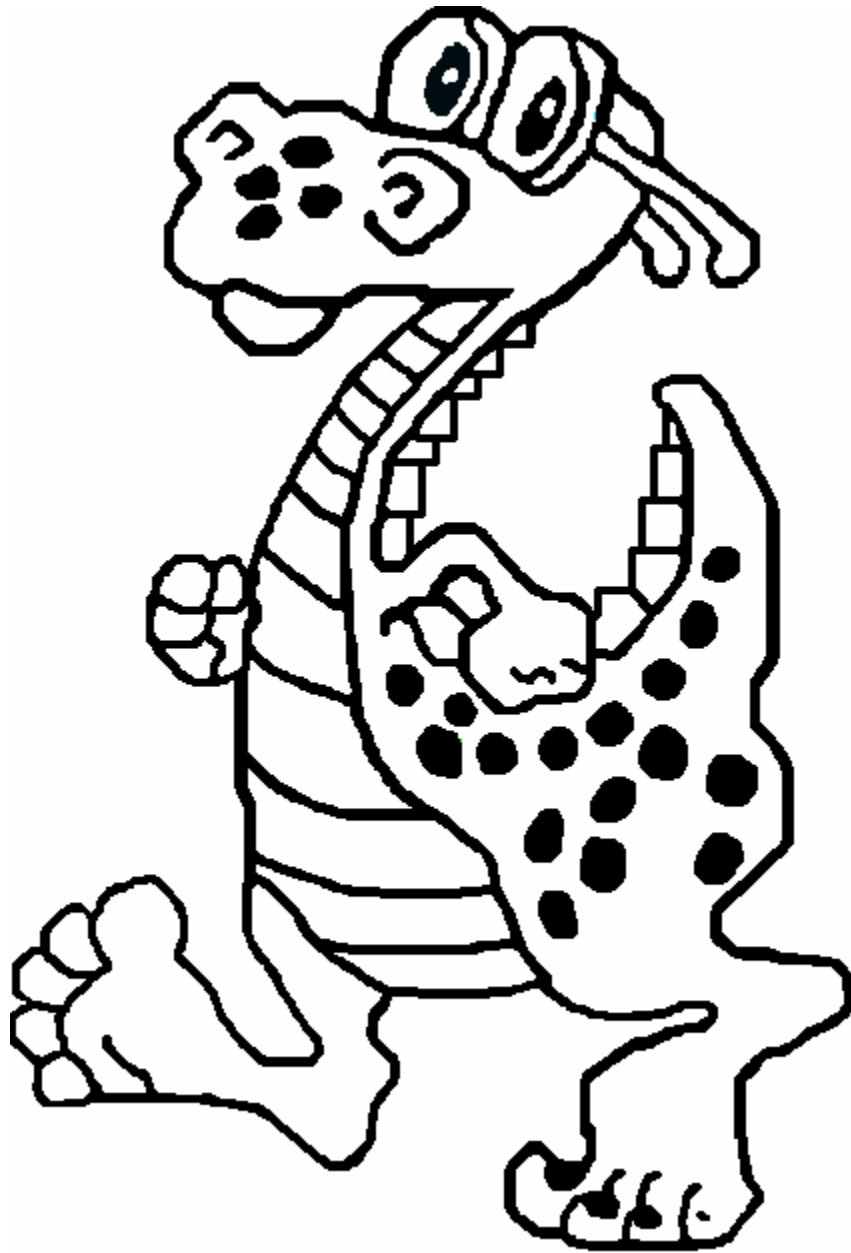


M&M KIDS' CLUB



POLICIES AND INFORMATION PACKET

M&M KIDS' CLUB POLICIES AND PROCEDURES

OFFICE INFORMATION

Our office is located upstairs in the Children's Learning Center at 19282 Front Street in Poulsbo, next to the Martha & Mary Nursing Home. Our office number is 360-394-4089. Our fax number is 360-394-4084. Our e-mail address is childsvc@mmhc.org.

ENROLLMENT REQUIREMENTS

Any child that attends Clear Creek, Cougar Valley or any NKSD elementary school is eligible for enrollment with the M&M Kids' Club. For a child to be enrolled, the following must be submitted to the site **prior** to the child attending:

1. A completed M&M Kids' Club registration packet
2. The registration fee
3. A current immunization report for the child

A fee schedule is included with every registration packet. If you have any questions concerning enrollment, please speak to the Site Coordinator at each site, or contact the M&M Kids' Club office.

FEES AND PAYMENT SCHEDULE

For complete fee information, please refer to attached fee schedule.

Scheduling calendars are available a month in advance. Calendars are due before the start of the month. Bills are generated at the beginning of the month based upon scheduled days for the month. Days scheduled cannot be exchanged or removed.

Bills for that month's tuition will be sent to the site by the 5th of the month. Full tuition payment must be made by the 25th of the month otherwise late charges apply. Delinquent accounts not made current by the last day of the following month may result in termination of enrollment.

Martha and Mary Children's Services accepts state subsidies upon verification of approval.

NONDISCRIMINATION POLICY

Martha & Mary Children's Services does not discriminate in the provision of services or employment because of race, color, creed, sex or national origin. Martha & Mary Children's Services celebrates holidays of different faiths and culture and welcome parent involvement.

TYPICAL DAILY SCHEDULE

The M&M Kids' Club opens at 6 AM and closes at 6 PM, Monday through Friday. On school days, we are closed during the school hours of 9 AM – 3:25 PM. On non-school days and summer we are open from 6 AM – 6 PM. We are closed on Thanksgiving and the day after, Christmas Day, New Years Day, President's Day, Memorial Day, and the Fourth of July. We close at 4 PM on December 24th.

Each site maintains its own daily schedule, which is posted at the site. In general, the daily schedule for school days will be:

AM		PM	
6:00	Site opens, quiet free play	3:25	Children arrive
6:30	Centers	3:35	Afternoon snack
7:00	Arts/crafts or projects	3:45	Outside or gym play
7:30	Outside or gym play	4:30	Homework Club/Quiet time
8:00	Group activity	5:00	Arts/crafts, centers
8:30	Reading, quiet time	5:30	Group activity
8:45	Release for school breakfast	5:45	Clean up
8:50	Release for rest of children	6:00	Site closes

For non-school days during the school year, the general daily schedule will be:

AM		PM	
6:00	Site opens, quiet free play	12:00	Outside or gym play
7:30	Outside or gym play	12:30	Complete Arts/crafts, projects, group activities
8:00	Snack	3:00	Snack
8:30	Arts/crafts, projects, group activities	3:30	Outside or gym play
11:30	Lunch (children bring their own sack lunch)	5:00	Quiet indoor play
		6:00	Site closes

During the summer, the general daily schedule will also include fieldtrips, and will be:

AM		PM	
6:00	Site opens, quiet free play	12:00	Outside or gym play
7:30	Outside or gym play	12:30	Complete Arts/crafts, projects, group activities
8:00	Snack	3:30	Return from fieldtrip, snack
8:30	Arts/crafts, projects, group activities, or leave for fieldtrip	4:00	Outside or gym play
11:30	Lunch (children bring their own sack lunch)	5:00	Quiet indoor play
		6:00	Site closes

MEALS AND SNACKS

On school days, we offer the children a free school breakfast in the morning and an afternoon snack everyday, at no additional cost. **For non-school days and the summer, children must bring a nutritional lunch from home.** Morning and afternoon snacks will be provided. No refrigeration or heating appliances will be available for the children to use. During the summer we ask that all children bring a water bottle each day with their name on it.

SIGNING IN AND SIGNING OUT

Martha and Mary Children's Services requires that parents/guardians escort their children into the facility and sign them in. Parents/guardians picking up their children shall come into the facility and sign them out. In the event that someone other than the parent/guardian is to pick up a child, the staff must be given written or verbal notice in advance. Additionally, that individual must be listed on the original registration in order to remove the child. For the safety of all children, any persons not recognized by a staff member will need I.D. verification to remove a child from the facility. If an adult other than one listed on the child's registration is to remove the child from the site, written parental permission must be given in advanced for each instance.

HOMEWORK POLICY

The M&M Kids' Club is committed to helping families further their children's education. We provide a quiet time each day after school for children to work on their homework. Teachers will assist children with any difficulties involving their homework when needed.

HEALTH

Children who have an unexplained temperature over 101 degrees, persistent vomiting or diarrhea, open sores or a communicable disease in its contagious period may not attend. Communicable diseases include but are not limited to:

Measles	Chicken Pox	Mumps	Scarlet Fever	Impetigo
Conjunctivitis	Ringworm	Head Lice	Scabies	Influenza
Strep Throat	Upper Respiratory Infections			

If a child develops any of the above symptoms, a parent or individual named on the emergency contact list will be notified to pick up the ill student. At that point, it will be necessary for the child to be separated from other children in an effort to limit the spread of communicable disease.

A complete Health Plan is available for parents to view at each site upon request.

CHILD ABUSE REPORTING

Licensed childcare providers and their staff are required by Washington State Law to report suspected incidents of child abuse and neglect (RCW 26.44.03(1)). Childcare providers are **not** legally required to notify the child's parent/guardian before making a Child Protective Services report.

BEHAVIOR EXPECTATIONS

Martha and Mary Children's Services believes that children need the opportunity to explore and experience success. Our goal is to provide a stimulating and safe environment for children to learn, socialize and have fun. Our philosophy is to help children to learn that their actions have consequences. We encourage problem solving, responsibility, and respect for others. The following is our discipline policy:

Ignoring Behavior: Some negative behaviors are driven by a desire for attention. These behaviors can sometimes be ignored as long as they do not pose a safety threat to other children or themselves. Positive behaviors are given attention in hopes of discouraging the use of negative behaviors.

Redirection/Distraction: Teachers offer children alternative choices when negative behaviors occur. The desire is to eliminate a child's inappropriate behavior in a positive manner.

Using Verbal Tools: Teachers lead children to recognize when inappropriate behavior has occurred. They are then encouraged to discuss alternative/appropriate ways in which an incident may have been handled more positively.

Logical Consequences: Inappropriate behavior will result in a logical consequence. Every action has a consequence, which is previously established with the children.

Time-Outs: It is a time given for children to be able to calm down and regain self-control. After the time-out is complete, the teacher will talk with the child, leading him or her to recognize more appropriate ways of resolving conflict. At that time the child will be allowed to return to the group. Time-outs **will not** exceed 5 minutes.

Parental notification: Parents may be contacted when negative behaviors occur repeatedly. If necessary and in the interest of safety, a child may need to be picked up for the day, or lose the privilege of a fieldtrip. If a child cannot accompany their group on a fieldtrip, he/she may need to be picked up or kept at home. Only the Program Director and/or Program Supervisor may make that decision.

BEHAVIOR PLANS

The primary goal of M&M Kids' Club is that each child has a rewarding, positive experience. In the event that a child attending our program demonstrates continued inappropriate behavior, a plan will be devised to meet the needs of the child and facilitate improved behavior. The parents, child, teachers and supervisors will meet to discuss the specific concerns and develop a plan in hopes of helping the child correct the behavior.

This plan will list unacceptable actions, ways of correcting those actions, and consequences for improper behavior. Our goal is always to integrate a child back into our program, however, in the event that inappropriate behavior continues, eventual suspension or termination from the program may result.

UNACCEPTABLE DISCIPLINE

The following are not permitted as forms of discipline at Martha and Mary:

1. Corporal punishment
2. Emotional punishment
3. Punishment for lapses in toilet training
4. Withholding food, light, warmth or medical care
5. Physical restraint, other than restraint necessary to protect the child or others from harm

GENERAL RULES AND GUIDELINES

1. We have three simple rules for M&M Kids' Club: **Be Safe, Be Kind and Be Neat.**
2. We ask that children do not bring toys to M&M Kids' Club. This includes musical devices and video games.
3. All backpacks, lunch boxes and removable clothing should have the child's name on it.

PARENTAL ACCESS

Parents have free access to their child during regular operating hours. Parents may have unsupervised access to their child only. Parents are encouraged to participate in the program as often as they like.

TRANSITIONS

Transitions are planned between activities to establish a familiar routine for children, as well as to contribute to their learning experiences. The goal is to provide smooth and seamless transitions from one planned activity to another. Children are supervised at all times during transitions.

MEDICAL EMERGENCIES

In case of a medical emergency, a parent or guardian listed on the child's registration will be contacted. If the emergency is such that immediate care is needed, emergency services will be contacted before any attempt is made to contact a parent/guardian.

LATE PICK-UP POLICY

Parents of children who are not picked up by 6:00 PM will be charged a late fee of \$1.00 per minute, per child. There is a \$5.00 minimum. **This is strictly enforced.** Children who are picked up late more than twice may be removed from the program.

FIELDTRIP POLICY

When fieldtrips are scheduled, children are asked to wear their M&M Kids' Club t-shirt. Transportation for fieldtrips is provided by a rental school bus and certified driver. For the safety of all children, those children who have persistent behavior issues may be kept back at the site, or not allowed to come, on fieldtrip days.

CHILDREN'S ATTIRE

During the school year, we follow the dress code of the school district. We ask that children wear comfortable clothes in which that they can be active. For the summer, our policy is that no sandals or backless shoes be worn.

SCHOOL CLOSURE

In the event that school is cancelled due to weather or emergency, the M&M Kids' Club will also be closed. If the M&M Kids' Club has already opened before school has been cancelled, a staff member will contact parents and will stay with the children until they have been picked up.

If there is a delayed start for school, the M&M Kids' Club will open at the normal time and will remain open until school starts.

MEDICATION AND SUNSCREEN POLICY

Prescription medication, over the counter medication, and sunscreen may be administered while children are at the summer program under the following conditions:

1. Prescription medication must be in the original container with the original label that includes: the child's name, medication name, dosage, frequency, and physician's name.
2. Over the counter medication must be in the original container with the original label, and the child's name on it. Non-prescription medication will be administered following the recommendations on the label unless accompanied by a physician's note.
3. Sunscreen or other non-prescription ointments must have the child's name on it.
4. A medication form must be signed and turned in for any Martha and Mary staff to administer medication.
5. All medication must be given to a teacher by a parent. Under no circumstance should medication be put in a child's pocket, lunch bag or backpack. Due to the extreme safety risk, failure to follow this policy may result in termination of enrollment.

Each time medication is administered, the date, time, amount and teacher's signature will be entered into a medication log.

REMOVAL OF A CHILD FROM THE PROGRAM

In fairness to all parents and children, Martha and Mary Children's Services reserves the right to terminate a child's enrollment if:

1. Account is delinquent
2. Payment is repeatedly late
3. Child is left in our care beyond designated time frames
4. Failure to adhere to behavior plan
5. Child leaves the boundaries of the program
6. Child is consistently uncomfortable and/or unhappy in the program
7. Failure to inform staff of scheduling changes
8. Parent/guardian smoking on facility or school property

PARENTS: THERE SHALL BE NO SMOKING, POSSESSION OF FIREARMS OR ILLEGAL SUBSTANCES, OR CONSUMPTION OF ALCOHOL ON THE PREMISES OF ANY MARTHA AND MARY CHILDCARE FACILITY OR ON ANY SCHOOL GROUNDS.

If you have any questions about information included in this handbook, please contact us at 360-394-4089, or e-mail us at childsvc@mmhc.org.