



Peacock Early Childhood Center

Parent Handbook

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PeacockFamilyServices.org

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Peacock Family Services



Our Vision

The children of North Kitsap County will reach their full potential, nurtured by families and caregivers who feel supported, informed, and connected.

Our Mission

Peacock Family Services' mission is to promote the healthy social and emotional development of children by providing nurturing and enriching care and family support.



Our Values

Peacock values INCLUSIVENESS

Peacock believes that inclusiveness is essential to a diverse, engaged, and supported community of families. From our dedication to providing access through financial support for childcare, to recognizing that each child and family's needs are unique and valued, we express our commitment to inclusiveness.



Peacock values HEALTH

Peacock believes that a healthy environment is essential for a healthy child. From our collaboration with parents in developing the whole child, to our investment in our staff's development, our eco-friendly facility, as well as our nature-based programs that connect children to the natural world, we demonstrate our commitment to emotional and physical health.



Peacock values Community

Peacock believes in the importance of providing a supportive community for our families. From our early childhood center, to our family resources, and community partnerships, we are committed to being the resource hub for families in the greater Bainbridge community.

Our Programs

The C. Keith Birkenfeld Early Childhood Development Center combines content-rich early childhood education, and full-time care options for 1 - 5 year olds.

Nature Nuts is an innovative, outdoor after-school program for children grades K-2, with school break and summer day camps for children entering grades K-3.

Peacock's Partners for Early Learning is an educational series bringing parents, teachers, and caregivers together to share knowledge, skills, and resources that will support our families and learning environments.

Peacock's Family Support Resource Directory is a community service connecting parents and caregivers with support and services from pregnancy through early childhood.



Welcome to the C. Keith Birkenfeld Early Childhood Development Center



Peacock Family Services is a non-profit 501(c)3 organization created by a broad coalition of community members and service providers dedicated to supporting children, parents, and caregivers in Kitsap County and the surrounding area. Our early childhood education center on Bainbridge Island provides services for children 1 - 5 years old, their parents, and caregivers.

Peacock Family Services is licensed through Washington State's Department of Children, Youth, and Families to care for children ages 6 months through to 6 years. Parents may choose part-day or full-day schedules for two, three, four, or five days of care a week in our unique modular system.

Hours We Are Open

Peacock's Early Childhood Development Center is open Monday through Friday from 6:30 a.m. to 6:30 p.m.

Inclusiveness

Our Non-Discrimination Policy

Peacock Family Services is an Equal Opportunity Employer that welcomes employment and enrollment applications from families without regard to a child, family, or educator's physical and mental abilities, race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, marital status, amnesty, or veteran status in accordance with applicable federal, state, and local laws. We welcome and encourage a diverse community of families because we believe these actions authentically reflect and express our core value of inclusiveness.

Peacock's Philosophy in Early Childhood Education

Secure attachment, responsive caregiving, self-directed discovery, and flexibility are the foundations of Peacock's nurturing and enriching childcare.

Our philosophy of care is based on close, caring, responsive, and ongoing relationships. Open communication between teachers and families, and the vital contributions families make to the school community, are important elements of our program. Access to a consistent caregiver who is sensitive and responsive promotes attachment and security in children. Secure attachment in childhood provides a critical foundation for learning

and creativity, enabling a child to develop meaningful interpersonal relationships into adulthood. Peacock's educators attune to each child's cues and respond in nurturing and supportive ways.

Areas of intentional care include:

- Trusting the child to be an initiator, explorer, problem solver, and self-learner by giving the child time and space to master new challenges and knowing when to intervene.
- An environment for the child that is physically safe, cognitively challenging, and emotionally nurturing with time for uninterrupted play, freedom to explore and interact with other children.
- Involvement in all activities allow a child to become an active participant rather than a passive recipient.
- Educators respectfully explain to children what is happening and allow them to process the information.
- Sensitive observation of the child in order to understand the child's needs.
- Educators observe children and note their interests, cues, and development and plan activities to engage children at the next level of development.
- Consistency with clearly defined limits, and expectations to develop self-discipline.
- Daily plans provide consistent routines and are flexible to allow for one-on-one time with educators.
- Children are offered choices within the boundaries set by the teacher.

Peacock's philosophy and approach is inspired by many of the philosophies prevalent in early childhood education today. We use an emergent curriculum, meaning the topics for exploration emerge from the children's interest. Children are more engaged in topics that are of interest to them and learn from making connections to their world. Peacock believes that early learning encompasses all areas of development; therefore, it is essential to nurture the whole child. Educators support children's self-directed discovery



and self-expression by providing developmentally appropriate experiences and uninterrupted time for exploring and interacting with others, materials, and nature.

Utilizing a developmental, play-based model in multi-age classroom environments, children engage in sensory-based learning, as well as nature explorations during outdoor classroom time. Children are encouraged to display their ideas in multiple ways - drawings, paintings, sculptures, dancing, music making, stories and play - and to explore the representations made by others to help them understand and learn.



Peacock’s childcare programs are consistent with the current policy recommendations of the National Association for the Education of Young Children (NAEYC) based on current scientific knowledge of child development from birth to age five. Our curriculum also aligns with the Washington State Early Learning and Development Guidelines for birth through third grade.

Peacock’s Center-wide Schedule

Daily schedules are posted at the entry to each classroom. Though specific to the ages of the children present, each classroom at the Center will have similar times and tempo.

6:30 am	Center Opens
6:30 – 7:15 am	Combined Free Play
7:15 – 7:30 am	Breakfast
7:30 – 9:30 am	Free play / outside activities / transitions to morning class time
9:30 – 9:45 am	Snack
9:45 – 11:45 am	Morning Class Time Including free play / centers / circle time / outdoor activities
11:45am – 12:15pm	Lunch
12:15 – 2:15 pm	Naptime / quiet activities for those awake
2:15 – 3:15 pm	Afternoon Class Time Including free play / centers / circle time / outdoor activities
3:15 – 3:30 pm	Snack
3:30 – 5:30 pm	Resume Afternoon Class Time Including free play / centers / circle time / outdoor activities
5:30 – 6:30 pm	Combined Free Play
6:30 pm	Center Closes



The Multi-age Classrooms

We group our children together in multi-age classrooms at Peacock. Toddlers, ages 1 – 2.5 years, are together in their classrooms; preschoolers, ages 2.5 – 5 years, are together in their classrooms. We believe this type of grouping benefits all the children by fostering trusting relationships between the students and with the adults that care for them.

It has been found that, in this type of grouping, teachers are able to individualize instruction. Learning and development are not about the child’s specific

age, but the child's pace in their stage of development. Because the teacher is not expecting all of the children to be at the same place developmentally they are better able to see where each child is and meet them there. The children are also able to see themselves as individuals, feeling good about their own accomplishments while not comparing themselves to others in the group.

We have seen that using this type of classroom grouping supports the children's development of "pro-social behaviors." Sharing, taking turns, and helping are some examples of these behaviors. In addition, children exhibit empathy and take care of each other in classrooms with varying ages present.

In a multi-age classroom, the children have the opportunity to teach and learn from each other. The older children are able to be mentors to the younger students. Teaching a new skill to the younger children in the group reinforces that skill for the older child. In their time at Peacock, the younger children have the opportunity to grow into the role of mentor for new and younger children coming into the classroom.

Peacock's Preschool and Pre-K Programs

30 months through 5 years



When children enter preschool, people often start to think of getting them ready for kindergarten. Though, surprisingly enough, activities for school readiness have been occurring all along. School readiness is more than learning to count or recognize shapes. While cognitive skills are important, a child's social and emotional competence is crucial. Children's ability to listen and follow directions, play well with others, focus attention on tasks, and ask for help are significant to being ready for school. The foundation of children's social and emotional competence is shaped by the consistent, caring interactions children have with their parents and educators.

In Peacock's preschool, children continue to develop their social and emotional intelligences, as well as build cognitive and motor skills. We provide learning experiences, which truly instill a love of learning and exploration. Teachers use an emergent curriculum based on individual observations of the children to plan lessons that will meet each child where they are. By providing a balanced program honoring multiple intelligences and varied learning styles, we support the growth of the listener, speaker, reader, writer, mathematician, scientist, artist, musician, dancer, and friend within each child.

Peacock's Childcare for Toddlers

12 months through 29 months

The period with the highest brain development and learning is from age zero to 5. Everything our toddlers do teaches them something about the world. In their play, children are learning about spatial relationships, rhythm and movement, cause and effect, and language development. They are also learning about themselves and the world by how their caregivers respond to them. When caregivers respond to their needs they are learning that people are trustworthy and when we play with a child they are learning that they are important.



Our toddler program offers a world of learning, socialization, and care. Our teachers observe the children's individual needs and plan activities to encourage development. Each day, youth explore the world through their unique experiences: touching, smelling, tasting, listening, dancing, and singing. We encourage our toddlers to learn through play every day!

At the Peacock's Early Childhood Development Center, special attention is also given to the unique emotional needs of toddlers as their world expands and their understanding of "me" and "other" develops. We envelop them with warmth and compassion in sad times and rise to their playful moments as needed. For naps, they are surrounded with soft music and calmed with back rubs. Toddlers play outdoors 2-3 times a

day, everyday. One-on-one time and a quiet space are always available for a child who may need a break from the stimulation of group activities.

Three areas of intentional care include:

- In daily caregiving tasks, such as meals and diapering, staff are trained to interact in an attuned way that is respectful and encouraging of a child's participation and development of skills and autonomy.
- The classrooms are designed so that each child can explore, experiment, and build gross and fine motor skills safely, developing their own self-direction and motivation.
- Staff practice daily dedicated observation time — we observe each child and record activities and development, laying the basis for objective, supportive, and responsive caregiving.

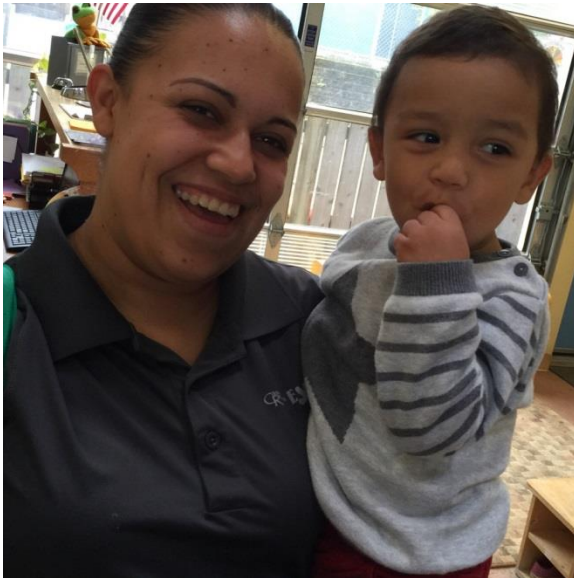
Our Class Sizes and Placement

In order to provide the individual attention our children need, and to maintain the quality of our program, class sizes are limited. The Childcare Director will place your child in the class that best serves their developmental

needs. Your child's birth date, informal observations, formal evaluations, and parent conversations are used to determine the appropriate placement for each child.

Management does our best to accommodate your first choice of days and times. However, you may only be able to enroll if space is available. If space is not available, you will be informed which days are available before confirming your registration.

Enrollment and Attendance



Enrolling your child at Peacock reserves a space for your child within a mutually agreed upon day and time schedule. Tuition is due whether or not your child attends. We are not able to give credit or make-up days for sickness or family vacations.

Management will work diligently to ensure your schedule is a good fit for your family and the Center. Therefore, we trust you will be prompt in delivering and picking up your child by your scheduled time. Going off of your specific timing impacts the schedules of staff, children, and other families. We are licensed for a specific ratio of children to staff, and we plan our staff schedules based on this ratio. If your child arrives

early or leaves late, we may not be able to take other children into their regularly scheduled care. It may also prevent staff from clocking out on time, pushing staff into overtime hours. Because of the strain that unscheduled attendance causes at the center, the rate of \$1/minute will be charged for unauthorized drop-offs or pick-ups outside your regularly scheduled care.

Drop-Ins

In order to meet the scheduling needs of our families, we do offer drop-in care for enrolled children, at a rate of \$15/hour, billed in 15-minute increments. A drop-in is any attendance outside of your regularly scheduled days and hours. Though we do not trade days or shift hours for drop-ins, authorized drop-ins outside of your regular window of attendance are available at a rate of \$15/hour.

Please request all drop-ins in writing (email will suffice), including the date and the hours you are requesting additional time in the classroom. We do our best to meet all drop-in requests; however, we are not always able to accommodate care outside of your regular schedule. We ask that you request drop-ins at least 24 hours, and no

more than a month, in advance of when you need additional attendance. We will endeavor to provide an answer as soon as possible, though we cannot provide a response more than 2 weeks out from the requested date.

Peacock's Tuition and Payment Procedures

Tuition is paid one month in advance and is due on the first of each month. When enrolling, the first tuition payment is due upon confirmation of a secured classroom assignment and the receipt of the child's enrollment packet. If you withdraw before your child attends, you forfeit 50% of any tuition paid. Each month, families may pay by cash, check, or credit card. A \$30.00 late fee will be assessed for each payment submitted after the 5th of the month. Talk to the Office Manager if you would like to keep a credit card on file for automatic payments at the 1st of each month. If tuition has not been received by the 30th day of the month, your child will no longer be enrolled in Peacock. Checks returned because of non-sufficient funds are subject to a \$40 NSF fee, in addition to any late fees.

Tuition is re-evaluated each year and adjusted to reflect a cost of living increase.

Field trips can require an additional fee collected at the time of the special trip. Parents will be notified of field trip opportunities at least 24 hours in advance, see additional information regarding field trips on page 20.

Financial Assistance

As a reflection of our core value of inclusiveness, Peacock provides financial assistance at the highest level possible. Peacock also accepts children receiving state subsidies through the Department of Social and Health Services (DSHS). As government subsidies and need-based scholarships are currently below the actual cost of care, Peacock fills the gap between these funds and the true cost through our fundraising activities, not by raising self-paying tuition levels.

In an effort to provide objective evaluation of need, Peacock's partnering organization, Helpline House, aids in accessing a family's financial situation and ability to pay. Upon evaluation, Helpline House will contact Peacock with its recommendation of the level of support needed. For more information regarding financial aid opportunities, contact Peacock's Executive Director Kathy Haskin at kathy@peacockfamilycenter.org.



Your Trial Period

It takes about a month for everyone to become comfortable with each other and the routine. Your child's teacher will work with you to make the transition a smooth one. During this time your child may be more tired or sensitive than usual, but these changes are temporary.

We make every effort to determine if your family and Peacock Family Center are a good fit before enrollment. It is impossible to determine compatibility until we have had ample opportunity to work with one another, therefore, a four-week trial period exists. During your child's 30-day trial period, we will evaluate compatibility. If your child becomes aggressive, refuses to come to childcare, fails to connect with anyone at the center, or cries excessively and cannot be distracted or comforted, it may signal that your child is having extreme difficulty making the adjustment. We will work together to resolve the difficulties.

If it becomes evident that your child has not adjusted, they will be withdrawn, and all but the 30-day trial period tuition will be refunded.

Peacock's Withdrawal Policy

Written notice 30 days prior to departure is required if your child is beyond their trial period. If a 30-day notice is not given, the following month's tuition is due. In the event of an overpayment, allow up to 60 days for a refund.

An exception to this policy is a need to withdraw for the child's physical health or in light of mental hardship. With a doctor's documentation, a full refund of unused time will be granted.

Peaceful Play at Peacock

At Peacock we are committed to fostering kindness, care, respect, compassion, and trust. In order to support the creation of such an environment, we maintain a policy of peaceful play. Children are not allowed to play fight or use pretend weapons. We acknowledge that children often need for rough and tumble play. Alternatively, children are given opportunities to exert themselves through physical activities with positive intentions and outcomes, for example, obstacle courses, group outings, or other physically demanding play.



Discipline at Peacock

At Peacock we do not believe that young children misbehave. The passion of these children is to explore their world. Much of the trouble a little one can get into is avoided when we provide developmentally appropriate toys and activities, and hazard-free play spaces. Modeling safe, gentle, and respectful behavior and redirecting a child to a more appropriate activity are the forms of discipline we use with these age groups.

Misbehaviors in preschool children can occur if they are not engaged in interesting work. To encourage appropriate behavior, we strive to engage preschoolers in stimulating activities and encourage choices.

Sometimes misbehavior is a way of seeking attention. We attempt to be proactive in dealing with this behavior by building a relationship with each child and speaking to each child individually many times throughout the day. A brief chat when a child arrives, a discussion regarding a painting, or sharing a joke during play time all make a child feel noticed. We also make a point of noticing when children behave appropriately. For example, we might say, "Brittany, thank you for scooting over to make room for Ben. Now we all have a place to sit."

We do not give stickers or candy for appropriate behavior, as we believe this leads to a child's dependence on external forces for controlling behavior. The goal is for children to be responsible for their own actions and to behave appropriately because it is satisfying in its own right.

Expectations are made clear to the children. Individuals who behave inappropriately are responded to in a way that preserves their dignity and trust. We believe children deserve the same respect afforded to adults. Therefore, we suggest, request, discuss, and offer alternatives, rather than demand, criticize, humiliate, punish, call names, shame, make derogatory remarks, or scream.

At Peacock, misbehavior is viewed as an opportunity to teach. The teacher's role as the adult and experienced member of the group is to guide children to learn right from wrong. The goal is to develop children's ability to come up with peaceful solutions to their problems. This training includes discussing the misdeed, its effects on other members of the learning group, and possible solutions the child will use to solve the problem. Removing a child from a situation or activity and requesting that a child make restitution for a wrongdoing are occasionally necessary. We do not use time-outs as a discipline technique at Peacock.



In extreme cases, limited physical restraint may be used. Staff are trained in the safe use of limited physical restraint so that no one is injured. If limited physical restraint is necessary due to an emergency, when protecting a person on the premises from physical harm or obtaining a dangerous object, an incident report will be filed and a copy given to the parent. Peacock has a No Corporal Punishment policy.

Many behavioral issues are minor and dealt with at childcare. Parent involvement is sought only after the child has had opportunity to improve their behavior and is still having trouble.

Peacock's Behavior Policy

If a child's behavior compromises the physical or emotional safety of other students or the staff, the following steps will be taken:

- Teachers will document the behavior with incident reports or written observations.
- There will be timely notification to the parents of children involved. Confidentiality will be exercised while sharing information with multiple families.
- Meetings with the parents will be held to discuss the nature of the behavior and recognize the drivers. For example, is this an issue of development, unmet needs, environment factors, action of others, or circumstances outside of time spent at Peacock?
- A workable solution will be created, with a timeline of action plans for both home and school.
- Documentation will continue while assessing progress.
- Peacock and parents will elicit support from outside specialists and school district professionals when applicable.
- Peacock's response will accelerate if other children are being harmed by the actions of concern.

If the above steps do not produce the needed results in an acceptable amount of time, a temporary or permanent withdrawal from enrollment will be arranged.

A Need for Termination

Peacock Family Services reserves the right to immediately terminate enrollment for reasons including, but not limited to, the following:

- Late or non-payment of tuition.
- Parent adopts an adversarial role with any member of Peacock Family Services or the families it serves.
- If all efforts through Peacock's Behavior Policy have been exhausted, the enrolled child hurts, endangers, or causes the suffering of any member of Peacock Family Services or the families it serves.

- Parent behaves improperly in the childcare environment or on childcare grounds. This includes, but is not limited to language, and actions that are vulgar, abusive, dangerous, or sexually suggestive.

Termination for these reasons does not entitle family to reimbursement of any monies paid or due.

Peacock's Policy on Child Abuse and Neglect

Childcare providers are state mandated reporters of child abuse and neglect; we immediately report suspected or witnessed child abuse or neglect to Child Protective Services (CPS). The phone number for CPS is 1-800-609-8764.

Community

Peacock Parent Participation and Partnership

Care and education of young children involves the children, their families, their caregivers, and their community. Peacock will keep you informed about the daily activities, goals, and your child's development. At Peacock, we encourage families to not only participate in a classroom or center-wide events, but to be part of the learning process, and educational essence of our facility. Parents are invited to be integrally involved in our program through collaborative planning meetings with educators, volunteering in the classroom, helping out with community work projects, and attending organizational events.



Peacock Daily Updates

In addition to daily conversations, parents will also receive daily communication from teachers in the form of messages, notices, and/or emails through our Tadpoles enrollment system.

Parent-Teacher Conferences at Peacock

In order to support our partnership with families in each child's education, Peacock holds parent-teacher conferences twice a year. Conferences take place once in the fall and once in the spring season with specific dates being announced in the Annual Calendar. Conferences

are an opportunity for us set time aside to specifically share knowledge about your child, evaluate developmental milestones, and set goals for the year. These meetings are an important part of a successful Early Learning program. Teachers will also answer questions about the curriculum and program during these times. Additional conferences may be requested throughout the year for some children as we collaborate to best meet you and your child's needs. Peacock Family Center will be closed during regular hours on conference days in order to accommodate staff needs to be present for these important conversations.

Peacock Special Events

Throughout the year, you will be invited to special events including class parties and fundraisers. These special events are a way for us to not only celebrate Peacock but also share our mission and goals with the community.

Respectful Communication, Compassionate Listening, Conflict Resolution



Our staff practices respectful communication, compassionate listening, and peaceful conflict resolution. Just as we encourage the children in our care, we encourage the adults we employ and serve to resolve their conflicts respectfully.

If you become uncomfortable with something a teacher has done or said, please approach the individual directly and request an appointment to discuss your concern. If you are uncomfortable going directly to the staff member or you are unable to resolve the conflict, contact the Childcare Director or Executive Director for assistance.

Peacock Parking Plan

Peacock has a limited number of parking spaces and a small drop-off area, therefore we have designed a traffic plan to reduce the potential for traffic congestion. Carpooling is recommended to reduce the number of cars entering the parking lot. We can assist you in finding a carpool partner if needed. Several 10-minute parking spaces are available for families. Due to the limited parking opportunities, we ask that parents only use our lot when coming to Peacock. If you have business elsewhere, please seek other parking in the community. As a courtesy to our neighbors, please do not park in the diner lot when they are open for business.

The Parking Lot Safety Rules

- Peacock is an idle-free zone, turn your engine off in the parking lot.
- Never leave children unattended in a vehicle.
- Watch for active children at all times.
- Drive slowly and attentively, including through the diner lot as this is a well-used community pathway.

Your Door Code

Our entrance is equipped with a keypad access system. The four digit code to enter the door changes periodically, at which time new code numbers are emailed to parents. For the safety of our children, families, and staff, we ask that you do not give out the door code. If an authorized person is dropping off or picking up your child, have them knock at the door for entrance. Children should not have the door code.

The Importance of Signing In and Out

All parents and guardians are required by Washington State Department of Children, Youth, and Families regulations to sign their children in and out with either a personalized electronic PIN (Personal Identification Number) or full legal signature and time. It is very important that each person responsible for your child's transportation to and from Peacock has their own PIN. Please do not share your PIN with anyone. Alternative responsible adults may be assigned their own PIN if they will be visiting on a regular basis, otherwise a manual signature option is available.



Your written authorization is necessary if someone other than a parent or legal guardian will be picking up your child. The authorization must state the person's name, address, and telephone number, and must be signed by you. We will not release a child to an unauthorized person. It is your responsibility to keep this list up-to-date. Please advise your support individuals to have a form of identification with them until the staff are able to identify them on a regular basis.

Your Daily Arrivals and Departures at Peacock

Upon arrival, you can help your child integrate into care by assisting them in taking off shoes and washing hands. Spend a moment greeting the teacher together, alerting them to your child's well-being, mood, and recent developments. Give your child's teacher clothing, diapers, medicine or any-

thing else your child will need that day. Check the announcements on the door and common board for curriculum plans, menus, and announcements. Feel free to stay a few moments with your child.

While on property, parents must keep their child within close proximity and within visual and auditory distance at all times. For the safety of the child, and adherence to WA State licensing protocol, parents or substitute caregivers are responsible for their child until the student is intentionally handed to a teacher or Peacock staff member within a classroom or playground.

When you pick up your child, please sign out with either your electronic PIN or your full legal name and the time. Check for announcements, messages, and artwork.

Transition Plans at Peacock

After you have enrolled your child in Peacock, you will connect with the Childcare Director and your child's Lead Teacher to develop a plan to transition your child smoothly into enrollment. Transition Plans can be customized for each child. Such a plan will include how many times and for how long you and your child will visit the classroom together before you leave them for the first time. You and your child's teacher will also discuss feeding and napping schedules, toilet learning, emergency treatment for allergies, and Individual Health Care Plans as necessary.

Separation Anxiety and Good-bye Rituals at Peacock

Separation followed by a reunion builds attachment. Nonetheless, some children and/or their parents experience anxiety when separating. Whether the anxiety is predicted, frequent, short-lived, or sudden, separation anxiety can be eased if you prepare in advance how you would like to say good-bye. A conversation in route about the exciting things they will do in the day and friends they will make, followed by a light-hearted, loving good-bye ritual can be a comforting and enjoyable way to separate.

Good-bye rituals are unique to each parent-child pair. A parent may sing a special song then dance out of the room. Another parent may give a kiss, a hug, and a secret. A third parent may have their child walk him to the door and say, "It's time for you to go to work." And yet another parent may take something very special "lovey" out of a purse and leave it in the child's cubby, under their watchful eye, to be used during naptime.

The most important part of your good-bye ritual is that the message you send to your child is light and loving. Your face shows trust and happiness. Your calm words reassure your child that you will return, eager to hear of the adventures of the day.

It is crucial that you leave after your good-bye. If you come in and out or stay “five more minutes” each time your child begins to cry, it makes the transition much harder. Most children are calmed and playing happily within minutes of their parent’s departure. If your child is having an unusually difficult time, we will let you know and problem-solve with you for the next time. You are always welcome to call during the day to check in if you are concerned.

You have Free Access

Communication and collaboration between families and educators are integral to Peacock’s philosophy of care. Our teachers are known to form strong bonds with our families. We welcome and encourage parental visits and involvement in their child’s classroom. However, some children find it upsetting to have their parent visit and leave the classroom. Your child’s teacher will advise you on how to make your visit satisfying for everyone. Tadpoles will provide you with updates, images, and news day-to-day. Please let your teacher know what you would like to hear about and focus on during your child’s day.

Health

Toddler and Preschool Napping at Peacock

Peacock’s naptime generally starts at noon and continues into the afternoon. As a WA State licensed childcare



facility, we are required to follow their regulations regarding naps. Therefore, children 5 years of age or younger are encouraged to sleep during naptime. In addition, toddlers are allowed to nap at any time if they feel sufficiently tired to do so. In order to limit distractions during the official naptime hours, pick-ups and drop-offs during this time are discouraged.

Most children under five years old benefit from having a short period in the early afternoon when they relax. Often children don’t realize how tired they are until they slow down for a few minutes. Having a scheduled rest time lets them find out what their bodies need.

Sleep is optional during the rest period. If a child benefits from just resting, teachers may allow children to look at books or do a quiet activity like a puzzle on their mat. However, we must give children a half hour to forty-five minutes to try and fall asleep before they get up and do quiet activities while the other children nap. It is not

appropriate to make an unsleeping child remain on their mat for more than forty-five minutes. Children are never physically forced to lie on their mats during rest periods.

Sometimes a parent will ask us not to allow their child to sleep during the rest period because they believe the nap is contributing to their child staying up too late at night. If the child falls asleep during the rest period, we are required to meet that individual child's need for rest. Therefore, at this point, we must explain to the parent the licensing regulations requiring that we offer a rest period. We can, however, work closely with the parent and attempt to find a solution that meets both the parent's and the child's needs. For example, the teacher may allow the child to sleep, but wake them before the end of the rest period. It is important to Peacock that we listen to each parent and understand their concerns, while at the same time ensuring that each child's individual and developmental needs are met.

Diapering at Peacock

Parents need to supply cloth or disposable diapers for their child. If using cloth diapers, we ask that parents provide a bag for sending soiled diapers home daily. Peacock does provide wipes and diaper rash cream, however parents can provide their preferred brands with required forms.

At Peacock, we believe that routine activities such as diapering require patient and caring one-on-one attention. All staff adhere to safety and hygiene best practices set forth by licensing, for example, children are never left unattended on the diaper-changing table, and a multi-step hygiene process is consistently followed with each changing.

Toilet Learning at Peacock

We believe toilet learning is a skill that children approach at their own pace, when their bodies are ready, and when the child is interested. This often occurs at 2 or 2 ½ years of age. When your child is showing signs of being ready for toilet learning, you and your child's teacher will collaborate to establish a toilet learning plan that works for both home and school settings.

We never pressure, coax, bribe, humiliate, scold, or punish a child for not using the toilet or having an accident. We are responsive in our approach to toilet learning, following the child's lead and honoring their dignity by recognizing and acknowledging a child's successes and building upon them.

Clothing while at Peacock

We will be gluing, painting, playing in dirt and water, and moving about on the floor every day. While we make an effort to keep the children dry and clean, we cannot guarantee that your child will come home un-smudged.

We also cannot guarantee that washable paint really washes out. Therefore, please consider your child's attire as those play clothes you don't mind being stained. No party outfits or special sweaters knitted by Auntie, please.

If your child wears skirts or dresses, please be sure they are short enough to allow for safe climbing of stairs. Above the knee is usually a safe length. Leggings or tights are advised for sliding.

Since we play outside every day, clothing appropriate for the weather is a necessity. Please remember to mark your child's clothing, especially boots, mittens, coats, hats, etc., with their name.



Your Child's Materials and Supplies

In addition to the Emergency Kit, please send the following items in for your child's daily needs:

- An extra outfit of clothing, labeled with child's name, to leave in their cubby or hook area. While your child is toilet learning, they need 3 complete outfits and an extra pair of shoes and socks
- Boots, coat, rain pants, hat, mittens, etc. appropriate weather gear labeled with child's name
- Crib sheet, nap blankets and optional comfort object labeled with child's name, even if your child no longer naps
- Cloth or disposable diapers
- Socks or slippers for inside. Please note: slippers with rubber soles are best for stepping on toys or outside during the monthly fire drills.
- A water bottle that your child is comfortable with that can be cleaned in a dishwasher

Optional items: Peacock supplies diaper ointment and sunscreen. If you would like us to use a different product, please request the permission form from the front desk or your child's teacher while providing us with your choices.

Bringing Objects from Home

As our classrooms have many materials and objects for the children's explorations, toys from home are discouraged. If a child needs a comfort object, they may keep a small one in their backpack or cubby. However, there may be occasions that an object from home is requested. For example, if we are studying horses, children may be invited to bring toy horses from home. In this case, these objects will be put out for all children to see and

touch. Another example would be for “show and share” scheduled by the teachers. When choosing items to bring to share with friends, please keep in mind that many children may be handling the object, therefore please avoid fragile items or those with extreme significance to the family. Please do not allow your child to bring weapons, money, candy, toys, jewelry, gum, or small items that may present as choking hazards.

Your Child’s Emergency Kit

Each child will need an Emergency Kit to leave at Peacock for 12 months in a non-refrigerated outdoor shed. Please stock it with the following items placed in a pest- and weather-resistant container clearly labeled with child’s name (adjust contents to fit your child’s specific needs and preferences):

- Family picture for comfort
- An encouraging love letter from you
- One pull-top can fruit
- One pull-top can pudding
- One pull-top can soup, chili, or spaghetti
- One breakfast bar (no nuts)
- Single serving size breakfast cereal
- One granola bar (no nuts)
- Two small juice boxes
- Two small boxes soy milk or milk (no nut milks)
- One pull-top can of chicken or tuna
- Flashlight with batteries, separated
- Mylar emergency blanket (found at Ace Hardware)
- Small toy or comfort object
- Disposable diapers for infants
- Three day supply of important medications with instructions for use

Field Trips at Peacock

You will be notified in advance of field trips. Field trips may require an additional fee. Regular nature walks and off-campus exploration are a large part of our curriculum. Outdoor experiences within reasonable walking range of our campus do not require special written permission, however written parental permission is required for your child to leave campus beyond our daily distances. Teachers are prepared with first-aid kits and all students’ medical and emergency information for all short walks and adventures.

For trips that require transportation, either Peacock or public transportation will be used whenever possible. Otherwise, parents may be solicited to drive. All drivers must have a valid driver’s license, car registration, vehicle and passenger medical/liability insurance. Parents who are alone with chil-



dren other than their own offspring, such as when driving on a field trip, are also required to have Department of Early Learning background check, negative TB test, HIV and First Aid training, and CPR certification. Drivers are required to carry a First Aid kit, reflective triangles, health history and emergency information for each child in the car, and a method to call for emergency help. Vehicles must be safe and well-maintained, and children must be fastened securely in their car seats. Children are not left unattended in vehicles. Children remain in visual and auditory range of teachers and qualified assistants.

Shoes Off at Peacock

Young children spend a great deal of time playing on the floor. To reduce the dirt, germs, and other contaminants brought in from the outside on the soles of shoes, children and adults remove their shoes before entering the classroom. Please send socks or slippers for your child to wear inside. Slippers with a tread are best on our smooth floors and surfaces, as well as times when they will need to go outside quickly during the mandated monthly fire drills.

For safety and ease of movement, shoes must be snugly fitting and have closed toes and heels/heel straps. Please keep in mind that loose shoes are a tripping hazard, and on the other hand, tightly fitting shoes can be frustrating and uncomfortable for a child.

Meals and Snacks at Peacock



Peacock meals and snacks are included with tuition and are served on a set schedule and monthly menu. The use of cups and spoons is encouraged at meal times. As mandated by WA State, children 12-23 months of age are given whole milk. Children 24 months and older are given low-fat (1%) milk. Substitutions, such as alternative fat percentages, non-dairy milk, or other options may be offered, with a note signed by the child's parent/guardian and health care provider.

We prepare nutritionally balanced meals and snacks on-site. We use fresh, whole, organic foods whenever possible. Menus are posted daily, both in written format and via our electronic system, Tadpoles. We are required to monitor each child's meals and supplement as necessary. Please no outside food or drinks unless a special request is approved through the Childcare Director, in which case a written request signed by both parent/guardian and a healthcare provider would be necessary.

Peacock' Facility and Programs are Nut-Free

Due to severe allergies, Peacock Family Services maintains a nut-free campus. Please do not send nuts, nut-based foods, or beverages containing nut oils to Peacock. If you eat these foods prior to arriving on site, please wash your hands and face, in addition to your child's hands and face, with soap upon arrival.

Food Allergies

If a child has food sensitivities or allergies, the parent must fill out an allergy alert form complete with authorization from the child's doctor. Peacock will avoid serving these foods to the child and will prohibit children from sharing meals or snacks.

Our Medical Director

Dr. Andrea Chymiy is Peacock's Medical Director. Dr. Chymiy will be on site once a month to observe our work and to inspect our facility in order to support us in providing the healthiest, safest, most developmentally appropriate environment. Peacock may utilize additional qualified medical professionals to observe and interact with your child in support of our programs.

Illnesses at Peacock

Despite our best efforts, illnesses do occur. Staff members screen children for signs of illness when they arrive at the center and throughout the day. When checking a child's temperature, staff use digital thermometers under the arm and/or across the forehead.

Keeping a child home when they are sick prevents the spread of germs to other children. Home, under the watchful and loving care of a parent or caregiver, is the best place for a child to rest and recuperate. When a child is sick, we ask families to please call the center by 9:00 a.m. to let us know they will not be attending that day.

If a child becomes ill during the day, we will notify a parent. The child will need to be picked up as soon as possible by the parent or an approved alternate person. While waiting to be picked up, a child may need to be separated from the group in a comfortable area with a teacher present. If sent home, a child can return to school their following regularly scheduled day if they are symptom free, unless specified otherwise below.

If your child has any of the following symptoms, please keep them home.

- Chronic cough and/or runny nose: Continual coughing and excessive nasal discharge. Conditions may be contagious and may require treatment from your health care provider.

- Sore throat: Sore throat or loss of voice, especially with fever or swollen glands in the neck. A child must be on antibiotics for 24-hours before returning to school if diagnosed with Strep Throat.
- Lice or Scabies: Children may not return to school until they have been treated, and are symptom/nit free.
- Rash: Body rash or open sores, especially associated with a fever.
- Eye infection: Including Conjunctivitis (pink eye), red eyes, swollen eyelids, and/or liquid draining from eye.
- Unusual appearance or behavior, especially combined with any of the other listed symptoms. These may include: abnormally tired or fatigued, pale, lack of appetite, difficult to wake, confused or irritable, complaining of headache or earache or other pain.
- Fever: A temperature of 100°F or higher, especially if the child has any of the other listed symptoms. Unassisted by medication, the child must be without a fever for 24 hours before returning to school.
- Vomiting: Two or more episodes in the preceding 24 hours. Child should not return to school for 24 hours following the last episode of vomiting.
- Diarrhea: Two or more watery stools in the preceding 24 hours, especially if the child acts or looks ill. Child should not return to school for 24 hours following the last episode of diarrhea.

Parents are asked to keep their child home and let us know immediately if their child is exposed to or contracts a contagious disease, including, but not limited to;

Chicken Pox	Bacterial Pneumonia	Botulism
Measles	Hepatitis	Lyme disease
Shingles	Hand, Foot, and Mouth	West Nile Virus
Fifth Disease	Head Lice	H1N1
Herpes	Pertussis	Tuberculosis
Scarlet Fever	Salmonella	

For a full list, please visit cdc.gov/nndss/conditions/notifiable. Children and adults with a reportable disease may not be in attendance at the Center unless approved by the local health authority. Exposure to notifiable diseases are reported to the County Health Department, as well as all other families at the Center.

In order to keep track of contagious illnesses (other than the common cold), an Illness Log is kept. Each entry includes the child's name, classroom, and type of illness. This is located in the office. We maintain confidentiality of this log by storing it out of general view.

Necessary Parent or Guardian Consent

A parent or legal guardian may provide the sole consent for an over-the-counter medication or products, (without the consent of a healthcare provider), if it meets the following criteria and is provided in its unopened original packaging. The medication must have instructions and dosage recommendations for the child's age and weight; and the medication duration, dosage, amount, and frequency specified are consistent with and do not exceed label recommendations. Written consent for medications covers only the course of illness or specific episode (teething, etc.). We cannot administer medication for fever reduction alone, however it can be used to treat other primary symptoms.

These acceptable medications or products include:

- Antihistamine
- Non-aspirin fever reducer/pain reliever
- Non-narcotic cough suppressant
- Decongestant
- Ointment, lotion, or chapstick intended specifically to relieve itching or dry skin
- Diaper ointment or non-talc powder intended for use in diaper area
- Sunscreen for children over 6 months of age.

Your Child's Medications

If a child needs to be given prescribed medicine during the day, whether it is an over-the-counter product, homeopathic remedy, or prescription medication, verbal and written permission and instructions are required from parents or guardians. The medication must be in its original container, unexpired and clearly labeled with the child's name.

Consent on Peacock's Medication Authorization Form includes all of the following (completed by parent or guardian):

- Child's first and last name
- Name of the medication
- Reason for the medication
- Dosage
- Method of administration
- Frequency (cannot be "as needed"; must specify time at which and/or symptoms for which medication should be given)
- Duration (start and stop dates)
- Special storage requirements
- Any possible side effects (from package insert or pharmacist's written information)
- Any special instructions

Your Healthcare Provider Consent

The written consent of a health care provider with prescriptive authority is required for prescription medications and all over-the-counter medications that do not meet the above criteria (including vitamins, iron, supplements, oral rehydration solutions, fluoride, herbal remedies, and teething gels and tablets).

Medication may be added to a child's food or liquid only with the written consent of a healthcare provider.

A licensed healthcare provider's consent is accepted in 1 of 3 ways:

- The provider's name is on the original pharmacist's label (along with the child's name, name of the medication, dosage, frequency [cannot be given "as needed"], duration, and expiration date); or
- The provider signs a note or prescription that includes the information required on the pharmacist's label; or
- The provider signs a completed medication authorization form.

Parent or guardian instructions must be consistent with prescription or instructions from healthcare provider.

Your Individual Healthcare Plans

If your child has special needs, a chronic health condition, or a life-threatening medical condition, we will work with you to create an Individual Healthcare Plan that will have to be approved by your child's physician.

Peacock's Emergency Closures



Peacock may be closed in the event of snow, disaster, or power outage. If we lose power, Peacock will close until power is restored. If power is lost during hours of operations, an alert will be sent to all primary contacts via text and email instructing parents to make arrangements to pick up their child as soon as possible. Parents working off island will need to make arrangements with their emergency contact for support if they will be longer than one hour to pick up their child.

The safety of your family is of great concern to us. In snowy and icy weather, Peacock Family Services may close so that your family may stay safely at home. Peacock follows the

Bainbridge Island School District schedule for closures. Additionally, if snow begins to accumulate during the

day, we will call you for immediate pick up. Our families and our staff's safety is our top priority, therefore we will err on the side of extreme caution in regards to inclement weather. If we cannot reach the parents, we will call the emergency contacts on file.

In the event of an earthquake, flood, or other disaster, please pick up your child as soon as you can. While we will try to make your child comfortable, a disaster is an upsetting event, and your child will feel more secure with you. (See our Health Packet for our Disaster Plans.)

Peacock Vacations and Holidays

Peacock closures for vacation and holidays are factored into your tuition amount. Therefore, your full tuition payment is due each month regardless of the number of holiday or vacation closures. We are a year-round program committed to continuity of care. Therefore, to meet our operating expenses, families must pay tuition whether or not their child attends.

Peacock will be closed for the following holidays. The annual calendar dates are posted on our lobby bulletin board, as well as on our website:

- New Year's Day
- Martin Luther King Jr's Birthday
- Presidents' Day
- Memorial Day
- Independence Day, July 4
- Labor Day
- Veterans' Day and Parent Conferences
- Thanksgiving weekend
- Winter Break is the last full week of December through the New Year's holiday

Peacock will also be closed for Parent / Teacher Conference days. These dates are scheduled and posted at the lobby and website locations.



Celebrating Holidays, Religion, and Culture

We may celebrate some holidays in class: Halloween, Christmas, Kwanzaa, Hanukkah, Thanksgiving, Posadas, Dia de los Muertos, Winter Solstice, Valentine's Day, Chinese New Year, and others. We celebrate holidays by making decorations, eating special food, and discussing the history and beliefs behind the holidays. Our discussions of many holidays may include mention of God. Although Peacock is not a religious childcare and does not promote a specific belief in a Higher Power, we do discuss God as it relates to different religions, cultures,

and holidays. We welcome parents coming in to share about their culture. Please let us know if you want your child to be exempt from certain celebrations or if you would like an additional holiday celebrated.

Gifts at Peacock

Individual staff members at Peacock are not allowed to accept personal gifts from the families we serve. We encourage you to express your appreciation to our staff lavishly and often through spoken and written words. If you wish to express gratitude through material means, you may donate materials, books, supplies, or money to benefit an entire class or the entire center, or to the Peacock Staff Sunshine Fund, which supports special occasions and treats for the educators throughout the year. These gifts are gratefully accepted, along with hand-made items by the children.

Birthdays at Peacock

Children's birthdays give us the opportunity to pay special attention to each child. If your child's birthday falls on a holiday, weekend or an at-home day, we will celebrate the birthday on the closest possible day to the actual date. You are welcome to bring a craft or activity for the whole class to participate in on the day of your child's birthday. Please, no outside food or candy.

If you are doing an outside of school party and inviting the whole class, feel free to distribute invitations here. If you will be only inviting a few children, please mail the invitations so that no one feels left out.

Peacock is Smoke / Vape, Drug, and Alcohol Free

Peacock maintains a smoke-free campus. Staff must not smell of smoke while on the premises or during work hours. Staff, parents, and volunteers must not smoke in a motor vehicle while transporting children or on Peacock property.

Staff, parents, and volunteers must not be under the influence of, consume, or possess an alcoholic beverage, or legal or illegal drugs while on the school premises or during work hours.

Peacock is Perfume and Cologne Free

To support our commitment to decrease children's exposure to environmental toxins and to reduce sensory irritants, staff and children will not wear perfume or cologne while on site. We also request that parents avoid wearing perfume and cologne while on-site whenever possible.

Use of Technology at Peacock

At Peacock, we believe that engaging children actively in pretending, drawing, talking with others, building, reading, cooking, and trying new things is much more beneficial than sitting in front of a computer or television screen. Therefore, we do not offer TV or computer time. Heavy doses of screen time negatively affect brain development and the development of strong muscles and a healthy heart. It erodes a developing attention span, inhibits self-direction, and interferes with literacy development, and problem solving. Too much screen time increases feelings of boredom and aimlessness and decreases self-esteem, and interaction with others. Our teachers, however, do use devices for classroom management, curriculum planning, nap music, and daily reports. Therefore, you will see these devices in the classrooms.

Welcome to Peacock Family Services!

We are thankful that you have chosen Peacock Family Services for your childcare. We appreciate the importance of your choice and will serve your family in the best way possible. If ever you have a question or concern, please do not hesitate to contact us directly. We are here for you.



Partnership

They bring their child to me
and hope I'll come to know,
how much their child means to them,
their trust in me bestowed.

They bring their child to me
with love and hope and pride,
looking for a helping hand,
a teacher who will guide.

They bring their child to me,
and our partnership is clear:
To nurture and allow to bloom
a life we both hold dear.

They bring their child to me,
a step toward letting go
and trusting in our special plan
to help the child grow.

~ By Gloria Weber Henbesst ~

