



THE NEW SCHOOL
AT CHAMBERS BAY

Pre-Registration Policies and Parent Handbook
2024-2025 School Year



THE NEW SCHOOL
AT CHAMBERS BAY

PARENT/ GUARDIAN NAMES:	
PARENT PHONE NUMBERS:	
CHILD'S NAME:	
DATE OF BIRTH:	
PARENT EMAILS:	



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INTRODUCTION

Hello and welcome to our The New School at Chambers Bay family! Thank you for your interest in our childcare program. Your trust in our program is never taken for granted. We are committed to providing your child with a safe, positive learning environment so that he/she may receive the physical activity and emotional stability they need to maintain a healthy mind and body. After all, how children are nurtured, spoken to, played with, responded to, allowed to explore, and encouraged to express themselves is formative for developmental growth and character.

Of course, every parent will be a child's first teacher. We are simply here to support you by giving your child access to high quality care and learning. It is important for our teachers to work in collaboration with each family, and to establish a positive and open relationship to ensure our program fits the needs of you and your child for a successful outcome.

Madisen Baydo

*The New School at Chambers Bay Program Director/ Site Lead
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*The New School at Chambers Bay Executive Pastor
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INTRODUCTION CONT.

PLEASE NOTE: ALL INFORMATION IN THIS ENROLLMENT PACKET NEEDS TO BE FILLED OUT COMPLETELY BEFORE YOUR CHILD MAY ATTEND. THIS INCLUDES VACCINE RECORDS AS WELL.

If your child needs updates on their immunizations, please let your Director know when those appointments are scheduled. Please note that if your child is not up to date on immunizations, they must be brought current within two weeks of enrollment. .

We pride ourselves on creating a comfortable and nurturing environment for every child in our care, as well as to their families. In order to do this, The New School at Chambers Bay is run by a Site Director. This person is here to cover the day-to-day duties of running the facility, and to ensure we are always in compliance with the state of Washington Licensing WAC codes, Fire and Health Department inspections, CPS, DSHS, parent communication, and teacher mentoring. They oversee enrolling children into our care, and, if necessary, the termination of children from our care.

If there is ever a concern over anything, please speak with your child's primary teacher, or The New School at Chambers Bay Site Director. If you feel that a concern is not being met, please feel free to ask to speak with Ms. Grassi Wood, our Executive Pastor.

We understand that there may be instances when frustrations may arise and The New School at Chambers Bay is always willing to address those concerns in a calm and respectful manner, but speaking rudely to, name-calling, or yelling or swearing at any The New School at Chambers Bay staff will result in immediate termination.

Parent Initials: _____



MEDICAL INFORMATION:

DOES YOUR CHILD HAVE ANY ALLERGIES TO ANY FOODS: YES NO

IF YES, WHAT IS YOUR CHILD ALLERGIC TO? _____

WHAT IS YOUR CHILD'S REACTION?

WHAT KIND OF MEDICAL TREATMENT IS REQUIRED IF EXPOSED TO THIS ALLERGY?

I HEREBY GRANT PERMISSION TO THE NEW SCHOOL AT CHAMBERS BAY TO SEEK MEDICAL ATTENTION FOR MY CHILD, _____, IN THE EVENT SUCH A TREATMENT IS DEEMED NECESSARY AND I AM UNABLE TO BE CONTACTED.
PARENT SIGNATURE: _____ DATE: _____

EMERGENCY MEDICAL CARE MAY INCLUDE:

- ATTEMPT TO CONTACT PARENT/GUARDIAN
- ATTEMPT TO CONTACT EMERGENCY CONTACTS LISTED ON CHILD'S EMERGENCY CARD
- ATTEMPT TO CONTACT CHILD'S PHYSICIAN
- CALLING EMERGENCY SERVICES IF NECESSARY TO HAVE CHILD ASSESSED AND/OR TAKEN TO DESIGNATED HOSPITAL

ALLERGIES TO MEDICATIONS: _____ IN THE EVENT OF AN EMERGENCY, YOUR CHILD WILL BE TAKEN TO THE NEAREST HOSPITAL:

Tacoma Mary Bridge Children's Hospital
317 Martin Luther King Junior Way
Tacoma, WA 98403

I understand that if my child is required to keep medication, asthma treatment, or an Epi Pen at the center, it is required to provide training to the administrative staff and Director for proper dispensing procedures of the medication or treatments.

Signature: _____ Date: _____



DISCIPLINE POLICY

We provide an environment that consists of safety and security for all children in our care. Children whose behavior endangers (to include physical violence, verbal threats, inappropriate physical contact, verbal harassment) others will be supervised away from other children, spoken to, reasoned with, and will remain separated until they can rejoin the group. This behavior will also be documented and signed by the parent/guardian. Discipline procedures by staff will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or parents on the premises.

If behavioral issues continue to occur, and your child is showing aggressive behavior or being consistently disruptive, you may be asked to pick your child up early. If this occurs, there will be no credit given. The Site Director may deem it necessary to create a Behavior Plan geared specifically for your child as an attempt to correct any aggressive behavior, and to attempt to prevent suspension or termination, which may require a meeting over the phone or in person.

Please note: Some situations may call for suspension immediately for behavior that may cause harm to self or others.

If your child is frequently becoming overstimulated, overwhelmed, or experiencing discomfort for any reason, we will attempt to make as many accommodations as possible to meet your child's needs. If a Behavior Plan is set in place but is neither helpful nor effective, The New School at Chambers Bay Director will supply you with a list of resources and information for other centers in the area. It is our goal to create a comfortable, safe, and positive atmosphere for every child in our care. If a Behavior Plan is made and resources are not helpful or effective, The New School at Chambers Bay may determine that it is in the best interest for the child and center to terminate childcare.

By law, we are required to report and document any suspected physical and emotional child abuse or child neglect, endangerment, or child exploitation to Child Protective Services.

Parent Initials: _____

TOILET TRAINING POLICY

We need to work as a team to ensure your child's success. Communication between us on your child's readiness is key to happy, successful training. All participants must be 100% committed. Potty training will begin no earlier than at age 2 (this does not mean that at age 2 each child is ready). The signs of readiness to toilet train at home are often different than in a group setting. In a group the child faces challenges that can delay their readiness, such as: fear of missing out. This can cause a child to wait until the last second.

Is Your Child Ready to Start Potty Training:		
Yes	No	Is your child able to tell an adult they need to go potty before they have to go? They must be able to say the words "I have to go potty" before they have to go.
Yes	No	Can your child use the potty unassisted?
		Yes No Get on and off the potty by themselves
		Yes No Undress themselves (pull pants up and down)
		Yes No Is able to wipe themselves after using the toilet
		Yes No Is able to wash and dry hands
		Yes No Is able to go directly back to the room without directions
Yes	No	Does your child show interest in going to the bathroom? (do they follow you in and want to sit on the potty or toilet?)
Yes	No	Does your child ask to be changed when they are wet or dirty?
Yes	No	Does your child seem to recognize at least a few seconds ahead of time that they have to go, can tell you before it happens?
Yes	No	Is your child going through or about to go through within the next 3 months a major transition, a new baby arriving? Schedule change? Moving? Etc.? (major transition can delay or degrees training)
Yes	No	Is your child able to postpone going if they must wait for someone who is in the bathroom, or is outside and away from bathroom

If your child meets at least 5 of these criteria, then your child may be ready to try training.



TOILET TRAINING POLICY CONTINUED

If there are any major transitions in your child's life now or within the next 3 months, wait until your child can adjust. Some fully trained children have been known to regress back into diapers when under stress. *If your child meets 6 or less of the previous criteria, please wait a month or two and reevaluate.*

- Please make sure that you let your child's teacher know when you are going to start toilet training at home and keep the teacher up to date on the progress.
- Once your child has been training successfully at home for at least 1 week, your child may begin wearing **pull-ups** here at daycare. Children will not be trained in underwear.
- Please send your child in clothing that is comfortable and easy for your child to remove independently. (No overalls, belts or multiple buttons etc.) Please send them wearing elastic band type shorts or pants (depending on the weather)
- It's important to remain in close contact with your child's teacher so that you are updated on your child's progress. If, after a month, your child is not making progress, you may be asked to put the toilet training on hold until a later date.
- Your child's teacher will use praise and words of encouragement while toilet training your child and will not shame them for accidents.

During Potty Training Please Provide:

- At least 2 complete changes of your child's clothing (this includes socks)
- One extra pair of shoes
- Several pull-ups
- Wipes

DIAPER/PULL-UP POLICY

Parents are responsible for supplying their child with diapers/pull-ups and wipes. When your supply is running low, the teacher will leave you a note letting you know that you will need to bring in more. If you have been given a note, and do not bring in more supplies before your child runs out, you will not be able to drop your child off until supplies are refilled.

Please bring your child into the center wearing a fresh diaper. If it is soiled, you will be asked to change them before you leave. It is the staff's responsibility to send your child home in an unsoiled diaper. If you notice upon pick-up that your child needs to be changed, please let staff know so that they can do so.

Parent Initials: _____

SICK POLICY

Washington State Licensing requires staff to check all children for signs of illness when they arrive at the center and throughout the day. This program does not provide care for sick or ill children. To avoid spreading illnesses to other children, please do not bring your child into the center if they are showing any of the following symptoms:

- Diarrhea (2 or more times within 24 hours)
- Vomiting (2 or more times within 24 hours)
- Lice or Nits (dead or alive)
- Earaches
- Headaches
- Sore Throat or Strep Throat
- Chicken Pox or Unexplained Rashes
- Excessive fatigue that prevents the child from participating in activities
- Fever of 100 degree or higher (given under arm and adding 1 degree)
- Open, oozing sores (unless properly covered)

For communicable skin infections such as impetigo, scabies or pink eye, the child may return after 24 hours of antibiotic treatment. The New School at Chambers Bay will administer antibiotics while your child is in our care if a medication form has been filled out properly with your authorization. *Reminder, prescription medications must be in the original prescription bottle.* If The New School at Chambers Bay sends your child home with any of the above symptoms, they must remain home the following day as well and you may be asked to return with a doctor's note if your child is still presenting symptoms.

Please understand that if we are unable to reach you, we will call the contact numbers on your emergency card. Please be sure to keep all phone numbers up to date. We encourage each family to have a back-up plan for your child if they need to be picked up from the center due to illness or any other reason in case you cannot make it in a timely manner.

There is no credit given for sick days. If your child is absent, your full tuition payment is still required.

Parent Initials: _____



OUTDOOR POLICY

Children are usually taken outdoors for a half hour in the morning and another half hour in the afternoon. Please dress your child appropriately for the weather and make sure an extra change of clothing is kept in your child's cubby in case of getting wet. This includes socks. If you feel that your child is not healthy enough to participate in outdoor activities, then they will need to be kept home until they are able to do so unless a doctor's note is given to the director with instructions to keep your child inside.

Parent Initials: _____

BITING POLICY

When young children come together in a group setting they may, from time to time, bite their friends, or attempt to bite. Biting incidents occur for various reasons, but children mainly use biting as a way to communicate or as a defense mechanism. They sometimes see biting (as well as hitting, kicking, etc.) as a way to get their point across and to get what they want.

When children bite, we maintain close observation to try and guard against any further biting incidents. All employees are made aware of the child who may attempt to bite so that they are able to closely observe that child's behavior. We show empathy towards the child who was bitten and tell the biter that biting hurts and offer the child different alternatives to biting. If a child continues to bite or attempts to bite, staff will attempt to prevent it from happening to the best of their ability. We will ask for your help to give your child daily reminders. If a child continually bites, we may have no other option but to refer you to another center with a smaller setting until the biting stops.

By initialing below, you are stating that you understand this policy and understand that in the event your child is biting or attempting to bite and the behavior cannot be changed, you will be asked to find another child care provider.

Parent Initials: _____



HEALTH AND NUTRITION POLICY

We will provide breakfast and snacks in accordance with the USDA Food Program. We provide breakfast daily until 8:00 am. If your child is coming in after this time, please have them eat before arrival. Lunch is served (provided by parents/guardians) as well as two snacks in the afternoon that we will provide. All breakfast and snacks served are posted on our menu board. Foods that are served provide one serving of vitamin C daily and three servings of Vitamin A weekly.

Lunch time is a great time to support children's development of positive eating and nutritional habits. We encourage staff to sit, eat, and have casual conversations with children during this time.

If your child has a food allergy or special menu requirement due to a health condition, we must have written instructions from the child's health care provider nutritional supplements. Parents may be required to supply food for supplements and special diets. We post each child's allergy in each classroom and by the menu board as well as notify each staff member of the allergy and reaction that the child may have.

Due to severe allergies, The New School at Chambers Bay is a peanut and seafood-free zone. Please do not have your child bring anything into the center containing any nuts or seafood.

Parent Initials: _____

DEVELOPMENTAL SCREENINGS

Each child will be given a developmental screening within 30 days of enrollment. Each child will receive a screening up to 4 times per year. The teacher will contact you to make arrangements for a conference, which can be done by phone or in person, at your convenience. If your child's teacher has any concerns about certain areas of your child's development, resources will be given along with a recommendation for a professional screening.

Parent Initials: _____



ADMINISTRATION POLICIES

Anyone who comes into the center to pick up your child must be listed on the emergency contact form, be 18 years of age or older, and present a valid picture ID. Please let The New School at Chambers Bay Director know in advance if this person has not been in before.

Our drop-off time is **9:00 AM**. If your child needs to be brought in later than this time, you must send a message on Brightwheel **before 9:00 AM** to let us know, otherwise you may be turned away. If your child will be absent for the day, please call us before 9:00 to let us know. There is no credit given for days of absence.

The New School at Chambers Bay opens at **6:00 AM** and closes at **6:00 PM**. If your child has not been picked up by **6:00 PM**, you will be charged \$3.00 per minute per child.

TEN HOUR LIMIT

We provide care for up to 10 hours per day. If you exceed the 10-hour limit, there will be an extra charge of \$10.00 per child per hour. If you are using the DCYF State Subsidy or Childcare Aware and exceed this limit, you will need to have extended care added onto your childcare so that it is covered. Any care of more than 10 hours per day needs to be approved by the Director and a waiver needs to be placed in your child's file, in advance.

Parent Initials: _____

PHOTO PERMISSION POLICY

We love to document and share photos of your child with you. There are several ways we can do this; however, we must first have permission to do so.

The New School at Chambers Bay staff will take photos of the children for Early Achiever purposes, special projects, classroom environment and assessments. **These pictures will proudly be displayed in our facility.**

- YES** I give permission for The New School at Chambers Bay to take pictures of my child for the facility
- NO** I do not give permission for The New School at Chambers Bay to take pictures of my child for the facility

The New School at Chambers Bay is always hoping to create long-lasting memories and relationships with our families. Our New School at Chambers Bay Learning Center web page and Instagram are a PUBLIC advertising display of information on our program as well as photos of our awesome leadership team and children engaged in daily activities. **These pictures will be posted on our webpage and Instagram.**

- YES** I give permission for The New School at Chambers Bay to take pictures of my child for the public web page and Instagram
- NO** I do not give permission for The New School at Chambers Bay to take pictures of my child for the public web page or Instagram

The New School at Chambers Bay participates in Brightwheel, which is a new system for classroom management, communication, photos, videos, and much more. Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students while also delivering a much better experience for parents. Brightwheel will give parents the opportunity to connect with their provider digitally to access information about their child's day, to ensure better quality care.

Each child will have an individual profile that is accessible to the staff and parent/guardian for communication. **These pictures and videos will be posted for you to view on Brightwheel.**

- YES** I give permission for The New School at Chambers Bay to take pictures of my child for Brightwheel
- NO** I do not give permission for The New School at Chambers Bay to take pictures of my child for Brightwheel

Parent Initials: _____



PRIVATE PAYMENT POLICIES

For our **weekly payment plan**, tuition payments are due on the **Monday of the current week**. Any accounts not paid after Monday for the current week will be charged a \$20 late fee.

For our **bi-weekly payment plan**, tuition payments are due **every other Monday**. Any accounts not paid on time will be charged a \$30 late fee.

Please let the Director or Administrative Assistant know in advance if you will be paying late. There is a \$35 NSF fee for any returned checks, and The New School at Chambers Bay will no longer accept a check for payment after the second returned check.

If you discontinue care owing tuition to The New School at Chambers Bay, your account will be referred to a collection agency for collection. In that event, the contingency fee assessed by the collection agency will be added to the principal and interest due. You will be additionally liable for attorney fees. Both collection agency fees and attorney fees will increase the balance you owe.

If paying with cash, please give it directly to the Director or Administrative Assistant and make sure to receive a receipt for the correct amount. Please provide the exact amount. The New School at Chambers Bay is unable to provide change. Any extra amount paid will be credited to your account.

- Brightwheel is our billing platform used for online payments. You can sign up for auto-pay to have tuition automatically withdraw from your account on the due date. Brightwheel charges the following payment processing fees AHC (Checking account) 0.6% - with a minimum fee of \$0.25 and a maximum of \$2.00. Credit/Debit Card: 2.95% of total. Payment fees are a representation of the fees charges by banks and credit card companies, as well as the investments Brightwheel makes in security, payment operations, and payment support for schools and families.

Parent Initials: _____



DSHS REQUIREMENTS

As a recipient of Washington State Childcare Subsidy, it is mandatory to sign your child in and out both in the Electronic Attendance System, and on your child's sign in sheet, using your full legal signature.

Our DSHS sign-in sheets are frequently audited and a missed signature will result in the center being charged an overpayment fee, which will in turn be charged to your case at the current drop in rate. If there are any issues with the tablet, please bring it to the immediate attention of your center director.

DSHS copayments are due by the 5th of each month in order to avoid a \$20 late fee. If you disenroll from The New School at Chambers Bay with an outstanding balance, it will be reported to DSHS. This will prevent you from receiving any further childcare assistance until the debt is paid in full. There is a \$35 NSF fee for any returned checks, and The New School at Chambers Bay will no longer accept a check for payment after the second returned check.

If you discontinue care owing tuition to The New School at Chambers Bay, your account will be referred to a collection agency for collection. In that event, the contingency fee assessed by the collection agency will be added to the principal and interest due. You will be additionally liable for attorney fees. Both collection agency fees and attorney fees will increase the balance you owe. It is your responsibility to renew your subsidy before it expires. If this does not happen, you will be required to pay out of pocket for each day your child attends, at the full tuition rate.

If paying with cash, please give it directly to the Director or Administrative Assistant and make sure to receive a receipt for the correct amount. Please provide the exact amount. The New School at Chambers Bay is unable to provide change. Any extra amount paid will be credited to your account.

Parent Initials: _____



HOLIDAYS

The center is closed for the following days. There is no credit given.

New Year's Eve – Closed at 4pm

New Year's Day

Juneteenth – Half Day – Closed at 12pm

Memorial Day

Independence Day

Labor Day

Teacher In-Service Days

Thanksgiving Day and the Friday after

Christmas Eve

Christmas Day

If any of these holidays fall on a weekend, the center will be closed the previous Friday or the following Monday and will be posted in advance.

Parent Initials: _____



THE NEW SCHOOL AT CHAMBERS BAY REMINDERS

- An extra change of clothes and a pair of shoes need to be kept at the center every day in case your child gets wet or has an accident. Please make sure it is labeled with your child's name and placed in their cubby.
- Please bring a refillable water bottle every day, along with lunch in a lunchbox. We do not warm up lunches here, so please pack anything you want to stay warm in a thermos and anything you want to stay cold with an ice pack. Please label these two items with your students name.
- Please have your child leave their toys at home.
- Please do not bring anything of value into the center, including expensive clothing, electronics, or jewelry. Children have a tendency to lose things and get dirty and The New School at Chambers Bay is not responsible for replacing lost items or clothing.
- Please make sure your child is not bringing change into the center as it can be a choking hazard.
- Please label your child's jacket to avoid any confusion if it is misplaced.
- Phone numbers and immunizations need to be kept up to date at all times. Please let administration know of any changes.
- If your child is not fully potty trained, you may be asked to have them use pull-ups (in order to prevent the spread of germs) until they can be in underwear with a minimal number of accidents.

Parent Initials: _____



WEATHER POLICY

It is the parent's responsibility to make sure all information is kept updated on your child's emergency card. Please make sure you have a back-up plan in the event that the center closes early due to weather conditions. Calls or Brightwheel messages to the center if your child will not be in attendance are appreciated.

If University Place School District is closed or running on a 2-hour delay, we will extend our drop-off time until 10:00 am for parents who call/message us before 9:00 am. We must receive a phone call or message if you are coming in late or you will be turned away. There may be mornings when it is necessary to open the center one hour late. Please be sure to contact the center if you are planning to bring your child in before 7:00 to verify it is open.

If road conditions continue to worsen after the center has opened, it may be deemed necessary to close the center early.

If the center were to lose power, and it is not scheduled to be turned back on for a period longer than two hours, we are mandated to close and will call you to come pick up your child within the two hour time frame.

DISASTER PLAN

Please remember to always have a back-up plan in case of any type of emergency and be sure to list them as emergency contacts, with their phone numbers kept current at all times. If phone lines are down, we will try to maintain communication as best as we can by using our personal cell phones. Moving off-site will be a solution only when the center is deemed unsafe and unsuitable for the children to stay in. Otherwise, they will remain on the premises until you or your emergency contact comes in to pick up. Our staff are fully trained and prepared in the event a natural disaster happens. We do monthly fire and earthquake drills so the children are just as prepared as the staff. The New School at Chambers Bay's Disaster Plan is posted in every classroom. Please read it and familiarize yourself with it, as per WAC 170-295-5030.

Please be sure to provide and keep us updated on the following information:

- Up to date immunization records
- Health Information (doctor's name and phone number)
- Custodial paperwork or court paperwork (if relevant)
- The names, phone numbers, and addresses of three individuals who are authorized to pick up your child.



Parent Initials: _____

NON-DISCRIMINATION POLICY

We provide care to any child regardless of race, creed, color, sex, national origin, religion, or physical, mental, or sensory disability.

Parent Initials: _____

SECURITY CAMERA POLICY

There is nothing as important to us as the safety and security of every child in our care. Our wonderful, qualified teachers do an outstanding job of supervising your children throughout the day. With our security cameras, the entire environment can be monitored by the director as well as the owners on the surveillance DVR recorder. This is not an internet-based system. We are proud of the care and learning that happens here and protecting all who attend and work in this facility is our very highest priority.

For the sake of privacy, the records are to be reviewed by authorized The New School at Chambers Bay Directors only, and any authorities such as The New School at Chambers Bay's licensor, or CPS. Exceptions can be made in a case by case basis at the discretion of the Director.

Please initial below to show that you understand and give your permission for your child to be under our video surveillance.

Parent Initials: _____



SIGNATURE PAGE

I have read and understand this Parent Handbook regarding The New School at Chambers Bay Policies

I feel The New School at Chambers Bay has made sure my child's physical, emotional, and social needs are being met.

By signing below, I understand and agree to follow any expectations necessary from me and support all standards set in place by The New School at Chambers Bay

Child(ren) Name

Parent Signature

Date
