



2017-2018 Family Handbook

Revised 9/19/2017

Welcome!

Thank you for choosing to enroll your child in our program. West Side Presbyterian Church (WSPC) is delighted to have the opportunity to serve you and your family. We want to provide school-age children with a safe environment and a range of activities and learning experiences.

Our goal is to serve the needs of parents and guardians while addressing the special interests of each child. WSPC offers children a base of warmth and security provided by caring adults. Our program allows a place for children to grow, respect and enjoy one another. We do this by offering a quality program that includes large group games, homework and literacy time, specialized learning time in clubs as well as opportunities for positive social interactions and problem-solving skills.

As a parent or guardian, you play an important role in helping to ensure your child has a positive experience in our program. Please read this Family Handbook so you are aware of our policies and procedures.

There is a tear-out page at the back of the Family Handbook to sign and return. Please keep this Family Handbook accessible for future reference.

COMMUNICATION

Contact information is listed at the end of this handbook. Our staff are available to answer any questions you may have regarding you or your child's experience in this program.

With regards to this program, there is an overall Executive Director of the program who supports the Program Director and oversees the program generally. The Program Director plans and prepares program offerings and oversees day-to-day operations on site. The Field Supervisor supports the Program Director with overseeing day-to-day operations.

EMERGENCY NUMBERS

If there is an emergency, call Stacy Kutz, our Program Executive Director, at 206-484-5055. You can also reach the church office during business hours at 206-935-4477.

ORGANIZATION POLICIES

Non-Discrimination: WSPC does not discriminate against anyone on the basis of race, color, creed, religion, ancestry, national origin, age, sex, marital status, parental status, sexual orientation, gender identity, political ideology, honorably discharged veteran or military status, participation in a Section 8 program, the presence of any disability, the use of a service animal by a disabled person, or the right of a mother to breastfeed her child.

Religious and Cultural Diversity: WSPC is an inclusive environment, in which we celebrate diversity by enjoying various festivals and holidays throughout the year.

Americans with Disabilities Act (ADA) Compliance and Special Needs: WSPC does not discriminate on the basis of learning, physical, or developmental disabilities. We comply with the ADA, and make reasonable accommodations for children with special needs. In order for WSPC to help your child(ren), you will need to inform WSPC of any special needs, including the existence of an IEP or 504 plan. The Seattle School District does not share such information with WSPC, which is an independent childcare program.

Harassment, Intimidation, or Bullying: WSPC does not tolerate harassment, intimidation, or bullying, and any instances should be reported promptly to the Program Director or Field Supervisor or Executive Director. “Harassment, intimidation, or bullying” means: any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property or
- Has the effect of substantially interfering with a student’s education or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or
- Has the effect of substantially disrupting the orderly operation of the program

Confidentiality: It is the policy of WSPC to treat all confidential information in strict confidence and to respect each family’s information and records in a safe manner. Please bring all no-contact or protection orders, change in parenting plans, custody arrangements, etc. to the attention of the Program Director.

POLICIES AND PROCEDURES

Absences and Schedule Changes: If your child is absent, no tuition credits or makeup days will be given; tuition remains the same whether or not your child attends. It is the parent's responsibility to promptly notify WSPC if a child will be absent from a scheduled program.

It is the responsibility of the parent to notify WSPC when the child will not be in attendance in advance for the day. If your child will be leaving early on a particular day, please let us know. You may notify via note, email at wspc.kids@gmail.com or via voicemail at 206-935-4477 which will be checked periodically by staff.

Sign-in and Sign-out Procedures:

SIGN-IN:

If your child attends Lafayette, WSPC staff members will meet those students at a designated location when school is dismissed. Staff members will take attendance and check in students. Students and staff members will then walk down California Avenue to WSPC. One staff member will always be at the front and one staff member will always be at the end of the line.

If your child is picked up by WSPC bus, the West Side Wednesdays staff members will pick-up those students at a designated location when school is dismissed. Staff members will take attendance and check in students. Students will then be driven to WSPC.

Once all students arrive at WSPC, attendance will be retaken.

SIGN-OUT:

1. Announce your arrival.
2. Locate your child and gather their belongings.
3. Check your child out of the program by signing the posted sign-out sheet.
 - Authorized persons over 18 years old must produce a valid picture I.D.
 - Please have identification ready as it may be checked frequently. We appreciate your support as staff work to maintain safety.
 - Signatures must be full legal names, or at the minimum must include first initial and full last name.

Participants will only be released to those individuals authorized by the parent/guardian on the registration form. Parents are encouraged to add to this form the name of any and all individuals who may pick-up a child, even under unusual circumstances. Please contact the Program Director to add or remove individuals from the pick-up authorization list.

All authorized individuals must be 14 years or older. When the authorized individuals are between the ages of 14 and 17, the parent is responsible for assessing the responsibility level and emotional maturity of the authorized person. Should supervision or safety of the child become an issue, staff will meet with the parents to determine the appropriateness of the authorized individual.

UNDER NO CIRCUMSTANCES MAY CHILDREN SIGN THEMSELVES OUT.

Important Notes:

- If the non-custodial parent attempts to pick-up their child and we have a notarized restraining order on file, we will call the police.
- If we have a court-ordered Parent Plan, and a parent requests to pick-up the child on a different day, we MUST have authorization in writing from the other parent that it has been mutually agreed upon. Staff cannot negotiate or alter the Parenting Plan.
- For safety reasons, we will not release your child to anyone who appears to be under the influence of alcohol or any other substance. In such circumstances staff will call other adults on the authorized pick-up list.
- If the parent/guardian appears to be under the influence and chooses to leave the premises with the child and will be operating a motor vehicle, staff will call the police immediately.

Late Pick-up Policy and Fees: Child(ren) must be picked up by the end of program hours. If you have not picked up your child by 5:30pm, staff will start calling the emergency numbers listed on your child's registration form. If your child is left longer than 1 hour after the program is closed and the staff is unable to reach you or the emergency contacts, state law requires us to notify Child Protective Services and/or the police. Please make sure that emergency contacts listed on your form are people who would be willing and available to pick-up your child in case of unforeseen lateness or an emergency. West Side Wednesdays ends at 5:00pm with a grace period of 30 minutes (e.g., 5:30pm). Late fees are assessed at the rate of \$10 for the first 5 minutes and \$2 per minute thereafter. In the case of chronic late pick-ups, WSPC reserves the right to refuse further service.

Child Abuse and Neglect Policy: Washington State law requires that all childcare providers who suspect that a child in their care has been abused or neglected must make a report. The Executive Director or staff person will make an official report on behalf of the center to Child Protective Services or law enforcement. Reports are kept confidential. Referrals are made to Child Protective Services without conferring with parents. Reporting should be regarded as a request for an investigation into a suspected incident of abuse or neglect. A report does not necessarily constitute a proven fact; rather, it raises an inquiry about the health of a child. Making a report can be the beginning of a process to help parents with their problems and to protect the children. Current Child Protective Services reporting policy requires all mandated persons must report any incidents of child sexual play (even when potentially developmentally appropriate) and any incidents of sexual harassment. It is Child Protective Services' intent to track these incidents to see if any pattern develops. It is not WSPC's choice to determine whether an incident should be reported.

Adult Rules of Conduct and Program Termination: Any parent, parent representative, child, or WSPC staff who display any of the following behaviors may be prohibited from participating in the programs or in any activity:

- No child or adult will be verbally or physically abused at WSPC or at any West Side Wednesdays activity.

- No child or adult will be harassed. This includes unwanted physical contact, intimidation or bullying; sexist or racist comments; or comments of a sexual nature to a parent, child, or staff member at WSPC.
- No alcoholic beverages or illegal substances will be allowed at WSPC or at any West Side Wednesdays activity.
- Smoking is prohibited at WSPC or at any West Side Wednesday activity.

Anyone at WSPC who feels harassment has taken place should promptly inform the Executive Director or Program Director. WSPC reserves the right to immediately refuse service to anyone for any of these prohibited activities. WSPC also reserves the right to discontinue service if your child has been suspended from the school they attend for any of the above behaviors.

Toys, Items from Home, & Responsibility: Staff recommends that all electronic devices, toys, jewelry, money or other personal belongings either stay at home or in the child's backpack. WSPC is not responsible for personal belongings or money brought to any of its programs.

Snow and Emergency Closure: If Seattle Public Schools are closed unexpectedly, including due to snow or inclement weather, West Side Wednesdays will also be closed. When time permits, parents will be emailed about upcoming closures. In the event of an unscheduled early school closure, West Side Wednesdays will not run programs. If it is deemed that West Side Wednesdays needs to close early, parents will be notified by phone or email of closure and should make every effort to pick-up their child(ren) as soon after the closure as possible. If a parent is unable to pick-up the child(ren) within two hours (or earlier, if WSPC determines two hours is impracticable), staff will call emergency contacts. If no one is reachable, the Executive Director or Program Director will take over responsibility for the child(ren) until an authorized person is available. If the child(ren) are taken to another location, signs will be posted at WSPC with complete information.

REGISTRATION AND FEES

Before a child may attend, registration materials must be completed, signed, and returned to WSPC. Registration materials include the following items:

- Participant Information and Authorization Form
- Certificate of Immunization, REQUIRED by all participants unless an Exemption Form on a Department of Health approved form is signed.
- Non-refundable \$25 deposit.
- Program fees paid in full.
- Medical Treatment Authorization, if applicable.
- Scholarship Application, if applicable.
- Any additional forms specific to your child's needs.

West Side Wednesday program is limited to 50 spots. Once those 50 spots are filled, a waiting list will be maintained. Those students currently in the program will have first priority to register for the next session before registration is opened to everyone.

Please notify the Program Director in writing of any changes in address, phone numbers, emergency contacts, names of persons authorized to pick-up your child, allergies or accommodation needs.

Fees: For the initial Fall Session, WSPC will be charging \$200 a child. These fees include snacks and supplies for the various clubs being offered. Rates are subject to change at the discretion of WSPC. If applicable, additional special fees may be assessed for late pick-ups, late payments as provided in this Handbook

Scholarships: Limited scholarships are available. If you are interested in a scholarship, please contact the Executive Director or Program Director.

OVERVIEW OF ACTIVITIES

Immediately arriving at West Side, attendance will be retaken. Large group games and snack will follow. At this point, under staff supervision, high school and middle school student volunteers will be joining and assisting with our Clubs which will run from 2:30-4pm. Students will regroup into one large group for homework/quiet reading time, closing and pick-up.

Labeling and the Lost and Found: Please label everything that can be marked. WSPC cannot be held responsible for lost items. At the end of each day all unclaimed articles will be placed in a lost and found box. At the end of each month, unclaimed articles are donated to charity.

HEALTH MATTERS

Allergies or Special Dietary Requirements: Please let staff know if your child has allergies or special dietary requirements. These needs will be met at each snack time in a respectful manner. These should also be noted on your child's Medical Form.

Sickness and Injuries: To ensure the most healthful environment for all children, we ask that sick children be kept home. All children in attendance must be healthy enough to participate in program activities. A child who arrives at the West Side Wednesdays with a fever, vomiting, diarrhea, signs of infection, or possible contagious diseases (e.g., pink eye, chicken pox, flu) will be sent home immediately. If a child becomes ill while at WSPC, staff will notify parents. The child will be kept comfortable and isolated from other children as appropriate until the parent arrives to take the child home. If your child has a communicable disease, we must notify the other families that their child may have been exposed. Confidentiality will be maintained. In case of injury, staff trained in CPR and first aid are on site. If the injury is serious, staff will call 911 and the parent. Copies of all emergency policies are available upon request.

Lice Policy: If a child is found to have head lice while attending West Side Wednesdays, the child's parents will be contacted and asked to pick-up their child immediately. Because lice are considered contagious we must look after the best interests of all children attending our program. In the event a child is found to have lice or nits, all children will have their hair checked for nits by a staff member. Children found to have nits will be sent home with instructions for removal. Children will not be allowed to return until they are nit-free. Staff will be checked also. When lice are found, care-site dramatic-play clothes will be bagged up for a period of time exceeding the incubation period for lice. It is important that we have your cooperation in this matter.

Medications: When children attending West Side Wednesdays require prescription medications, written instructions from a physician and signature of parent or guardian must be on file. WSPC staff are not allowed to administer over-the-counter medications without a physician's written order. Children may not take medications on their own. An "Instructions for Medication" form must be completed for each medication given. All medications must be stored in their original containers, and will be kept in a specific sealed container with the first aid supplies. Medications will not be administered if the expiration date has passed. The medication must be clearly marked with the following: (1) child's name; (2) physician's name and number; (3) name and strength of medication; and (4) directions, time and method of administration. Staff members will sign a medication form and log it in the first aid book after administering the medication. Although staff periodically check the expiration dates on all medicines, it is the parent's responsibility throughout the school year to make sure medicines kept at WSPC are current.

BEHAVIOR MANAGEMENT

Discipline will be based on an understanding of the child's needs, and will encourage the child to develop self-control, appropriate behavior, and respect for the rights of others. Parents must communicate special needs or behavioral concerns to the staff. The Seattle School District does not provide this information to WSPC.

Each child will be listened to and treated with respect and fairness by staff members. Staff may approach inappropriate behavior using such methods as problem solving, alternative activities for the child, and logical consequences of their actions. Staff use positive techniques of guidance: redirection, anticipation, elimination of potential problems, and positive reinforcement and encouragement. Techniques of competition, comparison, and criticism are avoided. Consistent and clear rules are explained to children. Staff work with parents to establish open communication and to problem-solve about children's behavior. The Executive Director is always available for parent conferences. Follow-up at home may be necessary to help children change their behaviors. Parents will be notified in writing by staff if a child is in danger of hurting himself or herself, others, or the environment.

Serious Disciplinary Problem Policy: A serious disciplinary problem is defined as one in which the Executive Director determines that a child is engaging in inappropriate behavior that includes, but is not limited to, the following:

- Inflicting physical or emotional harm on self or others
- Destroying property
- Disrupting the West Side Wednesdays program
- Failing to adequately respond to regular discipline

Staff will also notify parents in writing if this behavior occurs. After reasonable efforts have been made, WSPC reserves the right to dismiss any child from the program.

FAMILY INVOLVEMENT

Visiting: Parents are encouraged to visit at any time and are welcome to participate in activities. Your support is necessary to ensure that the program continues.

Feedback and Suggestions: WSPC welcomes suggestions for improvement, as we are constantly striving to improve our program. Please direct any suggestions you might have to the Executive Director or Program Director, who will in turn consult other West Side Wednesdays staff or WSPC staff if further input is needed. Compliments are always welcomed.

Family Concerns: Should a situation arise that involves the West Side Wednesdays program or staff, please follow the following guidelines to have your concerns addressed:

1. Bring your issues to the attention of the Program Director. Every effort will be made to address the issues and reach a solution.
2. If you feel your issues are still not resolved, please bring your issues to the attention of the Executive Director. Every effort will be made to address the issues and reach a solution.
3. If you wish to make a formal complaint, provide a short written explanation of the issue to the Executive Director.

STAFF

Executive Director: Stacy Kutz, 206-484-5055, stacy@wspc.org

Program Director: Trisha Montemayor, wspc.kids@gmail.com

Field Supervisor: Kris Aronson

West Side Presbyterian Church: 206-935-4477, office@wspc.org

Acknowledgement of Receipt of West Side Wednesdays Family Handbook

Sign and return this page to WSPC. Please keep this Family Handbook accessible for future reference.

Child(ren)'s Name

I/We have received a copy of the West Side Wednesdays Family Handbook and had the opportunity to read all policies. I/we agree to follow and abide by the West Side Wednesdays Family Handbook's policies.

Parent Signature Date: _____

Printed Name: _____

Parent Signature Date: _____

Printed Name: _____

Program Director Date: _____

Printed Name: _____