

## Rules & Expectations Letter for Parent/Guardian Approval

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- The CWCR Childcare Center is a service provided to employees of CWCR as a privilege, not solely as a right. Childcare will be provided to children aged 3 – 11 who are fully potty trained. Staff will not be able to assist with wiping. The center is oriented toward a positive and enriching environment for children to play and grow. Children will be asked to maintain a willing and teachable behavior expectation while in attendance.
  - Child discipline procedures will always include redirection, multiple warnings and verbal cues before a removal or a break from an activity. The use of corporal punishment is against the law and will never be used. Counsel/ discussion of acceptable behavior and a reflection time will be utilized, as well. Your awareness of any redirection in behavior management will be followed up with an explanation at pickup, phone call, a note home and/ or an email home. If deemed necessary for the benefit of all the children, a termination or break of services may be made.
  - Children can attend the Chinook Winds Childcare Center for a maximum of 8.5 hours per day, and 42.50 hours per week. The Childcare Manager will need to approve anything over 8.5 hours.
  - Items for children to bring to the childcare center: Socks – one pair will be provided on the first visit to the center. After that, you are responsible to have your child bring a pair of socks. Children under the age of 8 are required to have grippy socks. Our front desk will have socks available for purchase and will be charged to your account in the event your child arrives without. A backpack with homework, electronic device (for homework only) is acceptable. A refillable water bottle is advisable. A change of clothes (shirt, pants, underwear, sweatshirt, and socks) is required for children under the age of 6 and recommended for older children. Toys are not to be brought into the center.
  - A fee of \$1.00 per minute, per child, will be charged for every minute past the center's closing time. If parent/guardian and the emergency contacts are not able to be reached, 30 minutes past closing, Security will contact local law enforcement.
  - An opportunity to nap/ rest is provided for preschool aged children attending all day. CWCR Childcare Center will provide a blanket, pillow and a non-porous nap mat.
  - The CWCR Food and Beverage Department will provide all meals and snacks with no more than 3 ½ hours between each. To accommodate diets and allergy needs, multiple choices will be available. Menus will be posted one week in advance. All efforts will be made to provide nutritious options. A refillable water bottle is encouraged as we do have a filtered water station.
  - Separation: This is a new experience for your child and children adjust best when there is a routine established. We suggest that you bring your child to the center, sign him/ her in, help them get settled and let them know that you or the other pick-up person will be back to pick them up. We suggest that you do not sneak out – it is best to say good-bye.
  - CWCR Childcare may celebrate holidays with activities, art and movies. Movies will be rated G and if PG are planned, they will be posted in the front lobby prior to show day for your information.
  - Photo/Video Release: Permission to Print Photos and identification: I give Chinook Winds Casino Resort permission to print photographs of my child and of child's work. Identification of children on web pages will be limited to first name only. I understand that this consent may be revoked before such media is created by providing the childcare center with a signed/ written notice. I understand that I cannot choose certain items listed above to be included or excluded. I must either allow all items to be disclosed or none.
  - Communication: We will make every effort to keep parents/ guardians informed of daily activities, upcoming events, needs and praises posted in the front lobby and via fliers and emails sent home. It is the parents/ guardian's responsibility to read the information.

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- Cell phones are to remain in the child's backpack while in attendance. CWCR does not take responsibility for lost/ stolen items and parents/ guardians should discuss this with children.
- Children who become ill may not remain at the center. Parents/ guardians will be contacted to pick up their child in this situation. Only those listed on the emergency pick-up list will be allowed to pick up a child with proper identification. The ill child will be isolated in an open and accessible room that attendants will be able to supervise to provide reasonable safety for the staff and other children during this time.
- Children with symptoms of illness may not be sent to the childcare center. Your child must be free from vomiting, diarrhea and fever for 24 hours or according to CDC/ Lincoln County Public Health Guidelines prior to returning to the CWCR Childcare Center.
- Medication: All medication must be taken to the Childcare Center and dispensed by authorized personnel. The center must receive: A written statement from a physician detailing the method, amount and time schedules by which such medication is to be taken and that the medication be in the original prescription container. This includes over-the-counter prescriptions.
- ER/First Aid: It is a requirement that all staff be trained in both first aid and CPR. We have basic first aid supplies in the center. While we want to prevent as much injury as possible, it is inevitable that a few bumps and bruises will happen. Our staff will treat any minor injury that may happen and then notify you with a note that will be sent home. If a major medical emergency happens, our staff will take the appropriate first aid measures and then notify you by phone. It is extremely important that you have at least two up-to-date emergency numbers on file for us to use as a contact.
- Disaster Preparedness Program: Emergency Response plans are in place for fire, tsunami, earthquake, lockdown (children will be told "power outage" and explained as shelter in place. Children will participate in safety drills with parent/ guardian prior notification. These drills will be practiced and accompanied by staff members of the childcare center. If the children are evacuated, they will meet at the parking lot above the Childcare Center.
- Play Structure Rules: No climbing on or outside the play structure; Food and drink not permitted inside; No gum. Children will keep hands, feet and all body parts and fluids to self, and once a child climbs to the top of the slide, they need to go down. (No loitering at the top).
- We will require and encourage hand washing while in attendance at the childcare center.
- If there is a planned event or activity outside the childcare center (i.e. the beach, basketball court at the Fitness Center), a notice will be posted at the front desk and a permission slip is signed by a parent/guardian prior to the occurrence.