

## RECREATIONAL PRESCHOOL

# FAMILY HANDBOOK



## SCHOOL YEAR 2022-2023

Ages 3-5



A program by the Associated Recreation Council  
in partnership with Seattle Parks and Recreation  
<https://arcseattle.org/Preschool-Programs>



**Seattle**  
Parks & Recreation



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# OVERVIEW OF RECREATION PRESCHOOL PROGRAMS

## WELCOME

Thank you for choosing our Recreation Preschool Program! Seattle Parks and Recreation (SPR), in partnership with the Associated Recreation Council (ARC), is delighted to have the opportunity to serve you and your child(ren). We serve children ages 3-5 years of age and strive for a low-teacher child ratio of 1:8 (preschool).

For our recreation preschool programs, we provide a hands-on, child-centered, safe and healthy environment that includes fun and age-appropriate learning activities. We meet licensing regulations and consistently have a minimum of 2 teachers in our classrooms. Our program meets the developmental needs of young children, focusing on emotional, social, physical, and cognitive skills. Classrooms are set up with rich environments, fun-filled learning areas, consistent schedules and routines, and both large and small group times. Most preschool programs offer a Summer Camp experience. These camps are offered in weekly sessions (excluding holidays). They operate as part time, three and half hours a day, five day/week camps. The staff are trained in Early Childhood curriculum, CPR/First Aid, and safe food handling practices. **Children must be fully toilet trained to participate in these programs (no diapers or pull-ups permitted).**

As a parent or guardian, you play an important role in helping to ensure your child has a positive experience in our program. Please read this Family Handbook so you are aware of our policies and procedures. Thank you!

**There is a tear-out page at the back of the Family Handbook to sign and return to your director.**

**Please keep this Family Handbook accessible for future reference.**

**Electronic copies of this Family Handbook can be found on ARC's website at:**

**<https://arcseattle.org/Preschool-Programs>**

## COMMUNICATION

Contact information is listed in the back of this handbook. Our qualified management and staff are available to answer any questions you may have regarding you or your child's experience in our programs. Please refer to the following break down as an informative guide for whom to direct your questions, comments, or feedback.

### REGARDING THE PROGRAM...

**Director** - Each program has a director who plans and prepares program offerings and oversees day-to-day operations on site. They will give you an on-site orientation to familiarize you and your child with these specific offerings.

**Area Operations Supervisor** – Each program is assigned an Area Operations Supervisor to support its work. If the Director is not available and you need immediate assistance, please call the Area Operations Supervisor listed for your site.

**Special Populations Program Manager** – Our Special Populations Program Managers work with children with special needs in our programs. They offer support for incoming families, as well as continued support for currently enrolled participants. They work in direct communication with the Director and Area Operations Supervisor to ensure consistency in providing a high-quality experience for all enrolled participants. ARC's Voice/TDD number is 206-615-0492.

**Community Center Staff** – Each program is associated with a Community Center. Community Center Coordinators, Assistant Coordinators and Recreation Attendants can clarify questions regarding enrollment, payment, scholarships, DCYF subsidies, or facilities, please contact the Community Center Coordinator, Assistant Coordinator, or Recreation Attendant for more information.

## EMERGENCY NUMBERS

<b>Emergencies</b>	24 Hour Emergency line SPR	206-684-7250
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Typically used for afterhours emergencies related to Seattle Parks and Recreation facilities, parks, or programs.

<b>Childcare Hotline</b>	24 Hour Emergency/Extreme Weather	206-684-4203
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This line is updated with critical information about program operations impacts due to emergencies, weather, or other emergency situations. This is an informational line only and does not accept messages.

# **PROGRAM PHILOSOPHY AND GOALS**

## **OUR PARTNERSHIP**

Within the City of Seattle, a special working relationship is maintained through a Memorandum of Agreement between Seattle Parks and Recreation (SPR) and the Associated Recreation Council (ARC) and its advisory councils. ARC is an independently incorporated, 501(c)(3) nonprofit organization. It is comprised of a volunteer Board of Directors made up of advisory council representatives and at-large members. Currently, there are neighborhood advisory councils that share the common purpose with SPR of providing community supported quality programs and services.

## **SEATTLE PARKS AND RECREATION MISSION STATEMENT**

**MISSION:** Seattle Parks and Recreation provides welcoming and safe opportunities to play, learn, contemplate and build community, and promotes responsible stewardship of the land.

**VISION:** We promote healthy people, a healthy environment, and strong communities.

## **THE ASSOCIATED RECREATION COUNCIL MISSION AND VISION STATEMENTS**

**MISSION:** Inspire engagement and participation in equitable, dynamic, culturally relevant, and responsive recreation, childcare, and lifelong learning programs.

**VISION:** Bringing together all people to build a healthy community.

**VISION OF PRESCHOOL PROGRAMS:** To provide children ages 3-5 with a safe developmentally appropriate learning environment that includes fun, active, engaging experiences that develop a love of learning.

## **THE ASSOCIATED RECREATION COUNCIL PROGRAM GOALS**

It is the goal of our program to serve the needs of parents/guardians while addressing the special interests and concerns of their children. Our trained staff works diligently to provide a safe, quality program designed to promote citizenship, leadership, cultural enrichment, health and physical education, social recreation, along with outdoor and environmental education. Our program goals also include utilizing the many available resources within Seattle to enhance your child's education and to raise awareness about issues affecting our community.

## **ANTI-BIAS STATEMENT**

ARC recognizes and honors diversity of all kinds. This includes race, ethnic background, religion, gender and gender identity, age, sexual orientation, and differing physical conditions. We strive to be culturally sensitive, create welcoming environments where families and children see themselves represented, and adopt policies and procedures that foster equity and inclusion. Anti-bias education is a commitment to respect and embrace differences and to actively challenge bias, stereotypes, and unfairness.

# **ORGANIZATIONAL POLICIES**

## **ANTI-DISCRIMINATION POLICY**

As a matter of policy, law and commitment, no person will be excluded from, nor discriminated against, on the basis of race, color, marital status, sexual orientation, gender identity, economics, political ideology, age, creed, religion, ancestry, national origin, or presence of sensory, mental or physical handicap (Seattle Municipal Code).

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Seattle Parks and Recreation and the Associated Recreation Council recognize and comply with the Americans with Disabilities Act. In an effort to create an inclusive community, we are committed to making every reasonable effort to accommodate participants with disabilities.

If you believe you have been discriminated against based on the above listed criteria, you may file a complaint with:

Washington State Department of Social and Health Services  
Office for Equal Opportunity  
Civil Rights Compliance Section  
PO Box 45830  
Olympia, WA 98504-5839

## **PARENT/GUARDIAN CONDUCT EXPECTATIONS**

Parents/guardians: In consideration of all participants, staff, family members and guests, it is important that all visitors to the program abide by our rules and guidelines, as outlined in this handbook. Below are additional items that have been established as it pertains to conduct of all visitors:

- We ask that you take special care to be courteous and respectful in all interactions whether with your children or others' as well as with staff, other parents/guardians and visitors.
- We ask that you help us to make our programs a home-away-from-home; a place where children, families and staff feel warm and welcomed each day.
- Please share our rules and guidelines, as outlined in the family handbook, with anyone you may ask to pick-up, drop-off or visit your child(ren) in our program.
- It is expected that if a parent/guardian feels any person is exhibiting threatening physical and/or verbal behaviors, it will immediately be reported to the program director and/or designee.

Staff will work to ensure our program is always safe and welcoming to all:

- If there is a situation where the conduct of a parent/guardian, authorized pick-up or emergency contact is not consistent with rules and expectations, the program director and/or designee will ask that person to refrain from the behavior and/or leave the program or center.
- Conduct by parents/guardians, authorized pick-ups or emergency contacts in violation of the Anti-Harassment Policy found in the family handbook may result in staff calling 911 and/or termination of enrollment of participant.

## **ANTI-HARASSMENT POLICY**

Families, community center and program staff are expected to respect the rights of everyone at the program by:

1. Recognizing our programs are made up of individuals from varying cultures, religions, sexual orientations and racial and social backgrounds.
2. Refraining from racial or sexual comments, jokes or slurs. Other examples of unacceptable behavior include inappropriate touching, unwelcome sexual behavior or comments, displaying derogatory materials.
3. Not threatening verbally, physically or otherwise, anyone involved in the preschool program.

To report alleged discrimination or harassment contact your program's Area Operations Supervisor to start an investigation.

## **CONFIDENTIALITY**

It is the policy of Seattle Parks and Recreation and Associated Recreation Council to treat all confidential information in strict confidence and to respect each family's information and records in a secure and safe manner.

## **EXEMPT STATUS**

The SPR/ARC recreation preschool programs operate 3.5 hours per day and are currently exempt from the Department of Children, Youth and Families (DCYF) licensing regulations. However, we meet or exceed the childcare licensing standards.

# PRESCHOOL PROGRAMS INFORMATION

## CREATIVE CURRICULUM

Our program uses principals for the Creative Curriculum for Preschool from Teaching Strategies. Children attending our program will be observed and assessed in six developmental areas: social, emotional, physical, cognitive and language development, literacy and mathematics. Creative Curriculum is a research-based curriculum that has been used to implement developmentally appropriate preschool programs for over 30 years. Creative Curriculum activities and teaching methods enable children to become confident, enthusiastic and creative learners.

Each classroom will be set up with the following interest areas:

- **Blocks** – where children develop small muscle coordination, learn about sizes, shapes, numbers, order, patterns, and how to work together and exchange ideas and viewpoints.
- **Dramatic Play** – where children deepen their understanding of the world by engaging with others as they recreate life experiences, learn to cooperate with their peers, share ideas and solve problems.
- **Toys and Games** – where children practice eye-hand coordination, counting, make puzzles, do matching games, learn to take turns and develop confidence in completing a task successfully.
- **Art** – where children create, explore materials, express themselves and their feelings, develop fine motor skills, and convey their individuality and originality.
- **Library** – where children can relax and have quiet time looking at picture books, learning about different people and places, learn pre-reading skills such as left to right eye coordination, understanding symbols, develop listening skills, and use small muscles for writing and illustrating.
- **Discovery** – where children explore and investigate to answer their questions. They observe, experiment, measure, solve problems, and learn how to predict what will happen as a result of their actions.
- **Safe Space** – children learn how to regulate their emotions and behaviors and solve social problems.
- **Sand and Water** – children learn math concepts, social studies, technology and art.
- **Music and Movement** – children hear and appreciate different kinds of music and learn to express themselves through movement.

## COSTS AND PROCEDURES

### REGISTRATION

The following items must be completed before any child can participate in our program(s). We offer an e-forms platform called ePACT through which parents/guardians and/or guardians will complete the required participant registration information.

- ePACT Participant e-forms. (A paper version is available upon request - Participant Information and Authorization Form E-13).
- A current Certificate of Immunization is REQUIRED for all participants unless there is an approved exemption based on Washington State requirements and Exemption Form is signed. It must be on a State of Washington Department of Health-approved form. (Form will be uploaded by parent into ePACT). Each program maintains a list of children with medical needs and personal immunization exemptions. Immunization records are available upon requests to parents/guardians when their child leaves the program.
- Registration fees and/or deposits paid in full.
- Scholarship Application and Verification of Income (if applicable).
- Medical Treatment Authorization forms and any additional forms (if applicable) specific to your child's needs requested by your program. (Forms are available for download in ePACT).
- If your child requires accommodations, a meeting will be scheduled with the parent/guardian within 3 working days before your child can attend the program. Disclosure is not intended to be punitive, but rather to allow us to best serve your child.
- Incomplete paperwork may delay your child's start date.

Please notify the program director in writing and update your child's ePACT record if there are any change of address, phone numbers, names of persons authorized to pick up your child, allergies, other health or medical information, or accommodation needs.

## SPECIAL NEEDS

If your child has a special need, as indicated on enrollment paperwork, the director will request a Special Needs Protocol meeting before your child's start date. Special Needs Protocol meetings are attended by the parent, director and Special Populations Program Manager. The group will work as a team to understand the nature of the special need and to identify positive strategies to support the participant while they are in program.

Every effort will be made to make reasonable accommodation. Our program and staff are not equipped to provide personal hygiene care nor one-on-one support for managing behavior.

## EXPLANATION OF FEES FOR THE SCHOOL YEAR

Each preschool program has a fee based on the number of hours (3.5 hours each day) and the hourly rate. The hourly rate is multiplied by the total program hours between September and June and then divided by 10 months to get an average monthly fee. This standard fee is paid each month, whether there are 14 program days in the month or 22 program days in the month. **Preschool Programs do not operate during the Seattle Public School Thanksgiving week, Winter, Mid-Winter, and Spring Breaks.** See. Below for SY 2022-2023 pricing and program hours:

Site	Ages	Hours	2-Day	3-Day	4-Day	5-Day
Loyal Heights CC	3-4 years	9:30am-1pm	N/A	N/A	\$ 632.00	N/A
Loyal Heights CC	4-5 years	9:30am-1pm	N/A	N/A	\$ 632.00	N/A
Magnolia CC	3-4 years	9:30am-1pm	N/A	\$ 520.00	\$ 632.00	N/A
Magnolia CC	4-5 years	9:30am-1pm	N/A	N/A	\$ 632.00	\$ 792.00

- A \$25 registration fee is charged at time of registration to hold a spot in each program. This fee is one-time per program regardless of the number of months.
  - *Note: Scholarships are applied to Registration Fees*
- Families will pay the registration fee again for each different location they enroll.
- **Registration fee is non-refundable and non-transferrable**
- Monthly program fees are due 7 days before the start of the month. If the payment due date falls on a weekend or holiday, payment is due the next business day.
  - If payment is not collected prior to the due date, your child may be withdrawn from the program by the next business day.
- Program fees include all supplies.
- **Pro-rating:** This is only permitted for NEW/FIRST TIME registrations. Please check with the community center staff regarding this policy.
- **Drop-in** attendance is NOT allowed.
- **Absence:** If your child is sick or absent, we are unable to give you a refund or pro-rate your fee. Since we reserve a place for your child each day, staff are required to be on-site, even if your child is absent.
- **Continuity of Care Registration:** Typically, sites offer continuity of care registration for families whose children were enrolled the previous school year. Your local community center staff will be able to provide any details regarding continuity of care registration.

## PAYMENTS

Payments may be set up as 'auto-pay' in the registration system, paid over the phone with credit card/debit card, and may be taken during community centers operating hours. We encourage families to choose payment methods online. Parents/guardians are asked to save receipts for tax or accounting purposes. Back receipts may not be available. There will be a fee of \$20 for each NSF check. Make checks payable to:

**CITY OF SEATTLE**  
**FEDERAL TAX IDENTIFICATION INFO**  
**ARC Tax ID # 51-0170717**



## REFUND POLICY

A refund may be issued for the program/activity, less the registration fee, if they withdraw and/or if they notify the community center coordinator at least 14 days prior to the beginning date of the program/activity. No refunds will be made for requests received less than 14 days prior to the beginning of the program/activity. For program days that are cancelled due to weather related circumstances, no credit/refund will be issued for the first two cancelled days. A credit will be issued for the 3<sup>rd</sup> or additional cancelled days.

It is the policy of Seattle Parks and Recreation and the Associated Recreation Council that any person who registers for a class, camp, special event or program that is cancelled for any reason by SPR or ARC, they will receive a full refund, with the following exception: No refund/credit is given for the first two cancelled days, if cancelled due to weather.

For full details of the Department's Refund Policy, please see Policy Number 060-P 7.16 which can be found here:

[Refunds, Reductions, & Waivers - Parks | seattle.gov](#)

## CITY SCHOLARSHIPS

Scholarships are available through Seattle Parks and Recreation. See your community center staff for a scholarship application if interested.

### City Scholarship Application Information:

- The Scholarship cycle is the start of Preschool Summer Day Camp through the end of the school year.
- Scholarship participants have a 60% attendance requirement. They must attend 60% of a program period in order to keep the scholarship. Families will be notified if you are in jeopardy of losing your child's scholarship.
- Families must apply annually for scholarship. Scholarship applications are accepted year-round with 'new cycle' applications available each year in February for the upcoming June to June cycle. Scholarship funds are limited and are allocated on a first come, first served basis.
- Please return your completed scholarship application, including appropriate income verification, to the community center front desk or email to [scholarship.parks@seattle.gov](mailto:scholarship.parks@seattle.gov).
  - If scholarship application and financial documents are sent by email **BE SURE TO MARK OUT ANY SOCIAL SECURITY NUMBERS.**

## DSHS SUBSIDY

Recreation preschool programs are currently not licensed and cannot accept DSHS subsidies.

## HOLIDAY CLOSURES FOR SY 2022-2023

Programming on City holidays is NOT included and will NOT be offered. We will be closed on the following City of Seattle holidays:

Labor Day	Monday, September 5 <sup>th</sup>
Indigenous Peoples' Day	Monday, October 10 <sup>th</sup>
Veterans Day	Friday, November 11 <sup>th</sup>
Thanksgiving Break	Thursday, November 24 <sup>th</sup> -Friday, November 25 <sup>th</sup>
Christmas Day	Monday, December 26 <sup>th</sup> (observed)
New Year's Day	Monday, January 2 <sup>nd</sup> (observed)
Martin Luther King Jr. Day	Monday, January 16 <sup>th</sup>
President's Day	Monday, February 20 <sup>th</sup>
Memorial Day	Monday, May 29 <sup>th</sup>
Juneteenth	Monday, June 19 <sup>th</sup>

## **OTHER IMPORTANT DATES FOR THE SCHOOL YEAR**

- **First Day of Program:** September 12<sup>th</sup>
- **Seattle Public School Thanksgiving week:** November 21<sup>st</sup>-23<sup>rd</sup>
- **Winter Break:** December 19<sup>th</sup>-30<sup>th</sup> (No Program)
- **Mid-Winter Break:** February 21<sup>st</sup>-24<sup>th</sup> (No program)
- **Spring Break:** April 10<sup>th</sup>-14<sup>th</sup> (No Program)
- **Last Day of Program:** June 16<sup>th</sup>

## **PRESCHOOL PROGRAM POLICIES AND PROCEDURES**

### **SIGN-IN AND SIGN-OUT PROCEDURES**

It is required that the parent or authorized representative sign their child in on arrival and sign their child out when leaving daily (WAC 110-300-0455). Participants will only be released to those individuals authorized by the parent/guardian in the ePACT information or the E-13. Parents are encouraged to add the names of any and all individuals who may bring or pick up a child, even under unusual circumstances. Please contact the director to add or remove individuals from the pick-up authorization list.

- Authorized persons over 18 years old must produce a valid picture ID.
- Please have identification ready as it may be checked frequently. We appreciate your support as staff work to maintain safety.
- Signatures must be full legal names.
- Staff are not authorized to sign children into the morning program, nor out of the afternoon program.
- Staff can sign a child in/out for an activity on premises where the parent or guardian has given specific written permission that would allow that child to leave the facility.

**All authorized individuals must be 14 years or older.** When the authorized individuals are between the ages of 14 and 17, the parent/guardian is responsible for assessing the responsibility level and emotional maturity of the authorized person. Additional consideration should be given to the safety of the route to be taken home and whether the younger child listens well and follows directions. Should supervision or safety of the child become an issue, the Seattle Parks and Recreation and Preschool staff will meet with the parent to determine the appropriateness of the authorized individual.

### **Important Notes:**

- If the non-custodial parent attempts to pick up their child and we have a notarized restraining order, we are mandated to call the police.
- If we have a court-ordered Parenting Plan, and a parent requests to pick up the child on a different day, we **MUST** have authorization from the other parent that it has been mutually agreed upon. Staff cannot negotiate or alter the Parenting Plan.
- For safety reasons, we will not release your child to anyone who appears to be under the influence of alcohol or any other substance. In such circumstances staff will call other adults on the authorized pick-up list.
- If the parent/guardian appears to be under the influence, chooses to leave the premises with the child and will be operating a motor vehicle, staff will call the police immediately.

### **ALCOHOL, TOBACCO, CANNABIS USE AND PROHIBITION OF ILLEGAL DRUGS**

The usage or distribution of all alcohol, tobacco, cannabis and illegal drugs is prohibited. If a parent/guardian is impaired or suspected to be due to drug or alcohol use, we will call someone on their pick-up authorization list or suggest calling a taxi for them. If the parent/guardian chooses to leave with the child and will be operating a motor vehicle, staff will call the police immediately. The incident will also be reported to CPS. An Incident Report will be written.

### **REPORTING LATENESS/ABSENCES**

It is the responsibility of the parent to notify the director when the child will not be in attendance for the day, or any part of the day. If your child will be arriving late or be leaving early on a particular day, please let the director know. You may also leave a voicemail message which will be checked periodically by staff.

## **LATE PICK-UP POLICY**

Children must be picked up by the end of program hours. If you have not picked up your child by end of scheduled program time, you may be assessed a late fee (see *Late Pick-Up Charge* section below) and staff will start calling all contacts listed on the E-13. If your child is left longer than 1 hour after the program is closed and the staff is unable to reach you or emergency contacts, as mandated reporters, we are required to notify CPS and/or the police. Please make sure that emergency contacts listed on the registration form are people who would be willing and available to pick up your child in case of such an emergency or unforeseen lateness. Continued lateness may result in warning letters and your child's removal from the program.

## **LATE PICK-UP FEE**

A Late Pick-Up Fee of \$1 per minute will be charged for participants not picked up by the end of the program. This fee is to be paid at the front desk by cash, credit card or check. Please make sure that emergency contacts listed on your registration form are people who would be available to pick up your child in case of such an emergency or unforeseen lateness.

## **RELEASE OF INFORMATION**

If you need to request the release of records pertaining to your child's participation in our program, please provide a formal 'Request for Information' in writing to the Seattle Parks and Recreation Community Center Coordinator. Seattle Parks and Recreation staff will clarify what information you are requesting and coordinate the release of the documents. Certain records pertaining to minors have legal restrictions on who can access them, what may need to be redacted prior to release, and may require 3<sup>rd</sup> party notification.

## **PROGRAM CANCELLATION/REFUNDS**

Preschool program days cancelled by SPR for any reason will be refunded with the following exception; Programs closed due to weather or emergency circumstances will be credited to the customer account **after the first two cancelled days. No credit will be provided for the first two cancelled days over the course of a school year.**

For full details of SPR's Refund Policy, please see Policy Number 060-P 7.16 which can be found here: <http://www.seattle.gov/Documents/Departments/ParksAndRecreation/PoliciesPlanning/RefundPolicy.pdf>

## **EXTREME WEATHER CONDITIONS OR NATURAL EMERGENCIES**

When Seattle Public Schools are in session, our Preschool programs run under the school district's assessment of road conditions and school closures. For up-to-date information on the impact of extreme weather conditions or natural emergencies, call the **Childcare Hotline at 206-684-4203**. This hotline is available 24 hours a day.

## **IN THE EVENT OF EXTREME WEATHER OR NATURAL EMERGENCIES**

- Preschool programs could be cancelled based on weather conditions affecting the safety of staff, children, and families.
- Seattle Parks and Recreation community centers can only be closed by an order from the Mayor and may be instructed to remain open to the public, even if Preschool programs have been cancelled.

## **EMERGENCY CLOSURE POLICY WHEN SEATTLE PUBLIC SCHOOLS ARE OPERATING**

- When Seattle Public Schools are open, the preschool is open.
- When Seattle Public Schools are closed, the preschool is closed.
- When Seattle Public Schools open late, the preschool will be open for afternoon sessions only where afternoon sessions are available.
- When Seattle Public Schools are dismissed early, preschool care will be provided until parents and/or guardians arrive to pick up their children. They will be called to pick up their children as soon as possible.
- Please listen to the public service announcements made by the media regarding Seattle Public School closures or call the **Childcare Hotline at 206-684-4203**.

## **LUNCH AND SNACK**

The serving of lunch and snack varies from site to site. In some cases, parents/guardians may be required to provide lunch and/or snack. Sites do not have the ability to heat or refrigerate food. Check with your program director for specific information.

**Please note: all our classrooms are nut free zones.**

## **PRESCCHOOL POLICY REGARDING TOILET TRAINING**

All children must be self-toileting (no diapers or pull-ups) before they enroll in the preschool program. We do not have the proper facilities or staffing required to change diapers or pull-ups. All children must wear 'big kid' underwear. We understand that even under the best circumstances, accidents occur. If an accident does happen, we help the child get dry and comfortable again. We ask the children to do as much as possible with the changing process. To facilitate this, all children must have an extra set of clothes, underwear, and socks at preschool.

## **FAMILY INVOLVEMENT**

There are many ways that you can become involved in your child's program:

- Come to the program and share a special skill you have with the children (music, art, cooking, tutoring children in academic subjects, etc.)
- Donate to your child's program (tax deductible). Ask for our current wish list!
- Volunteer your time – preparing games, building a container garden or worm bin, drama or storytelling, and so much more.
- We welcome all suggestions for improvement. Please be in contact with our directors, area operations supervisors, and/or community center coordinators with any specifics that can help us to continue to provide high quality service for you and your family.
- Please speak with your director who will schedule time for you to share your talents and contributions.

## **FREE ACCESS AND VISITATION POLICY**

Parents/guardians are invited to observe our programs at any time. Unsupervised access shall only be with the child's parent/guardian. Parents/guardians wishing to observe our programs should remember that you are a visitor and not a registered volunteer of the program. As a visitor, you may participate with your child, but staff members are the professionals who lead and execute the program. If you wish to accompany your child on a field trip, you may transport your child, and ONLY your child, in your private vehicle or via public transportation. If the trip is on public transportation and you ride with your child, you will need to sign your child out of the program. Please note that any time the child is with you, he or she must be signed out into your care. Unfortunately, you will be unable to ride with the rest of the program on the rented buses.

## **TWO-WAY COMMUNICATION**

Preschool staff will attempt to give daily feedback to parents and/or guardians and/or guardians regarding their child's day at preschool. In turn, it is helpful if parents and/or guardians inform the staff if there is anything at home which may affect the child at preschool (such as a visit from a grandparent, illness in the family, a restless night, etc.). We ask that if you have any concerns about something that has happened at preschool, please let the director or teacher know as soon as possible so we can schedule a time to meet and discuss the issue. In order to maintain confidentiality, we ask that you discuss private matters outside the classroom.

## **FAMILY/STAFF COMMUNICATION**

Communication from ARC may include satisfaction surveys, monthly newsletters, daily informal communication, and program learning objective.

## **SUPERVISION**

Children will always be well supervised by our staff and will be in continuous visual and/or auditory range. Washington State Licensing requires an adult to child ratio of 1:10; however, SPR/ARC strives to maintain 1:8 ratio.

## **SUPERVISION DURING BATHROOM USE**

All staff are required to provide appropriate supervision by keeping children within continuous visual or auditory range. When bathrooms are located outside the dedicated preschool rooms, a staff person will enter the restroom ahead of the child to ensure it is safe before sending participants into the facility. While participants are using the facility, staff will remain within auditory range of the restroom. Staff will also use this practice for public restrooms on field trips. Staff are encouraged to send children to the restroom one at a time to prevent peer to peer abuse.

## **APPROPRIATE DRESS**

Your child should dress in clothing that allows for them to be successful while in the program. Children need sturdy shoes, and sandals must have straps in the back (no flip flops). Also, provide your child with appropriate outerwear that allows for outdoor play. Your child should have a complete change of clothing (include socks) to be kept at preschool. The best method of storing these items is in a gallon-size zip-lock bag. Please make sure to label all clothing with the child's name.

## **TOYS AND VALUABLES**

Please do not allow your child to bring toys and/or valuables to preschool, unless there is a specified 'Show and Tell' day scheduled by the teacher, or the item is related to the weekly theme. Our facility and staff will not be held responsible for, nor replace, items that become stolen, lost, or broken.

## **BIRTHDAYS**

Birthday celebrations are important to children and they enjoy sharing the experience with their friends at preschool. Everyone is welcome to have a birthday celebration if they wish (even summer birthdays). Please notify your director if you plan to provide a special snack for your child's birthday. Only commercially prepared foods may be served according to public health recommendations. If you are planning a birthday party outside of preschool program, and sending out invitations, please do so outside of preschool program time - unless all children are being invited to attend the celebration.

## **FIELD TRIPS**

Supervised groups may travel by school bus, Metro bus, or on foot to local parks, pools, or other points of interest. Field trip attendance lists will be completed in advance and staff/child ratio will be strictly followed during transition periods or while on field trips. All reasonable safety measures will be utilized while on field trips, as the safety and well-being of your child is of utmost importance to us. Parents/guardians will be informed of field trip dates, times, and destinations in advance. We encourage you to reinforce with your children the importance of always following the directions and decisions of staff. On rare occasions and/or due to repetitive behaviors of concern, if staff deems that a child's conduct may seriously endanger his or her safety, or the safety of others, the parent/guardian will be notified, and the child will not be able to participate in the planned activity.

## **NON-RELIGIOUS INSTRUCTION**

SPR and ARC programs celebrate our diversity of cultures and their non-religious traditions. No religious content is included.

## **SAFETY RULES**

Our goal is to provide a safe, happy, healthy learning environment for your child. To ensure the success of our program, we have some basic rules to go by. Please review them with your child:

- Have fun!
- We stay in the classroom at all times. We only leave the classroom with our teachers or families.
- We use walking feet inside.
- We keep our shoes on at school so that our feet are safe.
- We use inside voices when in the classroom.
- We can use running feet outside and in the gym.
- We share the toys and games.
- We take turns with our friends and may have to wait until they are done.
- We listen to our teachers and to each other.
- We sing and dance and play and we are happy!

## COVID-19 PROTOCOLS

Program protocols for childcare operations are established to meet guidelines from the Centers for Diseases Control and Prevention (CDC), Washington State Department of Health (DOH) and Public Health Seattle/King County (PHSKC) as it relates to COVID-19.

## SAMPLE PROGRAM SCHEDULE

Below is a sample daily schedule. Schedules and program times vary from site-to-site. Please communicate with your program director about site specific daily activity schedules.

### PRESCHOOL DAILY SCHEDULE HALF DAY

<b>Time</b>	<b>Activity</b>
9:30am-10:30am	Arrival, choice activities, snack
10:30am-11:00am	Circle, team building, songs
11:00am-11:45am	Discovery station and small group
11:45am-12:15pm	Lunch
12:15pm-12:45pm	Outside/Gym
12:45pm-1:00pm	Daily reflections and departures

## BEHAVIOR MANAGEMENT AND GUIDANCE

We strive to meet the growing needs of all children by providing a safe space with appropriate guidelines and boundaries designed to support the safety of all our participants.

Staff use indirect ways to guide children:

- We provide clear rules and expectations
- We give choices
- We maintain a regular routine.
- We provide a fun, busy activity schedule.

### GUIDANCE AND REDIRECTION

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. We are committed to working with you in the best interest of your child and the rest of the participants in our care. We do not use or endorse any form of corporal punishment by anyone (including family members). We also do not condone any means of inflicting physical pain such as biting, jerking, shaking, spanking, slapping, hitting, kicking, or any other measures.

In order to accomplish this, children, parents/guardians and/or guardians, and staff will all be aware of the program rules and behavior expected. We are confident this practice will minimize the need for disciplinary actions.

- Staff will communicate with the child in an effort to identify the problem and possible solutions.
- The child may be redirected to a new activity for a cool down period.
- For the preschool program, if the situation becomes unsafe for your child or unsafe for other children *Handle with Care (HWC)* will be used. *Handle with Care* is an integrated crisis intervention system that uses verbal de-escalation techniques and, in emergency situations when there are no other options to keep your child and/or others safe, a modified physical restraint for young children. HWC's young children's program balances appropriate protection, containment and limit-setting with the child's development of self-sufficiency and independence. All preschool staff have been fully trained in *Handle with Care*.

Parents/guardians and/or guardians are notified as soon as possible if *Handle with Care* is used

### **Should disruptions occur, staff will act as the facilitator and use the following procedures:**

We may remove a child from an activity if they are struggling with keeping themselves or others safe, and staff will work with the child in addressing and identifying feelings and emotions they are having. Staff will help to de-escalate the situation, and work with the child to find more appropriate and acceptable ways to communicate their feelings and needs.

If the situation persists:

1. The parent/guardian may be called for immediate pick up. This may also result in an immediate suspension.
2. In the case of a suspension, or if the situation becomes severe, a parent meeting will be conducted with the parent/guardian, the Director, the Area Operations Supervisor, and a Special Populations Program Manager.
3. Depending on the situation, a *Behavior Support Plan* may be implemented for the child.
4. Upon continued occurrences, a follow-up parent meeting will be held to review results of *Behavior Support Plan* and any additional steps.
5. If your child is suspended for 1-5 days, there will be no refund for that day and/or week.
6. If your child is removed from the program for the remainder of the session your deposits cannot be refunded or transferred.
7. We reserve the right to grant exceptions to #1-4 of the above discipline steps in cases involving severe, extenuating and/or exceptional circumstances; examples include behavior that:
  - Hurts another child, either physically or verbally.
  - Hurts himself/herself/themselves.
  - Destroys (non-disposable) property.
  - Creates a one-on-one extended situation with staff, which takes them out of their designated ratio.

## COMMUNICATION WITH PARENTS/GUARDIANS

Staff will regularly check in with parents/guardians and/or guardians about their child's engagement, interest, and progress in the program through verbal or written communication. Staff will work to support each child in developing their abilities, talents, skills and academic work.

ARC uses two forms of written documentation to communicate with parents/guardians and/or guardians:

1. **Occurrence Form.** Used to communicate any injuries or concerning behaviors that create an unsafe environment.
2. **Behavior Notification.** Used to indicate serious/inappropriate behaviors.

A positive behavior reinforcement system will be utilized to promote appropriate behavior. When necessary, this may also come in the form of a Behavior Support Plan.

## NO TOLERANCE POLICY

The following will not be tolerated in any of our programs:

- Abusive, harassing, and/or obscene language or gestures.
- Threats of any kind that would intend harm, physical aggression, violent acts, or bullying.
- Weapons of any kind (including toy guns, firearms, sharp objects, and fireworks).
- Offensive or lude conduct.
- Improper exposure.
- Intentionally leaving the supervised area without permission.
- Intentionally damaging or defacing community center or school property.

## PHYSICAL RESTRAINT POLICY

Most situations can be diffused without the use of physical restraint. Physical restraint is the last resort and will be used only if the child is posing a serious threat to themselves or others. Staff will do everything possible to de-escalate the situation, including using a soothing calm voice, moving away from the child, removing the child from the situation, and validating the child's feelings. Parents will be notified immediately in the event that physical restraint was necessary.

**Please Note:** Because of the wide range of behaviors that children display, Seattle Parks and Recreation and the Associated Recreation Council reserves the right to make the decision to suspend or expel a child based on the physical and emotional safety of the child, other program participants or staff who may be affected. In such circumstances, a child may be separated from the group for the rest of the day and parents may be called and asked to pick up their child immediately.

# ABUSE PREVENTION

Seattle Parks and Recreation (SPR) and the Associated Recreation Council (ARC) adhere to stringent screening and hiring practices in order to safeguard the safety and well-being of the children in our programs. ARC also provides staff with required Child Abuse Reporting training on a regular basis.

## MANDATED REPORTER

Although recreation preschool programs are not licensed, we still follow Washington State law (26.44 RCW) that requires all persons who work or volunteer in a licensed preschool facility to immediately report suspected abuse to either a law enforcement agency or to **Child Protective Services**. Abuse may take the form of physical, sexual, emotional, child exploitation or neglect. Staff are not obligated to inform the family if a report or request for investigation is made to CPS. The Child Protective Services worker will notify the family of the referral. CPS has legal access to interview any child either inferred in an abuse case or who might be a witness to an abuse case. CPS may, or may not, inform you ahead of time of a pending interview with your child.

## STAFF PROFESSIONALISM

ARC staff is trained to maintain professional boundaries at all times. In an effort to avoid any conflict of interest or performance, **ARC staff are not permitted to provide private childcare to program participants outside the recreation preschool program.**

# MEDICAL INFORMATION

Parents must fill out a medication administration form and sign it for each medication that is to be received.

## PRESCRIPTION MEDICATION

Any prescription medication to be administered to a child while in our care must be accompanied by written approval of a physician (prescription label is accepted as physician approval) along with written parental consent. All medication must be in its original container and properly labeled with the child's name, date the prescription was filled, or medication's expiration date and legible instructions for administration such as manufacturer's instructions or prescription label. Additionally, please inform us of any and all medications the child takes while **not** in our care. In cases of emergency, this may be necessary information for first responders and medical staff. To capture this information, complete the *Medication Information and Treatment Authorization* form available in ePACT. This form should also be uploaded to your child's record in ePACT.

### **Medications for chronic conditions such as: asthma or allergies:**

For chronic conditions (such as asthma): An individual care plan must be provided that lists symptoms or conditions under which the medication will be given.

### **Emergency supply of medication for chronic illness:**

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case of an earthquake or other disaster.

**Staff administering medications will document the time, date and dosage of the medication given.**

## NON-PRESCRIPTION MEDICATION

The following medication can be given with written parental consent, only at the dose, duration and method of administration specified on the manufacturer's label, if medication has not expired, and if it is in its original container and will be stored on-site and administered by staff:

- Antihistamine
- Non-aspirin fever reducer/pain reliever
- Anti-itching ointment or lotion intended specifically to relieve itching
- Decongestant
- Sunscreen
- Non-narcotic cough suppressant
- Hand sanitizer



A physician's written authorization is required for non-prescription medication that is not included in the above list, medication that is to be taken differently than indicated on the manufacturer's label or medication that lacks labeled instructions.

**All unused medication will be returned to parents/guardians or disposed of properly.**

### **ILLNESS (including during program)**

These guidelines are consistent with Public Health Seattle/King County. We ask that you adhere to the following guidelines.

**Please keep at home any child with the following symptoms until resolved:**

- Fever of at least 100.4 °F orally (no-touch thermometer)
- Diarrhea, more than two loose stools per day or stool contains a drop of blood or mucus
- Vomiting, twice or more in the past 24 hours
- Rash, any not associated with heat or allergic reaction
- Drainage from the eye, redness of eyelid lining, swelling and discharge of pus
- Appearance/Behavior: Unusually tired, lack of appetite, confused, irritable, unable to participate in program
- Sore throat: especially with fever and swollen glands
- Head lice or nits: until no lice or nits are present
- Scabies: until after treatment
- Open or oozing sores, unless properly covered and 24 hours have passed since starting antibiotic

**Additional symptoms where a child should be kept home as it pertains to our COVID-19 Protocols. Please contact your program's director for next steps on how your child can be cleared to return to program is experiencing any of the symptoms listed below:**

- ✓ A cough
- ✓ Shortness of breath or difficulty breathing
- ✓ A fever of 100.4°F or higher or a sense of having a fever
- ✓ A sore throat
- ✓ Chills
- ✓ New loss of taste or smell
- ✓ Muscle or body aches
- ✓ Nausea/vomiting/diarrhea
- ✓ Congestion/running nose – not related to seasonal allergies
- ✓ Unusual fatigue
- ✓ Headache

**Please Note:** Parents/guardians must have alternate plans for childcare. Children not well enough to participate in ALL activities, must not attend the program. If your child is sick, no refund will be issued.

If, while in our care, a child displays symptoms of illness and/or fever, the child will be isolated and kept comfortable while the parent/guardian is notified. If removal from the center is warranted, the parent/guardian will be contacted for immediate pick up of the child by the parent/guardian, an emergency contact, or authorized pick-up person. If the parent/guardian cannot be reached, emergency contacts and/or authorized pick-up persons will be called.

**Following exclusion, children are readmitted to the program when they no longer have any symptoms and/or Public Health exclusion guidelines for childcare are met, including protocols for return to program when experiencing symptoms of COVID-19.**

### **CONTAGIOUS DISEASE**

Parents/guardians are to inform the program director immediately when their child contracts a contagious disease (including, but not limited to chicken pox, conjunctivitis, mumps, measles, viral infections, lice and COVID-19) or is exposed to one. Our center will then post a general notice to alert other parents/guardians; no names will be used. Children being treated with antibiotics for a contagious disease may not return to our facility until she/he has been using the medication for a 48-hour period and/or until the danger of infecting others is over.

Incidents of contagious disease will be reported to the County Health Department at 206-296-4774. Staff will conduct lice checks periodically. To ensure the safety of ALL participants in our program, we require a doctor's note indicating that the child is no longer contagious, and it is safe for the child to return to the program.

## **LICE POLICY**

If a child is found to have head lice while at the program, parents/guardians will be contacted and asked to pick up their child immediately. In the event of a lice breakout, all children will have their hair checked for nits by the staff and families will be notified of the outbreak. Children found with nits will be sent home with instructions for removal. Children will not be allowed to return to the program until they are nit free. Staff also will be checked. When lice are found, all rugs, couches, pillows, soft toys, etc. will be cleaned.

## **SUNSCREEN POLICY**

Washington State Licensing Standards require that sunscreen be worn by all participants when exposed to sun for extended periods of time. It is the family's responsibility to provide, and apply, sunscreen prior to arriving to the program when there is sun exposure. During program hours, staff will provide opportunities for children to receive and reapply sunscreen at regular intervals. Please check with your director for additional instructions and to complete the *Sunscreen Authorization* form.

## **CONCUSSION INJURY PARENT/GUARDIAN INFORMATION**

Washington State law (RCW 28A.600.190) requires all recreation and sports organizations to notify parents/guardians about the dangers of concussions and the importance of removing a child from play if they are suspected of a head injury.

Concussions are one of the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. Concussions can range from mild to severe and can disrupt the way the brain normally works. They can occur in any organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or with obstacles.

Continuing to play with a concussion or symptoms of head injury leaves the child or adolescent especially vulnerable to greater injury and even death. Therefore, it is important that a youth that is suspected of sustaining a concussion or head injury in a sport or recreational activity be removed from play immediately. The youth should not return to play until they have been evaluated by a licensed health care provider and has received written clearance to return to play.

Staff takes the following measures to ensure safety and prevent concussions or other head injuries:

- Participants are always supervised and remain within visual or auditory range.
- Staff are trained to recognize symptoms of a head injury (child appears dazed or stunned, seems confused, moves clumsily, loses consciousness-even briefly, shows personality or behavior changes, becomes nauseous or vomits, has double or blurred vision, or becomes dizzy).
- Participants are required to use helmets when they ride bikes or other "wheels" (no skateboards).
- Participants are reminded of the safety rules of the sport or recreation activity.
- Parents/guardians are notified immediately in cases of suspected injury and appropriate medical treatment is sought.

## **HEALTH PRACTICES**

### **NON-SMOKING POLICY**

Smoking is prohibited in all programs, and no staff is allowed to smoke within visual range of participants.

### **CLEANING AND DISINFECTING**

Our programs follow a cleaning schedule that meets Washington State Licensing and Public Health Department requirements. We use approved commercial cleaning products to clean and disinfect all surface areas. In addition to our daily cleaning schedule, our community center has a custodian who attends to all additional aspects of cleaning prior to the start of each day.

## **FOOD HANDLING PRACTICES**

All staff who prepare children's meals and/or snacks have valid Food Worker Permits. We follow all Public Health Department regulations.

## **HAND WASHING PRACTICES**

Participants and staff wash hands upon arrival to program, after using restroom facilities, before preparing and eating meals and/or snacks, and before participating in cooking activities.

## **EMERGENCY RESPONSE PLAN**

### **CHILDCARE HOTLINE**

In the case of inclement weather or a natural emergency, such as snow or an earthquake, please call the Childcare Hotline to ensure that the program is operating on a regular schedule: **206-684-4203**.

### **INJURY PREVENTION**

All equipment used by the program is inspected daily by staff to ensure safety. Any equipment deemed unsafe or dangerous for children will be reported and removed or participants will be informed that the unsafe area is off limits until repaired or replaced.

### **SERIOUS ILLNESS OR INJURY**

In case of a serious illness or injury the following procedures will be followed:

- Administer immediate First Aid/CPR
- Contact 911
- Contact Parent or Emergency Contact
- File Accident/Medical report with the director, area operations supervisor and community center coordinator.
- DCYF Licensor will be notified.

### **FIRE AND EARTHQUAKE PLAN**

Program staff conducts monthly fire drills and quarterly earthquake drills throughout the year. Participants are instructed what to do in the event of an emergency. Emergency evacuation plans are posted in the community center.

### **HEIGHTENED SECURITY AND LOCKDOWNS**

In the event of a highly unsafe situation occurring in the neighborhood, the program may go into heightened security or lockdown. Heightened security means that we keep all children on-site and lock all outer doors. A lockdown means that in addition to keeping the children in the building, we will shut off all the lights and keep children in a better protected area until notified by the police that the situation has cleared. During a lockdown, no parent/guardian or staff may enter or leave the building.

## **COMPLAINTS AND GRIEVANCES**

If you have a complaint, please request an appointment to have a conference with your program director to ensure that the situation is addressed properly. We request that families do not leave grievances on our voice mail nor attempt to discuss during program hours. We will do our best to address, and solve, each situation. If the complaint or grievance cannot be resolved with the director, you are encouraged to contact the Area Operations Supervisor (telephone numbers can be found at the end of the handbook).

## SITE-SPECIFIC INFORMATION

SPR/ARC Recreation Preschool School Year - Contact Information				
September 2022 - June 2023				
Location	Address	Community Center Number	Program Number	
Loyal Heights Community Center	2101 NW 77th St, Seattle, WA 98117	206-684-4052	206-321-9541	Area Operations Supervisor (Recreation Preschool) Anna Barron 206-384-3819
Magnolia Community Center	2550 34th Ave W, Seattle, WA 98199	206-386-4235	206-771-3087	

## FAMILY CONTRACT

- I have read the Family Handbook and understand and agree to follow the guidelines and policies when using the services of Associated Recreation Council and Seattle Parks and Recreation Community Center partnership programs.
- If I have questions, comments or concerns about staff, policies or practices I will address them with the Director and/or Seattle Parks and Recreation staff at the community center.
- I understand that my child must be registered, and all required enrollment forms must be completed before my child can attend.
- I have been given a site tour.
  - Please note that site tours may be limited and/or not allowed due to COVID-19 protocols during the pandemic.
- I received a brief program orientation.
- I have read the information about concussion injuries and prevention.
- I understand that it is my responsibility to provide my child with sunscreen and apply it prior to camp.

Child's Name: \_\_\_\_\_

Parent/Guardian's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: PLEASE SEPARATE FORM FROM HANDBOOK TO SUBMIT
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