

# BROOKLAKE

CHILDCARE & LEARNING

## PARENT HANDBOOK



BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

### WELCOME STATEMENT

WELCOME TO BROOKLAKE CHILDCARE & LEARNING, A MINISTRY OF BROOKLAKE CHURCH!.

THE MISSION OF BROOKLAKE CHILDCARE & LEARNING IS TO NURTURE EACH CHILD IN AREAS OF PHYSICAL, INTELLECTUAL, EMOTIONAL, SOCIAL AND SPIRITUAL DEVELOPMENT.

THIS IS ACHIEVED THROUGH PROVIDING A VARIETY OF DEVELOPMENTALLY APPROPRIATE ACTIVITIES WHILE RECOGNIZING THE INDIVIDUAL NEEDS OF EACH CHILD. THROUGH CHRISTIAN PRINCIPLES AND TEACHER-ASSISTED ACTIVITIES, CHILDREN ARE ENCOURAGED TO BE INDEPENDENT THINKERS, LIFELONG LEARNERS AND FOLLOWERS OF JESUS.

WE SERVE CHILDREN 4 WEEKS OLD THROUGH 6 YEARS OLD WITH OUR GOAL BEING TO MAKE SURE EACH CHILD IS PREPARED AND READY FOR SUCCESS IN KINDERGARTEN.

WE ARE HAPPY TO HAVE YOU AND YOUR FAMILY JOIN US.

STACY GOLDEN  
DIRECTOR

### OUR OBJECTIVES

THE PROGRAMS AND POLICIES OF BROOKLAKE CHILDCARE & LEARNING HAVE BEEN DESIGNED TO ACCOMPLISH THE FOLLOWING OBJECTIVES:

1. TO PROVIDE AN EMOTIONALLY SUPPORTIVE AND NURTURING ENVIRONMENT FOR ALL CHILDREN IN OUR CARE.
2. TO HELP EACH CHILD REACH MAXIMUM SELF-EXPRESSION IN THE AREAS OF INTELLECT, CREATIVITY, SELF-ESTEEM, AND SELF-RELIANCE.
3. TO PROVIDE AN ANTI-BIAS, CULTURALLY RELEVANT ENVIRONMENT FOR EACH CHILD THAT REFLECTS A RESPECT FOR INDIVIDUAL AND CULTURAL DIFFERENCES.

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

4. TO PROVIDE ACTIVITIES WHICH TEACH NON-VIOLENCE AND ENHANCE EACH CHILD'S SOCIAL, EMOTIONAL, COGNITIVE, SPIRITUAL AND PHYSICAL DEVELOPMENT.
5. TO CREATE A POSITIVE AND MUTUALLY SUPPORTIVE WORKING RELATIONSHIP WITH THE FAMILIES OF THE CHILDREN IN OUR CARE.
6. TO ENCOURAGE AND PROMOTE A SELF-DIRECTED STAFF WHO WORK WELL TOGETHER AS A TEAM.
7. TO PROMOTE CONTINUAL STAFF DEVELOPMENT BASED ON SELF AND PROFESSIONAL DEVELOPMENT.

## FAMILY INVOLVEMENT/PARTICIPATION

WE WORK IN PARTNERSHIP WITH FAMILIES, APPRECIATING AND SUPPORTING THE CLOSE TIES BETWEEN CHILDREN AND THEIR FAMILIES. WE ALSO RECOGNIZE THAT FAMILIES ARE THE EXPERTS REGARDING THEIR CHILDREN. WE STRIVE TO WORK TOGETHER AND BE RESPONSIVE TO YOU AND YOUR CHILD'S NEEDS. THROUGH REGULAR CONVERSATIONS, NOTES, CONFERENCES, JOURNALS, PARENTS MEETINGS, POSTED CURRICULUM PLANS, AND THE CENTER NEWSLETTER, ONGOING COMMUNICATION IS ESTABLISHED BETWEEN STAFF AND FAMILIES. WE ALSO SCHEDULE CENTER-WIDE FAMILY MEETINGS/GATHERINGS AT LEAST TWO TIMES PER YEAR. IF YOU HAVE PARTICULAR QUESTIONS, THESE ARE THE PEOPLE TO GO TO:

YOUR CHILD'S TEACHERS:

TAKE CARE OF EVERYTHING THAT PERTAINS TO THE DIRECT CARE OF YOUR CHILD.

AM/PM TEACHER ASSISTANTS:

AVAILABLE TO HELP ASSIST TEACHERS IN THE CLASSROOM.

PROGRAM SUPERVISOR:

ENSURES THE QUALITY OF THE CURRICULUM IN THE CLASSROOMS. SUPPORTS STAFF IN THEIR PROFESSIONAL DEVELOPMENT.

DIRECTOR:

OVERSEES THE OPERATION OF THE CENTER. OVERSEES THE ENROLLMENT OF THE CHILDREN. RESPONSIBLE FOR THE HIRING OF THE TEACHERS. HANDLES TUITION PAYMENTS AND SCHOLARSHIP PROGRAM.

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

FAMILIES ARE WELCOME TO VISIT OUR CENTER AT ANY TIME AND HAVE FREE ACCESS TO THE AREAS USED BY THEIR CHILD. WE ENCOURAGE YOU TO BE ACTIVELY INVOLVED IN OUR PROGRAM AND HELP IN THE CLASSROOMS.

## OUR PROGRAM AND ENVIRONMENT

OUR CURRICULUM IS DIVERSE AND CULTURALLY RICH, PROVIDING FOR PHYSICAL, SOCIAL, EMOTIONAL, SPIRITUAL AND INTELLECTUAL GROWTH. OUR CLASSROOMS ARE DESIGNED TO BE ORDERLY AND INVITING WITH SPACE FOR LARGE AND SMALL GROUP ACTIVITIES. INDIVIDUAL QUIET AREAS ARE ALSO AVAILABLE. WE HAVE THE USE OF A LARGE INDOOR PLAY AREA AS WELL AS AN OUTDOOR PLAY AREA.

THE CORE OF OUR PROGRAM IS DERIVED FROM CHRISTIAN VALUES WHICH EMPHASIZE LOVE, TRUST AND RESPECT IN THE CLASSROOM ON A DAILY BASIS. THIS WAY, NOT ONLY DO CHILDREN LEARN CHRISTIAN VALUES, BUT ALSO BUILD A FOUNDATION FOR THEIR FUTURE PERSONAL AND ACADEMIC GROWTH. WE WILL TALK, LEARN AND SING ABOUT JESUS AS WELL AS PRAY DAILY. WE WILL PRAY AT MEAL TIME, PRAY FOR OUR FAMILY AND FRIENDS AND ANY OTHER TIME WE FEEL APPROPRIATE.

## CULTURALLY RELEVANT ANTI-BIAS COMMITMENT

BROOKLAKE CHILDCARE & LEARNING IS COMMITTED TO MEETING THE NEEDS OF CHILDREN AND FAMILIES WITH REGARD TO CULTURALLY RELEVANT AND ANTI-BIAS PRACTICES IN THE FOLLOWING AREAS:

### ENVIRONMENT

- CULTURALLY DIVERSE MATERIALS ARE PRESENT IN THE ENVIRONMENT
- MATERIALS REFLECT THE CHILDREN AND FAMILIES IN THE PROGRAM AND BRING IN IMAGES OF DIVERSITY THAT EXIST IN KING/PIERCE COUNTY BUT ARE NOT PRESENT IN THE CLASSROOM
- REPRESENT A VARIETY OF CAREER ROLES AND LIFESTYLES.
- REPRESENT A VARIETY OF PHYSICAL ABILITIES, CULTURES, AND FAMILY STRUCTURES.
- CHILDREN WITH SPECIAL NEEDS ARE ACCOMMODATED.
- PROVIDE A VARIETY OF DRAMATIC PLAY CLOTHES
- PROVIDE DIVERSITY IN DRAMATIC PLAY DOLLS

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

- REFLECT CHILDREN'S HOME LANGUAGES IN THE ENVIRONMENT.

### CURRICULUM

- CHILDREN ARE REFLECTED IN THE CURRICULUM AND HOW IT IS CARRIED OUT.
- STAFF HAVE KNOWLEDGE OF PLANNING AND IMPLEMENTING A CULTURALLY RELEVANT CURRICULUM
- IN ADDITION TO ACADEMIC LESSONS, CHILDREN WILL BE TAUGHT BIBLE LESSONS, SONGS AND SCRIPTURE.
- ALL CHILDREN HAVE EQUAL ACCESS TO MATERIALS AND ACTIVITIES.
- ACTIVITIES ARE CULTURALLY INTERACTIVE.

### INTERACTIONS WITH CHILDREN

- CHILDREN ARE TREATED RESPECTFULLY AND EQUALLY.
- INDIVIDUAL DIFFERENCES ARE RESPECTED AND CELEBRATED.
- DIFFERENT LEARNING STYLES ARE RESPECTED.

## STAFF QUALIFICATIONS

OUR STAFF MEMBERS ARE REQUIRED TO HAVE EXPERIENCE WORKING WITH CHILDREN AND/OR EDUCATION IN EARLY CHILDHOOD DEVELOPMENT. MOST OF OUR STAFF HAVE BOTH. WE HIRE PEOPLE NOT ONLY BASED ON THEIR PROFESSIONAL BACKGROUND, BUT WITH PARTICULAR ATTENTION GIVEN TO THEIR PHILOSOPHY IN WORKING WITH CHILDREN. WE REQUIRE ALL FULL-TIME CLASSROOM STAFF TO HAVE THEIR CDA OR A DEGREE IN EARLY CHILDHOOD EDUCATION (ECE), OR TO TAKE AT LEAST ONE ECE CLASS PER YEAR. APPLICANTS ARE INTERVIEWED CAREFULLY AND THEIR REFERENCES ARE CHECKED. AFTER A SATISFACTORY 3-MONTH INTRODUCTORY PERIOD, AN EMPLOYEE BECOMES A REGULAR MEMBER OF OUR STAFF, RECEIVING ONGOING TRAININGS AND EVALUATIONS.

AS STATE REGULATIONS REQUIRE, A CRIMINAL HISTORY CHECK IS FILED WITH THE WASHINGTON STATE PATROL FOR EACH NEW EMPLOYEE. STAFF MEMBERS ARE ALSO REQUIRED TO HAVE A TB TEST AND HIV/AIDS/BBP TRAINING. OUR STAFF MEMBERS ARE TRAINED IN FIRST AID AND CPR AS WELL. IN ADDITION, STATE LICENSING REQUIRES THAT EACH STAFF MEMBER COMPLETE 10 HOURS OF TRAINING IN EARLY CHILDHOOD EDUCATION EVERY YEAR.

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

### STAFF-CHILD RATIOS

THE FOLLOWING CHART SHOWS THE RATIOS OF THE STATE MINIMUM LICENSING REQUIREMENTS AND THE USUAL RATIOS MAINTAINED AT BROOKLAKE CHILDCARE & LEARNING.

MINIMUM REQUIREMENTS RATIO:

INFANTS 1-12 MONTHS: 1:4

TODDLERS 12-30 MONTHS: 1:7

PRESCHOOL 2 ½ -5 YEARS: 1:10

### CENTER OPERATIONS

#### NON-DISCRIMINATION

BROOKLAKE CHILDCARE & LEARNING ACCEPTS CHILDREN FOR ENROLLMENT WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, GENDER, SEXUAL ORIENTATION, CLASS, AGE, RELIGION, OR DISABILITY INCLUDING PHYSICAL, MENTAL, OR SENSORY ABILITY.

#### ADMISSION REQUIREMENTS

WE ENROLL CHILDREN BETWEEN THE AGES OF ONE MONTH TO FIVE YEARS, DEPENDING ON SPACE AVAILABILITY.

THE FOLLOWING FORMS MUST BE COMPLETELY FILLED OUT AND IN THE OFFICE BEFORE YOUR CHILD BEGINS ATTENDING:

- REGISTRATION AND EMERGENCY INFORMATION FORM
- CONSENT TO MEDICAL CARE

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

- PARENT AGREEMENT
- IMMUNIZATION RECORD
- EMERGENCY ID CARD AND COMFORT KIT
- FAMILY QUESTIONNAIRE
- ORIENTATION TO BROOKLAKE CHILDCARE & LEARNING POLICIES

PLEASE NOTIFY THE OFFICE IN WRITING OF ANY CHANGES WE SHOULD BE AWARE OF, I.E., CHANGES OF ADDRESS, OFFICE OR HOME PHONE, AN ADDITION OR DELETION TO THE AUTHORIZATION PICK-UP LIST, OR ADDITIONS TO THE IMMUNIZATION FORM. IN CASES OF EMERGENCIES IT IS CRITICAL THAT WE HAVE CURRENT INFORMATION. IN CASE OF EMERGENCY, BROOKLAKE CHILDCARE & LEARNING IS PREPARED TO CARE FOR OUR CHILDREN FOR THREE DAYS.

## HOURS AND HOLIDAYS

BROOKLAKE CHILDCARE & LEARNING IS OPEN MONDAY THROUGH FRIDAY FROM 6:30AM TO 6:00PM. WE ARE CLOSED ON THE FOLLOWING DAYS:

- NEW YEAR'S DAY (WE WILL CLOSE EARLY ON NEW YEAR'S EVE, TIME TBD)
- MARTIN LUTHER KING JR. DAY
- PRESIDENT'S DAY
- MEMORIAL DAY
- TEACHER IN-SERVICE DAYS (TWO DAYS IN THE SUMMER, DATES VARY YEAR TO YEAR)
- INDEPENDENCE DAY
- LABOR DAY
- VETERAN'S DAY
- THANKSGIVING DAY AND THE DAY AFTER (THURSDAY & FRIDAY)
- CHRISTMAS EVE
- CHRISTMAS DAY

IF ONE OF THESE HOLIDAYS FALL ON A SATURDAY, BROOKLAKE CHILDCARE & LEARNING WILL BE CLOSED ON THE FRIDAY BEFORE THE HOLIDAY. IF A HOLIDAY FALLS ON A SUNDAY, BROOKLAKE CHILDCARE & LEARNING WILL BE CLOSED ON THE MONDAY AFTER THE HOLIDAY.

## SNOW/ICE/STORM CLOSURES

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

BROOKLAKE CHILDCARE & LEARNING FOLLOWS THE FEDERAL WAY PUBLIC SCHOOLS POLICY REGARDING CLOSURES RELATING TO SNOW, ICE AND STORMS. IF FEDERAL WAY PUBLIC SCHOOLS ARE CLOSED DUE TO SNOW/ICE/STORMS, WE WILL ALSO BE CLOSED. IF FEDERAL WAY PUBLIC SCHOOLS START TWO HOURS LATE DUE TO SNOW/ICE/STORMS, WE WILL ALSO START TWO HOURS LATE. IF FEDERAL WAY PUBLIC SCHOOLS ARE OPEN DURING SNOW/ICE/STORM DAYS, WE WILL BE OPEN AS WELL. IF FEDERAL WAY PUBLIC SCHOOLS ARE CLOSED DUE TO IN-SERVICE DAYS OR SCHOOL BREAKS, THE DIRECTOR WILL MAKE THE DECISION TO CLOSE OR REMAIN OPEN ON SNOW/ICE/STORM DAYS. THERE WILL BE NO REFUNDS GIVEN FOR SNOW/ICE/STORM CLOSURE DAYS.

### SIGNING IN AND OUT

STATE LAW REQUIRES THAT YOU SIGN YOUR CHILD IN AND OUT OF THE CLASSROOM ON THE SIGN IN/OUT SHEET EACH DAY. THE TIME AND YOUR FULL SIGNATURE ARE NEEDED, BOTH FOR SECURITY REASONS AND DETERMINING THE OVERTIME FEES FOR THOSE OF YOU WHO USE THE CENTER ON A PART-TIME BASIS. WE CANNOT ALLOW CHILDREN TO ARRIVE OR LEAVE BY THEMSELVES.

WHEN SIGNING YOUR CHILD IN AND OUT, PLEASE WRITE LEGIBLY AND KEEP WITHIN THE ALLOTTED SPACE. IF YOUR CHILD LEAVES AND RETURNS DURING THE DAY, PLEASE RECORD THE ARRIVAL AND DEPARTURE TIMES.

### ATTENDANCE AND LATE PICK-UPS

IF YOUR CHILD IS ILL OR WILL NOT BE ATTENDING OUR PROGRAM, PLEASE CALL THE CENTER AS EARLY AS POSSIBLE AT 253-517-8237. IF YOU ARE UNABLE TO SPEAK WITH SOMEONE, PLEASE LEAVE A MESSAGE ON THE CENTER'S VOICEMAIL. PLEASE HAVE YOUR CHILD TO THE CENTER BY 10AM EACH SCHEDULED DAY. ANY CHILD

FOR YOUR PROTECTION, WE RELEASE CHILDREN ONLY TO THOSE ON YOUR AUTHORIZED LIST. WHEN A STAFF MEMBER IS NOT FAMILIAR WITH THE PICK-UP PERSON, S/HE WILL CHECK IDENTIFICATION AGAINST THE AUTHORIZED LIST. IN THE EVENT THAT YOU ARRANGE FOR SOMEONE NOT ON THE AUTHORIZED LIST TO PICK UP YOUR CHILD, IT IS ESSENTIAL THAT YOU NOTIFY US. IF AN UNAUTHORIZED PERSON ARRIVES TO PICK UP YOUR CHILD AND WE HAVE NOT RECEIVED VERBAL OR WRITTEN PERMISSION FROM YOU, WE WILL NOT RELEASE YOUR CHILD TO THEM.

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)



# BROOKLAKE

## CHILDCARE & LEARNING

PLEASE CALL THE CENTER IF AN EMERGENCY PREVENTS YOU FROM PICKING UP YOUR CHILD BEFORE 6:00PM. FAMILIES ARRIVING AFTER WE CLOSE ARE WILL BE BILLED A \$20.00 LATE FEE IN ADDITION TO \$1.00 FOR EVERY MINUTE AFTER 6:00PM. THIS CHARGE WILL BE ADDED TO YOUR FOLLOWING INVOICE.

## COMMUNICATION

CLEAR AND TIMELY COMMUNICATIONS BETWEEN STAFF, FAMILIES, AND ADMINISTRATORS ARE IMPORTANT TO MAINTAIN A QUALITY PROGRAM AT BROOKLAKE CHILDCARE & LEARNING. CONFLICTS OR DISAGREEMENTS BETWEEN STAFF AND FAMILIES SHOULD BE DISCUSSED AMONG THE PARTIES INVOLVED IN A LOCATION SEPARATE FROM WHERE CHILDREN ARE PRESENT. AT BROOKLAKE CHILDCARE & LEARNING, WE FOLLOW THESE GENERAL GUIDELINES TO ENHANCE OUR COMMUNICATION WITH FAMILIES:

EACH CLASSROOM WILL HAVE A FAMILY BOARD WHERE FAMILIES CAN PICK UP MESSAGES AND INFORMATION FROM THE TEACHERS OR THE OFFICE STAFF.

- A DAILY SCHEDULE AND A MONTHLY OR WEEKLY CURRICULUM PLAN WILL BE POSTED IN EACH CLASS NEAR OR ON THE FAMILY BOARD.
- DAILY NOTES WILL BE COMPLETED BY THE TEACHERS FOR EACH CHILD IN THE INFANT AND ONE YEAR-OLD ROOMS. TEACHERS OF CHILDREN IN THE PRESCHOOL CLASSES MAY CHOOSE TO WRITE THE CURRENT DAY'S ACTIVITIES AND OTHER RELATED INFORMATION ON A DAILY FAMILY BOARD RATHER THAN COMPLETE INDIVIDUAL NOTES ON EACH CHILD.
- CONFERENCES BETWEEN TEACHERS AND FAMILIES ARE HELD ANNUALLY AND MORE OFTEN IF EITHER TEACHERS OR FAMILIES REQUEST SUCH.
- AN OPEN HOUSE IS HELD AT THE CENTER EACH FALL. THIS IS AN OPPORTUNITY FOR FAMILIES AND TEACHERS TO DISCUSS THE TYPES OF CLASSROOM ACTIVITIES THAT WE PROVIDE. WE OFTEN PREPARE HANDS-ON ACTIVITIES FOR THE FAMILIES TO EXPERIENCE AS AN EXAMPLE OF WHAT THE CHILDREN DO EACH DAY.

## DISCIPLINE POLICIES

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

WE ENCOURAGE POSITIVE REDIRECTION. POSITIVE DISCIPLINE TEACHES CHILDREN WHERE LIMITS ARE SET, HOW TO MAINTAIN CONTROL OF THEIR BODIES AND HOW TO PROBLEM SOLVE IN THE EVENT OF THE CONFLICT.

WE ENCOURAGE CHILDREN TO EMPATHIZE WITH ONE ANOTHER'S FEELINGS AND SEE THE RESULTS OF THEIR ACTIONS. WE DISCOURAGE INAPPROPRIATE BEHAVIOR. WE USE "TIME OUT" AS OUR LAST RESORT. ANY CHILD THAT IS PUT IN TIME OUT IS ALWAYS SUPERVISED BY A TEACHER AND SHALL REMAIN IN TIME OUT ONLY 1 MINUTE PER AGE OF THE CHILD. WHEN TIME OUT IS OVER, IT IS EXPLAINED TO THE CHILD WHY TIME OUT OCCURRED AND WHAT CORRECT BEHAVIOR IS EXPECTED. NO CHILD IS SUBJECTED TO CORPORAL PUNISHMENT OR PHYSICAL DISCIPLINE AT ANY TIME. DISCIPLINE SHALL NEVER BE RELATED TO FOOD, REST OR TOILETING.

WE WILL MAKE EVERY EFFORT TO WORK WITH PARENTS OF CHILDREN HAVING DIFFICULTIES IN CHILD CARE. BEHAVIOR OF CHILDREN WHICH DISRUPTS NORMAL CLASSROOM GROUP ACTIVITIES ON A FREQUENT OR EXTENDED BASIS MAY INDICATE PHYSICAL OR EMOTIONAL PROBLEMS REQUIRING THE ATTENTION OF A PROFESSIONAL SPECIALIST. THE TEACHER AND/OR DIRECTOR, WITH PARENTAL CONSENT, WILL TAKE THE NECESSARY STEPS TO REFER THE CHILD TO THE PUBLIC HEALTH NURSE, A MENTAL HEALTH CONSULTANT, OR OTHER APPROPRIATE PLACES FOR A PROFESSIONAL EVALUATION.

CHILDREN DISPLAYING CHRONIC DISRUPTIVE BEHAVIOR WHICH IS UPSETTING TO THE PHYSICAL OR EMOTIONAL WELL BEING OF ANOTHER CHILD MAY REQUIRE THE FOLLOWING ACTIONS:

1. PARENTS OF THE CHILD WILL BE CALLED IN FOR A CONFERENCE. WE WILL DISCUSS THE ISSUES AND IDENTIFY SOME POSSIBLE SOLUTIONS. A PLAN OF ACTION WILL BE DEVELOPED AND AGREED UPON BY THE PARENTS, STAFF, AND A HEALTH/ BEHAVIORAL SPECIALIST.
2. IF THE PLAN OF ACTION IS NOT WORKING, THE PARENTS WILL BE CALLED IN FOR ANOTHER MEETING. WE WILL DISCUSS WHAT IS NOT WORKING AND DEVELOP ANOTHER ACTION PLAN.
3. IF NO PROGRESS HAS BEEN MADE TOWARDS SOLVING THE PROBLEMATIC BEHAVIOR, THE CHILD MAY BE SUSPENDED FROM CARE. THIS SUSPENSION MAY RANGE IN LENGTH FROM THE REST OF THE DAY TO INDEFINITELY.

# BROOKLAKE

## CHILDCARE & LEARNING

### NUTRITION, HEALTH AND SAFETY

#### HEALTH RECORDS

ACCORDING TO STATE REGULATIONS, EACH CHILD MUST HAVE AN IMMUNIZATION RECORD ON FILE WITH US VERIFYING THAT IMMUNIZATIONS AND BOOSTERS ARE UP TO DATE. WE ALSO NEED TO HAVE THE DATE OF YOUR CHILD'S LAST PHYSICAL EXAMINATION.

#### WASHING OF HANDS WHEN ENTERING THE CENTER

ALL CHILDREN, PARENTS AND TEACHERS ENTERING THE CENTER MUST WASH THEIR HANDS TO PREVENT ILLNESS FROM COMING INTO THE CENTER.

#### MEALS AND PARTY SNACKS

HEALTH AND NUTRITION ARE IMPORTANT TO US. A NUTRITIOUS BREAKFAST, MORNING AND AFTERNOON SNACKS AND LUNCH ARE PROVIDED DAILY BY BROOKLAKE CHILDCARE & LEARNING. WE DO NOT ALLOW CHILDREN TO BRING LUNCH OR SNACKS FROM HOME. IF YOUR CHILD WILL BE ARRIVING TO BROOKLAKE CHILDCARE & LEARNING AFTER 8:00AM, PLEASE MAKE SURE THEY HAVE EATEN BREAKFAST, WE WILL NOT BE SERVING BREAKFAST AFTER 8:00AM.

CHILDREN ENJOY BIRTHDAY OR HOLIDAY CELEBRATIONS AT CHILD CARE. IF YOU WOULD LIKE TO HOLD AN IN CLASS CELEBRATION FOR YOUR CHILD AT THE CENTER, PLEASE CONTACT YOUR CHILD'S TEACHER REGARDING HIS/HER CLASS POLICY. FOOD BROUGHT TO SHARE WITH THE CLASSROOM MUST BE STORE PURCHASED AND IN IT'S ORIGINAL CONTAINER. WE ASK THAT YOU LIMIT HIGH SUGAR TREATS.

#### FOOD ALLERGIES AND REQUESTS FOR 2% MILK

WE FOLLOW USDA AND THE DEPARTMENT OF EARLY LEARNING (DEL) REGULATIONS ON FOOD WE SERVE FOR MEALS AND SNACKS. IF YOUR CHILD HAS ANY ALLERGIES, THESE MUST BE DOCUMENTED ON THE FOOD ALLERGY INTOLERANCE FORM, WHICH WILL BE POSTED IN YOUR CHILD'S ROOM.

IF YOUR CHILD REQUIRES A SPECIAL DIET, OTHER THAN VEGETARIAN, YOU MUST HAVE YOUR PHYSICIAN COMPLETE THE FOOD ALLERGY/INTOLERANCE STATEMENT. FOR CHILDREN UNDER 23 MONTHS, WHOLE MILK, NOT 2% IS REQUIRED UNLESS WRITTEN

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

PERMISSION IS OBTAINED FROM THE PARENT AND PHYSICIAN (THIS ALSO PERTAINS TO NON-DAIRY PRODUCTS SUCH AS SOY MILK).

### DIAPERS, BOTTLES, AND PACIFIERS

FAMILIES ARE ASKED TO PROVIDE CLOTH OR DISPOSABLE DIAPERS FOR A CHILD WHO NEEDS THEM. STAFF IS REQUIRED TO WASH THEIR HANDS BEFORE AND AFTER DIAPERING A CHILD, AND TO CLEAN AND DISINFECT THE CHANGING PAD AFTER EACH USE. CLOTH DIAPERS WILL BE INDIVIDUALLY SEALED IN PLASTIC BAGS AND SENT HOME EACH DAY. DIAPERS WILL BE CHANGED EVERY TWO (2) HOURS, POOPY DIAPERS WILL BE CHANGED UPON OCCURRENCE.

BOTTLES MUST BE LABELED INDIVIDUALLY WITH THE CHILD'S NAME AND DATE. ALL FORMULA BOTTLES MUST BE PREMIXED AND SUPPLIED BY PARENTS. A NEW SUPPLY OF FORMULA MUST BE BROUGHT EACH DAY. PACIFIERS SHOULD BE LABELED WITH CHILD'S NAME.

### SOLID FOOD

WE WILL FEED INFANTS SEMI-SOLID FOOD PROVIDED BY THE FAMILY, BUT NOT BEFORE THE CHILD IS FOUR MONTHS OF AGE.

### BREAST FEEDING BABIES

BREASTFEEDING BABIES ARE VERY WELCOME IN OUR CENTER. WE ARE HAPPY TO ASSIST PARENTS WITH FEEDING ARRANGEMENTS TO ALLOW FOR CONTINUATION OF A SUCCESSFUL BREASTFEEDING RELATIONSHIP AFTER RETURNING TO WORK OR SCHOOL. WE DO, HOWEVER, REQUIRE INFANTS TO BE ABLE TO TAKE A BOTTLE OR CUP (OFTEN ACCEPTABLE FOR BABIES OF SIX MONTHS OF AGE) BEFORE STARTING CHILD CARE.

MOTHERS ARE WELCOME TO STOP IN DURING THE DAY TO BREASTFEED THEIR CHILD.



### CLOTHING

IT IS HELPFUL FOR CHILDREN TO HAVE CLOTHING THAT THEY CAN GET ON AND OFF BY THEMSELVES AND THAT ENCOURAGES INDEPENDENCE. PLEASE KEEP AN EXTRA SET OF

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

CLOTHES AT THE CENTER FOR ACCIDENTS AND CHANGES IN THE WEATHER. FOR TODDLERS, SOCKS OR SHOES WITH A NON-SLIP SURFACE ARE STRONGLY RECOMMENDED. LABEL YOU CHILD'S EXTRA CLOTHING TO PREVENT LOSS. WE GO OUTSIDE TWICE A DAY, RAIN OR SHINE. PLEASE BRING RAINCOATS AND BOOTS FOR RAINY DAYS, AND HATS AND MITTENS FOR COLD DAYS.

### TOILET TRAINING

TOILET TRAINING IS INITIATED WHEN THE CHILD INDICATES READINESS AND IN CONSULTATION WITH THE CHILD'S FAMILY.

\*CHILDREN MUST BE ABLE TO USE THE RESTROOM INDEPENDENTLY IN ORDER TO ENROLL IN THE PRESCHOOL CLASS.

### REST AND NAP PERIODS

A TIME AND QUIET AREA IS PROVIDED FOR CHILDREN WHO NAP. TIME FOR NAPPING IS DEPENDENT ON THE CHILD AGE AND INDIVIDUAL NEEDS. PLEASE SEND A SMALL SHEET AND BLANKET FOR NAP TIMES.

EACH CHILD WILL BE PROVIDED WITH A SAFE COMFORTABLE SLEEPING SPACE WITH THEIR OWN BEDDING. INFANTS WILL SLEEP IN CRIBS WITH WATERPROOF MATTRESSES. WE PLACE INFANTS TO SLEEP ON THEIR BACKS ACCORDING TO THE RECOMMEND GUIDELINES FOR THE AMERICAN ACADEMY OF PEDIATRICS AND SIDS. IF YOUR BABY NEEDS TO SLEEP ON THEIR STOMACH OR IN AN UNAUTHORIZED SLEEPING ARRANGEMENT YOU MUST PROVIDE US WITH A WRITTEN STATEMENT FROM THEIR DOCTOR.

WE MUST PROVIDE A REST PERIOD FOR ALL CHILDREN. CHILDREN WHO DO NOT FALL ASLEEP WILL THEN BE GIVEN AN OPPORTUNITY TO PARTICIPATE IN QUIET ACTIVITIES SUCH AS: PUZZLES, BOOKS, PEGBOARDS, ETC.

### ILLNESSES

EACH DAY AS CHILDREN ARRIVE AT THE CENTER, WE WILL GENERALLY CHECK TO SEE THAT THEY ARE RESTED AND IN GOOD HEALTH.

CHILDREN WILL NOT BE PERMITTED AT BROOKLAKE CHILDCARE & LEARNING WITH ANY OF THE FOLLOWING:

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)



# BROOKLAKE

## CHILDCARE & LEARNING

1. FEVER OF 100°F (AXILLARY) OR HIGHER ACCOMPANIED BY ONE OR MORE OF THE FOLLOWING:  
DIARRHEA OR VOMITING  
EARACHE  
HEADACHE  
SIGNS OF IRRITABILITY OR CONFUSION  
SORE THROAT  
RASH  
FATIGUE THAT LIMITS PARTICIPATION IN DAILY ACTIVITIES
2. VOMITING ON TWO OR MORE OCCASIONS WITHIN THE PAST 24 HOURS
3. DIARRHEA OF THREE OR MORE WATERY STOOLS WITHIN THE PAST 24 HOURS OR ANY BLOODY STOOL
4. FOR SUSPECTED COMMUNICABLE SKIN INFECTION SUCH AS IMPETIGO OR SCABIES THE CHILD MAY RETURN TWENTY-FOUR HOURS AFTER STARTING ANTIBIOTIC TREATMENT.
5. EYE DISCHARGE OR CONJUNCTIVITIS (PINKEYE) UNTIL CLEAR OR UNTIL 24 HOURS OF ANTIBIOTIC TREATMENT.
6. LICE OR NITS: UNTIL NO NITS ARE PRESENT.
7. OPEN OR OOZING SORES, UNLESS PROPERLY COVERED AND 24 HOURS HAS PASSED SINCE STARTING ANTIBIOTIC TREATMENT, IF ANTIBIOTIC TREATMENT IS NECESSARY.
8. SICK APPEARANCE, NOT FEELING WELL, AND/OR NOT ABLE TO KEEP UP WITH PROGRAM ACTIVITIES.

IF YOUR CHILD HAS BEEN EXPOSED TO A COMMUNICABLE DISEASE, OR HAS AN ILLNESS, PLEASE LET US KNOW. IF YOU HAVE QUESTIONS ABOUT COMMUNICABLE DISEASES IN CHILDREN, CONTACT THE SEATTLE-KING COUNTY DEPARTMENT OF HEALTH DAY CARE PROGRAM AT 206-587-2761 OR COMMUNICABLE DISEASE

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

CONTROL AT 206-587-2774. STAFF WILL POST A NOTICE WHENEVER A CHILD IN THEIR CLASSROOM CONTRACTS A CONTAGIOUS DISEASE OR INFECTION.

IF A CHILD BECOMES ILL WHILE HERE (I.E. VOMITING, EXCESSIVE DIARRHEA, FEVER, RASH, LICE), THE FAMILY WILL BE NOTIFIED. IF A FAMILY MEMBER CANNOT BE REACHED, A CONTACT PERSON ON YOUR EMERGENCY LIST WILL BE CALLED. OUR FACILITIES PERMIT ONLY TEMPORARY ISOLATION OF A SICK CHILD FROM THE GROUP, SO WE EXPECT THE FAMILY OR AUTHORIZED ADULT TO TAKE THE CHILD HOME IMMEDIATELY. CHILDREN THAT HAVE PINK EYE OR LICE WILL NOT BE ABLE TO ATTEND BROOKLAKE CHILDCARE & LEARNING UNTIL THEY ARE NO LONGER CONTAGIOUS.

BROOKLAKE CHILDCARE & LEARNING WILL NOT ACCEPT CHILDREN FOR ENROLLMENT THAT HAVE NOT BEEN FULLY IMMUNIZED ACCORDING TO THEIR AGE UNLESS EXEMPT DUE TO A MEDICAL NECESSITY. IF A CHILD IS BEHIND IN THEIR IMMUNIZATIONS BUT HAS AN IMMUNIZATION PLAN IN PLACE AND THE CHILD IS BEING BROUGHT UP TO DATE AS RAPIDLY AS MEDICALLY POSSIBLE WE WILL ACCEPT THEM FOR ENROLLMENT WITH A COPY OF THE IMMUNIZATION PLAN SIGNED FROM THE CHILD'S PHYSICIAN.

IF A CHILD IS WELL ENOUGH TO ATTEND THE CENTER, IT IS PRESUMED BY OUR STAFF THAT S/HE CAN PARTICIPATE IN ALL ACTIVITIES, INCLUDING OUTDOOR PLAY.

### MEDICATIONS

IN ACCORDANCE WITH STATE LICENSING REQUIREMENTS, FAMILIES ARE REQUIRED TO COMPLETE A MEDICATION FORM BEFORE ANY MEDICATION (PRESCRIPTION OR OVER-THE-COUNTER) CAN BE GIVEN TO THEIR CHILD. THE FIRST DOSE OF ANY NEW MEDICATION MUST BE GIVEN BY THE FAMILY BEFORE THE CHILD MAY RETURN TO BROOKLAKE CHILDCARE & LEARNING.

PRESCRIPTION MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER, BE CURRENT, AND HAVE THE PRESCRIPTION LABEL ON THE CONTAINER. THE FAMILY MUST THEN FILL OUT A MEDICATION FORM THAT INDICATES THE KIND OF MEDICINE TO BE GIVEN, THE DOSAGE, AND THE TIMES OF DAY TO BE ADMINISTERED. THE STAFF MEMBER ON DUTY WILL RECORD THE TIMES THE MEDICATION WAS GIVEN AND THE DOSAGE AMOUNT.

PLEASE FILL OUT A MEDICATION FORM IF YOU WANT US TO GIVE YOUR CHILD AN OVER-THE-COUNTER MEDICATION. IF THE AGE-APPROPRIATE DOSAGE IS NOT LISTED ON THE BOTTLE, A PHYSICIAN'S SIGNATURE IS REQUIRED ON THE FORM.

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

### REQUIRED REPORTING

COMMUNICABLE DISEASES THAT WE ARE REQUIRED TO REPORT TO THE HEALTH DEPARTMENT INCLUDE BUT ARE NOT LIMITED TO: GERMAN MEASLES (RUBELLA), MEASLES (RUBELLA), HEPATITIS, MENINGITIS, MUMPS, SALMONELLA, SHIGELLA, TUBERCULOSIS, WHOOPING COUGH, AND ROSEOLA. WE WILL ALSO PROVIDE THE HEALTH DEPARTMENT WITH STATISTICS ON THESE ILLNESSES: CHICKEN POX, IMPETIGO, PINK EYE, SCARLET FEVER, AND STREP THROAT.

EMPLOYEES OF BROOKLAKE CHILDCARE & LEARNING ARE MANDATED BY STATE LAW TO DOCUMENT AND REPORT ANY CASES OF SUSPECTED PHYSICAL, SEXUAL, OR EMOTIONAL CHILD ABUSE, CHILD NEGLECT, OR CHILD EXPLOITATION TO CHILD PROTECTIVE SERVICES.

### ACCIDENTS AND EMERGENCIES

THIS IS THE PLAN OF ACTION WE WILL TAKE IN THE EVENT OF A MEDICAL EMERGENCY:

1. ADMINISTER IMMEDIATE FIRST AID USING STANDARD FIRST AID PROCEDURES AND/OR CPR. CALL AN ADDITIONAL STAFF PERSON TO HELP AS NEEDED.
2. CALL 911 STATING THE NATURE OF THE EMERGENCY AND THE LOCATION OF THE CENTER.
3. CALL THE FAMILY, GUARDIANS, OR EMERGENCY CONTACTS LISTED IN THE CHILD'S FILE.
4. NOTIFY THE DIRECTOR IMMEDIATELY.

STAFF WILL TREAT INJURIES OF A MINOR NATURE SUCH AS SMALL CUTS AND BRUISES IN THE SAME WAY THAT AN ALERT FAMILY MEMBER WOULD: WITH CLEANSING, COLD PACKS, AND/OR BANDAGES. EACH CLASSROOM HAS A FIRST AID KIT WITH BASIC SUPPLIES.

ACCIDENT FORMS WILL BE COMPLETED BY STAFF MEMBERS FOR ALL ACCIDENTS OCCURRING AT BROOKLAKE CHILDCARE & LEARNING. A COPY OF THE REPORT WILL BE STORED IN THE CHILD'S FILE AND A COPY WILL BE GIVEN TO THE FAMILY.

### EMERGENCY PREPAREDNESS

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)



# BROOKLAKE

## CHILDCARE & LEARNING

YOU SHOULD RECEIVE YOUR EMERGENCY CONTACT FORM AND LARGE ZIP LOCK BAG FOR A “COMFORT KIT” UPON REGISTRATION. THESE SHOULD BE COMPLETED AND BROUGHT WITH YOU ON YOUR CHILD’S FIRST DAY OF ATTENDANCE. EACH CHILD NEEDS TO HAVE AN EMERGENCY CONTACT FORM IN A SMALL ZIP LOCK BAG, AND A “COMFORT KIT” CONSISTING OF:

- HAT AND GLOVES
- “SPACE BLANKET” (SMALL SILVER COATED SHEET FOUND AT MOST STORES)
- WARM SOCKS, CHANGE OF CLOTHING
- SMALL FLASHLIGHT/BATTERIES (FOR OLDER CHILDREN), OPTIONAL
- LETTER OF COMFORT OR FAMILY PHOTO
- SMALL STUFFED ANIMAL, LITTLE BOOK,
- INFANT NEEDS: PLASTIC BOTTLES, PACIFIERS, BIBS, FORMULA, APPLESAUCE
- AN EMERGENCY 3 DAY SUPPLY OF NECESSARY MEDICATION.

EVERY FAMILY IS ASKED TO TAKE A FEW MOMENTS TO ORIENT THEMSELVES TO OUR DISASTER PLAN UPON ENROLLMENT IN OUR PROGRAM.

### FIRE AND EARTHQUAKE DRILLS

BROOKLAKE CHILDCARE & LEARNING HOLDS MONTHLY FIRE AND QUARTERLY EARTHQUAKE DRILLS. EACH ROOM HAS A PLAN OF EVACUATION. IN THE EVENT OF AN ACTUAL EMERGENCY, WE WILL EVACUATE TO SAFEWAY AND NOTIFY ALL FAMILIES.

### FIELD TRIPS

AT THIS TIME WE WILL NOT BE PARTICIPATING IN OFF CAMPUS FIELD TRIPS.

## ADMINISTRATION AND FINANCIAL POLICIES

BROOKLAKE CHILDCARE & LEARNING IS A NON-PROFIT ORGANIZATION AND IS A DIVISION OF BROOKLAKE CHURCH. WE HAVE A BOARD CONSISTING OF COMMUNITY MEMBERS THAT MAKES POLICY DECISIONS. THE DIRECTOR OVERSEES THE OPERATIONS OF THE CENTER.

### PAYMENT AND RECORDS

1. THE MONTHLY TUITION FOR CHILDCARE IS DUE IN ADVANCE. TO AVOID LATE CHARGES, PAYMENTS MUST BE RECEIVED BY THE 5TH OF EACH MONTH. BI-MONTHLY PAYMENTS ARE DUE BY THE 18TH OF THE MONTH TO AVOID LATE

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

CHARGES. A LATE CHARGE OF \$5.00 PER DAY WILL BE CHARGED AFTER THE 5TH & 18TH. THOSE MORE THAN (3) DAYS PAST DUE WILL NOT BE ALLOWED TO ATTEND CARE UNTIL PAYMENT IS RECEIVED. MONTHLY RATES ARE BASED ON RESERVING YOUR CHILD'S SPOT AT BROOKLAKE CHILDCARE & LEARNING. ALL TUITION RATES ARE DUE, REGARDLESS IF YOUR CHILD ATTENDS CARE OR NOT.

2. THERE WILL BE A \$35.00 CHARGE FOR ALL CHECKS RETURNED BY THE BANK. THE NSF CHARGE AND THE AMOUNT OF THE CHECK MUST BE PAID BEFORE CHILDCARE IS CONTINUED, UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE WITH THE DIRECTOR. AFTER (2) NSF CHECKS, ONLY CASH PAYMENTS WILL BE ACCEPTED.
3. NO REFUNDS ARE GIVEN FOR ABSENCES DUE TO ILLNESS, FEDERAL HOLIDAYS, SNOW/STORM CLOSURE DAYS, THE DAY AFTER THANKSGIVING, THE EXTRA CLOSURE DAY AT CHRISTMAS AND NEW YEARS, THE STAFF IN-SERVICE DAY, OR PERSONAL REASONS.
4. THERE IS A 15% DISCOUNT ON THE SECOND CHILD'S TUITION, WHEN THERE ARE TWO OR MORE CHILDREN FROM THE SAME FAMILY ATTENDING FULL-TIME.
5. IF YOU HAVE A CHILD ENROLLED AT BROOKLAKE CHRISTIAN SCHOOL THERE IS A 10% DISCOUNT ON TUITION FOR CHILDCARE AT BROOKLAKE CHILDCARE & LEARNING. (BOTH CHILDREN MUST BE ENROLLED TO RECEIVE DISCOUNT, IF CHILD AT BROOKLAKE CHRISTIAN SCHOOL WITHDRAWS, DISCOUNT AT BROOKLAKE CHILDCARE & LEARNING WILL BE DISCONTINUED)  
(IF YOU HAVE MORE THAN ONE CHILD ATTENDING BROOKLAKE CHILDCARE & LEARNING AND A CHILD ATTENDING BROOKLAKE CHRISTIAN SCHOOL, YOU MAY CHOOSE ONLY ONE OF THE ABOVE DISCOUNTS, NOT BOTH)
6. NEW TUITION FEES BEGIN THE MONTH A CHILD MOVES INTO THE ONE YEAR OLD ROOM AND WHEN THE CHILD TURNS THREE YEARS OLD, IF THE MOVING DAY OR BIRTHDAY IS IN THE FIRST HALF OF THE MONTH. NEW TUITION FEES BEGIN THE MONTH AFTER A CHILD MOVES INTO THE ONE YEAR OLD ROOM AND WHEN THE CHILD TURNS THREE YEARS OLD, IF THE MOVING DAY OR BIRTHDAY IS IN THE SECOND HALF OF THE MONTH.
7. REGISTRATION FORM, PARENT AGREEMENT AND CERTIFICATE OF IMMUNIZATION STATUS MUST BE FILLED OUT AND HANDED IN BEFORE A CHILD ENTERS CARE.
8. MAKE SURE THAT YOUR CHILD'S NAME ACCOMPANIES ALL PAYMENTS, ESPECIALLY IF YOU AND YOUR CHILD HAVE DIFFERENT LAST NAMES. PLEASE EXPLAIN WHAT A PAYMENT COVERS, ESPECIALLY WHEN THE AMOUNT DIFFERS FROM THE USUAL AMOUNT.

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

9. A LATE FEE OF \$20.00 AND AN ADDITIONAL \$1.00 PER MINUTE CHARGE WILL BE CHARGED WHEN A CHILD IS PICKED UP AFTER 6:00 PM.
10. A (2) WEEK NOTICE IS REQUIRED FOR VACATION OR TERMINATION OF CARE TO RECEIVE PROPER CREDIT. OTHERWISE, PARENTS WILL BE BILLED AS SCHEDULED FOR (2) WEEKS.



# BROOKLAKE

## CHILDCARE & LEARNING

### 2016 RATES

#### **INFANT CARE (1-12 MONTHS)**

	<b>WEEKLY</b>	<b>PER DAY</b>
FULL DAY (10 HOURS MAX)	\$325.00	\$65.00
HALF DAY (5 HOURS MAX)	\$240.00	\$48.00

#### **TODDLER CARE (12-36 MONTHS)**

FULL DAY (10 HOURS MAX)	\$275.00	\$55.00
HALF DAY (5 HOURS MAX)	\$200.00	\$40.00

#### **PRESCHOOL (36 MONTHS UP TO 6 YEARS NOT YET IN KINDERGARTEN)**

FULL DAY (10 HOURS MAX)	\$245.00	\$49.00
HALF DAY (5 HOURS MAX)	\$175.00	\$35.00

**\*ENROLLMENT FEE:** ONE TIME FEE OF \$150.00.

**\*\*MATERIAL FEE:** BROOKLAKE CHILDCARE & LEARNING HAS A YEARLY MATERIAL FEE OF \$100.00 PER CHILD ENROLLED.

#### **ENROLLMENT AND MATERIAL FEE ARE NON-REFUNDABLE**

**\*\*\*HALF DAY & PART TIME CARE:** PART TIME CARE IS ACCEPTED FOR A MINIMUM OF AT LEAST 3 FULL DAYS PER WEEK. HALF DAY CARE IS ONLY ACCEPTED AT 5 DAYS A WEEK

# BROOKLAKE

## CHILDCARE & LEARNING

(UNLESS YOUR CHILD IS ATTENDING HALF DAY CLASSES AT BROOKLAKE CHRISTIAN SCHOOL).

### TUITION DUE DATES:

THE MONTHLY TUITION FOR CHILDCARE IS DUE IN ADVANCE. TO AVOID LATE CHARGES, PAYMENTS MUST BE RECEIVED BY THE 5TH OF EACH MONTH. BI-MONTHLY PAYMENTS ARE DUE BY THE 18TH OF THE MONTH TO AVOID LATE CHARGES. A LATE CHARGE OF \$5.00 PER DAY WILL BE CHARGED AFTER THE 5TH & 18TH. THOSE MORE THAN (3) DAYS PAST DUE WILL NOT BE ALLOWED TO ATTEND BROOKLAKE CHILDCARE & LEARNING UNTIL PAYMENT IS RECEIVED. MONTHLY RATES ARE BASED ON RESERVING YOUR CHILD'S SPOT AT BROOKLAKE CHILDCARE & LEARNING. ALL TUITION RATES ARE DUE, REGARDLESS IF YOUR CHILD ATTENDS CARE OR NOT.

### NSF CHECKS:

THERE WILL BE A \$35.00 CHARGE FOR ALL CHECKS RETURNED BY THE BANK. THE NSF CHARGE AND THE AMOUNT OF THE CHECK MUST BE PAID BEFORE CHILDCARE IS CONTINUED, UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE WITH THE CHILDCARE DIRECTOR. AFTER (2) NSF CHECKS, ONLY CASH PAYMENTS WILL BE ACCEPTED.

### OVERTIME CHARGES/LATE FEES/AFTER HOURS

AFTER 6:00 PM THERE WILL BE A CHARGE OF \$20.00 PER FAMILY AS WELL AS AN ADDITIONAL CHARGE OF \$1.00 PER MINUTE, PER CHILD. IF YOUR CHILD IS NOT PICKED UP BY 6:10 PM, WE WILL ATTEMPT TO CONTACT SOMEONE FROM YOUR EMERGENCY CONTACT LIST. IF NO ONE CAN BE REACHED, BROOKLAKE CHILDCARE & LEARNING MAY CALL CPS (PER REPORTING REQUIREMENTS). IF A CHILD IS REPEATEDLY PICKED UP AFTER 6:10 PM (3) TIMES, CHILDCARE MAY BE TERMINATED.

### FAMILY DISCOUNT:

THERE IS A 15% DISCOUNT FOR THE SECOND CHILD ENROLLED FROM THE SAME FAMILY. THE DISCOUNT IS TAKEN OFF OF THE LOWER RATE. IF YOU HAVE A CHILD ENROLLED AT BROOKLAKE CHRISTIAN SCHOOL THERE IS A 10% DISCOUNT ON TUITION FOR CHILDCARE AT BROOKLAKE CHILDCARE & LEARNING. (BOTH CHILDREN MUST BE ENROLLED TO RECEIVE DISCOUNT. IF CHILD AT BROOKLAKE CHRISTIAN SCHOOL WITHDRAWS, DISCOUNT AT BROOKLAKE CHILDCARE & LEARNING WILL BE DISCONTINUED) (IF YOU HAVE MORE THAN ONE CHILD ATTENDING BROOKLAKE

# BROOKLAKE

## CHILDCARE & LEARNING

CHILDCARE & LEARNING AND A CHILD ATTENDING BROOKLAKE CHRISTIAN SCHOOL,  
YOU MAY CHOOSE ONLY ONE OF THE ABOVE DISCOUNTS, NOT BOTH.

### SCHEDULE CHANGES/ON CALL DAYS

PARENTS MUST SUBMIT ALL SCHEDULE CHANGES IN WRITING TWO WEEKS PRIOR FOR APPROVAL BY THE CHILDCARE DIRECTOR. ON CALL DAYS ARE A DAY THAT WAS NOT SCHEDULED TWO WEEKS IN ADVANCE AND IS SUBJECT TO A HIGHER DAILY RATE. SCHEDULE CHANGES AND ON CALL DAYS ARE SUBJECT TO AVAILABILITY OF SPACE.

### VACATION/HOLIDAY/TERMINATION OF CARE:

A (2) WEEK NOTICE IS REQUIRED FOR VACATION OR TERMINATION OF CARE TO RECEIVE PROPER CREDIT. OTHERWISE, PARENTS WILL BE BILLED AS SCHEDULED FOR (2) WEEKS. THERE IS NO REFUND, CREDIT OR ANY OTHER ALLOWANCE FOR HOLIDAYS. IF A HOLIDAY FALLS ON A WEEKEND, IT SHALL BE OBSERVED ON EITHER THE PRECEDING FRIDAY OR THE FOLLOWING MONDAY.

# BROOKLAKE

## CHILDCARE & LEARNING

### APPENDIX A: SAMPLE DAILY SCHEDULE

#### DAILY SCHEDULE

6:30-7:00: DOORS OPEN/FREE PLAY

7:00-7:45: BREAKFAST

7:45-8:15: CIRCLE TIME/STORY TIME/SONGS

8:15-8:30 CLEAN UP ROOM

8:30-9:00 SNACK

9:00-9:30 LEARNING CENTERS

9:30-10:00 OUTSIDE TIME

10:00-11:00 PRESCHOOL CURRICULUM/ART/BIBLE STORIES

11:00-11:30 FREE PLAY/CLEAN UP

11:30-12:15 LUNCH

12:15-12:30 GROUP STORY TIME/PREPARE FOR NAP

12:30-3:00 NAP/QUIET TIME

3:00-3:30 SNACK

3:30-4:00 OUTSIDE TIME

4:00-4:30 GROUP ACTIVITIES/GROUP GAMES

4:30-6:00 FREE PLAY/PICK-UP TIME/GOODBYES

\*THIS SCHEDULE IS A GENERAL OVERVIEW OF OUR DAY AND WE WILL MAKE ADJUSTMENTS IF NEEDED.

# BROOKLAKE

## CHILDCARE & LEARNING

### APPENDIX B: SAMPLE PARENT/GUARDIAN AGREEMENT

THE FOLLOWING PROVISIONS CONSTITUTE AN AGREEMENT BETWEEN BROOKLAKE CHILDCARE & LEARNING AND THE PARENTS/GUARDIANS OF:

- 
1. CARE IS CONTRACTED FOR THE FOLLOWING DAYS AND TIMES EACH WEEK:  

---
  2. FOR THE TIME CONTRACTED, A MONTHLY FEE OF \$ \_\_\_\_\_ WILL BE PAID IN ADVANCE OF THE FIRST OF EACH MONTH. WITH EACH PAYMENT I WILL INCLUDE THE NAME OF MY CHILD AND WHAT THE PAYMENT COVERS. TUITION PAYMENTS MAY BE LEFT AT THE FRONT DESK OR GIVEN DIRECTLY TO THE SUPERVISOR.
  3. A COMPLETED REGISTRATION FORM AND IMMUNIZATIONS RECORD MUST BE COMPLETED BEFORE A CHILD STARTS.
  4. I UNDERSTAND OTHER FEES I MAY BE CHARGED INCLUDE:
    - A NON-REFUNDABLE REGISTRATION FEE OF \$75.00 PER CHILD.
    - A \$35.00 CHARGE FOR ANY CHECKS RETURNED FOR NON-SUFFICIENT FUNDS.
    - A LATE CHARGE OF \$5.00 PER DAY WILL BE CHARGED AFTER THE 5TH & 18TH. THOSE MORE THAN (3) DAYS PAST DUE WILL NOT BE ALLOWED TO ATTEND CARE UNTIL PAYMENT IS RECEIVED.
    - A LATE FEE OF \$20.00 AND \$1.00 PER MINUTE FOR A CHILD PICKED UP AFTER 6:00PM
  5. I UNDERSTAND THAT NO REFUNDS ARE GIVEN FOR ABSENCES DUE TO ILLNESS, HOLIDAYS OR PERSONAL REASONS.
  6. NOTICE OF WITHDRAWAL FROM THE CENTER MUST BE GIVEN TWO WEEKS IN ADVANCE OF THE LAST SCHEDULED DAY OF ENROLLMENT.
  7. I UNDERSTAND THAT ANY CHANGES IN THIS AGREEMENT MUST BE NEGOTIATED BETWEEN THE CENTER DIRECTOR AND MYSELF AT LEAST TWO WEEKS PRIOR TO THE EFFECTIVE DATE.
  8. THE BROOKLAKE CHILDCARE & LEARNING STAFF HAS MY PERMISSION TO TAKE MY CHILD ON WALKS ON BROOKLAKE CHURCH PROPERTY.
  9. I AUTHORIZE BROOKLAKE CHILDCARE & LEARNING TO CARE FOR MY CHILD/REN. I HAVE GIVEN MY CONSENT FOR EMERGENCY MEDICAL CARE AND TREATMENT AND TURNED IN REGISTRATION AND IMMUNIZATION FORMS. I WILL KEEP THE CENTER CURRENT ON ALL RELEVANT INFORMATION REGARDING MY CHILD/REN. I WILL READ AND ABIDE BY THE POLICIES OUTLINES IN THE PARENT HANDBOOK AND THE TERMS OF THIS AGREEMENT.

---

PARENT/GUARDIAN SIGNATURE

DATE

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)



# BROOKLAKE

## CHILDCARE & LEARNING

### APPENDIX C: SAMPLE MEDICATION FORM MEDICATION AUTHORIZATION FORM

CHILD'S NAME:

DATE OF BIRTH/AGE:

NAME OF MEDICATION:

DATE PARENT ADMINISTERED THE FIRST DOSE:

REASON FOR MEDICATION:

START DATE:

STOP DATE:

TIMES TO BE GIVEN:

(\*CAN NOT BE GIVEN "AS NEEDED")

AMOUNT TO BE GIVEN:

POSSIBLE SIDE EFFECTS:

ORAL TOPICAL OTHER

ABOVE INFORMATION CONSISTENT WITH LABEL?

REQUIRES REFRIGERATION: YES NO

SPECIAL INSTRUCTIONS:

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DAYTIME PHONE NUMBER

\_\_\_\_\_  
PHYSICIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHYSICIAN PHONE NUMBER

\_\_\_\_\_  
PHYSICIAN ADDRESS

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

### SAMPLE D: MEDICATION RECORD

(MUST BE FILLED OUT BY THE PERSON WHO GIVES THE MEDICATION)

CHILD'S NAME: \_\_\_\_\_

NAME OF MEDICATION: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

DOSAGE: \_\_\_\_\_

INITIALS: \_\_\_\_\_

REASON NOT GIVEN: \_\_\_\_\_

SIDE EFFECTS OBSERVED:

---

---

---

SIGNATURES THAT CORRESPOND TO INITIALS OF PERSONS GIVING MEDICATION:

---

---

---

---

# BROOKLAKE

## CHILDCARE & LEARNING

Sample Menu					
Meal Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b> Juice or Fruit or Vegetable Cereal or Bread Milk	Banana Slices Crispy rice cereal Milk	Pink grapefruit wedges Cinnamon Toast Milk	Applesauce Pumpkin bread Milk	Orange Juice Scrambled Eggs Whole wheat toast Milk	Apple juice (vitamin C added) Blueberry pancakes with honey Milk
<b>Lunch or Dinner</b> Meat or Meat Alternate Vegetable/Fruit (2 servings of vegetable or fruit or both) Bread Milk	Ham slices Baked sweet potatoes Garlic seasoned green beans Gelatin salad with mixed fruit Whole wheat roll Milk	Chicken stir-fry with broccoli, carrots, and sweet peppers Pear slices Rice Roll Milk	Spaghetti and meat sauce Green salad with cucumbers and shredded carrots Pineapple tidbits French bread Milk	Baked breaded fish Green peas Cheese topped mashed potatoes Peach slices Corn bread Milk	Fiesta Chili Beans Cheese sticks Apple wedges Crackers Milk
<b>Snack</b> Meat or Meat Alternate Vegetable or fruit Bread or Bread Alternate Milk	Cheese toast Orange wedges Water	Mini banana muffins Grape juice (vitamin C added)	Fruit cocktail Graham crackers Water	Carrot sticks Wheat crackers Water	Peanut butter and fruit spread sandwich Water

# BROOKLAKE

## CHILDCARE & LEARNING

APPENDIX E: SAMPLE FOOD ALLERGY/INTOLERANCE STATEMENT

### FOOD ALLERGY/INTOLERANCE STATEMENT

NAME OF CHILD: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

NAME OF PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

Food:	Allergy or Intolerance:	Appropriate Substitute:

HEALTH CARE PRACTITIONER: \_\_\_\_\_

SIGNATURE OF PRACTITIONER: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

BROOKLAKE CHILDCARE & LEARNING  
629 S 356TH ST  
FEDERAL WAY, WA 98003  
253.517.8237  
[CHILDCARE@BROOKLAKE.ORG](mailto:CHILDCARE@BROOKLAKE.ORG)

# BROOKLAKE

## CHILDCARE & LEARNING

### APPENDIX F: SAMPLE ACCIDENT/INCIDENT REPORT

NAME OF CHILD: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME OF DAY: \_\_\_\_\_

TYPE OF INJURY: \_\_\_\_\_

\_\_\_\_\_

CAUSE OF INJURY:

- WHEN? \_\_\_\_\_
- WHERE? \_\_\_\_\_
- HOW? \_\_\_\_\_

\_\_\_\_\_

ACTIONS TAKEN BY TEACHER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTIFIED:

\_\_\_\_\_ PARENTS GIVEN A COPY OF THE ACCIDENT REPORT.

\_\_\_\_\_ PARENT(S) WERE CALLED ON THE PHONE (DATE & TIME) IF NEEDED.

\_\_\_\_\_ DIRECTOR INFORMED OF THE ACCIDENT (DATE & TIME)

SIGNATURE OF THE SUPERVISING TEACHER: \_\_\_\_\_

SIGNATURE OF THE PARENT/GUARDIAN: \_\_\_\_\_

FOLLOW UP: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_