



**6:30 AM – 6 PM M-F Register at
Prkids.org**

Kid's Connection

Before & After School Care ages 5-12 years

**Director: Brianna Perez
425-244-1479**

Our Philosophy

In caring for your child, we will provide safe care, individual attention, and meaningful activities that best supports educational practices for the development of "otherness". Fun, applicable Bible teaching will be included in our weekly BLAST program on Early Release Wednesdays. **We would like to make communication the cornerstone of our relationships.** Our pastors and staff are professional and qualified to assist you. Please feel free to discuss questions or concerns you have. Kid's Connection is a not-for-profit ministry of Park Ridge Community Church in support of families.

3805 Maltby Road, Bothell, Washington 98012

Church office: 425-481-8801

FAX: 425-486-1730

Email: Office@prkids.org

Website: **prkids.org** or parkridgeonline.org *Additional information about the child care license, disaster plan, and health policy are available upon request.*

KC is closed on Labor Day, Thanksgiving Day, and the Day After Thanksgiving: “Black Friday”, Christmas Day & Christmas Eve, New Year’s Day, Memorial Day, July 4th, and the last week of August each summer.

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Inform us in advance of Absences

This handbook serves as our operation policies guide. Our staff values direct personal contact with parents. Email brings the quickest response.

Non-Discrimination Policy

Kid’s Connection welcomes students in Kindergarten through 5th grade or ages 5-12 years, of any race, color, or national origin to all the rights, privileges, programs and activities available. It does not discriminate on the basis of creed, religion, sex or handicap.

We reserve the right to discriminate on the basis of behavior. We must remove a child who harms himself, others or property or **does not meet our behavior expectations after a 1-month trial**; as explained in our harassment policy on page 9. A child (or child’s family) is responsible for broken or damaged property.

Water Policy

The fenced lake (whose view we enjoy and lovingly call Park Ridge Lake), below Kids Connection is limited to students with an adult/child ratio of 2:7 during care hours. Families are welcome to fish, explore and enjoy this area, which belongs to PRCC. On warm summer days students may wade in other knee-deep creeks with adult supervision (not the Park Ridge Lake bog!) Swimming sites will have life guards.



Child Abuse Reporting Law

Our Kids Connection staff is required by Washington State Law to protect and report immediately to Child Protective Services any suspected instance of physical, sexual or emotional child abuse, child neglect, child endangerment or child exploitation. If there is an immediate danger to a child, local police will be called.

Staff-Child Ratio The licensing staff to student ratio requirement is 1 adult per 15 school age students. We strive to **exceed** (1:9 is our goal) minimum requirements and follow a 2 adult rule at all times. Others who have cleared backgrounds are also “on site” (church staff) in case of an emergency.

Behavior Management

Our staff will set clear limits of what is acceptable and unacceptable behavior. If a child refuses to exhibit **safe kind** behavior after 2 verbal warnings, student will **take a time out in the “thinking chair”** (1 minute per year old). If student does not take this time out or has hurt someone physically, (or verbally as stated in harassment section) parents will be notified, the incident recorded, and a parent conference requested. Child

will not be allowed to return to Kids Connection until after the parent conference. If the behavior repeats within a 6- week probation period, child care must be terminated.

An atmosphere of joy and safety must be maintained for all students. *We endeavor to create a home atmosphere in many ways. Hot soup, sandwiches, and other delicious snacks are served from 3:30-4 pm daily. Cozy warm corners and a quiet reading time (Summer) and homework time (Sept.-June) are provided. Screen time (KC educational computer use, video and DVD's) is limited to 3 hours per week per person/usually rainy or cold Friday afternoons. Students are **not allowed** to bring candy, toys, hand-held media, (phones, tablets, watches, etc).*

*Fighting or bullying in any form (written, verbal, or physical) is not tolerated. Physical and verbal punishment by staff or any child; spanking, slapping, or shaking is not allowed. Staff **will not raise voice** to gain obedience.*

Parents please inform us of changes in your child's life, such as divorce, separation, job changes, sleeplessness, or the death of a loved one or pet. These changes may affect your child's behavior.

School Day Activity Schedule

Mornings:

6:30 A.M. Quiet choice activities: Drawing, building, puzzles, homework, math flashcards, board games, keyboard, reading.

7:30 "Breakfast snack" is served. (KC is required to call it a snack as we do not have an oven on premises.)

7:50-8:15 or so "Bible Time" (Announcements, Song, Bible Story, Prayer)

Afternoons:

2:30 – 4:30 Van Pick-ups (1:30 or so on Early Dismissal Days). Routes are subject to change. We strive to limit riding time to 30 minutes maximum.

3:30 Arrive, Wash Hands, Snack
(K & 1st Gr. Enjoy Snack in their Church basement area)
Outdoor Time 20+ min. weather permitting

4:00 Group Games, Outdoor Play (Gr. 2-5), or Choice Time

4:30 Complete Homework or Silent Reading *for students in Grades 2-6. Staff is available to assist, but it is the student's responsibility to complete the work*

5:00 Choice Time (Gr. 2-6)

(Outdoor & Indoor Play : Legos, Clay, Imaginative Play, Soccer etc. Please see monthly themes/curriculum choices.

Thursdays: Art Class (option) with Ms. Devika (An amazing teacher!)

5:30 Table Activities to Pick-up

Responsive, Rich and Relevant

Our program staff work well together, and endeavor to respond to the unique needs of each child. We encourage initiative as children choose activities that reflect their interests. We have an outdoor play area and field, and plan curriculum that values different cultures. Kids Connection strives to include all children, including those with special needs. We will attempt all reasonable solutions before denying or terminating any child with a special need.

Fee Schedule Annual Registration/Curriculum Fee \$100/yr

We will provide year-end statements of payments by January 31st of each new year, so you can take advantage of the legal deduction. EIN# is 27.0127.589 DSHS welcome. Our provider/license number is: 748859 with WA state Dept of Early Learning.

- Tuition is \$600 a month during the school year for both morning and after school care.
- AM or PM only cost is **\$380** a month
- 2nd Child 10% off (\$352), 3rd Child 20% off (\$324)
- If space is available--Drop-in Rate: \$20/AM or \$25 PM only on a school day, \$40.00 for non-school day (5+ hrs.)
- ½ scholarships available to any who attend Park Ridge Church services weekly.
- Monthly tuition is due on or before the 5th of each month.
- Payments **received after the 5th of each month incur a \$25.00 late fee.**
- No refund or Credit is given for days absent due to inclement weather or illness.
- Late Pick-up? (After 6 PM) **A \$10 fee** is required for late non-emergency pick-ups.
- **2 Non-school days per month are included in the tuition if paid by the 5th.**
- **Full tuition is required for December, February and April though school is out 1 week or more.**

Completed Registrations & Payments must be received before services are rendered.

RSVP for attendance on non-school days via sign-up sheet on counter

Please **make checks payable to PRCC** (not Kids Connection). Credit card payments can be made Via Phone app. Download "Park Ridge Community Church". Press Give, enter amount, then Change "fund" from Tithes to Kids Connection. Per Washington State Law, children may spend up to 10 hours per day in child care, or school+childcare. (6 AM-4 PM) (7AM-5 PM) (8 AM-6 PM) or 8:30AM-6:30PM)

Withdrawals, Vacations, Absences

- Notify any staff person ASAP of your need to be absent, change your schedule or withdraw. Refunds **are not available** for absences, vacations, withdrawals, illness, snow days or natural disasters.
- If you plan to take vacation time you are allowed one month at half price to save your spot. After that full tuition must be paid to save your child's spot.

Emergency Disaster Drills

Drills are conducted and documented quarterly. Parents, please read our Disaster Plan and sign the back each year that you do so. Evacuation plans are posted next to emergency exits. Fire extinguishers and smoke alarms are routinely maintained.

Please **provide an extra set of clothing-"socks especially"** for your child that we may keep on site.

Snow Policy: When the school district announces closures **we are open if we have electricity.** No transportation is provided. Please send your children with snow clothing, and extra dry clothes.

Northshore Schools closure info: 425-408-6001. Everett School District website esd.edu also has info.



Meals & Snacks

Breakfast is served at 7:30. The **daily afternoon snack menu**, offered at 3:30 to 4:00 P.M. is posted by the month and may repeat every 2 or 3 weeks. The intent is to provide nourishment in the afternoon as many children are hungriest after school. Foods with sugar and white flour are limited. **No peanuts or nuts of any kind (including peanut butter) are allowed.**

(Provide a sack lunch that does not require heating on non-school days.)

Injuries, Health, Medications & Illness Policy

We require and pay our staff to maintain their CPR, HIV awareness and 1st Aid training. Minor injuries will be treated on-site and an accident form filled out and given to parents. For any injury that may require medical attention, the parent will be called. (Emergency contact phone numbers are required. If no one can be reached, and child needs immediate hospitalization he/she will be taken to Evergreen, Swedish or Providence as **911 advises** or registration states. Child will be accompanied by a staff member or pastor.

Kids Connection is required by law to have a completed and up-to-date **immunization record (or exemption certificate)** signed and dated by each child's parent. **Parents should notify staff** of any pre-existing illness, special needs, IEP's or life-threatening medical conditions. If we experience an emergency our disaster/preparedness plan is on file. (We have blankets, water and food for 3 days for children and staff if stranded.)

Medications, prescribed by a doctor or not, (even sun screen, cough medicine, baby aspirin) may be administered by Kids Connection staff **only**

with a **completed and signed Medication Consent Form**. Medicine must be in its original container and can only be administered within the dates stated on the Medication Consent Form, and labeled with the child's first and last name. Any unused medicine will be returned to the parent.

Our **illness policy** follows state guidelines. We will call you and exclude a child (and/or staff member) if:

- 1) They have had diarrhea.
- 2) They have **vomited 2 or more times** within 24 hours.
- 3) They have **open or oozing sores** which are uncovered.
- 4) We suspect **communicable infection** such as a sty, impetigo, pinkeye, or scabies.
- 5) **Lice or nits** are present and have not yet been treated.
- 6) A **100 degree fever, earache, headache, sore throat, or rash** is present or child just does not feel well.

Children who have a reportable disease may not be admitted to Kids Connection unless approved by the local health authority.

Sanitation procedures include cleaning and disinfecting all cooking utensils, eating surfaces, and food preparation surfaces with a bleach solution after each use. The center is cleaned daily. (Restrooms are sanitized.)

Transportation and Summer Field Trips

Written parental permission is required for any child who will be taken to and from school or on field trips. The church vans will be the mode of transportation and will be driven by a staff person who is on PRCC's insurance policy. (A copy of the "blanket permission slip" on page 11 will be kept in child's file, then verbal parental permission will be acceptable as destinations are posted.)

Birthdays, Celebrations & Sweet Food Policy

To avoid the childhood *diabetes epidemic* we welcome (not required) families to provide treats for birthdays: "Not so sweet" (pretzels, ice cream, animal cookies) would be a great addition to our snack time. You may wish to consider your time as a guest who will share their career/job, etc) in place of cupcakes.

Pet Policy

No live insects, animals, birds, reptiles, etc. are allowed inside. We have Canadian geese, rabbits, birds-eagles, coyotes, turtles, salamanders, foxes and wild squirrels outside our building.

Pesticide Policy

If it is necessary to apply pesticides to our facility, building or playground, we shall provide written notification 48 hours before and apply when no children are present for the next 48 hours. We strive to NOT use pesticides and have not used them these past 5 years.

Confidentiality & Sign Out Procedure

Staff will NOT give out information regarding other children or their families. When picking up your child in the evening (and dropping them off) a full legal signature is required. Your child's registration must have **two emergency names, addresses and phone numbers** of anyone other than the parent or guardian who signs out your child.

Art Time:

Thursday 4-5 P.M. with Ms. Devika, a real pro!

Parents are the BEST Special Guests

If you have a talent, craft idea, recipes or **anything you feel would be of interest**, we would be happy to make arrangements for you to visit and share the activity with us—especially on your child's birthday!!!

Religious Policy (Motto & Statement of Faith at PARKRIDGEONLINE.ORG or PRKIDS.ORG)

As a faith-based corporation, our goal at Kids Connection is to provide a quality Christian child care program in a safe, loving atmosphere that develops a sense of community. The Kids Connection motto is:

"Connecting kids to God and each other."

Each morning before leaving for school 20 minutes is spent in bible time. Usually we read a story from the Bible. **BLAST on EARLY RELEASE WEDNESDAYS means "Building Leaders and Servants for Tomorrow"**. It features guest speakers, **fun music**, a life-values story or talent, interactive **games**, prayer, **short videos**, occasional DVD's, & Bible memorization.

Park Ridge Community Pastors and families are ready to assist if you let us know your need. Everyone is welcome to attend any service! Sundays Church is at 9 or 10:30, Manly Mondays 6:30-8, Tuesday Worship & Prayer is 6:30-7:30, Wednesday night youth group,

Harassment Policy

Park Ridge Community Church is committed to providing a safe and civil environment for children at Kids Connection. Employees, parents, students, and volunteers may not engage in harassment, intimidation or bullying of any kind.

“Harassment, or intimidation” means saying, writing or physically harming a person or center and/or personal property intentionally. It may include, but is not limited to sexual harassment, or a statement or act motivated by someone’s race, color, religion, ancestry, national origin, gender, clothing, sexual orientation, mental or physical disability, or distinguishing characteristics. If it has the effect of interfering **with a student’s safety**, education or is so severe, persistent, or pervasive that it threatens or disrupts the orderly operation of the center **it is harassment**.

“Bullying” can take many forms including slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, threats, physical attacks or written, oral or physical actions. **“Intentional acts”** refers to the individual’s choice to engage in the act rather than the ultimate impact of the action. After a **time out the act should not repeat**.

The appropriate steps of intervention Kids Connection staff will take in order to restore a positive climate and support those impacted by the violation include:

- 1) Verbal and written notification to parent, guardian or authority,
- 2) counseling with child, meeting with parents;
- 3) possible termination or suspension if behavior repeats.

I have read, understand and **agree to the policies** in this Parent Handbook. I entrust the care of my child to the staff at KC **and will instruct him** (or her/them) **to respect and follow the clear limits set for safe behavior**.

I also give permission for Kids Connection staff **to transport my child** to and from scheduled destinations during summer day camp and their school during the school year.

If I cannot be reached in an emergency, **my child may be treated** by medical personnel as required. If I am unable to pick up my child he or she may be released to those adults I have listed on my registration form, or a staff person may transport my child home after verbal confirmation from either myself or the designated responsible person.

Parent Signature _____ Date _____

A COPY OF THIS PAGE FOR YOU TO SIGN IS AVAILABLE TO YOU AT THE CHECK-IN COUNTER.

You may obtain a copy of our **Health Policy, Disaster Plan, and HIV and Blood Pathogen Policy at the check-in counter. Keep this OUT OF STATE CONTACT** in the event of an earthquake where cell phone towers are down and local cell phones do not operate: Sandra Davis, Retired CPS Supervisor, Fresno, CA **559-298-7691**

Staff:

Brad Sebranke, Pastor, Van Driver

425-770-8507

Brianna Perez, Director of KC & Children's Ministries,

425-244-1479

Luke Anderson, Site Director of KC,

360-581-5677