



Little Doves

PARENT HANDBOOK

September 2024-August 2025 Session

*Little Doves is a Community Service of Spirit of Life Lutheran Church
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INTRODUCTION

Welcome to the Spirit of Life Lutheran Church and Little Doves Children's Learning Center family. It is our desire to serve your family by providing a safe and nurturing environment. The following handbook has important information regarding the policies and procedures of Little Doves at Spirit of Life. Please read through this handbook and keep it handy for future reference.

Little Doves' operating procedures are largely guided by the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), a series of regulations that shape childcare in our state. Throughout this handbook you may see references to RCW and WAC.

The full WAC for childcare can be read at:

<https://app.leg.wa.gov/wac/default.aspx?cite=110-300&full=true>.

The full RCW for childcare can be read at:

<https://app.leg.wa.gov/rcw/default.aspx?cite=43.216.710>.

PHILOSOPHY

We believe that children grow and learn best in a safe and supportive environment. Our faith-based curriculum is developmentally appropriate with a variety of learning materials presented.

MISSION STATEMENT

With God as our center and parents as our partners, we will nurture the total child: physically, mentally, emotionally, and spiritually.

ENROLLMENT AND ADMISSION

Little Doves is a ministry of Spirit of Life that enrolls children between the ages of 1 year and 5 years old. Our Toddler program accepts children from 1 year to 2 ½ years. Our Preschool program accepts children from 2 ½ years through 5 years.

Little Doves accepts DCYF subsidies & Military Child Care in Your Neighborhood (MCCYN).

We are unable to enroll a child until their enrollment application is completed in full. This includes immunization records, all phone numbers, complete addresses, email, and medical information, along with a tuition contract and your signature.

YOUR CHILD WILL NOT BE ABLE TO START AT LITTLE DOVES IF WE DO NOT HAVE ALL THE REQUIRED INFORMATION AT LEAST ONE FULL BUSINESS DAY BEFORE THEIR START DATE.

TUITION AND PAYMENT POLICY

Tuition Policies

- Our hours are 6:15 AM- 6:00 PM, Monday-Friday. Anyone picking up their child(ren) after 6 PM will be charged one dollar (\$1) per family for every one (1) minute past 6 PM. The charges will be incurred on the next invoice.

All families with more than one child enrolled at our center will be given a 10 percent discount on the oldest child's tuition. Active-duty military families are also eligible for a 10 percent discount. A military identification card will be requested. Spirit of Life members qualify for a 20 percent discount and staff members qualify for 35 percent discount. Only one discount will be given to each family.

- Families must register for a minimum of three (3) days per week.
- Part-time families will, upon registration, specify which days of the week their children will attend Little Doves. Approval for the change is dependent upon current classroom attendance/availability on the days requested. If you need additional days, please contact the director in advance for approval.
- Children may remain in care up to a **maximum of 10 hours a day** (WAC 170-295- 2020). If you need care for more than 10 hours per day due to travel time to and from work, please provide written documentation of this need. It will be placed in your child's file. Care from 10 hours and one minute or more is charged an overtime fee of \$11 a day per child for the extended care or a flat rate price of \$150 per child for the entire month. For the flat rate price please contact the Director or Financial Steward before the month begins.
- If you choose to withdraw your child(ren) from Little Doves, we require a **minimum of two (2) weeks' notice**, either on a withdrawal notice form (found on Brightwheel or outside the director's office) or in an email to the director. Payment is required for this two (2)-week period, **whether your child(ren) attend or not**. Tuition will be prorated for mid-month withdrawals.

Payment Policies

- We require **advance** payment for time your child is in our care.
- A one-hundred-twenty-five dollar (\$125) non-refundable registration fee for each child enrolled is due at the time of registration. A one-hundred dollar (\$100) non-refundable annual re-registration fee per child is due by September 1st of each year thereafter. DCYF will pay your registration if you have authorization. All outstanding balances must be paid at the time of re-registration.
- Tuition is determined on a monthly basis and will be pro-rated for mid-month registrations/starts.

All payments are due on the **fifth (5th) of each month**. Payments can be accepted online at spiritoflifelutheran.com and by check/cash in the deposit box on the main level next to the church office. DCYF copays are due by the first (1st) of each month.

- Your monthly invoice will be emailed to you. Please notify the Finance Steward at sollmfinance@gmail.com if you would prefer to receive a paper copy.
- If you have not made full payment by the fifteenth (15th) of each month, **your child(ren) will no longer be allowed to attend Little Doves until payment is made in full.** You will also be required to pay a fifteen-dollar (\$15) late fee.
- You are required to pay for all contracted days whether your child attends or not.
- Attendance is taken daily. If your child attends more days than are on your contract, you will be billed for all additional days. These additional days must be approved by the director prior to your child/ren attending days outside their normal schedule.
- All returned checks are subject to a thirty-dollar (\$30) service charge and any applicable bank fees. All returned ACHs (e-checks) are subject to a fifteen-dollar (\$15) service charge and any applicable bank fees. We reserve the right to require cash or money orders for all further payments.

ALL TUITION AND PAYMENT POLICIES WILL BE STRICTLY ENFORCED.

SCHEDULED CLOSED HOLIDAYS

Labor Day – 9/2/24

Columbus Day – 10/14/24

Veterans Day – 11/11/24

Thanksgiving Day – 11/28/24

Day after Thanksgiving Day – 11/29/24

Christmas/New Year's – 12/24/24 thru 1/1/25

Martin Luther King Jr Day – 1/20/25

President's Day – 2/17/25

Memorial Day – 5/26/25

Juneteenth – 6/19/25

Independence Day – 7/4/25

If the holiday falls on a Saturday, we will be closed the Friday prior. If it falls on a Sunday, we will be closed on the Monday after.

Little Doves may close the center on occasion to accommodate staff training. A minimum of two- (2) weeks' notice will be given to families via Brightwheel and email.

The center will be closed two days a year for cleaning and staff training. We will send out a reminder to parents via the Brightwheel app and email, and it will be posted near both entrances of the building two weeks in advance of the closure. This year's closures will be 10/14/24 and 4/18/25.

DISASTER PLAN

We have an established disaster plan for the safety of your child(ren). A copy is available on Brightwheel and is posted outside the Little Doves director's office, in every classroom, in the church office, and outside in Oscar's Shed with our emergency supplies. If you do not have a copy, we are happy to provide one at your request.

EMERGENCY CLOSURE POLICY

You must have current and accurate contact numbers and emails. It is your responsibility to notify Little Doves if there are any changes to your contact information. You can change these directly through your Brightwheel app or by emailing the director. You must also have an authorized person on your emergency contact list who is available to pick your child(ren) up in case of emergency.

POWER OUTAGES—If an outage lasts longer than one hour, we will close the center and contact parents or authorized emergency contacts to pick up the child(ren). For information about power outages, check the Puget Sound Energy website at <https://www.pse.com/outage/outage-map>; message us on the Brightwheel app; or

try emailing the center. Please be aware that if we have no power, the phones will not be working, and cell phone service may be unreliable throughout the building. We will also post a sign on the door.

WEATHER—Little Doves will be closed on any day the South Kitsap School District closes because of weather conditions. We do this because roads are then considered unsafe to travel. We want to keep our staff and your child(ren) safe. Should the schools close after we are here, we will inform parents to pick up their child(ren) or have one of their authorized contacts do so. For information on closures please check the SKSD website or smartphone app or you can sign up for email notification of district closure announcements. We will send messages through the Brightwheel app when possible.

EXTREME WEATHER EVENTS – Little Doves will determine on a case-by-case basis whether to close the center for the safety of our students and families. We will make every attempt to notify families of any changes as soon as possible. In the event of a natural disaster, parents will be notified as soon as possible regarding their children’s safety and center status and disposition.

ILLNESS-We are required by law to keep children in safe teachers-to-children ratios (WAC 110-300-0356). If too many staff are sick to maintain safe ratios, Little Doves may determine that the center needs to close for a period of time to let staff get better. Parents will be told as soon as possible about the closure and reopening.

Should Little Doves close **on one of your contracted days** due to any of the above reasons, you **will not receive** a credit for the day.

EMERGENCY KIT

In case of an emergency, Little Doves will provide disaster supplies for all children, including food, water, flashlights, changes of clothes, and Mylar blankets. We will also collect information about a family/friend contact outside the immediate geographical area. We ask that families bring a family photo and a note to include in the emergency kits for the children’s comfort.

TOYS FROM HOME

- Little Doves is not responsible for lost, broken, or stolen articles brought to the center.
- It is best if only items for show and tell or napping are brought to the center. All items need to be labeled with your child's name and kept in your child's cubby or backpack.
- Little Doves is an electronics-free zone. No handheld electronics may be brought from home.
- Pets or other animals are not allowed on the premises unless a prior arrangement has been made with the director.

PICK-UP AND DROP-OFF PROCEDURES

- We understand that it can be hard to leave your child in someone else's care, and we ask that drop-offs be as short as possible to avoid disruption in the classroom. Limit conversations with the teacher at drop-off and pick-up to instructions, and any concerns about their health or temperament for the day. Remember that while you are talking with the teacher, the teacher is unable to give full attention to the children in their care.
- We ask that you drop your child off **by 10:30 AM** so we can plan for meals. The period between 10:30 AM and 2:00 PM is a no-drop-off time to prevent disruptions during lunch and nap. If your child has extenuating circumstances, such as a doctor's appointment, please contact us ahead of time and we will make accommodations.
- All families must enter through the Little Doves downstairs entrance and will be given a unique 6-digit family code to enter into the keypad. This code may only be shared with people from your child's approved pick up list. Your family code will be removed when your child stops attending.
- Any concerns about tuition, vacation, schedules, etc. should be brought to the attention of the director, program supervisor, or administrative assistant via written notice, phone conversation, in person, or at littledovesclc@gmail.com.
- You are required to sign your child in and out daily. We use an electronic attendance system called Brightwheel. You must log in with your assigned login only. This requires you and any authorized person to download the app and memorize the code or bring your phone to check in and out. Your child will only be released to people on your authorized list. Staff will verify any person previously unknown to them by requesting to see valid photo identification. A person must be at least 18 years old to be on the authorized pick-up list. Children may not sign themselves in or out of the center.

PARENT COMMUNICATION

Little Doves must be notified in writing in advance if someone who is not listed as an authorized person on your child's registration paperwork is to pick up your child. This can be done with a written note at drop-off or an email to littledovesclc@gmail.com. Please ask a teacher for a form for one-time changes or permanent changes. They will be required to show a photo id. If you wish for this to be an ongoing change, please fill out an update form and give it to the director.

Parents are welcome at our center anytime. Parents are to check in with an administrative staff member upon arrival for a center visit. We ask that your presence be supportive of the daily routine of your child's classroom. A copy of the classroom's daily schedule and the weekly menu are available in each classroom.

It is important for our staff and planning that we know who is going to be here each day. **Please let our director know 2 weeks in advance of any schedule changes, vacations, planned absences, or withdrawal.** For your convenience, the forms can be picked up on the podium near the entrances both upstairs and downstairs. While it is fine to let your child's teacher know about these changes, it is important that you let the director know for planning purposes. This can be done by phone, email, written note, or in person. If your child is not going to be at the center due to illness or other unexpected reasons, we would appreciate a quick call, Brightwheel message, or email to the center.

If you send a message on the Brightwheel app before or after business hours, please don't expect an immediate response. Most of the time, our teachers will try and respond as soon as they are able. **They are only required to reply during their work shift.**

Little Doves hosts a variety of events throughout the year to engage with families, offer resources, and celebrate holidays. Families will be informed of these events through signs on the doors, Brightwheel messages, and emails from the Director.

CURRICULUM, SCREENINGS, AND ASSESSMENTS

Lead teachers make lesson plans that are displayed on family boards. Lessons are based on HighScope curriculum. Each lesson is individualized by the teacher based on student development and interests. Teachers track overall development through periodic screenings and assessments. Goals for children are determined based on formal assessment results and informal observations and documentation.

Upon 45 days of enrollment a screening called 'Ages and Stages Questionnaire' (ASQ) is conducted by the primary teacher. Every child is re-screened annually. For social emotional development a teacher may use a 'Social Emotional Ages and Stage Questionnaire'. Upon 90 days of enrollment, an assessment called a 'Child Outcome Formal Assessment' (COFA) is conducted by the primary teacher. Every child will be reassessed bi-annually. The formal assessment is aligned with Washington State's Early Learning and Development Guidelines (ELDGs) and WA Kids. At least one lead teacher in each class has received formal training on how to use the assessment tool. Little Doves will provide this screening tool and assessment in your child's home language on a case by case basis. These results are shared during parent teacher conferences.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be offered twice a year. Once during the month of November and once during the month of May. These conferences and results will be shared with families at least two times a year over the phone, in person, or through a written report. We will make our best attempts to accommodate your schedule. If necessary, a conference could be scheduled outside these windows of time.

In the conferences, teachers will discuss the child's development based on a COFA assessment, behavior, and ASQ. We will share our goals with families at this time and work with you to continue making goals as needed. This information will be kept in the students portfolio which is shared with the family at the conferences. Upon discussion, families and teachers will partner to set goals for students that will be reviewed throughout the year.

MUTUAL RESPECT POLICY

Little Doves expects families to treat our staff and other Little Doves families with respect. We depend on open communication with families to make an environment best suited for your children. We ask that families only communicate with staff within Little Doves operating hours and should only expect a response within these operating hours. We ask that communication with staff only be done over the Brightwheel app, in person, or to the Little Doves email, not over social media or personal phone numbers.

The children learn from everything they see. All conversations between staff and other families should be conducted in a constructive and respectful manner. Name-calling, insults, raised voices, and blatant disrespect **will not be tolerated**. We hold the same expectations for all staff and family members. Any major concerns should be brought to the director or program supervisor who can be reached at [littledovesclc@gmail.com](mailto:little dovesclc@gmail.com). Little Doves has the right to refuse service to anyone who does not follow this policy.

VACCINATIONS

Your child(ren) must be up to date on their vaccinations to be enrolled at Little Doves. We must have a current, dated record of your child(ren)'s immunizations on a Washington State Department of Health Certificate of Immunization Status (CIS) before your child(ren)'s first day with us. If your child is exempt from vaccinations, we will need to be provided with a certificate of exemption for the specific immunization(s) signed by your child's doctor.

HEALTH POLICIES AND PROCEDURES

Please ask for a copy of our Health Policy for more detailed information. Please have your child(ren) wash their hands when they arrive here each day (WAC 170- 295-3040). Emergency medical care will be sought if the staff decides it is required for an injury or illness. We will call 911 and then contact the listed parent/guardian.

First aid for minor injuries and illnesses will be performed by your child's teacher, our director, or other qualified staff. First Aid guidelines will be followed as set up in the center's Health Policy.

Parents will be notified of any illness or injury of their child by receiving a written illness or incident report. In case of severe injury, proper notification will be given to licensing and child protective services.

A child who shows signs of illness will be isolated in a supervised area and the parents will be notified to make arrangements to have the child picked up immediately. Any blankets, toys, etc. used by an ill child will be sanitized. If the parent is unable to come immediately, please have someone else available to pick up your child.

You will be contacted to pick up your child if your child has one or more of the following symptoms:

- Fever of 100.4 degrees or more with one or more of the following: earache, headache, sore throat, rash, or just not feeling good.
- Diarrhea (3 or more abnormally loose stool per 24 hrs)
- Nausea or Vomiting
- Severe cough
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Difficulty breathing or wheezing
- Complaints of severe pain
- Thick mucus or pus draining from the eye
- Severe cloudy discharge from the nose
- Lice or nits
- Swollen glands
- Unusually tired, pale, lack of appetite, confused or cranky

If your child has a fever, cough, or any other symptoms of COVID, they must be fever and symptom-free without the use of fever-reducing medications such as Tylenol for 24 hours before returning to Little Doves.

MEDICATION DISTRIBUTION POLICY

Parents must give written consent for the distribution of any medication, prescription or non-prescription, by filling out a Medical Consent form. Please print the form off of Brightwheel or ask your child's teacher for a form. All authorized medications are given as instructed.

For prescription medications:

- All medications must be in the original container.
- The child's name and dosage must appear on the container.
- Only the dosage that is written will be dispensed.
- Legible instructions, date of prescription, and expiration dates must appear.

For non-prescription medications:

- Medication will only be dispensed for the duration allowed by label guidelines.
- We may only give the dosage listed on the manufacturer's label for age and weight without a doctor's prescription.
- Medication must be in an original container and labeled with first and last names.
- Medication can't be expired, and its expiration date must be visible.
- The following are the only non-prescription medications we are allowed to dispense: antihistamines, non-aspirin fever reducers or pain relievers, decongestants, anti-itching ointments or lotions intended to specifically relieve itching, non-narcotic cough suppressants, and sunscreen.
- The center will provide a sunscreen product of SPF 15 or higher when students are playing outside. Families may also provide their child with a different sunscreen.
- We are restricted from administering some over-the-counter medications, such as Anbesol or other natural remedies.

USDA FOOD REQUIREMENTS

Little Doves participates in the USDA food program and is partially reimbursed for breakfast, am snack, and pm snack. Upon enrollment, an application form will be completed by each family to determine if or how much Little Doves is reimbursed for each meal. Every October, a new form will need to be completed. Menus are available in each classroom or from the director.

MEALS AND SNACKS

Little Doves Children's Learning Center provides breakfast, an A.M. snack, and a P.M. snack. The Parent/Guardian provides lunches in a packed bag. In order to follow the USDA guidelines, we ask that parents provide a protein, a dairy, a fruit, and a vegetable. Little Doves will supply children with a drink and dishes/utensils as needed during lunch.

For the safety of all children with severe peanut allergies, **NO** lunches may contain peanuts or peanut products. Additionally, to support children's health, lunches may not be shared or traded with other students. We also ask families to please limit excessive amounts of sugar.

The parent/guardian will drop lunches off in the student's cubby and pick them up each afternoon. Children must be dropped off with a lunch no later than the drop-off cut-off, 10:30 a.m. The lunches will stay in the cubbies for the majority of the day at room temperature; please use an ice pack or thermos to keep children's lunches at your desired temperature. We **do not** have a fridge or microwave available to hold or heat lunches.

If your child has a food allergy, we are happy to accommodate, and are required to have a doctor's authorization to offer a substitute menu item (WAC 110-300-0186). Please ask your child's teacher or the director for a Special Dietary Accommodation Request form.

- Food must meet the expectations required by the USDA Food Program.
- Due to allergies, we do not allow snacks from home.
- Children are not allowed to bring gum or candy to the center.
- No peanut products are on our menu; however, we cannot guarantee that the building is a peanut-free facility.
- All children must have milk or a milk alternative. We offer two milk alternatives for children with allergies or family preferences; soy milk and Ripple milk. Other specialty milks must be provided by the family and meet the USDA list of approved milk alternatives.

We do occasionally have parties at Little Doves. Parents who bring party items need to follow the following guidelines:

- All items must be store-bought and in the original container.
- Bring enough for the entire group.
- Please ensure that items are peanut-free.

RELIGIOUS ACTIVITIES

Little Doves is a ministry of Spirit of Life. We use a faith-based curriculum, and we say grace at each meal and snack. Chapel is held weekly for students. All families are welcome to join us for chapel on Wednesday mornings.

Families are welcome to join Spirit of Life for worship on Sunday mornings at 10 am and will be invited to fellowship activities throughout the year.

CLOTHING

Each child is required to have a spare change of clothes (WAC 110-300-0140). Accidents do happen, and there are many occasions where children get wet, dirty, or spill. If your child comes home in a spare change of clothing you have provided, we ask that you return a replacement change of clothing the next day. If your child comes home in clothing supplied by Little Doves, please return it clean within one week.

Your child should have a jacket with them every day. Our weather is unpredictable, and we will be outside daily. Your children need to be dressed appropriately for the weather. Shoes must be closed-toed and have a back strap. Your children will be active here and need to be safe for running and outside play.

All clothing **MUST** be labeled with the child's name. Every year we donate clothing from the Lost and Found that could have been returned to the original owner if it had been labeled. We make every effort to put our found items out where they can be seen. Labeling will help us to make sure things can be easily returned.

Please keep nap blankets no larger than 4' by 3'. Larger blankets do not fit in our cubbies.

FIELD TRIPS

Little Doves does not offer field trips.

DIAPERS & TOILET TRAINING

Little Doves does not provide diapers or wipes for children. We keep a few on hand for emergencies. If Little Doves has to purchase diapers or wipes for your child(ren) to use we will charge a fee of 50 cents per diaper change when our supplies are used. At the end of each month when you receive your bill, you will notice the diaper charge has been added. We provide daily reports to parents regarding diaper changes, meals & snacks, and the length of his/her nap. This will be available for you to view on the Brightwheel app.

Toddlers move to the older toddler class depending on enrollment, child readiness, and age. Children will move up from Toddlers into Preschool depending on enrollment space when they are 2 ½ years old. At this time, parents will be given a "Toilet Training Consent Form" allowing our staff to provide your child(ren) with toileting experience and practice. Children will not move up until they are potty trained.

TRANSITIONS IN CLASSROOMS

Families transitioning into care at Little Doves are provided a tour and parent handbook and invited to join family events throughout the year. Children move up classrooms depending on age, social emotional development, cognitive development, and space in the classroom. We understand that change can be difficult for children, so when there is a change we take steps to provide a smooth transition. When children move up, the parent or guardian is notified in advance by their child's teacher via Brightwheel or in-person. Students will be prepared for the transition by their current teacher through conversations and visits to the new classroom.

Children are also prepared by teachers when they transition out of our care. Pre-K families are given resources about Kindergarten throughout the year by teachers. Little Doves encourages families to connect with community resources that will prepare their child for Elementary school. Please be sure to take all of your child's belongings on their last day of school.

DAILY SCHEDULE – TODDLERS

*Schedules are subject to change

- 6:15 Arrival/ Supervised Play
- 7:20 Breakfast (served until 7:45 am)
- 7:50 Diaper check
- 8:20 Free Play/Small Group
- 9:15 Morning Snack/Diaper check
- 9:30 Free Play/ Large Motor Activities (climbing, push toys, throwing a ball, etc.)
- 10:20 Circle Time
- 11:00 Diaper Check
- 11:20 Lunch
- 11:50 Nap
- 2:00 Nap End/Snack
- 2:05 Diaper Check
- 2:40 Free Play/Outside (depends on weather)
- 4:00 Diaper check
- 4:30 Free Play
- 6:00 Little Doves closes for the day

DAILY SCHEDULE – PRESCHOOL

6:15 Arrival/ Supervised Play
6:30 Centers (puzzles, cars, blocks, books, dancing, etc.)
7:30 Breakfast (served until 8:00)
8:15 Potty Break
8:30 Outside Free Play
9:00 Indoor Free Play
9:30 Morning Snack
9:45 Potty Break
10:00 Circle Time (calendar, flashcards, month, Bible story, reading)
10:15 Centers (puzzles, books, blocks, role play, etc)/Small Group
11:15 Lunch
11:45 Body Rest/ Nap
2:00 Afternoon Snack
2:30 Potty Break
3:00 Outdoor Play
3:45 Potty Break
4:00 Indoor/ Outdoor Play (depends on weather)
6:00 Little Doves closes for the Day

DAILY SCHEDULE – PRE-K

6:15 Arrival/ Supervised Play
6:30 Centers (puzzles, cars, blocks, books, dancing, etc.)
7:30 Breakfast (served until 8:00)
8:15 Downstairs Circle Time (calendar, flashcards, month, Bible story, reading)
8:30 Centers (puzzles, books, blocks, role play, etc)/Small Group
9:30 Morning Snack
10:15 Upstairs Pre-K Circle Time
10:30 Free Play/Small Group
11:15 Lunch
12:00 Body Rest/ Nap
2:00 Afternoon Snack
2:30 Potty Break
3:00 Outside/Indoor Play (depends on weather)
3:45 Potty Break
4:30 Free Play
6:00 Little Doves closes for the Day

TOOTHBRUSHING

Purpose:

To promote good oral hygiene among children and ensure compliance with Washington state health regulations.

Scope:

This policy applies to all children enrolled in the childcare, as well as all staff members responsible for overseeing tooth brushing activities.

Policy:

1. Frequency:

Children will brush their teeth once daily after lunch to maintain oral hygiene and prevent cavities.

2. Supervision and Assistance:

Staff members will supervise and assist children during tooth brushing to ensure proper technique and safety. Children under 3 years old or those with special needs will receive additional assistance as required.

3. Toothbrushes:

Each child will have their own labeled toothbrush to prevent cross-contamination. Toothbrushes will be stored in a sanitary manner, ensuring they do not touch each other. Toothbrushes will be replaced every three months or sooner.

5. Storage and Sanitation:

Toothbrushes will be stored upright in a designated, ventilated area to air dry. Storage areas will be cleaned and disinfected regularly. Toothbrushes will be rinsed thoroughly after each use and allowed to air dry completely.

6. Training:

All staff will receive training on proper tooth brushing techniques and how to assist children effectively. Staff will also be trained on the importance of oral hygiene and the specifics of this policy.

7. Parental Consent and Communication:

Parents will be informed about the tooth brushing policy upon enrollment and will be asked to provide written consent. Information on the benefits of oral hygiene and the daycare's practices will be shared with parents regularly.

8. Compliance with Washington State Law (WAC 110-300-0180):

The policy will be reviewed annually to ensure compliance with the latest Washington state health and safety regulations. Any updates to the policy will be communicated to parents and staff promptly.

Procedures:

Before Brushing:

Gather children in small groups to facilitate supervision.

Ensure each child has their labeled toothbrush and the appropriate amount of toothpaste.

During Brushing:

Demonstrate proper tooth brushing techniques to children. Provide assistance to children as needed, especially for younger or special needs children.

Monitor children to ensure they do not swallow toothpaste.

After Brushing:

Ensure children rinse their toothbrushes thoroughly with water. Store toothbrushes upright in their designated areas to air dry.

Ongoing Hygiene:

Replace toothbrushes every three months or as needed. Regularly clean and disinfect toothbrush storage areas.

By adhering to this policy, the childcare ensures that children develop good oral hygiene habits in a safe and supportive environment, in alignment with Washington state regulations.

PHOTO POLICY

Little Doves takes photos and videos of children to give updates to families; to update our website; and for educational purposes. If you do NOT want your child's picture taken, please indicate that in the space provided on your registration application.

BEHAVIOR MANAGEMENT

Children are placed in classrooms where they will have the greatest opportunity for success, as determined by the director and center staff. Staff are trained annually to support positive social and emotional development and reducing challenging behaviors and/or trauma informed care. Enrollment numbers, children's schedules, ages, and developmental levels are some of the factors also used to determine placement.

Simple Behavior Rules:

- Treat themselves and others with respect
- Do not harm themselves or others physically or with words
- Treat their property and the property of others with care.
- Obey decisions of teachers or calmly discuss their reasons. Some decisions are non-negotiable for the health, safety, and good of the community.

Based on an atmosphere of mutual respect, we believe that children can become responsible choice makers by allowing them to experience natural and logical consequences to their behavior. To achieve this, we follow the lists below:

For children 1 year to 2 ½ years:

1. The child is redirected to another activity.
2. Teachers model appropriate behavior and teach empathy to the child.
3. Positive behavior is reinforced and encouraged.

For children 2 ½ to 5 years:

1. The child is redirected to another activity or might be asked to help the teacher for a while (buddy system) using positive reinforcement for desired behavior.
2. If a child chooses to continue the disruptive behavior, the child may be explained to why such behavior is not appropriate for class and explained the logical consequences of such behavior.
3. Then the director or another teacher may come into the classroom to assist or remove the child from the room.
4. If the problem continues, then the parent is notified. In extreme cases, a parent may be asked to pick up their child.

STAFF PROFESSIONAL DEVELOPMENT

Little Doves provides staff with STARS training at least two times a year and monthly job-embedded professional development at staff meetings.

Consistent Challenging Behaviors:

Little Doves will make the best attempts to follow this behavior policy. This policy is enacted at the discretion of the director. For the success and safety of all children, staff, and parents, Little Doves reserves the right to refuse care at any time. (WAC 392-400-430)

1. If challenges continue on a regular basis, parents will be made aware in informal ways, such as conversations with teachers, messages on the Brightwheel app, or phone calls. The teacher may request an observation of the child by the Little Doves director or another early learning professional. The observation will attempt to determine possible triggers and solutions.
2. We will make our best attempts to schedule an Early Achievers coach and/or mental health consultant to advise teachers and family on an individualized approach of care for the child's needs.
3. A Social Emotional Ages & Stages Questionnaire (ASQ:SE) will be filled out by the child's lead teacher and an ASQ:SE will be offered to the family. This tool may also be used to help determine a child's needs.
4. A parent-teacher conference will take place to discuss the results of the observation and screening. A behavior plan will be established through collaboration between Little Doves staff and the family. Little Doves invites teamwork with the family to support the child's needs.
5. After a period of time, which will be determined at the parent-teacher conference, a follow-up meeting will be held with the teacher and family. At this time, new expectations may be set, or referrals given to support the child. A new timeline will also be set up to continue to review the behavior to see if it improves.
6. If after the period of time, the Little Doves director determines that the child's behavior has not improved and that the child can no longer be cared for at Little Doves, a plan to be transitioned out of our care will be made to best support the child and family. Little Doves reserves the right to refuse service at any time (WAC 392-400-430).
7. Parents may contest a suspension or expulsion of a student provided a conference has been completed prior to the grievance. They may do so by filing an official grievance by completing a Conflict Resolution Form and turning it in to the Pastor of Spirit of Life.

PESTICIDE NOTIFICATION

In accordance with two state laws for childcare centers this notice must be posted and made available for our parents. Revised Code of Washington (RCW) 74.15.063 and RCW 17.21.415 govern the posting and announcement of the use of pesticides in or on the grounds of any childcare center.

Our building and grounds are serviced by:

ORKIN COMMERCIAL SERVICES
25400 74th Ave S Kent,
WA 98032
(800) 562-5610

We are serviced monthly on or around the 20th of each month.

Below listed below are the chemicals used by Orkin when servicing our grounds: First Strike Soft Bait – rodent control
Temprid Liquid – insecticide

Special visits are required for any wasp nests that are found during our monthly inspection.

More specific information about the above chemicals is on file in the director's office.

SPIRIT OF LIFE COUNCIL

The Spirit of Life Church Council, in partnership with the Little Doves director and pastor, is responsible for making all operating policies of Little Doves. Parents are welcome to contact the council with any questions or concerns. Please contact the pastor, director, or administrative assistant for contact information.

Church Phone Number: 360-876-5094. Church Email: spiritoflifelc@gmail.com

POTENTIAL CLIENTS

Potential clients may visit the facility with their child. An appointment must be made with the director who will give a tour and answer any questions. Parents need to be responsible for their children during their visit. No child may be out of the direct control of their parent. We request that parents observe the classes and save questions for the director or program supervisor so that the teacher may give their attention to the

children.

VOLUNTEERS

We invite parents to visit and volunteer in their child's class. Volunteers must be at least 16 years of age and will not be left alone with the children or included in the staffing ratio. They must also have a clear TB test on file and a State of Washington Portable Background Check. Volunteers will show proof of COVID vaccination. Volunteers must sign in with administrative staff prior to joining the classroom to receive a visitor/volunteer badge.

PHONE CALLS

Phone calls from parents or guardians to children are allowed unless we are in an emergency situation. Calls from family members or friends will not be allowed unless prior written consent from the parent/guardian is given.

ANIMALS

Occasionally a pet may accompany a church or staff member to the premises. All visits are cleared with the director, and we always ask that animals are current with all vaccinations and are in the control of their owners.

CHILD ABUSE REPORTING POLICY

As a licensed childcare provider, all employees of Little Doves are required by state law to report suspected child abuse or neglect. Anyone making such a report in good faith and who has reasonable grounds for making such a report shall have immunity from any liability, civil or criminal, that might be incurred or imposed with respect to making such a report. In an instance when the licensee or staff has reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect, or child exploitation, they must inform Child Protection Services or local law enforcement immediately. Not all acts of abuse involve physical harm to a child. Definitions of abuse and neglect:

- Infliction of physical injury on a child other than by accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health or loss of any bodily function.
- Creating a substantial risk of physical harm to a child's bodily functioning.
- Committing or allowing to be committed any sexual offense against a child or intentionally touching the private body parts of a child for other than hygiene or childcare purposes.
- Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain and/or mental suffering.
- Assaulting or criminally mistreating a child.
- Failing to provide food, shelter, clothing, supervision, or health care necessary to a child's health or safety.
- Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child.
- Failing to take reasonable steps to prevent the occurrence of the above.

NON-DISCRIMINATION POLICY

It is the policy of Little Doves that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, veteran status, or the presence of any physical, mental, or sensory disability.

This policy is consistent with Titles VI and VII of the Civil Rights Act; Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Age Discrimination in Employment Act of 1967, the Vietnam Era Veteran Readjustment Assistance Act, the Governor's Executive Order 85-09, and the Washington State Laws Against Discrimination, RCW 49.60.

This policy applies to every aspect of Little Doves' programs, practices, policies, and activities, including client services and employment practices.

GRIEVANCES

Little Doves attempts to resolve all conflicts that arise with families in a timely and professional manner. However, if a family is unsatisfied with how their conflict has been addressed, they may choose to file an official grievance by filling out a Conflict Resolution Form and turning it in to the Pastor. The form is found on the last pages of this handbook.

USDA NON-DISCRIMINATION POLICY

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.



Little Doves is a Community Service of Spirit of Life Lutheran Church
8730 Phillips Rd SE, Port Orchard WA 98367
360-876-4306 ~ littledovesclc@gmail.com

Conflict Resolution Form

Grievant: _____ Phone: _____

Relationship to Little Doves: _____

Address: _____

Statement of Grievance: _____

Policy or Procedures that was violated: _____

Attempts of resolution to resolve:

with teacher Date _____

with director Date _____

with Spirit of Life Church Council Date _____

Remedy Requested:

Initial _____ **Date** _____

Response:

Initial _____ **Date** _____

Mediation/Arbitration:

Initial _____ **Date** _____

Grievant's Signature _____ Date _____

Council Rep's Signature _____ Date _____

LD Director's Signature _____ Date _____

Pastor's Signature _____ Date _____