

WCC PARENT HANDBOOK

“BE SAFE”

“BE RESPONSIBLE”

“BE RESPECTFUL”

WCC

600 Bozarth St

(800 2nd St., mailing address)

Woodland, Wa 98674

(360) 607-7926

NFC/WCC

2250 Lewis River Rd

(360)605-6043

Updated & Revised 9/2024

WCC Mission Statement

**WCC provides a caring and nurturing
environment to all children**

Program Director/Site Coordinator(Columbia) -

Missy Sorensen

sorensem@woodlandschools.org

Site Coordinator NFC/WCC

Amy Summers

summersa@woodlandschools.org

**Hours: Monday 6:30am-8:55am;
2:25pm-6pm**

**Tuesday-Friday 6:30am-7:40am;
2:25pm-6pm**

Located in gym/cafeteria at both campuses

WCC Calendar of Closures

September

Labor Day

November

Veteran's Day

Thanksgiving Break

December

Winter Break

January

Martin Luther King Jr. Day

February

Presidents Day

April

Spring Break

May

Memorial Day

June

Juneteenth Day

July

Fourth of July

August

2nd full week for floor

maintenance(confirmed by Feb 1st)

Child Abuse & Neglect Policy

As Child care providers, we are mandatory reporters to report any concerns of child abuse and neglect to CPS.

Record keeping Policy

Student records are reviewed and updated annually in September and January, including immunization records. All records are kept confidential. Please be sure to update staff as contacts or phone numbers change.

Backpacks

All students are required to have a backpack to store their coats and other belongings in. This is an enforced WAC from the Dept. of Children, Youth & Families. If you are in need of a backpack please talk with staff.

Off Licensed site Field Trips

The summer meal program and occasionally attending the summer public library quests require WCC at Columbia campus to leave licensed area. Field trip slips are filled out by a parent/guardian at the beginning of summer program. There are no off-site field trips at the WCC/NFC.

Field trip form is in form book

Snacks

Snacks are provided after school. A monthly snack calendar is posted on the board in the cafeteria.

Please alert staff of any food allergies/sensitivities, we will do our best to accommodate your students' needs. Staff will be made aware of these and be discreet in order to protect your students privacy.

Snacks from home are also ok as long as they are healthy and not sugar laden.

Enrollment and Disenrollment

Registration form is required to be completed in full. This includes immunization forms. A registration fee of \$75.00 for the school year and \$40.00 for the summer program is due at enrollment time. When you have determined you no longer need child care services; all balances are due in full.

Parent Access

During child care hours of business, parents are welcome at anytime.

Program Philosophy

Our goal as a child care program is to provide a safe, engaging environment where ALL students will feel welcome and respected. We hope to provide opportunities that will guide leadership, creativity, confidence and fun.

Parent Communications

Bi-annual newsletters go out to parents to welcome new families and to update any upcoming events or seasonal changes to schedule. "TalkingPoints"(Tp) is also a form of getting an announcement out, to the group as a whole or to an individual, with 1 text message.

Individual situations* that arise on a day to day basis we just communicate with the parent at pick-up time, Tp or with a phone call if necessary. * The situation is described in detail and consequences that were given are laid out. At this time a conversation is had to determine course of action to aide in redirection next time or if repeated what a further consequence might be.

Staff

Our staff have required annual training through Safe Schools/Vector. Also Merit/DCYF requires annual training. CPR and AED training is completed every 2 years as is food handlers cards.

Staff training records are available for review upon request.

Emergency Preparedness

Fire drills are run each month and disaster drills are done quarterly. Our drills are done inside the building and outside on the playground to allow the students to see the procedures from different areas. The school district updates emergency procedures annually and our program follows those guidelines to keep procedure consistent.

Injury or Medical Emergency

Parents are called when an injury involves a head bump, bee sting, large broken skin areas. Also if a student is having difficulty breathing or serious headache we also call parents. Staff will remain with the student until symptoms dissipate or parent arrives.

Medication Management

Prescribed medication is stored in a container in the locked snack cabinet with required paperwork. The medication has been brought in original container and by the parent. Staff are kept updated on these changes as they happen. Training, if needed, is given by school district RN.

Illness Guidelines

Our program policy is if a student has a fever, vomiting, visible rash or severe headache or anytime a student is visibly showing major change in their normal behavior/activity(lathargic) we call a parent. Student is moved to a quieter spot (sometimes the nurse's room if available) away from the group until parent arrives. If suspect of a notifiable condition, Cowlitz County forms are located in our forms book.

Infection Control

Hand washing is done after signing in to program before snack is served. It is done at hand wash only sinks following proper handwashing technique that is posted at sinks. Hand washing is repeated as necessary after bathroom use, playground play and craft time clean-up.

Tables are also cleaned according to required guidelines, soapy water, rinse and sanitize.

Deep cleaning/infection control is performed by custodial staff after students are gone and over the weekend.

Smoking, Drugs & Alcohol

There is no smoking on School District property as well as no drugs or alcohol.

Parents-

Notice of updated WCC Behavior Policy.

WCC is committed to providing a nonthreatening program that your child(ren) can attend and feel safe, cared about, listened to and have fun while learning how to make new friends, learn empathy, follow rules, become good losers as well as humble winners and even give a smile to someone who needs one.

WCC staff have been witnessing and addressing some games and dramatic play themes that have caused some concern; an increase of inappropriate body touching and active participation involving shooting, stabbing and killing.

This kind of play is not allowed at WCC. I am revising WCC Behavior Policy to reflect serious consequence including potential immediate suspension for a direct threat to someone or suspension for repeat engagement of this type of play.

The technology world moves so quickly that it is a challenge to keep up. YouTube, TikTok and other social media is sending mixed messages to children because some of the content is educational and some is downright dangerous. Even with parental safeguards in place pop ups can happen, not to mention our children are quite tech savvy to move past our safeguards.

Please try to be aware of your children's internet activities and help them to understand that not all information on the internet is truthful and healthy.

Be assured that WCC staff will do our best to maintain a safe and healthy environment for your child(ren). If you have concerns, please reach out.

Missy Sorensen, Director sorensem@woodlandschools.org

WCC BEHAVIOR NOTICE

Student_____

Date_____ Staff_____

Problem Behavior/s:

☐Disruption ☐Physical Contact ☐Disrespect
☐Fighting ☐Inappropriate Language ☐bullying/Harassment
☐Property Damage ☐Lying ☐Cheating
☐Threating* Shooting*, Stabbing* ☐Inappropriate
touch/advances* ☐Intimidation

*repeat behavior results automatic 2 day suspension (IF threat
was a direct threat to student or staff-Immediate 2 day
suspension)

Comments:_____

Action:

☐Verbal conversation ☐Conference with Parent
☐Called Parent ☐Removed Student from room
☐Suspension ☐Time out ☐Sentence writing(student appropriate)

Comments:_____

Student_____Date_____

Parent_____Date_____

Staff_____Date_____

I have read the Parent
Handbook_____Print_____date_____

