

FREQUENTLY ASKED QUESTIONS

The following is a list of common questions most families ask regarding the Center's policies. More details may be found in the Handbook, the Health Care Policies and Procedures handout, the Emergency Response Plan, the bulletin board in each classroom, the parent information board in the hallway and the Center newsletter.

What is the program's philosophy?

1. To provide a culturally diverse atmosphere where children learn through social interaction.
2. To provide a stimulating environment filled with age-appropriate materials, which encourage exploration, trial-and-error learning, and the development of competence.
3. To provide an atmosphere where it is understood that family members are and will always be the most important people in the life of a child.
4. To support the individuals who are the strength of the program – the professionals who work with the children.

The mission of Community Day Center for Children (CDCC) is **to empower children with positive skills that will help them become capable adults**. CDCC's motto is **where the whole child grows**.

What are the Center hours and what time should I arrive each day?

The Center is currently open from 6:15am to 6:15pm. All children must arrive on or before 9:00am. If a situation arises where a child is going to arrive late (medical appointment or family emergency), the parent/legal guardian must call the Center **before** 8:50am. If the child arrives after 9:00 and the parent/legal guardian does not inform the staff in a timely manner on three occurrences, the child will be excluded from care on the fourth occurrence.

What are the transportation and pick-up arrangements?

The Center does not provide transportation to and from home. Transportation is only provided for class fieldtrips through First Student Bus Company or Metro. The buses provided by First Student have integrated booster seats to meet Washington State child car safety requirements. See the Handbook for more details.

What items are families expected to provide?

A labeled full change of clothing (socks, shirt, pants, underclothing). If your child is in the Waddler and Toddler classrooms, please leave a supply of disposable diapers or training pants. Please leave food items at home unless requested by the class teacher. For more details please see the Handbook.

What to do when a child is sick?

Children who become ill at the Center will be kept in an isolated area of the classroom or the office until someone is notified. The person picking up the ill child is expected to arrive within an hour after a staff member has contacted them. Reasons for excluding a child from care can be found in the Health Care Policies and Procedures handbook and the poster Because We Love Your Kids on the parent information board in the main hallway.

What are the holidays and closures?

Scheduled closures are listed on the School Calendar and in the Brightwheel application. Additional closures are posted near the main entrance of the Center as well as near each classroom's sign in tablet in advance.

What is the center's child restraint policy?

Child restraint will not be administered for any reason while children are in our care.

How is discipline and guidance handled?

Corporal punishment is not allowed at any time, even with a parent/legal guardian's permission. Corporal punishment includes, but is not limited to, biting, jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain. Harsh and or abusive language is also not permitted. Methods of guidance include reminders; positive reinforcement; ignoring unacceptable behavior; time out; rewards and withholding privileges. Teachers are encouraged to assist the children in developing self-resolution skills so that they are prepared to solve conflict situations on their own. Information regarding guidance may be found in the Handbook.

How do you chart a child's developmental progress?

The Washington State Early Learning and Development Guidelines is used to chart each child's progress. Teacher Conferences are conducted twice per year. At each session, teachers discuss acquired new skills and any next steps for at the program and at home. As the children are promoted, the information is transferred to the new teacher. Each child's daily activity is documented via the Brightwheel application. The application is available for download in the IOS and Android stores. These methods are great, but daily verbal communication between teachers and parents is encouraged.

How do I know what type of food my child is eating?

The menu is posted on the main bulletin board of the Center and is updated bi-weekly. Information on what your child ate and how much is documented via the Brightwheel application for each meal. More information on why we serve various food items at certain times is outlined in the Handbook and the Health Care Policies and Procedures handbooks.

How do I know what my child does each day?

Each classroom has a posted lesson plan that includes scheduled activities. Lesson plans are updated on a weekly or monthly basis. Because the teachers like to give the children a wide variety of learning experiences, it is always best to discuss your child's day with the class teacher to see if they made any changes to the posted lesson plans.

Can family members be involved in the program?

Absolutely! Family members can be involved through fieldtrip participation, classroom activities, fundraising, donations of toys, books, clothing, office supplies, paper goods or other items as requested by the staff. Other ways to be involved are discussed in the Handbook.

What happens if I cannot complete my volunteer hours?

CDCC's school year begins in September and ends the following August. Every family are required to volunteer between twenty to thirty hours per year per child. All volunteer hours must be completed by the end of the school term. If volunteer hours are not completed, a charge per uncompleted hour is added to the child's statement. This fee is due and payable even if the child is returning the follow school term.

What happens in emergency situations?

Upon enrollment, each family receives a copy of the Center's Emergency Response Plan. It details the evacuation plan, how various emergency conditions are handled, the blood borne pathogens control plan, the pesticide policy, and the landscape/grounds application. The out of state contacts, in case of emergency, are listed in this policy.

Immunization Record Requirements

Dear Parent or Guardian,

All immunization records turned in to child care centers are required by Washington State law to be medically verified. Immunization records must be turned into the school on or before the first day of attendance. This means immunization records turned in to the school must be from a health care provider, or you must attach paperwork from a health care provider to your handwritten form that shows your child's records are accurate.

Your child cannot attend school until you provide these records.

Here are some examples of medically verified immunization records:

- A completed [Certificate of Immunization Status \(CIS\)](#) signed by a health care provider. Find the CIS form by visiting <https://www.doh.wa.gov/SCCI> and clicking on "Certificate of Immunization Status."
- A CIS filled out by you or another parent/guardian with medical records attached.
- A CIS printed by a health care provider or school from the Washington State Immunization Information System.
- A CIS printed from [MyIR](#) which is a free Department of Health online tool that allows families to view and print their official immunization records themselves. Go to <https://wa.myir.net/register> to begin the sign-up process.

If you are requesting an exemption from one or more of the immunization requirements, you must provide the school a completed Certificate of Exemption. Thank you for providing this important health information for center records.

TEN TRUTHS OF VOLUNTEER INVOLVEMENT

All parents or guardians have hopes and goals for their children.

They differ in how they support their children's efforts to achieve those goals.

The home is one of several spheres that simultaneously influence a child.

The school must work with other spheres for the child's benefits, not push them apart.

The parent or guardian is the central contributor to a child's education.

Schools can either co-op the role or recognize the potential of the adult family member.

Family involvement must be a legitimate element of education.

It deserves equal emphasis with elements such as program improvement and evaluation.

Family involvement is a process, not a program of activities.

It requires ongoing energy and effort.

Family involvement requires a vision, policy, and framework.

A consensus of understanding is important.

Parent or guardian interaction with their children is the cornerstone of volunteer involvement.

A program must recognize the value, diversity, and difficulty of this role.

Most barriers to family involvement are found within school practices.

They are not found within the family members.

Any family member can be "hard to reach."

Family members must be identified and approached individually; gender, ethnicity, family situation, education or income does not define them.

Successful family member involvement nurtures relationships & partnerships.

It strengthens bonds between home and school, parent/guardian and educator, parent/guardian and child, school, and community.

THE FAMILY CAN TRULY EXIST ONLY IN COMMUNITY!

Hey Parents - need ideas on how to complete volunteer hours?

Every school year, each adult family member must complete a certain amount of volunteer hours per CDCC (Community Day Center for Children, Inc.) policy. The staff at CDCC takes a great deal of time working with the children individually, and, to encourage the development of academic and everyday life skills. We believe CDCC is a place where "The Whole Child Grows". Having parents involved at the center rounds out a child's educational experience.

Why are parents required to complete a certain amount of volunteer hours?

1. It gives parents an opportunity to be involved in the child's scholastic development at an early age.
2. It makes the children feel confident and important when their parents are involved in their school activities.
3. It establishes relationships between parents, other children, and staff.
4. It starts parents on the road to full participation in their child's education.
5. It keeps the rates at CDCC low by cutting down the cost of hiring outside help (janitors, landscapers, painters, etc.) for certain projects.

Please refer to the chart below to find out how many hours your family is required to complete:

Adult Family Members (active adult family members)	Enrolled Children	Total Hours
1	1	20
1	2	30
2	1	30
2	2	45

*(Please speak with Lois Martin, CDCC Director, if your family has more than two children.
Hours are pro-rated for families that enroll later in the academic year.)*

Parents are encouraged to drop in and work on volunteer hours at any time. Here are a few ideas on how to complete your volunteer hours:

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| <ul style="list-style-type: none"> -Planning fundraising events -Read to and/or play with the children -Cleaning -Chaperoning field trips -Vacuuming in the evening -Maintain the garden (planting/weeding/watering) -Maintain the planters (planting/weeding/watering) -Washing outdoor toys (pressure or hand) | <ul style="list-style-type: none"> -Ask Teachers <ul style="list-style-type: none"> -Take home projects -Administrative help -Planning CDCC annual Events <ul style="list-style-type: none"> -Parent Mixer -Winter Celebration Raffle -Picnic -Washing classroom toys |
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NOTE

Bring another adult to help with your volunteer hours and your time counts double!!

All volunteer hours are logged into the Volunteer Hours book in the office. Completed hours are initialed by the volunteer and a CDCC staff member. It is the volunteer's responsibility to write completed hours in the book. Only hours logged within the week of completion will count. Hours logged are reflected in Volunteer Hours Completed Statement. Volunteer hours not completed by the end of the school term are charged to the student's account at a rate of \$10.00 per outstanding hour.

COVID-19 VOLUNTEER IDEAS

Every school year, each family must complete a set amount of volunteer hours per Community Day Center for Children, Inc. (CDCC) policy. The staff at CDCC support the children in developing academic and everyday life skills. We strive to make CDCC a place where **"The Whole Child Grows"**. Having parents involved at the center rounds out a child's educational experience.

Why are parents required to complete a certain amount of volunteer hours?

1. It gives parents an opportunity to be involved in the child's scholastic development at an early age.
2. It makes the children feel confident and important when their parents are involved in their school activities.
3. It establishes relationships between parents, other children and staff.
4. It starts parents on the road to full participation in their child's education.
5. It helps lower tuition rates by cutting down the cost of hiring contractors (janitors, landscapers, painters, etc.) for certain projects.

Please refer to the chart below to see how many hours your family is required to complete:

Adult Family Members (active adult family members)	Enrolled Children	Total Hours
1	1	20
1	2	30
2	1	30
2	2	45

*Please speak with Lois Martin, CDCC Director, if your family has more than two children.
Hours are pro-rated for families that enroll later in the academic year.*

Because of the current public health crisis, parents must find ways to complete volunteer hours outside of the center. Here are a few ideas:

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| <ul style="list-style-type: none"> -Planning fundraising events (CDCC is a 501(c)3) -Read and record books we can play at naptime -Cleaning exterior of the center/playground -Developing age appropriate science kits *** -Making dough, slime or putty -Maintain/shop for the garden (planting/weeding/watering) **** -Maintain the planters/front yard (planting/weeding/watering) -Washing outdoor toys (pressure or hand) -Editing center documents. -Being a Center Ambassador by speaking with prospective families about our program. | <ul style="list-style-type: none"> -Ask Teachers <li style="padding-left: 20px;">-Take home projects * <li style="padding-left: 20px;">-Administrative help -Planning CDCC annual Events ** <li style="padding-left: 20px;">-Parent Mixer <li style="padding-left: 20px;">-Winter Celebration Raffle <li style="padding-left: 20px;">-Picnic |
|---|---|

*This includes cutting laminated items. Projects must be returned within 72 hours. We only send home items we can easily disinfect upon their return.

**These programs may not happen this year based on Department of Health crowd recommendations.

***Search the internet for "DIY preschool science kits" for TONS of ideas!

****Reach out to Name , our garden educator, for involvement ideas (Email).

All volunteer hours are logged into the Volunteer Hours book in the office. Send completed volunteer hours to the office via email (cdccinc@qwestoffice.net) or Brightwheel. Only hours logged within the week of completion count. Hours logged are reflected in the Volunteer Hours Completed Statement or sent via Brightwheel. Volunteer hours not completed by the end of July of each school term, or prior to a student's last day, are charged to the student's account at a rate of \$10.00 per outstanding hour.

COMMUNITY DAY CENTER FOR CHILDREN, INC.

SCHOOL CALENDAR

The following are closure or important dates for the 2022-23 school year:

First Day of School	September 6, 2022	
Family Mixer	September 6, 2022	5:30 PM to 6:30 PM Location: CDCC
Indigenous Peoples Day	October 10, 2022	School Closed
Veterans Day	November 11, 2022	School Closed
Thanksgiving Break	November 23, 24 & 25, 2022	School Closed
Pajama Day	December 21, 2022	
Winter Break	December 23, 2022 December 26-30, 2022	Close at 3:00 PM School Closed
New Year's Day	January 2, 2023	School Closed
Dr. Martin Luther King, Jr. Day	January 16, 2023	School Closed
Teacher Conferences	January 20, 2023	School Closed to Students Conferences Available from 8:30 AM to 3:55 PM Adults Only*
President's Day	February 20, 2023	School Closed
Memorial Day	May 29, 2023	School Closed
Teacher Conferences	June 16, 2023	School Closed to Students Conferences Available from 8:30 AM to 3:55 PM Adults Only*
Juneteenth (Freedom Day)	June 19, 2023	School Closed
Independence Day	July 3 and 4, 2023	School Closed
New School Year Preparation	August 28 – September 1, 2023	School Closed
Labor Day	September 4, 2023	School Closed

*We respectfully ask that you make other arrangements for your children as we honor this as an adult only experience. Holding this event is contingent upon COVID-19 cases in King County.

COMMUNITY DAY CENTER FOR CHILDREN, INC.

SCHOOL CALENDAR

The following are closure or important dates for the 2023-24 school year:

First Day of School	September 5, 2023	
Family Mixer	September 6, 2023	5:30 PM to 6:30 PM Location: CDCC
Indigenous Peoples Day	October 9, 2023	School Closed
Veterans Day	November 10, 2023	School Closed
Thanksgiving Break	November 22, 23 & 24, 2023	School Closed
Pajama Day	December 20, 2023	
Winter Break	December 22, 2023 December 25-29, 2023	Close at 3:00 PM School Closed
New Year's Day	January 1, 2024	School Closed
Teacher Conferences	January 12, 2024	School Closed to Students Conferences Available from 8:30 AM to 4:20 PM Adults Only*
Dr. Martin Luther King, Jr. Day	January 15, 2024	School Closed
President's Day	February 19, 2024	School Closed
Memorial Day	May 27, 2024	School Closed
Teacher Conferences	June 14, 2024	School Closed to Students Conferences Available from 8:30 AM to 4:20 PM Adults Only*
Juneteenth (Freedom Day)	June 19, 2024	School Closed
Independence Day	July 4 and 5, 2024	School Closed
New School Year Preparation	August 26 – August 30, 2024	School Closed
Labor Day	September 2, 2024	School Closed

*We respectfully ask that you make other arrangements for your children as we honor this as an adult only experience.

Revised 07/17/23

COMMUNITY DAY CENTER FOR CHILDREN, INC.

SCHOOL CALENDAR

The following are closure or important dates for the 2024-25 school year:

First Day of School	September 3, 2024	
Family Mixer	September 4, 2024	5:30 PM to 6:30 PM Location: CDCC
Indigenous Peoples Day	October 14, 2024	School Closed
Veterans Day	November 11, 2024	School Closed
Thanksgiving Break	November 27, 28 & 29, 2024	School Closed
Pajama Day	December 23, 2024	
Winter Break	December 24, 2024 December 25-31, 2024	Close at 3:00 PM School Closed
New Year's Day	January 1, 2025	School Closed
Teacher Conferences	January 10, 2025	School Closed to Students Conferences Available from 8:30 AM to 4:20 PM Adults Only*
Dr. Martin Luther King, Jr. Day	January 20, 2025	School Closed
President's Day	February 17, 2025	School Closed
Memorial Day	May 26, 2025	School Closed
Juneteenth (Freedom Day)	June 19, 2025	School Closed
Teacher Conferences	June 20, 2025	School Closed to Students Conferences Available from 8:30 AM to 4:20 PM Adults Only*
Independence Day	July 4, 2025	School Closed
New School Year Preparation	August 25 – August 29, 2025	School Closed
Labor Day	September 1, 2025	School Closed

*We respectfully ask that you make other arrangements for your children as we honor this as an adult only experience.

Revised 07/17/23



TUITION SCHEDULE 2023 - 2025 SCHOOL TERM

Registration Fee (non-refundable – first registration)	\$75.00
Registration Fee (non-refundable - due the beginning of each school year)	\$50.00
Center Diapers (each)	\$ 2.25
Disposable Training Pants (each)	\$ 2.50

Students Attending 2022 - 2023 Term
(July 1, 2023 – June 30, 2024)
Full-time (per month) Part-time (per day)

Waddlers	\$2,225.00	\$101.00
Toddlers	\$2,125.00	\$97.00
Preschool and Pre-Kindergarten	\$1,825.00	\$83.00

Students Attending 2024 – 2025 Term
(July 1, 2024 – June 30, 2025)
Full-time (per month) Part-time (per day)

Waddlers	\$2,400.00	\$110.00
Toddlers	\$2,300.00	\$105.00
Preschool and Pre-Kindergarten	\$2,000.00	\$91.00

1. Optional activities may be offered for a separate fee.
2. A two-week deposit is required on registration of a child. This deposit is refunded within 30 days after a child’s last day less any outstanding balances and/or fees. Sixty (60) day notice needed prior to withdrawal. If a written sixty (60) day notice to withdraw my child from the Center is not given, I understand that I am required to pay the tuition for that sixty (60) day period.
3. All tuition payments are due in advance on the first day of every month. Late fees of \$10.00 per day are added after the fifth day of each month unless other arrangements are made with the Director. Additional details are included in the Center’s *Policy Consent Form*.
4. To maintain a slot at the Center, tuition is required in full even if your child is absent due to sickness, pandemics or other public health emergencies, holidays, or personal reasons. This may apply to optional activities depending on the policies of the sub-contractor.

POLICY CONSENT FORM (Sample Only)

Desired Start Date: _____

Child's Name: _____

I UNDERSTAND.....

1. A **\$75.00** non-refundable registration fee and a two-week security deposit is payable with the application paperwork. **Any absence of more than two weeks, without prior approval from the director, requires re-registration.** A \$50.00 fee is due at the beginning of each new school term after the initial registration.

2. My tuition fee is \$ _____ per month payable by check, money order or via the Brightwheel system for the _____ classroom. I understand that this amount may change prior to my child beginning school and the center will update me with the latest tuition amount prior to my child beginning care. There are several payment options:
 - A. Pay the full tuition on or by the first day of each month. All Child Care Aware, DEEL or DSHS co-payments under \$100.00 must be paid in full by the first day of each month.
 - B. Pay the tuition in two installments with the final installment being paid no later than the fifteenth of the month (50:50). If the payment due date falls on a Saturday, your payment is due the day before (Friday); if it falls on a Sunday, your payment is due Monday morning. The following are examples of how this policy may affect your family:
 - a) If you decide to pay your tuition on the first and fifteenth day of each month and you do not pay half on the first, the entire balance is considered due. Late fees of \$5.00 per weekday will be added to the account after the first day of the month.
 - b) If you make your payment on the first and then you do not make your payment on the fifteenth, late payment fees of \$5.00 per weekday would be added to your account retroactive to the fifteenth day of the month. For example, if the June balance is \$100.00 and the bill is paid in full on the 17th instead of the 15th, the new balance due is \$110.00.
 - c) If other arrangements are made and the balance is not paid by the agreed upon date, the late payment policy will be in effect retroactive to the first of the month.
 - C. I understand that if Child Care Aware, DSHS, or the DEEL programs subsidize my child's tuition, **I am still obligated to pay the full tuition if my subsidy is denied or cancelled while my child is in attendance.** I understand that I am obligated to pay the assigned co-payment amount with no exceptions. The late payment policy as described above is also in effect for co-payments.
 - D. I understand that after the first (1st) day of the month, a **\$5.00** per weekday late fee will be added to the account until the balance is paid in full. If my account is thirty days past due, my child can no longer attend the Center. If I am a Child Care Aware, DSHS or DEEL client, and withdraw my child with a balance owing, the agencies will be contacted, and your subsidy may be terminated by the agency. If I should withdraw my child from the Center and have a balance owing, the account will be forwarded to a collection agency if my balance is not paid in full within ten working days after withdrawal from the Center. If my account is forwarded to a collection agency, I understand that my outstanding balance may double and that I will be obligated to pay any fees associated with the collection of my debt.
 - E. A service charge of **\$35.00** will be assessed on all checks returned Non-Sufficient Funds (NSF) or Closed Account. All future payments must be made by cashier's check or money order.
 - F. The Center does not offer tuition credits for absences due to emergencies (center or family), pandemics or other public health emergencies, family vacations, holidays, illness, inclement weather, or scheduled school closures.

3. If my child will be absent on a scheduled day, I will call the Center or send a message via Brightwheel by 8:50 a.m. to inform the staff. Emergencies (sleeping in late does not apply) or personal appointments (child must arrive by 10:30am) may cause my child to arrive late. I understand that if a call is not placed **by 8:50 a.m., after three occurrences, my child will not be allowed to attend the Center on the morning of the fourth incident.**

4. The Director shall provide staff based on the times I agree to bring and pick up my child from the Center. I understand that the center operating hours are 7:00am-5:30pm. I am contracting for my child to attend:

Monday _____ a.m. to _____ p.m.
Tuesday _____ a.m. to _____ p.m.
Wednesday _____ a.m. to _____ p.m.
Thursday _____ a.m. to _____ p.m.
Friday _____ a.m. to _____ p.m.

If this schedule changes, I understand I must complete a new Policy Consent Form.

5. An absence without notice for two weeks results in the loss of my child's placement slot. I understand that a written sixty (60) day notice is required prior to withdrawing my child. **If a written sixty (60) day notice to withdraw my child from the Center is not given, I understand that I am required to pay the tuition for that sixty (60) day period.** I understand that my child's enrollment may be terminated with a 24-hour notice if my tuition is past due, or if either my or my child's interaction with the staff is hostile or inappropriate, as determined by the Director.

5. I understand that I must pay a security deposit equal to two weeks contracted tuition that is refunded to me after my child's last day, less any outstanding tuition or other fees. Tuition refunds are mailed within thirty (30) days of the child's last day of attendance. If I pay a deposit and elect not to send my child to the center, for any reason, the deposit is non-refundable.

6. The Center closes promptly at 5:30pm. **Late fees are charged at \$2.00 per minute for the first five minutes and \$2.50 per minute thereafter per child.** After 5:30pm we contact authorized pick up and/or emergency contacts in the child's file. If the child is not picked up by 5:45pm, and we are unable to reach anyone, staff contact Child Protective Services.

7. All Center closure dates are posted in advance except for closures due to pandemics or other public health emergencies or inclement weather (i.e., snow, windstorms, etc.). Closure information is shared via the Brightwheel and Remind applications or calling the Center after **5:15 a.m.** to find out the operating hours during inclement weather.

8. _____ (_____) volunteer hours must be completed by July 31, 2023. **If your volunteer hours are not completed at the end of the school term (July 31, 2023) or whenever you withdraw your child (volunteer hours are pro-rated), a charge of \$10.00 per hour is added to your account.**

9. Please initial **ONE** of the following options. I agree to pay my child's tuition balance:
_____ in full on or by the first day of each month (see 2A) **OR**
_____ by making two installments on the 1st and 15th of each month All tuition must be paid in full no later than the 15th of each month (See 2B).

11. I have read a copy of and understood the following information:

- *The Handbook*
- *School Calendar*
- *Health Care Policies and Procedures*
- *Tuition Schedule*
- *Policy Consent Form*
- *Emergency Response Plan*
- *Why 9:00?*
- *Volunteer Guidelines/Policy*
- *Parking Guidelines*

Adult Family Member's Signature _____ Date _____

Director's Signature _____ Date _____