

Angeline Parrish, owner and director
305 N. Eunice, Port Angeles, WA 98362
(360) 457-4480
Fax (360) 457-4480

Banbury Corner Childrens Center

Active | Caring | Enriching

Conveniently located three blocks West of
Olympic Medical Center,
One block west of the Waterfront Trail,
One block north of Front Street,
Two blocks East and
West of public transportation.



Open: Monday thru Friday, 6:45 a.m. to 6:00 p.m.

We Do Not Accept Cash – Pay by Check, Money Order, or Credit/Debit Cards Only

Banbury Corner Children’s Center has been a state-licensed facility since 2015 (previously Banbury Corner Daycare and Preschool since 1992), providing childcare to any child regardless of race, sex, national origin, religion; or physical, mental, or sensory disability with quality care in a safe environment.

RATES: Prepayment is required. Ask for a copy of a current rate sheet. You must give your schedule by Thursday in order for your child to attend the following week. Clients will be billed for the scheduled time that they have requested on each weekly schedule. Clients must pay for scheduled time even if they arrive late or leave early. This is because employees have been scheduled based on time needed and indicated by clients each week. Clients will also be charged for time attended beyond what they have scheduled for the week. After five (5) No Shows (defined as not coming, not calling) there will be a termination of care. Cancellations must be made at least 24 hours in advance to avoid being charged for your scheduled time. If you have a reservation and you will not be on time, PLEASE call 457-4480 or you will lose your spot for the day. If for any reason you are unable to keep your reservation without giving a 24 hour cancellation call or notification, you will be charged for the day. All Co-Pays are due on the first (1st) of each month. Self-payments (nonsubsidized) must be received paid in full by the due date indicated on your monthly invoices, the first of each month. The center has the right to not take your

child until payment is made. NO CASH POLICY – Please bring check, money order, or credit/debit card only.

We accept children aged 1-month through 5 year-old and until Kindergarten with the part-time and full-time care. Please let us know if your children are eligible for state-funding.

We are required by law to report any suspected cases of child abuse or neglect to the Washington State Child Protective Services.

Our staff is a mix of caring people who like working with children and their families. We function as a family and all work together to make our facility a happy and healthy place. As staff is hired, each must obtain a food handler's permit, First Aid/CPR training, HIV/AIDS certification. A criminal background check and a TB test are performed on all of our staff. Throughout the year monthly staff meetings are held and trainings are arranged to ensure staff of continuous education (STARS approved). Suggestions of trainings are encouraged. A list of trainings will be made available so those parents wishing to attend may do so.

We are always closed on New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Martin Luther King Day, Thanksgiving, the day after Thanksgiving, and Christmas. Other days of closure may be before or after a holiday; however, it will be posted in advance.

SNOW DAYS: If the snow flies, listen to the local radio station (KONP –AM 1450) for school closure.

REGISTRATION: A registration form, immunization form – we do not accept children with Immunization Exemptions, USDA food form, fieldtrip form, and individual health care plan if required, must be completed and on file at the facility before the child attends and can be put on the attendance schedule. A registration fee, and the Pre-pay plan needs approval by management. State-funded programs must be pre-approved by management. Children are to be signed in and out (Actual Time, Full names are required, full legal signature is a sign in and out WAC requirement. (WAC170.295.7030) Sign in sheets are kept with each classroom's lead teacher/s of the facility, per State Child Care laws. Children will only be allowed to leave with people who have been approved by the parents and whose names and information are listed on the registration form and must be at least 18 years of age. Parents cannot call in by phone to add people to their pickup list. All children must enter and exit building with their adults for safety reasons. ID's will be checked on those not known to staff. Please remember to drive slowly while entering and exiting the parking lot, following arrows for safety of all children. Please remember that this daycare is located in a residential neighborhood. We ask that you help us be a good neighbor and use a slow, safe speed. Questions about Booster Seats and Car Seats 1-800-Buckup. Children cannot be left alone, and car engines cannot be left running.

MEALS: 3x per day. USDA APPROVED:

9:00 - 9:30 am (Breakfast) Milk with 2 other components

Milk, Juice or fruit/veg

Meat or meat alternative

Bread or bread alternative

11:30 am - 12:30 pm (Lunch)

Milk, meat, poultry or fish,

Or cheese, or egg, or cooked beans or peas

Or any combination of the above meat alternatives

Vegetable or fruit (2 or more)

Bread or bread alternative.

3:00 - 3:30 pm (Snack) 2 of the components.

Milk, Juice or fruit/veg

Meat or meat alternative

Bread or bread alternative

If the child is not drinking milk, parents must fill out form for approved soy substitutes and provide the approved substitutes.

We do not cook or heat personal Meals nor store them in refrigeration.

REST: All children are asked to bring two clean, small, labeled blankets for rest time. NO PILLOWS OR SLEEPING BAGS, PLEASE! We ask that you take them home after each week to be laundered.

OUTSIDE: All children well enough to be at the facility are well enough to go outside for some fresh air. We will get out at least three times a day. Our play yard is fully fenced and provides for all areas of large motor skills. We have tricycles, swings, basketball, and a large gym climber with slides, bridges, bars, tunnels, etc. Jump rope and hopscotch are also available. For rainy days, we have a covered play area. Outside times for all ages are supervised. NO SANDALS. Your child needs a coat every day!! You may also provide a second pair of shoes for your child if you wish. We require children wear slip on or Velcro shoes until they can tie their shoes on their own.

MEDICINE: For children with chronic illness, or life threatening illness, parents will be asked to fill out an Individual Health Care Plan and we will administer the medication. (WAC170.295.3050) If it is not a chronic illness, we ask parent to do this during their break times, which will allow them to check in on their child. Medication must be applied by a guardian. Parents will be asked to purchase their own sun screen to leave at the day care. After filling out a sun screen permission slip, we will apply the sunscreen. Anti-bacterial cream and diaper ointment will be applied with permission slip from the parent.

SICKNESS: Children with the following symptoms will not be allowed to remain at the center:

- Fever* of at least 100°F under arm (axillary) or who have one or more of the following:

- Diarrhea/Vomiting
- Signs of irritability or confusion
- Earache
- Sore throat
- Rash

*No rectal or ear temperatures will be taken. Digital thermometers are recommended due to concerns about mercury exposure if glass thermometers break.

- Vomiting: 1 time within the past 24 hours.
- Diarrhea: 1 or more water stools within a 24-hour period, or any bloody stools.
- Eye discharge or conjunctivitis (pinkeye) until clear or until 24 hours of antibiotic treatment.
- Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if treatment is necessary. All open or oozing sores must be properly covered and remain covered until the sore is dry.
- Lice or scabies. For head lice, children and staff may return to child care after treatment and no nits. We have a no nit policy. For scabies, children and staff may return after treatment.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, no longer have significant discomfort and Public Health and Communicable Disease guidelines for Child Care are met. Parents may be asked to provide a doctor's note clearing their child for attendance before returning to attend the center. If a child becomes ill at the center we will call parents and parents will pick up their child within thirty (30) minutes. Child will be isolated and monitored.

FIELD TRIPS: Field Trips are posted a week ahead of time. We go to various places (example: Georgiana Park). We use the city bus or walk on all field trips. Parents have a signed permission for field trips on registration form.

TRANSPORTATION: We use Clallam Public Transportation.

EMERGENCIES: We will use the 911 emergency number when necessary. SAFETY FIRST! Our building is equipped with a State- and City- approved fire alarm and the staff has received training in exiting the building out the exit doors, along with the numerous exit windows. In case of a fire, we would exit furthest away from the building to across Eunice Street. In case of a real emergency, we would proceed to Vern Burton Gym, 304 E. 4th, or PAHS practice football field 304 E. Park. In case we may have to remain on site, we have a disaster kit with First Aid Kit and evacuation supplies; food and water for up to 72 hours in case of a disaster. Disaster and Pesticide Plan is available below schedule, on shelf in notebook across from the front desk. In case of a City-wide emergency, we would follow the evacuation plan as set by emergency services by listening to our local radio station 1450 AM. We treat minor injuries, cuts, scrapes, and bruises. Area will be cleaned with soap and water, and cold compress. Staff members all have valid Infant/Child CPR Training. Emergency number outside the state of Washington (503) 209-0083.

VISITATION AND VOLUNTEERING: Drop-in visits are allowed at any time by the parents (Not friends and other relations), they have access to ONLY their own children. We will ask for volunteers as needed for specific events, projects, or focusing on professions.

Where do you work? Could we come and visit? Parents and relatives can participate by bringing arts and crafts items such as buttons, yarns, etc., or cleaning out cupboards of games, toys, and books

that are not being used anymore. Maybe you have things around that you haven't thought about. Don't be shy about asking. We will tell you if it is an item that we can use.

PROGRAMS: The daily program will be as follows:

- 6:45 am - 8:30 am - Free play centers
- 8:30 am - 9:00 am - Outside time
- 9:00 am – 9:30 am -Breakfast
- 9:30 am – 9:50 am - Circle time, Story Time
- 10:00 am – 10:30 am - Art, play centers
- 11:00 am – 11:30 am - Music & movement, Outside Time
- 11:30 am – 12:30 am - Lunch
- 12:30 pm – 1:00pm -Outside play and calming activities
- 1:00 pm – 3:00 pm - Rest time / Nap
- 3:00 pm – 3:30 pm - Snack
- 3:30 pm – 4:15 pm - Circle time, centers & art
- 4:15 pm – 5:00 pm - Outside time
- 5:00 pm – 6:00 pm - Table toys, activities, Story Time

Field Trips and Special Activities to be announced.

INFANTS: 1 month - 12 months. We have a qualified infant staff that give loving care and have a curriculum geared toward infants. Infants will be held while being fed bottles. Then infants will be put to sleep on their backs in accordance with the recommendation of the American Academy of Pediatrics.

Parents need to bring separate clean dry bottles for each feeding, a can of formula, and we will add the water. Parents must label bottles with name. Bottles must have a cap. Nursing mothers bring enough bottles for the days. Please take the bottles home at the end of the day. Must bring bibs and burp cloths. We charge \$8.00 for a porta crib sheet.

TODDLERS: 12 months - 2-1/2 years. Our program allows for play in large motor, small motor, arts and crafts, language development, music, pretend, nutrition, and social development. Parents need to provide: Pack of Diapers, container of Wipes, 2 changes of clothes, two (2) small blankets (no sleeping bags or pillows, please), and a coat daily. No pressure is put on child for Potty Training, but it is encouraged, when parents and staff agree that child is ready. No binkys or bottles. Velcro shoes and slip on shoes only; no sandals or open toed shoes or tight zipper boots.

DIAPERING POLICY (Any age in diapers): Children in diapers need to bring their own, along with Wet Wipes. Parents are to refill needed items as indicated by classroom teachers. Diapering will be done in a designated area. Hand-washing procedures are a must before and after each changing. The changing areas will be sanitized between each diaper change.

PRE-SCHOOL CLASS: Offered separate from childcare September through May, June, and July. Times, days, and rates available upon request. Preschool Class at Banbury Corner is taught by an accredited teacher, offering preschool for ages 3, 4, and 5 year olds, focusing on those skills necessary to be successful in school and kindergarten readiness. Registration is required.

CLOTHING: Please dress your child for play and current weather conditions. They will play outside daily. Suspenders and overalls are cute, but not appropriate for children who must be diapered, potty-trained, or recently potty-trained. Keep clothes simple and easy for children to get on and off independently for that mad dash to the bathroom. Please consider Velcro shoes for childcare, they are inexpensive and can be easily taken off and put on by the child. Cowboy boots and sandals are not good footwear for childcare. For safety reasons, no open toe or open heel shoes are permitted to be worn. For cold or snow days, pack mittens, and boots with an extra change of clothes, for we may go out in all types of weather, even for short periods of time.

PLEASE HAVE YOUR CHILD BRING A COAT EVERY DAY AS A CONSTANT WEATHER CHANGES OCCUR, ESPECIALLY WITH PROXIMITY TO THE SALT WATER.

LABELING: Please label EVERYTHING of your child with their name: Coats, sweaters, lunch boxes, shoes, boots, hats, mittens, diaper bags, bottles, extra clothes, blankets, car seats, etc.

TOYS: Toys from home are not allowed! This helps prevent loss of toys and hurt feelings. A show-and-tell item may come from home in a bag labeled with child's name if asked for by classroom teachers, and is to return home the same day at pickup time.

RELIGIOUS POLICY: We are non-denominational and do not teach any one individual view. If children ask, we inform their parents of their questions. We believe in teaching all children to be good to one another.

DISCIPLINE POLICY: We do not use corporal punishment. It is also not to be used on the property nor in the building by families. We explain to a child what the right behavior is. Transition may be needed to get the child directed in the right way (redirection is often used). Parents are notified if problems are ongoing, excessive, and/or not safe. Parents will be called to pick up a child if the inappropriate behavior continues. Staff will work with the management and parent to help with the child's problem. If problems should not be resolved, indefinite removal could apply. Management reserves the right to remove a child or family from attending the center when they have caused a continued disruption to the functions/operations within the center or the safety of other children. Transition, redirection, short time outs, small group ratios, parent/child/staff discussions and resolutions, and reading material on problem for staff and parents are all part of our discipline policy.

TOILET TRAINING: Parents and staff will agree when child is ready for toilet training. Potty trained rates are allowed when child is completely potty trained without accidents for an attendance period of two weeks and that continue.

ITEMS TO BRING:

DIAPER CHILDREN:

- Pack of diapers or side opening pull-ups
- Box of wipes
- Box of Kleenex
- 2 (two) small blankets, labeled
- Crib sheet, labeled (Infants)
- Coat, every day, labeled (hat, gloves, boots in winter, labeled)
- 2 (two) changes of clothes, labeled
- Velcro or slip on shoes, labeled

POTTY TRAINED CHILDREN:

- Box of Kleenex
- 2 small blankets, labeled
- Coat, every day, labeled (hat, gloves, boots in winter)
- 2 changes of clothes, labeled

RESERVATIONS: Schedule is due by pickup time Thursday for the following week. If you have a reservation to cancel, please call. You will be charged for reservations not canceled with 24 hour notice.

=====

Read and Sign on all lines of contract below before detaching your parent handbook at the above line. Lower portion will be kept with your child's registration records/file. Required to begin attendance.

I, _____ (parent's full name),
parent/guardian of _____ (child's full name),

have read all of the complete document attached above this line.

I agree to follow and be held legally responsible for and accountable to all policies, procedures, and expectations mentioned above.

I am in complete understanding of all of the above information provided to me in this parent handbook for Banbury Corner Children's Center.

I understand that signing below means that I agree to all of the above document information at the time of my child first attending Banbury Corner Children's Center and to all time there after starting attendance.

Full legal signature of parent

Date signed