

# Pillar Cowork Child Care

## *Family Handbook*

<b>What is Pillar Child Care?</b>	<b>3</b>
Vision Statement	3
Our Philosophy	3
Our Curriculum Approach	3
Ages	4
Our Teachers	4
Parent Responsibilities	4
Our Approach to Discipline	4
Technology Statement	4
<b>Health &amp; Safety</b>	<b>5</b>
Vaccinations	5
Sick Policy	5
Lice Policy	5
Medications	5
Injuries	5
Emergency Procedures	6
<b>Logistics</b>	<b>6</b>
Hours	6
Drop-off and Pick-up	6
Bathroom/Toilet Learning	6
Food and Snacks	6
Daily Schedule	7

This handbook is intended to familiarize family members with current Pillar Kids policy, practices and standards. An electronic version (PDF) of the handbook is available on our website at [www.pillarcowork.com](http://www.pillarcowork.com). A print copy of the handbook is available upon request. Pillar reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Family and staff members will be notified of updates to the handbook as they occur.

## What is Pillar Child Care?

Pillar Cowork is a state-of-the-art coworking and event space, designed to cater to the needs of the local community. Our target customers include remote workers, start-up companies, and other individuals in need of shared office space. As an added feature, we offer regular or on-demand childcare services for our members who need it.

At Pillar, we are not a full-service childcare so parents are required to remain on-site (in a separate coworking area). Despite not being a licensed center, our approach provides a premium childcare experience as we care for, interact, and provide developmentally appropriate activities for children.

## Vision Statement

“Pillar Kids” strives to serve our community by providing a clean, comfortable workspace for parents with high-quality, onsite childcare. Although we are not a traditional childcare center, we are recognized for the excellent care we provide to children and their families. We provide support to busy parents and a safe, fun-filled learning experience for children.

## Our Philosophy

Our program’s operations and interactions are guided by the National Association of Education for Young Children (NAEYC) [Code of Ethical Conduct](#). At Pillar we realize that the first five years are formative and crucial in your child’s development. That’s why we are committed to providing the environment, resources, structure, and support young children need that allow them to grow.

We work with parents to help children feel secure and welcome at Pillar. Our goal is to provide positive social experiences for children and to provide quality supervision while parents work in a separate area at Pillar.

## Our Curriculum Approach

We follow a play-based, emergent curriculum that allows children to explore and find areas of interest. To inform the curriculum, teachers observe what children are interested in and help them continue to explore by providing more materials and activities related to interests. Our teachers guide children by asking questions, and encouraging children to explore concepts that build upon prior knowledge.

It is our goal to represent a broad range of interest areas in our classroom, by providing the following areas to explore:

- o Library/Literacy
- o Dramatic Play/housekeeping
- o Blocks
- o Art
- o Large Motor
- o Music + Movement
- o Math + Manipulatives
- o Nature + Science

- o Sensory (sand, water, etc.)

## Ages

We specialize in providing care for children who are 2 – 6 years old. As special circumstances arrive, we will do our best to accommodate the needs of families on a case-by-case basis.

## Our Teachers

Pillar is led by teachers who are educated and experienced in early childhood education (ECE), and who have at least 12 ECE units from an accredited program. Teachers are also current on CPR/AED and first aid certification. Our teachers also have access to ongoing training and educational sessions presented by early childhood education experts.

## Parent Responsibilities

Our goal is to maintain a level of excellence in how we care for all children at Pillar. To do so, we ask parents to partner with us by committing to:

- Remain in the building at all times, reachable by text or phone call if needed.
- Bring children with clean attire and shoes on.
- Bring a small bag with one set of extra clothing and diapering supplies if applicable to your child.
- Take newly potty-trained children to the restroom and check the child's diaper at sign-in. Diapers may be changed in the Pillar Child Care area if needed.
- Clearly label all snacks, bottles, cups, and bags with your child's first name and last initial.
- Leave personal toys at home.
- Respect our 4pm closing time. **A fee will be charged by the minute for late pick-ups.**

## Our Approach to Discipline

At Pillar we believe in teaching children by example, which gives children the tools needed to successfully interact with others. We expect to have many teachable moments that give us the opportunity to help children understand how his/her actions affect others. To ensure a safe, non-threatening environment, physical punishment is NEVER an option. Instead teachers redirect children from difficult situations when needed. We also encourage and guide children in:

- a. Labeling Emotions: "I see you're upset, let's use your words to tell your friend how you feel..."
- b. Conflict resolution and problem solving
- c. Redirection

## Technology Statement

We recognize that human interaction is essential for infants, toddlers, and young children. Furthermore, children have a natural desire to explore and manipulate the world around them. Today's world includes many technology tools and sources of interactive media that children want to explore, for example children at this stage are drawn to push-buttons, switches and controls. At Pillar, technology tools that children might use must be safe, sturdy, and not easily damaged. If technology is used, it must

be in the context of conversation and interaction with an adult. This is also inline with [NAEYC's position](#) on technology and interactive media for young children.

## Health & Safety

### Vaccinations

In order to protect the interest and health of all children in our care, we welcome children who have received the recommended vaccinations and require proof of immunization for our records. No child will be admitted without verification of immunizations.

### Sick Policy

As children develop their immune systems, they will acquire many common colds and illnesses. To decrease the spread of illnesses we encourage children to wash hands frequently, i.e., upon arrival, prior to eating and after using the restroom. In addition to help control the spread of these maladies, **parents should keep children at home** when the following occur:

- Fever (100 degrees F or above)
- Vomiting
- Wet cough
- Diarrhea
- Sore throat
- Pink eye/conjunctivitis

Children may return to Pillar only after they have been **symptom free for a minimum of 24 hours**. If your child falls ill with any of the above symptoms while under Pillar's care, parents should be prepared to take them home immediately.

Parents must notify Pillar if children contract any communicable diseases (chicken pox, pink eye, strep throat, Lice, etc.) so that we can alert others in our community.

### Lice Policy

We have a no Nit (eggs) policy, which requires children with nits to remain at home. Children can return to school once they have received treatment for lice and are free of nits. Additionally, during a lice outbreak, stuffed animals, blankets, sweaters, etc. should be taken home daily.

### Medications

Children's medicine should be administered by parents only. If your child requires a medication dosage while onsite at Pillar, parents should administer according to the required medication schedule. Non-prescription medications (diaper rash cream, lip balms, etc.) may be administered by Pillar staff. These medications should be handed to staff and not stored in cubbies to avoid children accessing.

### Injuries

In the event of a serious injury, parents will be contacted and asked to come to the child care center immediately. Parents can assess the situation and decide (1) if medical attention is needed and (2) what steps should occur, i.e. if a child should be transported to a doctor's office, hospital, or in extreme cases if an emergency vehicle should be called.

For less severe/minor injuries, teachers will complete an incident report describing the situation for parents' knowledge. Report will document details of the situation and resulting outcomes/actions taken to resolve the incident.

### **Emergency Procedures**

In the event of an emergency or disaster, parents should report to the child care area to retrieve his/her child. Pillar is equipped with fire alarms and extinguishers. We also have emergency exits in the child care area to use in the event evacuation is required.

### **Logistics**

#### **Hours**

Pillar Childcare is open from 9am to 4pm Monday through Friday. Children either attend 9-12pm, 1-4pm (part-time) or 9-4pm (full-time). When leaving earlier than chosen schedule time, we will charge up until the following 30 min increment (EX: scheduled 9am-4pm but leave at 3:15pm---we will document care as 9am-3:30pm.)

Pillar Child Care will be open when Pillar Cowork is open, observing major federal holidays and weekends.

Children who are enrolled full-time have priority access to the facility; however, children with part-time memberships, as well as drop-ins are welcome (given space availability).

Pillar child care area is also available for rental on weekends for special events (ex: birthdays, team parties etc.)

#### **Drop-off and Pick-up**

To minimize disturbances in the coworking space, we ask that families entering/exiting with children use the door located at 3538 Golden Gate Way. Upon arrival and departure, parents must sign children in/out with a full signature and time of day on the sign-in/out sheet.

Parents must remain onsite the entire time in order to remain in compliance with California Community Care Licensing. Failure to do so will result in suspension and/or loss of Pillar child care privileges.

#### **Bathroom/Toilet Learning**

Children do not need to be potty trained to attend Pillar. We will work with your family to support your potty training efforts. Children being potty trained will be directed to the restroom, where staff will provide assistance as needed. Children who are able to use the restroom unassisted may do so.

Children in diapers will be changed by staff every 2 hours or more frequently if the teacher notices a soiled diaper. If children wear diapers or pull-ups, parents should ensure there is an ample supply for the child while they are at Pillar.

#### **Food and Snacks**

Parents should provide snacks and lunches from home for children. All food should be suitable for self-feeding by child. Please **only bring snacks and lunches that are**

**FREE of any nut products, popcorn, gum or candy.** All Cups, bottles, or snacks must be labeled. *Parents should inform staff of any allergies and specify the allergy and severity.*

**Daily Schedule**

9am	Arrival. Greetings. Free play.
9:15am	Diapering, toileting (as needed).
9:30-9:45am	Circle time. Washing hands.
9:45-10:45am	Play time. Individual snack time. Diapering, toileting all children.
10:45-11:15am	Circle time with song + dance.
11:15-12:00pm	Gross motor/physical play.
12:00 - 12:30 pm	Washing hands. Pick up for morning children. Lunch.
12:30-2:30pm	Nap.
2:30-3:00pm	Diapering/toileting as children awake.
3:00-3:15pm	Afternoon Snack
3:15-4:00pm	Free play time. Pick-up time.