



DAYCARE REGISTRATION PACKET

Contacts

General Questions: Josette Tran or Silvia Mendoza
Payment/Invoices: Marcia Reid

509.663.8161
235 Sunset Avenue
Wenatchee, WA 98801

NONDISCRIMINATION STATEMENT FOR SCHOOL PUBLICATIONS AND PUBLIC ANNOUNCEMENTS

The Wenatchee School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator, Section 504/ADA Coordinator
Mark Helm, Assistant Superintendent
helm.m@wenatcheeschools.org

Civil Rights Compliance Coordinators
Mark Helm, Assistant Superintendent (students)
helm.m@wenatcheeschools.org
Kelly Lopez, Executive Director of Human Resources (staff)
lopez.k@wenatcheeschools.org

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A new enrollment form, emergency information and fee agreement must be completed each school year.

All forms must be completed & signed, all fees paid, and everything submitted to the District Office prior to the first day of care.

DAYCARE CENTER Washington Elementary

School	Daycare Site	Open	Close	
Washington	Washington Elementary 1401 Washington St. 509.662.5504 Ext. 42530 or <i>Services provided by the the YMCA hosted at Columbia</i>	6:30 am	6:00 pm	Washington
Columbia can attend	Washington Elementary 1401 Washington St. 509.662.5504 Ext. 42530 or <i>Services provided by the the YMCA hosted at Columbia</i>	6:30 am*	6:00 pm**	*Drop off at WA Elem **Pick up at WA Elem
Lewis & Clark can attend	Washington Elementary 1401 Washington St. 509.662.5504 Ext. 42530 or <i>Services provided by the the YMCA hosted at Columbia</i>	6:30 am*	6:00 pm**	*Drop off at WA Elem **Pick up at WA Elem
John Newbery can attend	Washington Elementary 1401 Washington St. 509.662.5504 Ext. 42530 or <i>Services provided by the the YMCA hosted at Columbia</i>	6:30 am*	6:00 pm**	*Drop off at WA Elem **Pick up at WA Elem

FEE DESCRIPTION

Yearly Registration Fee (per family)	\$50
Morning & Afternoon (Mon.-Fri.)	\$330
Afternoon Only (Mon.-Fri.)	\$210
Mornings Only (Mon.-Fri.)	\$130
Tuesday – Friday Mornings Only	\$80
Monday Morning Only	\$50

Registration fee and first month payment are due at the time of registration.

Invoices are billed September through June (Dec. & June are billed at half the regular monthly fee).

All plans:

- Rates are based per child, per month
- We operate on the same days as WSD student calendar -- Monday through Friday, every day that school is in session. We are **not** open on school closure days *W* Holidays, Non-Contract/Records Days, Winter/Spring Break, Inclement Weather
- Daycare runs until close on half days.
- **There are no refunds or credits for days not used**
- **All plans are pro--rated: there are no adjustments for months with non--school days/holidays and spring break**
- **Payments must be received at the district office before the 1st day of the month**

- **There is no drop-in service on any day.**

PROGRAM OVERVIEW

Student Attendance

Parents are **required** to sign their child in and out of the Daycare center **every day** using their legal name.

- Sign-in/out procedures are in place to monitor enrollment. In the event of an emergency, the sign-in sheet is the quickest way to account for which children are in our care.
- Parents are responsible for dropping off and picking up their child from the program.
- Parents are responsible for informing the program if their child will not be in care on a scheduled day. Please note that if your child does not show up on a scheduled day, our program staff will contact you. If you know that your child will not be in daycare but have not informed the program more than two times, we will assume you know where your child is and do not need a phone call.
- Please remember, we are concerned about your child's safety and many times we have children who forget what the afternoon plans are. It is so important that you stay in the habit of letting the program know your child's schedule.
- **Parents are responsible for letting the program know if their child will be picked up by another authorized adult.** We prefer a written note for anyone picking up your child who is not listed on the enrollment form. A phone call is acceptable; however, please save that option for emergency situations only. Please remind anyone picking up your child - even if they are on the enrollment form - that they will need to have **photo ID** available for our staff.
- Program staff is authorized to sign children out when they are released to school and signed in when they come to the program after school.
- Children who have been suspended from school will also be suspended from the Daycare Program. **There is no refund or credit for suspension.**

Days Of Operation

We operate Monday through Friday, every day that school is in session. We do not have daycare available on school closer days -- Holidays, Non--Contract/Records Days, Winter Break, and Spring Break. **There is no drop-in service on any day.**

Late Start Mondays, Early Release School Closures

Our sites will be open for service on late start Mondays as well as any days where school is released early. This includes fall conference week, March conference day, and any other time there is an early release.

Weather Related School Closures

Our staff makes every effort to be at their sites, even during inclement weather. Please understand that many of our staff must travel a distance to open their site. The safety of our staff is of utmost importance so if you arrive at your site and no staff member is there yet, **do not leave your child unattended.** If school is cancelled for the entire day due to weather, the daycare will also be closed. If you are unsure, you can check the Wenatchee School District web page for more details. If the closure is on a normal school day there are no refunds for missed days nor do we exchange days. If we miss a school day due to weather, we usually make it up at the end of the school year. There will be no extra charge for the make up day.

Parent Concerns

If you have any questions or concerns about your child's site that you feel you cannot discuss with your site lead or the school principal, you may contact the Executive Director of Student Services, Mark Helm at 663-8161ext.33323.

Parent Volunteers

The Wenatchee School District appreciates and encourages parent involvement with the Daycare program as a partner (volunteer). Our new partnership center, Wenatchee Learns Connect provides you with the ability to complete the required partner (volunteer) application online or by downloading a print application at wenatcheeschools.org. Applicants are subject to a Washington State Patrol background check and will not be allowed serve as a partner until completed. Questions? Please contact Mike Wilson at (509) 663-8161 ext. 33325, wilson.m@wenatcheeschools.org

Typical Daily Schedule

Each site is unique in its arrival and departure times and the children being served. The following features are a part of every program:

- Sign-in & sign-out of children
- Active play
- Quiet play
- Homework lab

- Hand washing and snack time
- Clean up and dismissal

Snacks

The Daycare Program will provide an afternoon snack during regular school days. All snacks follow the State Health Department guidelines for nutrition. If your child has special dietary needs, please talk to your site lead and we will try to make accommodations.

Activities

Our lead staff plans the activities for their site with input from their support staff, children and the Director. We strive to include activities that promote child interest and pride in their accomplishments. Activity planning is a priority for our program and a critical factor in our continued success. Our program will:

- Provide age appropriate materials with the child's interest, abilities and maturity in mind
- Provide a safe atmosphere for every child

Homework Lab

Often, a quiet time is set aside Monday through Thursday for children to work on homework, reading or any assignments they may have. It is a time to master and practice both new skills and skills already learned. If children do not have homework, it is the expectation that they have something quiet to do.

Kindergarten children are not required to do homework, however they are often put into a small group for a special read aloud or to work on some kindergarten skills.

Learning & Play Materials

Our sites provide a variety of age appropriate materials that promote social development, intellectual ability, language development, communication, self-help skills, sensory stimulation, large and small muscle development, creative expression and fun!

Toys From Home

We discourage toys from home. Video games, action figures, trading cards, makeup, dolls and toy animals mean a lot to your child. But it is hard for us to always know who brought what toy and many times the toys are lost, stolen or broken. Each site can determine if they have a special day where toys from home may be brought and shared, and you will be notified of this day. We understand that many times toys magically appear in backpacks and we will try our best to make sure they stay there, as we are not responsible for lost, stolen or broken toys.

Personal Items

Items from home are allowed when your child needs to bring things including, but not limited to, sports equipment and uniforms, music instruments, overnight bags, books from home, or special show & tell items. Please make sure all items are labeled with first and last name as they do get misplaced and lost. Each site has a lost and found so please check with your site if your child has lost something.

Sports & Activities

Many times students need to leave the program early to attend a sporting or other activity. Our staff may release the student and sign them out if the following is in place:

- A signed and dated note from the parent stating what time the child is to be released
- The day(s) of the week the child is to be released
- The time period (i.e. January 1st – January 31st)
- If your child will be returning to the site, the time the child should be expected back
- A new note is required for each activity

Religious Activity

The Daycare Program follows all guidelines set forth by the Wenatchee School District's Religion In The School Policy. More information on this policy may be found on Wenatchee School District website.

Billing Information

Billing Procedures

The Daycare Program is a self-supporting program. Our program relies on parent fees to cover the cost of operations. Parents are billed a monthly rate based on the fee agreement signed by the parent or guardian. **Program fees are due at the district office before the 1st day of each month, for the upcoming month service.** If payment is not made before the first day of each month, no daycare will be provided for your child.

Payment Responsibility

The person signing the fee agreement is the person we consider responsible for making the payments for service. We understand that families have a variety of structures. If you have a situation where more than one party is responsible for payments, you must complete multiple fee agreements clearly stating the amount each party is responsible for. Failure of any party to pay their portion will result in no Daycare service being provided.

Change in Service

Changes or withdrawal from the program require a two week written notice. If notice is not given, the original contracted tuition will be charged. Written notification must be received at the district office.

Non-Sufficient Funds (N.S.F.) and Collection Fees

All non-sufficient funds (NSF) and returned checks go directly to a collection agency. Please understand that WSD Daycare staff has no control over this process. If we receive an NSF check from you, all future payments must be cash, money order or cashiers check, and daycare will cease immediately until balance is paid. Any questions regarding an NSF or returned check will be handled through the collection agency.

Payments

To avoid payments being lost or stolen, our Daycare staff cannot take any payments at the site.

Please send or bring your payment to: Wenatchee School District
Attn: Daycare Program
235 Sunset Avenue
Wenatchee, WA 98801

Parents may bring their payments (check/cash/money order only) to the front desk of the District Office during our normal business hours of 7:30am to 4:30pm Monday through Friday, except holidays. Also available for payments 24 hours, is the brown drop box located at the south side door (facing Orchard Middle School) of the District office. Please do not place cash in the drop box. We are not responsible for any lost or stolen cash.

Late Pick Up Fee

Please remember our sites close promptly at 6:00 pm. If your child is left at the center past our closing time you will be billed \$2.00 per minute. Please be respectful of our staff and their time. Repeat offenders will be dropped from the program.

Abandoned Child

We charge a late fee for any child left past closing time. We will make every attempt to contact the parents, plus any and all emergency contacts. If your child is still in our care at 7:00pm we will call the Wenatchee Police Department and report your child as abandoned. Please understand it is very traumatic for your child to be the only one left at daycare for a long time. Although we understand there can be mix-ups on who is picking up your child, the protection of your child is our priority.

Health Related Issues

Health Policy

Health and safety is a top priority for the Wenatchee School District Daycare Program. Our program follows the health practices of both the Wenatchee School District and Washington State Department of Health. If your child becomes ill while in our care, we will separate your child until you are able to pick them up. Please remember our staff needs to maintain child/staff ratios and it is not always possible for your child to lie down in the health room. We will make every effort to make your child as comfortable as possible.

Please keep your child at home until they have been symptom free for 24 hours. If your child has any of the following symptoms, we will call you for immediate pick up: fever over 100, vomiting, severe coughing, diarrhea, headache, earache, sore throat, rash, open/oozing cuts or sores, lice, or severe fatigue that prevents normal to moderate involvement in activities. If any of these symptoms arise and you see a doctor, your child may return to care before the 24 hours, with a note from your pediatrician stating that your child is okay to return to normal care.

Communicable Diseases

Our program is required by law to report to the Washington State Health Department any of the following communicable diseases: AIDS, animal bites, Bacterial Meningitis, Campylobacteriosis, Cryptosporidiosis, Cyclosporiasis, Diphtheria, Enterohemorrhagic, E Coli, food or water borne illness, Giardiasis, Haemophilus Influenza Type B (HIB), HEP A, HEP C, Influenza when it affects more than 10% of the children, Listeriosis, Measles (German and 3 day), Meningococcal, Mumps, Pertussis, Polio, Rubella, Salmonellosis, Typhoid, Shigellosis, Tetanus, Tuberculosis, Viral Encephalitis, Yersiniosis.

Health Records

Parents are required to fill out a Daycare Emergency Card included in this packet. This form stays on file at your child's site. Health records include, but are not limited to, the child's health history, name, address and phone number of your physician, date of last physical, allergies, immunization record, consent to emergency care, hospital and ambulance preference, health care plan when needed for health concerns. **These files must be updated each year.**

Medications

Wenatchee School District Daycare Program does not administer medications.

Treatment of Injuries & Accidents

If your child has been injured or has an accident while in our care, our lead staff will determine if the parent needs to be called immediately or if the injury/accident can be treated on site and discussed with parent at pick up. All accidents and injuries are recorded and kept in a file on site. Parents will receive a copy of the report upon picking up their child. Please understand that if another child is involved, we do not record that child's information on your child's accident form, nor do we divulge that information. Please be assured if another child is involved and it is a safety concern, we will be working on a corrective plan of action with the family.

Emergency Treatment

In the event of an emergency accident or illness, lead staff will contact emergency services first, then contact parents. If a parent cannot be reached, a staff member will continue to call until an emergency contact or parent is reached. A staff member will stay with your child until a parent or emergency contact person is with your child. If no ambulance service is requested as a preference, Wenatchee School District does not have a preference and will use whichever service is sent. Parents are responsible for all cost of medical transport and treatment.

Behavior Management

Discipline Policy

All students enrolled in the Wenatchee School District Daycare Program are expected to follow all rules and discipline policies of the Wenatchee School District, as well as each individual school and site. Staff is trained to first redirect children who are having a difficult time during an activity. Staff will document all unacceptable behaviors and work with parents on a behavior plan. We reserve the right to exclude any child who, in our opinion, appears to have continued adjustment problems and poses a safety threat to other children. Excluding your child will be used as a last resort. The following is a list of behaviors that may result in an immediate expulsion from the program:

- Bullying & Harassment
- Physical violence or threat of physical violence
- Swearing and profanity
- Disrespecting staff

The Wenatchee School District Daycare Program will not tolerate any type of harassment or bullying. Students choosing this behavior towards another student or staff member will be required to leave the program and parents will need to find alternative care.

The Daycare Program provides a nurturing, respectful and supportive atmosphere. Our staff supports the students by encouraging them to share ideas and ask questions, and by helping them solve problems and feel confident in their choices. Our staff wants to foster your child's creativity and independence.

Our staff strives to guide each child's behavior keeping the individual child in mind, as well as the group dynamics. Your child should never be humiliated, embarrassed or put down by a staff member or another student. Behavior guidance shall always be fair, consistent and reasonable. Behavior expectations will be made clear to the child and to the parents. If you have any concerns regarding the treatment of your child while in our care please call Mark Helm at 663-8161.

Daycare Enrollment Form

Child's Full Name _____ DOB _____ Age _____

Child's Home Address _____ Phone Number _____

Parent/Guardian Name _____ Phone Number _____

Address (if different than child) _____

Employer _____ Work Phone _____

Parent/Guardian (secondary) _____ Phone Number _____

Address (if different than child) _____

Employer _____ Work Phone _____

Emergency Contacts: List the individuals (other than parents) who may pick up your child or be contacted in an emergency. These people will not need a written note but will need to show I.D.

Name _____ Relationship to child _____

Address _____ Phone Number _____

Name _____ Phone Number _____

Address _____ Relationship to child _____

Contract Terms

I agree to contract with the WSD Daycare Program for the care of my child (print child's name), _____ on the days listed in my fee agreement. I understand that **my payments must be received at the District Office before the 1st day of each month, for that month's care.** If payment is not made before the first day of the month, no service will be provided. Absences will not be deducted from the number of days and hours contracted, nor may missed days be made up on any other day. I also understand and agree that accounts 30 days past due will be subject to collection by an outside collection agency and daycare will not be provided until the account is paid in full.

Parent/Guardian Signature _____ Date _____

Health Information

Child's Doctor _____ Phone Number _____

Address _____

Child's Dentist _____ Phone Number _____

Address _____

Allergies _____ Medications _____

Other health concerns _____

CONSENT TO MEDICAL CARE OF MINOR CHILDREN

I hereby give my permission that my child (print child's name) _____ may be given emergency treatment to include First Aid and CPR. I further authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician or hospital when deemed necessary or advisable by the physician to safeguard my child's health in the event I cannot be contacted. I waive my right to informed consent to such treatment. I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

Parent/Guardian Signature _____ Date _____

****Office Use Only****

Start Date: _____ Daycare School: _____ Date faxed: _____ By: _____

Daycare Fee Agreement

Person completing this form is responsible for payment

If you have a situation where more than one party is responsible for daycare payments, all parties must complete a fee agreement clearly stating the amount each is responsible for. Failure of any party to pay their portion will result in termination of daycare services.

Parent/Guardian Name _____ Relationship to Child _____

Email Address _____ (Invoices will be sent electronically)

Phone # _____ Alternate Phone # _____

Mailing Address _____

Child's Name _____ Grade _____

Child #2 Name _____ Grade _____

Child #3 Name _____ Grade _____

Where do your children attend school? _____

# of children	Program Options
___ X \$330.00 = \$ _____	per month --- Morning & Afternoon
___ X \$210.00 = \$ _____	per month - Monday --- Friday Afternoons Only
___ X \$130.00 = \$ _____	per month - Monday --- Friday Mornings Only
___ X \$80.00 = \$ _____	per month --- Tuesday - Friday Mornings Only
___ X \$50.00 = \$ _____	per month --- Monday Morning Only
	\$ _____ Total Monthly Fee
	\$50.00 = \$ _____ registration fee - one per family/per school year

Registration:

To register, parents should come to the district office or to Washington Elementary.

Registration Requirements:

For registration to be complete, we must have the following items at WSD District Office (235 Sunset Avenue)

1. Enrollment Form
2. Fee Agreement
3. _____
4. _____
5. Registration Fee Paid
6. First Month's Payment

Registration Fee:

Each family is required to pay a **non-refundable** \$50.00 registration fee that is due at the time of registration. Children may not attend until all enrollment forms are complete and all fees have been paid.

Payments:

We accept check, cash or money orders only. We are not able to provide change so payment must be exact or balance will be applied to your account. If writing a check, make it to "WSD" and **please be sure to put your child's name and daycare site on the check** so we can credit your account accurately. Please mail your payment to: WSD Daycare Program, 235 Sunset Ave, Wenatchee, WA 98801. **Payments must be received at the district office before the 1st day of each month, for that month's care or no daycare will be provided.** Our daycare staff cannot take any payments at the sites and payments are due whether you receive an electronic bill or not. Monthly payments do not change unless a parent or guardian has submitted a new fee agreement.

Change in Service:

Changes or withdrawal from the program require a two-week written notice. If notice is not given, the original contracted tuition will be charged. Written notification must be received at the district office.

Agreement:

The undersigned hereby makes application to Wenatchee School District No.246 for use of the WSD Daycare Program and certifies that the information given in this application is correct. The undersigned further agrees to observe all rules and regulations established by the WSD Board of Education. I am responsible for payment of my child/children's daycare charges.

Print Name _____

Signature _____ Date _____