

## Summary of the Orientation Meeting – held on Tuesday, September 11, 2018

### 1) Introduction to WBCC staff and organization [Click here](#)

Center Director	Katarzyna 'Kate' Zieleniewski	C Building
Assistant Director	Henriette 'Elly' Solomon	I Building
Program Specialist	Anita Mhina	International Square (IS)
Program Specialist & Studio Teacher	Fatu Jacqueline Bowers	C Building, 1 <sup>st</sup> Floor
Administrative Coordinator	Linda Rodgers	C Building, 1 <sup>st</sup> Floor

### 2) Presentation on the WBCC's approach to education

#### *Fundamentals of Reggio Emilia Approach at the World Bank Children's Center*

Relationships/Identity: One of the traditions of our school is to focus on building relationships, affirming individual identities and sharing our family traditions with the classroom community. We support this by creating "**All About Me**" books, drawing portraits, celebrating birthdays in creative ways and welcoming celebrations from different cultures.

- 3) Calendar (attached) and key events for this school year - School calendar 2018-2019 attached and includes: school closures for holidays and teachers' workdays, parent teacher conferences in fall and spring, puppet shows, graduation ceremonies, etc. Please refer to this calendar as this summarizes our key events, as well as the days that we are closed. The WBCC follows the Bank's openings and closings, and we also close for additional days which we have provided in the calendar.

Goals and Dreams Meetings – held by each classroom in the coming weeks. Your classroom teachers will be sending you an invitation soon.

Parents Advisory Board, GSD and CCLC Meetings – October 17; January 16; April 17; and July 10

Harvest Parade – October 31, 2018

WBCC closed for Bank's Holiday Closings and the following additional days

**NAEYC Conference Nov15-16**

**Holiday Break; Dec 26-28**

**Early Closings- Nov 21, Feb 15**

**Closings –Aug 28-30**

International Family Celebration Potluck Party – March 14, 2019

Picture days – April 2019

Graduation Ceremony for Pre-Kindergarten (C Bldg Classrooms 5 and 7 only) – June 13 and 14, 2019.

- 4) Tuition Fee - The tuition fee is billed in advance and due on the first of each month. On or around the 25<sup>th</sup> of the prior month, you will receive the invoice via e-mail. As an example, for October's tuition, around September 25, the WBCC sends a system generated invoice to the e-mail address that you registered in your [KinderCare Family Connection](#) account. Please review this invoice for accuracy and contact the WBCC via e-mail ([childcare@worldbank.org](mailto:childcare@worldbank.org) or [lrodgers@worldbank.org](mailto:lrodgers@worldbank.org)) within 2 business days, to allow us to correct the invoice. If we don't hear from you, the system will deduct the invoiced amount automatically from your registered bank account or will charge the debit/credit card you have registered on September 1. For those paying via debit/credit card, the convenience

fee of up to 2.5% above will be charged a few weeks later, usually in the next tuition payment cycle. If a payment is returned to the WBCC (e.g., insufficient funds in bank account or a returned check), a returned check/non-sufficient funds fee will be charged in addition to the tuition fees. Payments received after the 5<sup>th</sup> day of the month will be charge a late fee of \$5 per day, if payment is not received on time, or a returned check fee if a payment is returned to us. For security reasons, the WBCC admin staff do not have access to view your account to see if you have a registered bank account or credit card for your recurring payment. Refer to the KinderCare Family [Handbook](#) and [Addendum](#) for further details..

- 5) **Withdrawal Policy** – the WBCC strictly adheres to the withdrawal policy guidelines outlined in our Waitlist Policy and Enrollment procedures. This is also discussed in our WBCC Family Handbook [addendum](#) . Advance written notice must be given prior to a child's withdrawal. Please send an e-mail to the WBCC -- [childcare@worldbank.org](mailto:childcare@worldbank.org). The required notice depends on your child's last day. If a child's **last day falls between October through May, notice must be given at least 30 days in advance**. For example, if your child's last day will be November 15, you must send in your withdrawal notice no later than October 15. If a child's last day at the Center is between **June through September, notice must be given at least 60 days in advance**. Therefore, if your child's last day will be June 30, you must send in your withdrawal notice no later than April 30. If this withdrawal notice is not met, parents will continue to be liable for the tuition fees of their child(ren) until the notice period is fulfilled.
- 6) **Annual Submission of Health & Oral Certificate** – health and oral paper work is a YEARLY requirement. DC state licensing requires all children enrolled at the WBCC shall, at least annually, submit to the WBCC, complete documentation of a comprehensive [physical health examination](#), including age-appropriate screenings, and up-to-date immunization. And for children three (3) years of age or older, a complete documentation of an [oral health examination](#) having been performed by a licensed health care professional within the preceding one (1) year period.
- 7) **Review of Key Procedures at the WBCC**
  - a) Drop off and pick up time - Our school is open from 7:45 am until 6:15 pm. Only teaching staff should leave the classroom and school premises last. Please allow the cleaning crew as well as our closing teachers to prepare the classroom for the next day. We do not have snack food available at closing time since children are on their way home to have dinner with their families. Therefore, food in the refrigerator and counters may belong to someone else and not to be used as closing time snack.

At the drop off time, please make sure you bring your child to the respective teacher in the morning, so we can acknowledge your child's presence. Also, at the end of the day, please make sure that your child's teacher knows that you are taking your child home. As drop off & pick up times tend to be a busy time with limited opportunity for parents & teachers to have a private conversation, **we will gladly arrange for families to meet their child's classroom teacher at a separate time to discuss their child's progress.**
  - b) Late Pick Up Fee – Please pick up your child no later than 6:15pm. Refer to the WBCC Family Handbook [addendum](#) for a schedule of the late fees levied to families picking up their children late.
  - c) Sick Policy - We understand that a child's illness may impose on your work obligations. Experience indicates that during a child's first year in group care, families can expect to lose up to 10 working days to care for their child during minor illnesses. Having your child at home during these illnesses is best for your individual child, other children, and

all staff at the school. Your child is considerably more comfortable at home and will recover much faster in this setting. Also, a child who comes to the Center with a contagious illness can quickly pass it to many other children and the staff, therefore impacting the quality of care. The illness policy is designed to support a happier and healthier environment for children, for staff and for families, and it is to be strictly enforced.

The school is not able to accommodate children who are sick. To protect the health of all of our families and staff, parents are required to follow the rules and guidelines outlined in KinderCare Family [Handbook](#).

- d) Medication - All medications are stored in an area inaccessible to children or in a locked box. Medicine may NOT be placed or stored in a diaper bag, backpack, lunch box, child's cubby or other areas accessible by children. We will refrigerate, in a locked container, those medications that require it. Please see your classroom teacher for instructions about storage of medicine. All medicine must be taken home at the end of each day. Please refer to KinderCare Family [Handbook](#).
- 8) Outdoor Time, Community Walks and Field Trip Policy (refer to KinderCare Family Handbook)  
With the WBCC located in Washington, DC, there are many opportunities for exploration around the neighborhood. We spend time at nearby parks and go on regular neighborhood walks almost daily. The daily schedule for children includes outdoor periods, except during inclement weather and when the temperature/wind-chill is below 32°F or during code orange and code red days. Children are taken to the playground, or go on neighborhood walks or/and to the closest parks. **Please refer to the Playground Schedule that is posted on the bulletin board at your respective site. For children in our Infant Classrooms, as the children's current sleeping schedules varies, they will be taken outdoors at different times of the day.** To ensure proper supervision, all assigned teachers and children participate in outdoor activities. Please expect for your child to be cruising in a stroller/buggy or walking in the neighborhoods. We use the help of parent volunteers for these excursions, and we welcome your ideas for local adventures. You are always welcome to join us.

Some trips are planned ad hoc when we have nice weather, and at other times more formal trips are planned. Families are notified of these formal trips in advance—including the date, time, location, length of visit, and means of transportation. In the case of a trip requiring transportation by Metro, we will ask for parent volunteers in order to lower the adult to child ratio for a more intense supervision of the children. The more adults we have for field trips, the better. In order to ensure safety on these types of trips, if we do not have enough parent volunteers, it may be necessary to cancel planned trips.

Safely transporting children on field trips is a serious responsibility. To meet this responsibility, the WBCC will closely adhere to its detailed safety program. Attendance records and child emergency information are kept in the teacher's emergency back pack. Attendance is taken at each destination and again upon return to the Center. First aid kits are brought on every field trip, including neighborhood walks. Emergency telephone numbers for each child are also included in the backpacks. All children attending the field trip, wear the same colored T-shirts or vests during the trip so as to be easily recognizable as a group while exploring the city.

We are not able to provide care for your child when you choose not to take a Center field trip or community walks, unless you have made arrangements in advance with a management team member and there is space in another classroom available that day that meets all licensing requirements for age groups, class size, and staff child ratios. If you

do not wish to have your child participate in these community walks and/or field trips, parents will be required to pick up their child from the Center.

- 9) **Emergency Procedure (attached)** - The WBCC, in partnership with World Bank's Security team holds monthly fire drills as required by DC licensing. These drills are unannounced and provides an opportunity for the teachers and children to practice evacuating their respective classrooms/sites safely & quickly. In a real emergency, which will require an evacuation, the WBCC's teachers and management team's primary responsibility is to ensure the safety of the children. Therefore, it is unlikely that parents will be immediately notified of an evacuation. It is only after the children are safely situated, will WBCC's management team then take steps to notify parents of their children's whereabouts – this will be through the following channels – send an e-mail/text if possible through Tadpoles advising parents of the children's location and status.

If you have not yet dropped off your child at the Center, and we are in an emergency situation or while the WBCC is having its fire drill, we cannot accept children for drop off. Parents must stay with their children until the situation has been resolved. Also, as each site has its own respective licensed capacity constraints, if one center is closed for operation, we are not able to accommodate your child in our other sites.

- 10) **Meals** – children who are at least one year's old will be 13-months and older. If you think your infant/young toddler is ready to start eating food served in school, please send an e-mail to [childcare@worldbank.org](mailto:childcare@worldbank.org) and request for your child to be included in the Schools Meals. Particularly for our young students, whose allergies and immune system might be still developing, we strongly urge families to serve the types of food we offer at home first, especially for items that could potentially cause an allergic reaction. As an example, please test your child's reaction to egg, fish, oatmeal, dairy such as yogurt, cheese, milk, and various fruits that we regularly offer – apples, bananas, pineapple, strawberry, etc. chicken, etc. Please refer to our [menu](#) – our ingredients are conventionally sourced. Milk, cheese and yogurt are organic and a selection of fruits are also organically sourced. Refer to our Welcome to the School Year e-mail, dated August 31, where we discussed our Menu Planning guidelines, for further information.

Meal Schedule – meal time is an essential component of our program where our children seat around the table and interact with their classmates and teachers. Please refer to your classrooms' flow of the day with regard to approximate timings of your child's meals. Due to food safety considerations, please be advised that we do not set aside meals for latecomers.

- 11) Communication & Parent/Teacher Conferences to Review Child's Progress - We maintain an open-door policy and parents are welcome to visit their children's classrooms any time. Please share your observations, suggestions, compliments and concerns to your respective classroom teachers and/or site supervisors. If you need to have a discussion with your teacher about your child's progress, please request to meet with one of your teachers -- the best time is usually in the afternoons while the children are having their naps. You may also contact the Center Director or Assistant Director, if you need further clarification.

E-Mail Address: [childcare@worldbank.org](mailto:childcare@worldbank.org)

Please do not hesitate to discuss your concerns with your classroom teachers. And if this is not resolved, you are welcome to discuss this with the respective site supervisors. If this is not resolved, contact Kate, Center Director. Any issues that require to be escalated to senior

management can be sent to the attention of KinderCare's District Leader, Preston Brown or to World Bank's Contract Manager – Constance Uy. Click on WBCC [Directory](#) available on our website.

Please refer to the childcare website, FAQ on how the WBCC addresses' [Parents Concerns](#); as well as KinderCare Family Handbook (attached).

In addition to your meetings with your classroom teachers, the WBCC also holds multiple 'formal' opportunities for parents to discuss their children's progress at the WBCC.

- a) Classroom Goals Meeting - At the start of each school year, after the children have settled in their new classrooms, each classroom will be having their "Hopes & Dream" meeting with parents to discuss the school's goals for the year. This is also an opportunity for us to understand your expectations and to have a joint understanding of what the children will be doing for the new school year.
  - b) Parent-Teacher Conferences are held twice yearly (refer to calendar) – Parents will meet with one of their children's teachers to discuss their child's progress. Parents are encouraged to review the ["Developmental Stages of Young Children"](#) information that was shared with parents (in the Admission Offer letter), and available in GSD's childcare website under Parents Resources. A formal assessment is made by the teacher on your child's progress and this is shared with the families at the conference.
- 12) [Parents Advisory Board \(PAB\)](#) - The PAB provides a communication channel between parents and the WBCC management. To learn more about the PAB, please watch out for the e-mail that will be sent to all families from the Chairperson of the PAB. Our first meeting with the classroom representatives will be on October 7, 2018 at 12:15pm at the International Square location. At these meetings, we discuss school wide concerns. Each classroom's parents should nominate a representative(s) to represent their classroom in the PAB.
- 13) [Parents Involvement \(see attachment\)](#) - Involvement of parents is vital to children's success in school. WBCC strives to involve parents in as many ways as possible, so that families can build the foundation for academic and lifelong success together. Not only can parents be an invaluable source of information about their own children, but they can bring special interests and talents to share with the entire school community. Most families share a tradition from either their cultural or personal family/faith based celebrations, like "Festival of Lights" in the form of storytelling, singing, dancing, cooking, art projects etc. or simply birthday celebrations. It is highly appreciated, does not demand a big amount of time from the parent, and is a rewarding experience for ALL! Please talk with your classroom teachers to see how you can best get involved in your classroom! In the attachment, you will find examples of the WBCC parents' involvement.
- 14) [Teacher Appreciation Week](#) –Once a week in May is the time when thousands of communities take time to honor their local educators and acknowledge the crucial role teachers' play in making sure every student receives a quality education and care. We know that this profession is a life of giving and sharing, of unlocking the magic of learning. We also know that good teaching is a gift and something to be treasured. We will share more details closer to the date.
- 13) [15-minute Parking and Access to the WBCC](#)

**Security Access to WBCC Center** Only parents whose children are enrolled at the respective site locations have been granted access to the premises of the WB Children's Center. As you enter the Center using your ID badges, **please DO NOT allow others to piggyback with you.** To ensure the safety and security of your children, we seek parents' cooperation in ensuring that only authorized personnel enter the Center. If you are having problems with accessing the Center, please ring the bell at the entrance, and send an e-mail to Linda Rodgers to let her know of your access problems.

For the International Square site, your ID will only allow you to access the external door from I Street. To gain entry to the Center, there is another vestibule door, and you will need to be buzzed in at all times. International Square parents have also been granted access to the I Building site to enable parents to pick up their children from the playground. Please access the children's playground through I Building Classroom 5, which is the first classroom on your left as you enter the Center by the entrance door (next to the I Building cafeteria). **For security reasons, parents are not allowed to enter the playground directly from I Street.**

**Parking Garage Access** - Special consideration was granted to allow WBCC parents to park for 15-minutes at the C & I Building garages for drop off and pick up. You must request access from the parking program by signing a [Parking Agreement \(attached\)](#), and submitting it to WBCC. Please make sure you have picked up your Parking Permit (barcode sticker) from the Commuter Service Help Desk, located at MC-C2 level, located next to the Travel Visa counter. This sticker should be displayed on the lower left hand side of your windshield. Only Bank staff and spouses or partners with Bank IDs will be issued this access. After you have picked up your parking permit, your Bank issued IDs will be programmed for automatic access at your designated garage during the following times, Mondays through Fridays:

Drop-off times: 7:15 am–10:15 am, and

Pick-up times: 3:00 pm–6:30 pm

If you attempt to access the garage at other times, your IDs will NOT work and the guard will have to record your name and UPI before they grant you exception access to the garage. Therefore, remember to display your "CCC" parking permits and always bring your Bank-issued ID. Per the Bank's security policies, access to the garage is only open to Bank staff and their registered partners/spouses whose Bank issued ID's have been programmed for access. Please remember to always have your IDs with you, otherwise, the guard will not allow you to enter the garage. Parents who need to park their vehicle for more than the allowed grace period must contact the Parking program to request daily parking for that day, and they will be charged the prevailing daily fee. Please go to the [Parking Program's website](#) for more details. In the event of an emergency and the need to park longer, please send an e-mail to Parking ([parking@worldbank.org](mailto:parking@worldbank.org)), and they will review your request and charge you the day's parking fee. **Note:** Parking privileges between garages are **not transferable**. If you are a regular parker in any of the Bank's in-house or contracted commercial garages, remember that your access to the C & I Bldg. parking garages for drop off/pick up is still restricted to 15-minutes only. For example, if you have daily/weekly/monthly parking at the MC, you cannot use this parking privilege in MC to park at the I or C beyond the complimentary 15-minutes timeframe for drop off & pick up. The Commuting office conducts random audits on parkers in the garages, and any staff found abusing this privilege will be notified of their violations and also charged retroactively for the daily parking fee plus any associated violation charges. Multiple violations will result in the

removal of the parking privilege and the staff member will be liable for the parking and violation charges.

14) Optional Enrichment Programs available in WBCC

- a) **Power Tots Gymnastics** (open to toddlers and older age groups) Information pamphlet available at each site; [www.powertotsinc.com](http://www.powertotsinc.com)
- b) **Soccer** – Fall season soccer will start Sep 24 (C building children) and 26, 2017 (IS building children); <http://www.excitesoccer.com/> If you wish to sign up your child for this optional program, please submit your child's soccer registration and check payment (**attached**) to your classroom teachers or to the office no later than Friday, September 21. Our soccer fall session is open to Preschool & Pre-K classrooms only.
- c) **Piano classes** for 3.5 years old and older at the C building only; <http://www.earlyetudes.com/>

15) Tadpoles

Tadpoles support communication and help teachers capture daily doses of wonder with in-the-moment photographs and information about what your child is doing, learning and experiencing. Parents should be reminded, that Tadpoles is a great tool but it doesn't replace face-to-face interactions with the teachers. Tadpoles complements them. [Here](#) is the link how to create an account in Tadpoles. Also, **attached** you will find FAQ for Tadpoles.