



# Palisades Christian Learning Center

**"Those who are wise will shine as bright as the sky and those who lead many to righteousness will shine like stars forever" Daniel 12:3**

*Learning Center  
Policies  
And Parent Handbook*  
**2019-2020**



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*“Our goal is to lift our children up to Jesus as we REACH, TEACH, and GROW them in HIS light. Early Childhood Education is a start of a beautiful journey in their lives. This growth lasts a lifetime but we have the opportunity in being a part of the “roots” in their path. It is so wonderful to marvel at their growth as they go out in to the world to be lights for Jesus.”*

*Palisades Christian Learning Center is an early education program where children will grow, learn and thrive in a fun and safe environment. We want to instill a love of learning and discovery in each of their hearts. Our students will engage in interactive learning experiences that will help them develop their social, emotional, physical, spiritual, and cognitive needs.*

Our program’s major focus is to engage our students fully in God’s love.

- We have many activities/lessons at each center that not only are fun and appealing, but also students achieve Washington State Learning Benchmarks, and Kindergarten Readiness Standards.
- Students are encouraged, challenged, and motivated in their learning processes.
- Lessons are modified when needed and each activity gives our students a chance to discover and develop at their own pace
- Our Bible stories and lessons provide the students with a visual, spiritual, auditory, and physical motivation. This helps further their understanding and caters to their learning styles and involvement.
- We focus our eyes on Jesus throughout our whole day in class.
- We purposefully engage in prayer when conflicts arises or a friend or family member is sick or in trouble.
- We also praise Him and thank Him at all times to demonstrate how true and good He is to us.
- We model and teach our students to obey our Lord not because we have to, but because we love Him and want Him to fully come into our hearts and minds.
- Every opportunity is used to apply our loving God to daily activities. From the beginning of day when we have a worship time, to our prayers before meals or snacks we put forth the idea that God cares about everything we do.
- Our children thrive in our environment where they are able to grow, explore and engage fully in their learning.



## Hours of operation

Hours of operation are from 7:15am to 5:30pm (Summer Hours – 7:30 – 5:30). If you know that you are going to be late or absent please call, email, or **message on Brightwheel app** to let us know.

## PCLC Statement

PCLC is owned by the Upper Columbia Conference of Seventh-day Adventists and is operated by Palisades Christian Academy.

The Palisades Christian Learning Center is based on the following principles:

- The importance of the Bible as a foundation for mental, physical, social and spiritual development.
- The importance of developing the child's full potential.
- The importance of healthful living habits.
- Cooperation between the parents and teachers in the child's development.

All decisions concerning the operation of the center will be made according to this basic Christian philosophy.

- We share Jesus love throughout the day with our students. Modeling and practicing the concept of loving your neighbor as yourself.
- We pray each morning, snack time, lunchtime, when child is having a hard time, when family or friend is in need, in any other opportunity where children can start building a trusting relationship with God.
- We incorporate a special worship time each morning where we sing praise songs, read stories from the Bible, or other engaging activities from the Bible and our CREATION Kids curriculum.

## Enrollment Requirements

Before any child can enroll into PCLC all paperwork must be completed and returned with a nonrefundable registration fee of \$100.00. A \$100.00 re-enrollment fee is due for EACH school year. This \$100.00 re-enrollment fee will be applied to your first month's tuition in the new school year. There is a probationary period of **30 days**, at the end of which permanent enrollment will be decided. There is a \$250 summer holding fee for students that do not attend summer and would like to hold a spot for next school year.

## Free Access Statement

Parents and legal guardians will have free access to the areas of the Learning Center that are used by their student. This includes classrooms, bathrooms, and playground area. We are happy to have the parents be familiar with their child's learning environment.

## Fees and Payment Plans

All payments for childcare are due in advance of care. Since space is reserved for the child, payments are nonrefundable. Payment for the full month is due on the 5<sup>th</sup>. If payment is behind a month that it is due, parent must complete or care will be ceased until payment is received. For parents who no longer need school or childcare, **a two-week notice is required or you will be required to pay care for the full month**. Please call if your child will not be attending due to illness or vacation.

### Financial Procedures:

- If this is the first time you have enrolled with PCLC, and it is after the first of the month, your tuition may be prorated at a daily tuition rate. Prorated fees are calculated using the day rate.
- Registration Fees are nonrefundable.
- Your opportunity to change your schedule of contracted days will depend on availability, and will be calculated using the day rate through the end of the month. No trading days if student is part-time. If a part-time student needs drop in care, you will pay for the additional drop in day using unscheduled drop in rate.
- **Credit will not be given for sick days, snow days, holidays, vacations or occasional days off.**
- If gone for a month or longer, re-enrollment will be determined by available space.
- If you discontinue your child's enrollment after the 15<sup>th</sup> of the month, you will not be reimbursed for that month's remaining tuition.
- Rates may increase accordingly

### Other Fees:

- Annual \$100.00 registration fee will be due each year to secure child's spot. This will need to be paid before child's first day. Spot may only be reserve 2.5 months in advance.
- \$100.00 Re-enrollment Fee is due during Spring Enrollment Process. This \$100.00 will be applied to your first months tuition in the new school year.
- If your child is graduating Pre K and will only need summer care after school year, the fee will be \$25.00
- Drop in Fees will be billed to account.
- Return check fee \$25.00
- An extra fee of \$5.00 per child will be charge to account for every 5 minutes after 5:30 p.m.
- \$5.00 fee per missing check out/in

### Personal Items Needed

All children will need to bring two 2 crib sheets to cover sleeping mats and a small blanket. Each child's storage cubby can contain a small pillow (about 7 x11 inches). Provide a playpen or sleeping crib for ages 12 months to 24 months. Please send an extra set of clothing that includes socks and underwear in a large zip-lock bag that is labeled with student name. Bedding will be returned each Friday to be washed and brought back on Monday. Please bring diapers/pull-ups and wipes for non-potty trained children. Pacifiers and stuffed animals are okay for toddlers if needed for nap time. **ALL ITEMS NEED TO BE LABELED WITH YOUR CHILD'S NAME.**

- **Toys** – Please do not allow your child to bring toys to school. Also do not bring anything of value or treasured items due to the fact that we are not responsible for any lost items. Items for show and tell must be labeled with the child's name.
- **Dress Code** -The Learning Center children are not required to wear the uniform dress that the academy students wear, however, the Learning Center children are required to abide by the Academy dress code rule of **no jewelry at school**. **THIS INCLUDES EARRINGS**. They can get caught on items and clothing during playtime. The principles that guide our dress code encourage standards of excellence, modesty, simplicity, and practicality. Here are some guidelines. Flip flops are allowed during summer session, but may not be worn when school starts in the fall session. Please avoid shirts with combat figures or shirts that are sleeveless. We require the children to be outside some time each day, so please send warm clothes for outdoor recess and cooler clothes in warmer months. Please provide an extra in season full change of clothes including socks and underwear.

- **Birthday Invitations** – Please be thoughtful of all students if your child is having a gathering by invitation or a birthday party. Those children who are left out feel sad and lonely. We ask that you either send enough invitations for each child in the class or do not bring invitations to pass out in the classroom. Parents are welcome to bring store packaged treats to celebrate at school.

### **Diaper and Toilet Training Policy**

Diaper changes will take place each day around 9am, 12pm, 3pm, 5pm and any time a child has a bowel movement. Please talk with your child's teacher if your child requires more frequent diaper changes. We will also do our best to make sure that your child goes home dry.

Toilet Training will be done when a child shows readiness and with parent willingness. We will try to have good communication with all parents if we see your child is showing signs that they are ready to potty train; we will also encourage the parents to start at home on the weekend. Underwear or pull-ups can be used in this process. If your child is in the Preschool or Pre K classroom and is not potty trained (still wearing pull ups, very frequent accidents) parents will be charge for the toddler class rate. Students that are not potty trained require more attention and staff to meet their needs.

### **Discipline Policy**

Each child will be treated fairly and equally. **No** child shall receive any form of corporal punishment. We use indirect guidance techniques.

- Warning (i.e. "You have five more minutes to play before it's time to clean up.")
- Choices
- Regular Routines
- Consistency

We use direct guidance techniques

- Affirmation (i.e. "Our feet stand on the floor" rather than "Don't stand on the table.")
- Focused (i.e. we will make eye contact with the child and have them repeat the directions.)
- Redirection

If a child is unable to demonstrate self-controlling behavior, a brief time-out will occur so the child is able to regain self-control. The length of the time-out is based on one minute per year of age. Parents who have children with discipline problems will be notified and questioned on how to solve the problems.

The staff will help to resolve any problems with parent's cooperation. PCLC staff will treat all parents with respect and cooperation and expect the same from our parents. If persistent problems cannot be resolved, PCLC may suggest that you find alternate care that would better suit your needs.

**(See attached Expulsion Policy)**

## Typical Daily Schedule

7:15-8:30	Center Opens: Welcome students Free Play
8:30-9:15	Morning Snack
9:15-11:00	CREATION KIDS CURRICULM in PRE K and PRESCHOOL Calendar, Hands-on Writing/ Reading, and Math activities Circle Time: Music and Movement Bible Story and Verse
11:00	Outside
11:30	Lunch
12:30-1:00	Outside
1:15-3:00	Quiet Time or Nap Time/times vary in each age group
3:00	Snack/Outside Arts and Crafts Activities or Group Games
4:30	Rooms Combine for Play Time or Individual Activities
5:30	Center Closes

## Meals and Snacks

Please make sure you may send lunches and snacks in a lunch box with a cold pack. Please write your child's name on the lunch bag. **All snacks and lunches are to be provided by the parents**, or Hot Lunch Cards may be purchased by parents at the PCA office in person or by phone. However, the hot lunches are **not** provided during summer or any of the Academy days off. **Please pack a morning and an afternoon snack every day, even when you are planning to order hot lunch for your child.**

- Please do not send soda, gum, or candy. Baked treats with less sugar are acceptable, but will be reserved for after the lunch meal. Fruits, vegetables, grain and dairy are acceptable for a breakfast snack.
- Each lunch must contain a dairy product, meat or meat alternative, grain, two fruits and/or vegetables or a 100% fruit or vegetable juice.
- Fresh fruits and vegetables are required daily, as these foods are rich in Vitamin C and A. Fruit punch drinks do not count as a substitute.
- If you would like to bring a special treat for your child's birthday to share with classmates please make a healthy choice and please make sure it is store brought to review ingredients.

### **Field Trips**

We believe in providing a variety of interesting learning opportunities for all the children. Therefore, during the school year we will be taking field trips. Because of the young age of your child, we especially recommend that parent's accompany them on these special outings. You and your child will benefit from the interaction that only you can provide. Although not ideal, we will try to work out special arrangements if you or a family member cannot attend.

Private vehicles may be used for field trips. Insurance verification, proof of driver's license, first aid kit, cell phones, etc. will be verified before any driver will be allowed to transport your child. We may also be using Palisades Christian Academy bus.

### **Non-Discrimination Policy**

PCLC believes that all people are created equally. Therefore, we will not discriminate against anyone for race, creed, religion, color, sex, national origin or handicap. We will also give care to meet any cultural and individual needs.

### **Communicable Disease Policy**

Communicable diseases are illnesses. Illnesses are spread by direct contact with infectious agents (germs or bacteria). We will do our best to keep a clean environment and limit the spread of illness. The following illnesses are reported to the local and state health department when a staff member or child has contracted any of these illnesses: AIDS, Campylobacteriosis, E Coli, HIB, Kawasaki syndrome, Rubella (German or 3 day), Rubella (10 day measles), Tetanus, Typhoid Fever, Diphtheria, Giardiasis, Hepatitis, Listeriosis, Meningococcal Disease, Pertussis (Whooping Cough), Rheumatic Fever, Salmonellas, Shigellosis, Tuberculosis (TB), and Yersioniosis. We will also notify parents of any of these diseases and may contact the health department with any questions regarding illnesses.

### **Exclusion for Ill Children**

Per state requirements we will not allow children with any of the following symptoms to be in or remain in care: fever of 100 or higher, three loose stools occurring within a 24 hour period, vomiting, unexplainable or draining rash or sore, eye discharge or pinkeye, extreme fatigue or excessive irritability unable to participate in classroom activities, and lice or scabies. Children will not be allowed back at PCLC for 24 hours or the following complete day, or until the symptoms are gone, whichever is longer after being sent home. Contagious symptoms need to be on antibiotics for 24 hours before returning. Parents will need to have their children picked up within half an hour of being called. No medication will be given to children without a parent permission form filled out. The best way to keep our children healthy is to keep sick ones at home. Please call if your child will not be attending due to illness. Please plan child vaccinations on Fridays or keeping child home 24 hours so they can be monitored in case of any reactions such as fevers.

### **Emergency/First Aid**

All staff will be trained in First Aid, CPR. Minor injuries will be noted in our injury log and in some cases parents will be notified by phone. First aid kits are available in all classrooms. In major emergency an ambulance and parents will be called, and a staff member will stay with that child until a parent arrives.

You will also be notified of power or water outages. Children will remain in our care until you can be located or are able to pick up your children.

### **Disaster Plan**

1. Evacuation plan and route are posted.
2. Fire drills are conducted.
3. Staff members will know where and how to use fire extinguishers.
4. Children will remain with staff until all parents or emergency contact persons are located.
5. If the building is inhabitable children will be relocated to the sites posted in the disaster handout.

**Pesticide Policy:** We currently do not use any form of pesticide in or on the school's property. If any pesticides are to be used we will give advance notice to all families. A full copy of our pesticide policy is available for viewing in the office.

### **Regulations on Child Abuse, Neglect, and Exploitation**

State Law requires that all staff at PCLC report any suspected child abuse, neglect, or exploitation to Child Protective Services or the local law enforcement agency immediately. We will document any cuts, bruises or physical change in our injury log. This is to protect the children and Palisades Christian Learning Center. Staff will also make phone calls to local authorities if a parent under the influence of drugs or alcohol tries to pick up their children.

### **Personal Protection Plan**

In order to ensure that your child is picked up by the proper people, parents/ authorized picked up individuals are required to check in and out **with assigned unique check in code**. Parents will need to be formally introduced to new staff members and show proper ID before the child will be released. If the parent or guardian is unable to pick up their child, he or she will need to give written or verbal permission for another person to do so. Parent/guardian will need to add approved adult on Childcare App account.



## Natural hazards, disasters, and emergencies can happen at any time.

PCLC and PCA has an emergency plan in place and supplies stocked in the case of an emergency occurring during the school day. As we plan for possible scenarios, we would like your help with creating

# Emergency Comfort Kits

Comfort kits would be the first line of resources to be used in any scenario when students are sheltered at the school longer than the school day. The items in the comfort kits will provide them with foods that are familiar and edible to them and items that would help them stay calm. Comfort kit items should be sent in a one-gallon, Ziploc bag and clearly marked with your child's name. **We are asking for a 3-day supply with approximately 2400 calories in each bag.** Please bring Kits to your child's classroom before their first day of school.

### Suggested non-perishable food items:

- granola bars
- nut and but bars
- protein bars
  - jerky
- canned fruit with flip top/ squeeze fruit
  - tuna fish packets
  - dried fruits
  - cheese crackers
- small canned juice plastic fork/spoon
  - small book or coloring book
  - family photograph

These are "suggested" items. Please tailor your child's comfort kit to their likes, dislikes and any specific needs. See OSHA website for more information. <https://www.osha.gov/SLTC/emergencypreparedness/>

### Tips for Family Emergency Plans

- Parents can sit down with their children and discuss the possibility that they could be separated in the event of a disaster or emergency.
- Families should write up their plan, including an agreed-upon meeting place near the home, should an emergency happen after school or while the family is in the home or neighborhood. Include all relevant phone numbers: work, school, cell phones, after-school care providers, etc.
- Once families have a plan in place: practice, practice, practice! Send your child to school with the confidence that they're prepared for disaster!

**PLEASE BRING YOUR COMFORT KITS ON OR BEFORE THE FIRST DAY OF SCHOOL**

## **Palisades Christian Learning Center Expulsion Policy**

PCLC is centered on the children for whom we care. We seek to provide programs designed to support children's holistic growth and development and inspire them to learn. Each individual has a unique learning style and way of responding to the world. It is important that we recognize and appreciate the characteristics and behaviors that each child and family brings to our program.

PCLC seeks a solid partnership with our families as a basis for their children's success within our program. It is only on rare occasions that a child's/family's behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you to avoid a child's expulsion from the center. The following are some reasons why we would have to expel a child or family from the center.

### Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- A parent threatens physical harm, is verbally abusive or intimidating to Center staff, children, families or anyone else at the Center.

### Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments or failure to comply with payment contract.
- Failure to complete required forms including the child's immunization records. □ Parent/guardian fails to abide by the Center policies □ Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff.
- Parent /guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of Palisades Christian Learning Center
- The family declines to explore or secure outside support or behavioral resources which may help to address the child's needs, improve the behavior and reduce the safety risks.

### Child's Actions for Expulsion

- Child unable to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

### Working Towards a Positive Solution

The decision to disenrollment of a child from Palisades Christian Learning Center is a difficult one for both the Center and the family. In each situation, PCLC will work with a family to identify constructive steps toward a solution that resolves the problem(s), before a disenrollment occurs.

When there is a concern about a child's behavior or other negative circumstances, documentation of such concerns will be made. PCLC staff will inform and involve the child's parent/guardian by notes on Brightwheel, phone calls, and meetings, as necessary, to establish a collaborative environment.

If the child's behavior is not resolved and/or becomes problematic, a Behavioral Modification Plan will be developed with staff and family.

It is PCLC ultimate goal to provide the parents sufficient time to take the necessary corrective action to allow the child to remain at PCLC and to provide them with sufficient notice of the potential for disenrollment, so they can secure alternative care.

### Disenrollment Process

If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate PCLC decision to disenroll. A follow-up letter will be provided which will include:

- the reasons for the disenrollment or suspension;
- the date of the disenrollment or length of the suspension, which affords the parent sufficient time to seek alternative care, (up to two weeks, depending on safety risks presented);

If the center elects to disenroll a child, PCLC will maintain on file a record of the circumstances, parental notification, and corrective action taken.

Please Sign this page and return it before the first day of care.

**Palisades Christian Learning Center**  
**1115 Government Way**  
**Spokane, WA 99224 509-327-8387**

Rev. 7-8-2019

- I hereby acknowledge that I have discussed, read and understand this Policy Parent Handbook, and I agree to follow these procedures.
- I understand that if at any time I have questions, concerns or comments, I may openly discuss them with the Palisades Christian Learning Center Providers for immediate action, if at all possible.
- I understand that my child may have information in his/her sign out sheet and it is important to check it daily. PCLC will send importance messages through the Childcare app, phone calls, email or teacher communication. PCLC also encourages parent participation and our doors are always open.

Parent or Guardian

Signature \_\_\_\_\_

Date \_\_\_\_\_

*\*All rights reserved at the discretion of any/all Palisades Christian Learning Center and School staff to have a guardian or parent removed from the premises for the safety and welfare of the children and staff.*



**Monday – Friday      7:15 a.m. – 5:30 p.m.      Half days 8:30-12:30**

*Rates and Fees*

*As of July 2019*

<b>Toddlers</b> <b>Ages 12 months through 30 months</b>	5 days per week	\$1030 per mo.	5 half days	\$618 per
	3 days per week	\$715 per mo.	3 half days	mo.
	2 days per week	\$512 per mo.	2 half days	\$429 per
	Unscheduled	\$92 per day	Unscheduled	\$306 per
	Full days		Half days	mo.
				\$55 per day
<b>Preschool</b> <b>Ages 30 months to 48 months</b> (If student is not FULLY potty trained you must pay the toddler rate)	5 days per week	\$887 per mo.	5 half days	\$532 per
	3 days per week	\$638 per mo.	3 half days	mo.
	2 days per week	\$491 per mo.	2 half days	\$383 per
	Unscheduled	\$74 per school	Unscheduled	\$295 per
	Full days	day	Half days	mo.
				\$44 per mo.
<b>Pre K</b> <b>Ages 45 months to 6 yrs.</b> (Student must be Fully potty trained)	5 days per week	\$761 per mo.	5 half days	\$437 per mo.
	3 days per week	\$514 per mo.	3 half days	\$296 per mo.
	2 days per week	\$361 per mo.	2 half days	\$207 per mo.
	Unscheduled	\$54 per school day	Unscheduled	\$30 per day
	Full days		Half days	

5% Discount for military family

An annual (Non-Refundable) registration fee of \$100.00 is to be submitted with registration forms or renewal forms each year. Rates may increase accordingly.