outside.	6 weeks through age 1
 Panda Room	Each child learns to identify his/her shoes by retrieving them from the basket or identifying them from the teacher. The teacher then helps them learn to put it on.	Ages 1 to 2
 Lion Room	Children finds and puts on their own shoes with assistance from teacher.	Ages 2 to 3

Our Classrooms

Scaffolding continues up through the preschool and pre-kindergarten classrooms:

Example of Scaffolding: Putting on a Coat

Classroom	Skill/Activity	Age
 Lamb Room	Each child gets his/her own shoes from the cubby and puts them on- with some assistance if needed from the teacher	2.5 through age 4
 Penguin Room	Children are able to put on their own socks and shoes.	Entering Kindergarten

Our Classroom: School-Age

Giraffe
Room



Grades: Enrolled in Kindergarten
through 5th Grade

We are happy to provide care for students that attended Midway Elementary School.

Our before and after care includes:

- Walking the kids to school/picking them up from school.
- Providing your child breakfast before school (time served: 7:30AM-8:30AM)
- Providing an afternoon snack for your child after school
 - PM Snacks: 4:00PM
 - Early Dismissal Days: 2:30PM
- Activities such as outside play

Our School Out Day Care Includes:

- Breakfast, Lunch and Snack
- Age appropriate toys and activities that the children are able to engage in

Please reach out to us if you have any questions.

02 - CURRICULUM

Outdoor Play

Encouraging children to be active outdoors in any weather, helps build physical and social development. The more time they have outside, the more physical activity they have! Grace Children's Center provides two or more outdoor play times each day, rain, or shine.

Remember that bacteria and viruses cause colds and flu, not the weather. Keeping your ill child home is the best way to keep your child and other's healthy.



If there is a weather advisory in effect. We will plan accordingly for outside play.
such as shortening outside play.

Example: Heat Advisory in Effect- 10 Minutes of Outside play. Children will be sun screened prior and given lots of water for hydration.

Dress for Success for Outside Play

Please ensure your child has appropriate clothing during each season. In the winter a raincoat, or a heavy coat, and boots that can stay at school, or brought everyday, and we can change them into for outside play!

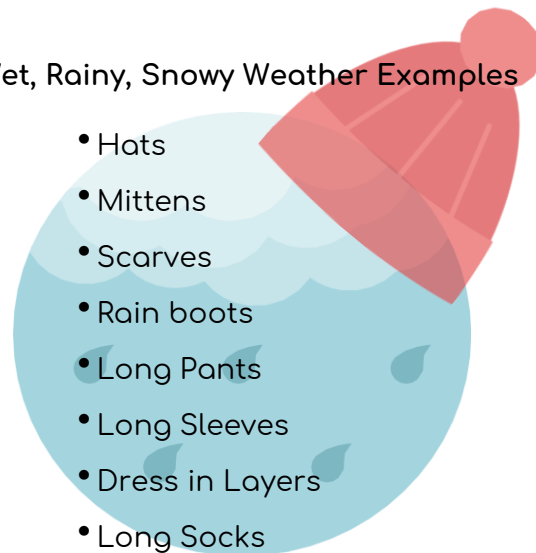
Send extra changes of clothing, so that we help your child change clothes if they become soiled.

Sunny Weather Clothing Examples:



- Sandals with straps
- Socks
- Shorts
- Sun Hats
- Hats with Visors
- Short Sleeve Shirts
- Light jacket

Wet, Rainy, Snowy Weather Examples



- Hats
- Mittens
- Scarves
- Rain boots
- Long Pants
- Long Sleeves
- Dress in Layers
- Long Socks

Please note, we ask families to bring in sunscreen for their child during the summer months. A medication authorization form will need to be filled out in order to apply the sunscreen.

Behavior Management

Healthy growing and developing children love to test limits. They test limits to learn and to see what they can and cannot do. This is why we make sure to have a set schedule and rules that set children up for success. When children test these limits, we have methods in place that will help us guide and teach to correct the behavior. Children in our center are at different stages of development, so we work to handle every behavior according to what is appropriate for that age.



Indirect Guidance

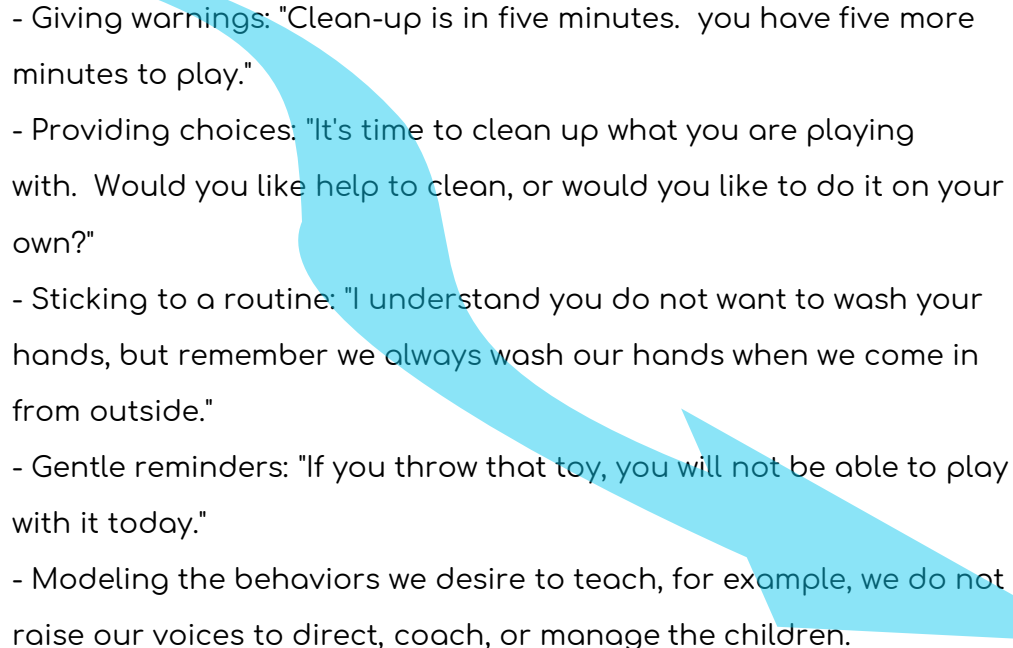
We work to make sure the rules from classroom to classroom are consistent and that each classroom follows a schedule, allowing the children to know what to expect. To help prevent issues before they arise, we use indirect guidance.



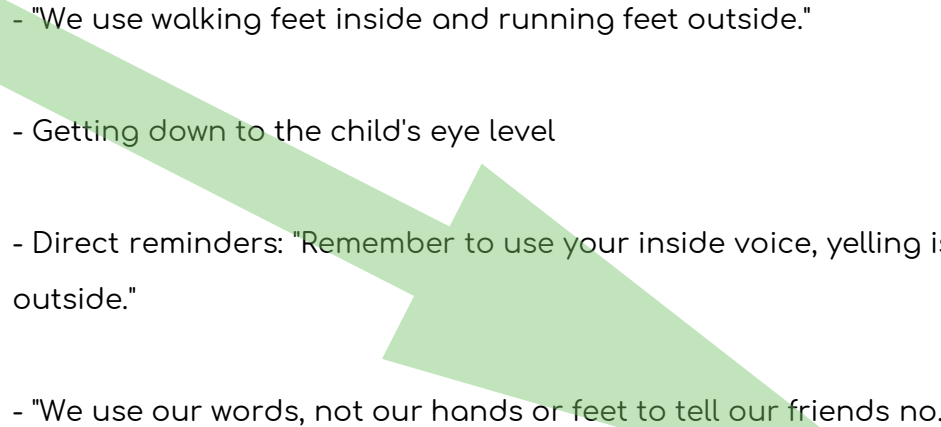
Direct Guidance

We always try to use positive language and gentle tones when we remind the children of the rules, even when speaking more directly.

Indirect Guidance Examples

- 
- Giving warnings: "Clean-up is in five minutes. you have five more minutes to play."
 - Providing choices: "It's time to clean up what you are playing with. Would you like help to clean, or would you like to do it on your own?"
 - Sticking to a routine: "I understand you do not want to wash your hands, but remember we always wash our hands when we come in from outside."
 - Gentle reminders: "If you throw that toy, you will not be able to play with it today."
 - Modeling the behaviors we desire to teach, for example, we do not raise our voices to direct, coach, or manage the children.

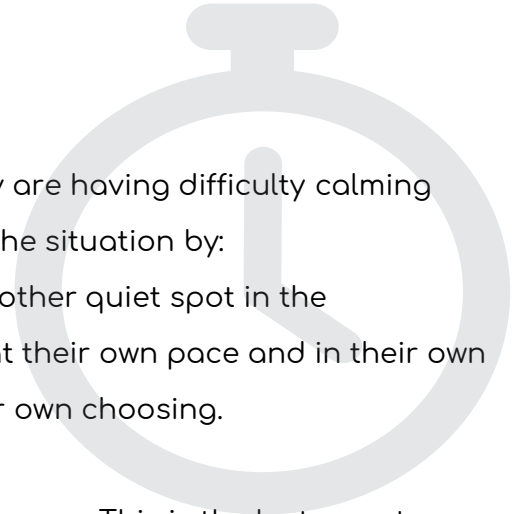
Direct Guidance Examples

- 
- "We use walking feet inside and running feet outside."
 - Getting down to the child's eye level
 - Direct reminders: "Remember to use your inside voice, yelling is for outside."
 - "We use our words, not our hands or feet to tell our friends no."

Alternative to Time Out

Sometimes a child's behavior may still escalate to a point; they are having difficulty calming themselves down. At this stage, we will remove the child from the situation by:

- Giving them a choice of sitting in a chair off to the side or another quiet spot in the classroom. The child will be allowed to breathe and regroup at their own pace and in their own space. When they are ready, they can rejoin the group at their own choosing.
- Sometimes, the child may need to be removed from the classroom. This is the last resort; our goal is to help them work through their big emotions in the classroom. However, sometimes big emotions get the best of us. So children struggling with that, may come and spend time with another Teacher or maybe one of our Directors or our Program Supervisor. Often a new space or face helps them to clam down.

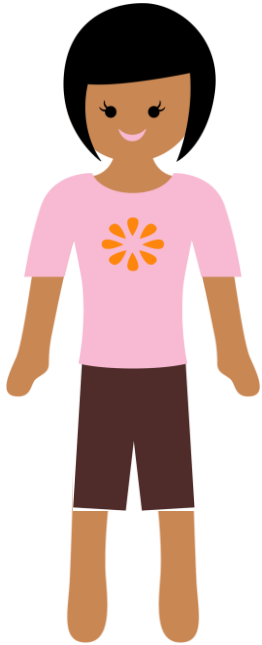


Diapering and Toilet Training

There are milestones in child development, but each child reaches these milestones at their own pace, this includes toilet training. Your child does not have to be toilet trained to enroll or attend our childcare program. As your child is ready, we will support their training by sending them to the bathroom frequently throughout the day, using stand up diapering as needed and lots of encouragement. As well as working together with families to continue and support toilet training at home.



Diapering and Toilet Training



Until your child is toilet trained, you are required to provide the necessary diapers, wipes, diaper rash ointment and/or cream, and changes of clothing. We do not launder soiled laundry, per licensing requirements, it will be returned to you in a bag. If your child does not have extra clothing, we have a few changes of clothing available. Please return all center clothing by the end of the week your child wears it home.

Diapering and Toilet Training



Potty training is typically introduced in our Panda classroom, where we talk about the potty with the children and show them the toilet. Just so they have an idea of what that is.

In our Lion classroom, the children are changed in the bathroom where they are encouraged to sit on the potty. Sometimes children aren't interested and that's okay.

Children develop and learn at their own pace often they are potty trained and ready to go before they move up to our Lamb Classroom. If that isn't the case then in the Lamb Classroom, when the children are taken for a diaper change we will sit them on the potty and encourage them to use it.

Biting



Children will often try hitting, screaming, running, acting out, and even biting to deal with their emotions and needs. These are normal developmentally appropriate behaviors. That does not mean these behaviors are okay; it means we have an opportunity to help the child learn and grow. Often toddlers will bite because they lack the words to express what they are feeling. Teachers will observe and work with you to help you identify what needs your child is expressing.

Reasons why Biting Occurs:

- Are they hungry, tired, or even trying to "kiss" their friend?
- Did someone take a toy they were playing with?
- New teeth are coming in, and they are not comfortable
- They want to play but don't know how

We say phrases like: "Biting hurts friends, we can bite food instead."

We encourage parents to say the same, because if we are all on the same page the concept will stick much quicker.

Biting



It doesn't feel good when your child has been bitten or even when your child is the one doing the biting. The best thing we can offer both children is patience, compassion, and understanding. When a toddler goes through a biting stage, we will actively work with the parents and teachers to help them outgrow this stage as quickly as possible.

Older children who resort to biting will be reminded that it is not okay. This is not a developmentally appropriate or normal behavior for children after about the age of 3 1/2. We would follow our normal behavior management strategies to work with an older child who is biting, hitting, kicking, etc.

Behavior Management Plan



We will make every effort within the center to help your child learn and grow through these challenging behaviors. However, in our group care environment, we have to consider the health and safety of all children in our care. If your child's behavior does not improve, we will meet with you to set up a behavior management plan. The conduct in question would need to be improved within two weeks, or your child would need to find care elsewhere.

Confidentiality



All matters of your child's health and well-being are kept at the strictest confidence. Reports on any behavior issues will be sent to you directly through the center program application.

When reporting behavior incidents or interactions involving another child (such as biting) we will not share the names of other children involved with you or the other parents/guardians.

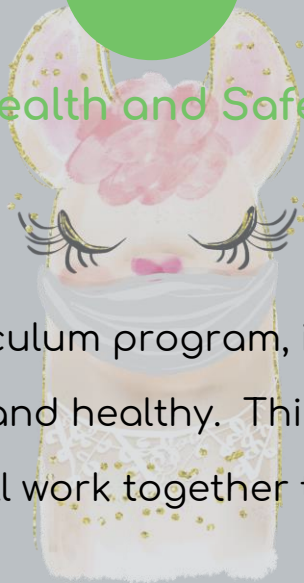
Sample Daily Schedule

6:00 - 7:30 a.m.	Good Morning: Quiet activities, snuggling with a favorite toy
7:30 - 9:00 a.m.	Breakfast
9:00 - 9:15 a.m.	Clean Up, wash hands, bathroom break
9:15 - 9:30 a.m.	Circle Time
9:30 - 10:30 a.m.	Lesson activity time (activities based on weekly or monthly theme)
10:30 - 11:00 a.m.	Outside time (with activities based on weekly or monthly theme)
11:00 - 11:15 a.m.	Bathroom break, wash hands, clean up from being outside
11:15 - 11:30 a.m.	Prepare for lunch
11:30 - 12:30 p.m.	Lunch, followed by washing hands cleaning up and preparing for rest
12:30 - 2:30 p.m.	Rest time
2:30 - 3:00 p.m.	Wake up, bathroom break, wash hands prepare for snack
3:00 - 3:30 p.m.	Snack time, wash hands and prepare to go outside
3:30 - 4:00 p.m.	Outside time
4:00 - 5:30 p.m.	Lesson activity time (activities based on weekly or monthly theme)
5:30 - 6:00 p.m.	Quiet activities, coloring, puzzles, cleaning up and going home



05

Health and Safety



An essential part of our curriculum program, is our efforts to keep your child, you, and our staff safe and healthy. This section of our parent handbook, explains how we all work together to be Health Heroes.

Covid-19



Grace Children's Center has had the opportunity to stay open throughout the early onset of the pandemic and looking towards a future of providing quality, safe, and healthy care for all children and families who need us. Since March 2020, we have worked and followed guidance from the CDC, King County Health Department, the Governor's office, and the Department of Children, Youth, and Families (DCYF) so that we make sure our practices are up to date and consistent with methodology to keep children, staff, and families healthy.

Daily Health Checks



Anyone arriving at GCC must complete and document a Daily Health Check. A temperature is taken and everyone is asked to confirm the following:

- No fever (a temperature of 100.4°F or higher)
- No cough or shortness of breath
- No contact with COVID-19 in the last 14 days
- No diarrhea or vomiting in the past 24 hours
- No other signs of new illness unrelated to a preexisting condition confirmed by a medical professional (i.e food intolerances or asthma)

Personal Protective Equipment



Teachers are provided with:

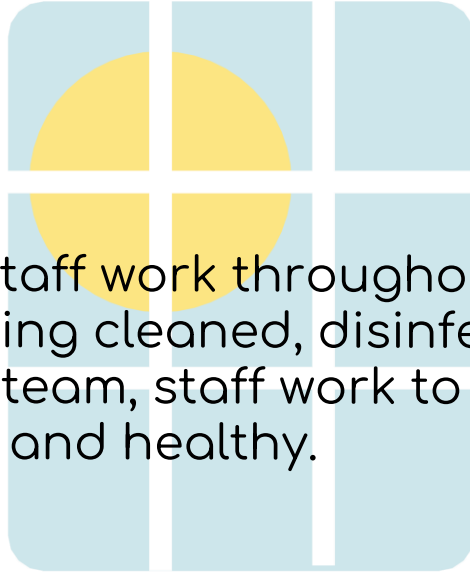
- Scrub tops or a Grace Themed Shirt
- Masks are optional
- Practice Hand Washing
- Gloves Worn during:
 - Food Service
 - Diaper Changes
 - Tending to a child who is injured, for example, a scratch

Handwashing



Handwashing is practiced as children, staff, and visitors enter the center prior to going into any classroom. Children also wash their hands before and after going outside, eating, after toileting, sneezing, or coughing, and prior to going home with their parent or guardian.

Cleaning, Disinfecting, and Sanitizing



Teachers and staff work throughout the day and night to keep everything cleaned, disinfected and sanitized. As a team, staff work to make sure the building is safe and healthy.

Immunizations

Children can be enrolled in childcare with the presentation of one of the following (as per RCW 28A.210.090):



- Up to date immunization records
- Immunization records that are in process must be current within 1 month of the first day of enrollment
- As of July 2019, there is no exemption allowed for the MMR vaccination. This vaccination is required for all children and staff in early learning programs in the state of Washington.
- A Certificate of Exemption: A letter from the child's pediatrician stating that they have explained the risks and benefits of immunizations AND a written statement from the parent that they have a religious or personal objection to the immunizations.

Medication Policy

A detailed Health Plan is available at all times, a downloadable copy is on our website. We recognize the child's parent and pediatrician are the primary caretakers of your child's health. As such we strive to partner with you, but do not assume responsibility. As previously stated, state law requires that we maintain appropriate documentation of the immunization of your child. It is your duty to update immunizations and other pertinent information in a timely manner.

If your child has allergies or other medical conditions that require special attention, please notify us during the enrollment process. We will provide an Allergy Plan for you to complete and discuss the medical conditions to determine how our group care environment can care for your child.



Medication Policy

When your child needs medication, please provide:



- Medication must be in the original container from the pharmacy and labeled with the child's name, dosage, and time to be given. If you ask your pharmacy, they may provide a small bottle for childcare use.
- If the prescription is a doctor's sample - you must provide a signed note from the doctor listing the medication, dosage, and times to be given.
- Completed medication authorization form, stating the time of dose, the name of the medication, duration to be administered and any side-effects..
- Staff will record all medications dispersed.
- Homeopathic medications must include a doctor's note with the child's name, dosage, and time to be given. It also must be in the original container.



Medication Policy

Medication will not be administered if:



- The medication form has not been completed.
- The name on the label is not your child's name.
- The medication is to control diarrhea, unless it is prescribed.
- The medication is not in the original container.

A complete medication policy is included in our health care plan.

Grace Children's Center logs all medications given.

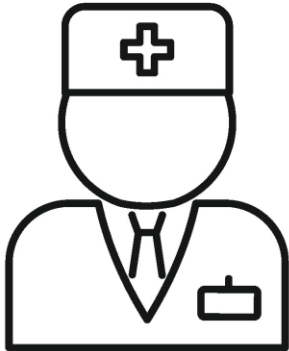
The Medication Authorization Form can be provided upon request.

Injury Prevention



Our team checks the center daily to ensure indoor and outdoor play areas are safe for children and families. We work to make sure that all areas, toys, and equipment are free from hazards. All medications, cleaning products, and chemicals are inaccessible to the children.

Injury Prevention



When any minor emergency occurs (e.g. small cuts, bruises, or bumps), we do the following:

- Staff trained in First Aid will follow the actions for the particular injury or illness as specified in our First Aid Childhood Emergencies Flip Chart, located in each classroom.
- The child's teacher will record the incident and treatment in the Center system. You will receive immediate notification, with a picture if appropriate.
- With minor injuries, parents will be called to help decide whether the child should go home.
- Any injury that requires a parent to be called to take the child to be seen by a medical professional must be reported to CPS, the state licenser, and the Co-Directors Immediately.

Ill Children

Each child will be observed daily for signs of illness. Children who are contagious must stay at home. The Health Department and all parents will be notified by phone and in writing of communicable diseases or food poisoning. If a child becomes ill during the day, the following steps are followed:



- At the first sign of symptoms, teachers begin documentation. The child's symptoms are monitored and tracked through the center system. Parents receive real time notifications.
- Parents are expected to pick up their child as soon as possible.
- The ill child is kept isolated in the office and away from other children until parents or guardians arrive.

Ill Children

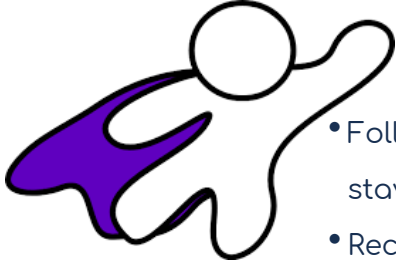


Based on guidelines from the Department of Health and CDC, children must stay home until they are 24 hours symptom free, or 24 hours after the symptoms are no longer present. Following this policy helps insure the safety and health of all children, staff, and families.

If your child, or anyone in your family is exposed to Covid-19, please contact the center immediately and we will work with you to follow the most up to date guidelines for keeping each other safe and healthy.

We follow the Covid-19 Guidelines set forth by King County Health in the event of an exposure or a COVID-19 Positive Case.

Health Heroes

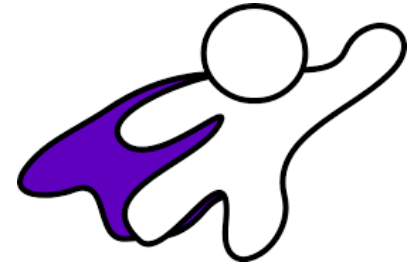


Parent's Responsibilities

- Follow the Health Department and state guidelines for staying home and staying healthy when applicable.
- Recognize that if you are going out of your home for work, there will be times you must stay home from work and come for your ill child.
- Notify us when keeping your child home from care for any reason, and let us know when they are ill and what symptoms they are experiencing.
- Pick your child up within 15 - 30 minutes of being notified your child is ill.
- Keep your child home until symptoms are gone for 24 hours, or we receive a note from a physician.
- Follow the medication policy.
- Please have the same one or two people picking up and dropping off your child, majority of the time.

Health Heroes

Our Responsibilities



- Teachers and staff follow the same "Keep Me Home" guidelines.
- Teachers will monitor your child's health during the day and communicate with you anything that appears out of usual for your child (this is done through the center system).
- You will be notified by phone when your child develops symptoms requiring them to go home.
- Emergency contacts will be notified if we are unable to reach you within 15 minutes.
- An ill child will be allowed to rest quietly on their mat in an office separate from all other children until an authorized person picks them up.
- If necessary, the child's physician will be notified, and if the doctor cannot be reached by phone, 911 will be contacted.
- Minor injuries will be treated by a childcare team member. You will be notified through the center system and at pick-up.



KEEP ME HOME IF...

I have a temperature of 100.4°F or higher



- I'm younger than 2 months; OR
- I'm older than 2 months **AND have other illness symptoms** (rash, sore throat, earache, headache, vomit, diarrhea) or are just not feeling well

I'm vomiting



2 or more times in 24 hours

I have diarrhea



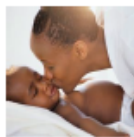
- 2 loose/watery stools more than normal for child in 24 hours; OR
- Any blood or mucus in stool

I have a rash, sores, lice, ringworm, or scabies



- Body rash (not related to allergic reaction, diapering, or heat)
- Oozing open sores or wounds
- Mouth sores with drooling
- Untreated head lice, ringworm, or scabies

I'm not feeling well



- Unusually tired
- Low activity level
- Lack of appetite
- Cranky/fussy
- Crying more than normal
- Unable to keep up with program activities

Please note: As of 2022, American Academy of Pediatrics defines fever as a temperature of 100.4°F or higher.

COVID-19 is not the only illness in the community. Child care and early learning programs are required to follow Washington Administrative Code (WAC) 110-300-0205 and send children and staff home when they are sick.

Programs are allowed to have sickness policies that are more cautious than WAC requirements. For example, a program may require children be symptom-free for 24 hours before returning to care, or they may choose to exclude for COVID-19 symptoms and require a negative test before a child can return. **Please follow your child care program's sickness policy.**

Nobody likes to get sick. Keeping your child home when they are sick helps teachers, children, and other families from getting their germs. Other things you can do to stay healthy:

- Wash your hands
- Stay up to date on your vaccinations, including COVID-19 and flu
- Consider wearing masks when you are in a crowded public setting

Supported by:
Public Health
Seattle & King County



11/2022

Please note, this policy gets updated on occasion. Current "Keep me home if..." are posted in the front counter areas.

Health Records

Certain health information about each child is required by state child care regulations. We ask for that information in our registration packet. The information required includes:



- Health, developmental, nutrition, and dental histories
- Date of last physical exam
- Health care provider and dentist name and phone number
- Allergies: Food, seasonal or environmental
- Asthma
- Individualized care plans for special needs or considerations (medical, physical, or behavioral) if needed
- List of current medications
- Current immunizations records
- Consents for emergency care
- Preferred hospital for emergency care.

Part of our partnership with you may include the identification of allergies or intolerances. If you notice your child developing any symptoms of an allergy or intolerances, please contact the directors immediately.

Health Records

We ask that you help us update these records with new information:


- Quarterly for children less than one year of age
- Semi-annually for children 1 - 2 years of age
- Yearly for children over two years of age

Please note: Children 3 years or older are required to have a dental exam.



Food and Nutrition

Your child is encouraged to try new foods and offered menu items twice. They can refuse and will not be forced to eat. Food is not used as a reward or punishment.

		Date:	Date:	Date:	Date:	Date:
Week 1 Menu		Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Order any 8:00 8:00 8:00 8:00	Server Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	Preacher Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	Eggs and Cheese Muffins Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	Salisbury Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	Consistent Apples Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>
	Postgraduate 1:00-2:00 1:00-2:00 1:00-2:00	Orange Juice	Peaches	Pink Custard	Yogurt	Consistent Apples
	1:00-2:00 1:00-2:00 1:00-2:00 1:00-2:00	1/2 Ch. Cheese Casserole	Peaches	Orange Muffins	Yogurt	Consistent Apples
	Meal or Salad Alternative 1:00 1:00 1:00	Eggs, Cheese Casserole	Peaches	Eggs, Cheese Casserole	Yogurt	Consistent Apples
	8:00	None <i>None. School will Eat, Wash and</i>	None	None	None	None
Lunch	Order any 2:00 2:00 2:00 2:00	Spaghetti Casserole, Sandwiches Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	10 minutes Entertainment Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	10 minutes Entertainment Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	10 minutes Entertainment Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	10 minutes Entertainment Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>
	Post 1:00-2:00 1:00-2:00 1:00-2:00	Spaghetti Casserole, Sandwiches	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole
	1:00-2:00 1:00-2:00 1:00-2:00 1:00-2:00	Spaghetti Casserole, Sandwiches	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole
	Meal or Salad Alternative 1:00 1:00 1:00	Spaghetti Casserole, Sandwiches	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole
	8:00	Spaghetti Casserole, Sandwiches	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole
Snack	Order any 3:00 3:00 3:00 3:00	Spaghetti Casserole, Sandwiches Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	10 minutes Entertainment Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	10 minutes Entertainment Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	10 minutes Entertainment Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>	10 minutes Entertainment Ages 1-2: <i>minestrone salad & Apples 1/2</i> Ages 3-5: <i>1/2 Ch. Macaroni</i>
	Post 1:00-2:00 1:00-2:00 1:00-2:00	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole
	1:00-2:00 1:00-2:00 1:00-2:00 1:00-2:00	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole
	Meal or Salad Alternative 1:00 1:00 1:00	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole
	8:00	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole	Spaghetti Casserole

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Food from Home

Children with Allergies and Religious Exceptions:

If your child has food allergies, you will need to complete an Allergy Plan and go over it with the center directors. The Allergy Plan identifies the allergens, reaction, and responses to accidental exposure. A request food substitutions must be completed for all exceptions to foods on our menus. This includes religious exceptions. Children with food preferences (i.e. picky eaters) are encouraged to keep trying the foods on the menu. A medical or religious reason must be provided in order to be exempt from eating the foods provided by Grace Children's Center through the support of the Federal Food Program. Please be aware, we are a nut free center.

We do not allow outside food unless:

- Planned out with Center in Advanced
- Class Party Occurs



Please reach out if you are in need of an: Allergy Plan and Food Substitutions forms.

Family Style Dining



Best practices in childcare encourage Family Style Dining. Which encourages children to converse with their peers and enjoy the home cooked meals that are prepared. We all sit together around a table and eat together.

Birthdays and Celebrations



Children often enjoy sharing treats on their birthday or other special occasions. Bringing treats to share is optional. If you choose to do this, please follow these guidelines.

Treats can be something other than food:

- A special book donated to their classroom.
- A treat bag with a coloring page, book mark, pencil, etc.

Treats must be store bought, in original packaging. No home prepared food is allowed.

- We are a NUT FREE center, so please no products containing Nuts

For children 6 weeks through age 2, we try to limit the sugary snacks during these celebration. Instead we encourage things like: Fruit, goldfish, and paper hats.

Reasonable Accommodations



It is our policy to do our best to make reasonable accommodations for every child to be successful, including dietary, physical, developmental, and mental needs.



06

Emergency Preparedness

An essential part of our curriculum program, is our efforts to keep your child, you, and our staff safe and healthy. This section of our parent handbook, explains how we all work together to be Health Heroes.

Disaster Plan

Grace Children's Center Team and the children will practice emergency procedures and evacuation on a regular basis. Shelving, furniture, and heavy objects on high shelves have been secured to protect against falling. We continually check the center for potential hazards.

The Disaster Plan is available on our website.

Emergency Contacts



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Childcare Licensors
www.dcyf.wa.gov
1-866-482-4325

Police Department:

Non-emergency number: 206-878-3301

Fire Department:

Non-emergency number: 206-878-2210

Puget Sound Energy - Gas/Electric

1-888-225-5773

Poison Control (National Number)

1-800-222-1222

Grace Children's Center 1

206-878-7182, 22815 24th Ave. S. Des Moines, WA 98198

Grace Children's Center 2

206-878-5369, 22975 24th Ave. S. Des Moines, WA 98198

Grace Lutheran Church

206-878-2460, 22975 24th Ave. S. Des Moines, WA 98198

Out of State Emergency Number

877-272-7337 – American Red Cross

Cross Streets

Kent Des Moines and 24th Ave. S.



A Ministry of Grace Lutheran Church

Grace Children's Center

childrenscenter.gotgrace.com