

Summary of the Orientation Meeting – held on Wednesday, September 07, 2022, and more

1) **Introduction to WBCC staff and organization**

Center Director	Katarzyna 'Kate' Zieleniewski	C Building
Assistant Director	Henriette 'Elly' Solomon	I Building
Administrative Coordinator	Linda Rodgers	C Building, 1 st Floor

- 2) **Involvement of parents is vital to children's success in school.** The World Bank Group Children's Center (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, family or 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 parent, and is a rewarding experience for ALL! Please talk with your child's teachers to see how you can best get involved in your classroom! In the attachment, you will find examples of the WBCC parents' involvement.
- 3) **School Calendar 2022-2023 (attached) and key events** – it includes: school closures for holidays and teachers' professional developmental days, parent teacher conferences, graduation ceremony for Pre-K, 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. We will close for additional days, click on the link or see below (FURL: [WBCCCalendar/](#)).
- WBCC closed for Bank's Holiday Closings and the following additional days
 - NAEYC Conference – Nov 17-18
 - Holiday Break - Dec 26-January 2
 - Early Closings - Oct 7, Nov 23, Feb 17, July 3
 - Professional Development Days for Staff - Aug 30-Sept 1
 - 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, GCS and KinderCare Meetings – October 19, January 18, April 26 and July 12
 - Harvest Parade – October 31, 2022
 - International Family Celebration Potluck Party – March 16, 2023
 - Picture days – April 19-21, 2023
 - Graduation Ceremony for Pre-Kindergarten (C Bldg. Classrooms 6 only) – June 16, 2023
- 4) **Health & Safety Protocols** –WBCC receives frequent updates on mandatory or recommended guidelines regarding any health or safety measures from the Office of Superintendent Schools of Education (OSSE) and Department of Health in Washington, DC. WBCC follows the WBG health and safety protocols. We will continue to share the updates with the families via Weekly Notes.

5) **Annual Submission of Health & Oral Certificate** – health and oral paperwork is a YEARLY requirement. DC state licensing requires all children enrolled at the WBCC to submit complete documentation of a comprehensive [physical health examination](#), including age-appropriate screenings, and up-to-date immunization annually. 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.

6) **Review of Key Procedures at the WBCC**

a) **Drop off and pick up time** –our school's operating hours are from 8:30am until 5:30 pm. Please do not stay in the classrooms after picking up your child because licensing regulations require that our teachers be the last ones to leave the classroom and school grounds. This will enable the cleaning crew and our closing teachers to prepare the classroom for the following day. Thank you for your cooperation.

b) **Late Pick Up Fee** – We acknowledge that parents may occasionally be late picking up their child due to a lengthy meeting or unexpected traffic. If possible, attempt to contact your child's teachers using the KinderCare app to let them know. The first instance of late pick-up will be excused. 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** – 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. Return to school criteria regarding most popular illnesses are available in the 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.

7) **Outdoor Time, Community Walks and Field Trip Policy**

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. 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 and to the closest parks. Each classroom pod has its own *Playground Schedule to provide safe and sufficient outdoor time. 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.

Safely transporting children on field trips/community walks 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 backpack. 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 to be easily recognizable as a group while exploring the city.

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.

8) **Kindercare App** supports communication and helps teachers capture daily doses of wonder with in-the-moment photographs and information about what your child is doing, learning and experiencing. Kindercare App is a great tool, but it doesn't replace face-to-face interactions with the teachers. Kindercare App complements them.

9) **Emergency Procedure** - The WBCC, in partnership with World Bank Group'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. 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.

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 via e-mail or text through Kindercare App advising parents of the children's location and status. Please make sure your child's account in Kindercare App has current phone numbers and email addresses of the legal guardians.

10) **Meals** – children who are at least 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 and request for your child to be included in the school's 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 29th, where we discussed our Menu Planning guidelines, for further information.

Meal Schedule – mealtime 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 Kate. 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 afternoon while the children are having their nap. You may also contact the Center Director (Kate at ext. 33790) if you need further clarification.

E-Mail Address: childcare@worldbank.org

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

In addition to intake meetings with new families, the WBCC offers opportunities such as goals meetings and parent – teacher conferences to discuss children's progress with parents.

- 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 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 at GCS'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 19 at 12pm via WebEx. 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) **15-minute Parking and Access to the WBCC**

- I. 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 WBG 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.
- II. 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](#) and submitting it to WBCC. We will let you know when the Parking Permit (barcode stickers) are available for a pickup. This sticker should be displayed on the lower left-hand side of your windshield. Only Bank staff and registered spouses or partners with Bank issued IDs can be given this access.

14) **Open Forum**

- a) Guidelines for children returning from international travel: At this time, parents are urged to adhere to the most recent recommendations for quarantine. There are no current requirements for childcare centers in DC in this matter.

- b) Masking for children aged 2+ Since the last survey was conducted in the early summer and several new families have since registered with the WBCC, it was highlighted that a fresh one on the mask mandate for children should be in place.

Here are available resources regarding masking children under the age of 5:

[World Health Organization](#), [CDC](#), [DC Health Guidelines](#), [Montgomery County Schools](#), [Fairfax County](#) and [Kindercare](#).

If you are unsure about your preferences/thoughts regarding mask mandate in your child's age group, conduct an experiment at home by asking your child to wear a mask (preferably well-fitted) at home from 9 a.m. to 5 p.m., except when eating or playing outside.

We will share more information on the approach to masks next week.

- c) Quarantine time guidelines – per last OSSE guidelines posted on July 22, 2022 (refer to the attached document), children who are fully vaccinated and those who have had Covid-19 within the last 90 days, do not have to stay in quarantine and can return to the center immediately. Children who were in contact with an individual who tested positive for covid-19 are recommended to quarantine between 5 (ages 2+) and 10 days (ages <2).

PowerTots Demo Class (C building only, twos and older) please see the flyer regarding PowerTots Demo Class Invite.

We will offer the PowerTots Demo to our older Twos @ 10am, Young Preschool @ 10:30am, Preschool @ 11am and PreK Students @ 11:30am on Tuesday, September 13th. The Demo will take place on the playground, or Classroom 5 (1st floor in the C building) in case of rain. Parents are welcome to stop by and watch. Short videos will be available on your child's Kindercare app.

Levine Music (C building, Preschool and Pre-k students) start on Wednesday, September 14.

We are excited to enrich our musical experiences with [Levine Music](#). Ms. Gabriela will be exploring the language of music every Wednesday with our preschoolers and Pre-k students. Our younger students will be supported with musical instruments and other music materials within their classroom daily experiences.