

September 2018-June 2019
Preschool Family Handbook
Pathways and SPP Programs



www.arcseattle.org



Seattle
Parks & Recreation



A program provided by the Associated Recreation Council
in partnership with Seattle Parks and Recreation

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OVERVIEW OF PRESCHOOL PROGRAMS

WELCOME

Thank you for choosing our Preschool Program! Seattle Parks and Recreation (SPR), in partnership with the Associated Recreation Council (ARC), is delighted to serve you and your child during these formative early years of growth and development. We provide a hands-on, child-centered, safe and healthy environment that includes fun and age-appropriate learning activities.

We serve children ages 3 through 5 years of age, with a low-teacher child ratio of 1:8. Our staff is trained in Early Childhood curriculum, CPR/First Aid, and safe food handling practices. Children must be fully toilet trained to participate in the program (no diapers or pull-ups permitted).

Our Preschool 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 preschools programs offer a Summer Camp experience. These camps are offered in weekly sessions (excluding holidays). They operate as part time five day/week camps (not full time). Weekly themes are available at the front desk of the community center.

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. 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. Thank you!

CREATIVE CURRICULUM

Our Preschool Program is based on the *Creative Curriculum for Preschool* from Teaching Strategies. Children attending at least three days a week will be observed and assessed in four developmental areas: **Social Emotional, Physical Development, Cognitive Development and Language Development**. *Creative Curriculum* is a research-based curriculum that has been used to implement developmentally appropriate preschool programs for over 30 years. *Creative Curriculum* promotes rich and creative learning opportunities in all developmental areas. These activities and teaching methods enable every child 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, learn 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.

PROGRAM PHILOSOPHY AND GOALS

SEATTLE PARKS AND RECREATION AND THE ASSOCIATED RECREATION COUNCIL 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 15-member volunteer board of directors made up of advisory council representatives and at-large members. Currently, there are 36 advisory councils sharing the common purpose with SPR of providing community supported quality programs and services.

Seattle Parks and Recreation **SEATTLE PARKS AND RECREATION MISSION STATEMENT**

provides welcoming and safe opportunities to play, learn, contemplate and build community, and promotes responsible stewardship of the land. We promote healthy people, a healthy environment, and strong communities.

ASSOCIATED RECREATION COUNCIL MISSION, VISION, AND VALUES STATEMENTS

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

Vision: Bringing together all people to build a healthy community.

Values:

- **Community Engagement and Participation:** An engaged community makes our neighborhoods healthier places to live, work, and play.
- **Equitable Access:** Access to equitable, dynamic, culturally relevant, and responsive recreation and lifelong learning opportunities for all.
- **Mutual Respect:** Interaction between community and dedicated, diverse caring staff and volunteers based on mutual respect.
- **Community:** A fair, safe, and welcoming environment where people have a sense of belonging and opportunities to come together to recreate, socialize, and learn.
- **Accountability:** Integrity and transparency of decisions affecting programs, finance, and people.
- **Commitment to Race and Social Justice:** By recognizing the dignity of each individual and by reducing the barriers of systemic oppression, we are committed to equity, fairness, impartiality, and social justice.

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.

ARC ANTI-BIAS STATEMENT

ARC recognizes and honors diversity of all kinds. This includes race, ethnic back-ground, 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.

ANTI-DISCRIMINATION 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 (A.D.A.)

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 Dept. of Social & Health Services
Office for Equal Opportunity
Civil Rights Compliance Section
PO Box 45839
Olympia. WA 98504-5839

ANTI-HARASSMENT POLICY

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

1. Recognizing that the workplace is 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.

Complaints about alleged discrimination or harassment will be reported to supervisors for immediate investigation and resolution.

LICENSED SPP PROGRAMS AND SUMMER DAY CAMPS

The Seattle Parks and Recreation and Associated Recreation Council SPP programs are licensed programs with the Department of Children, Youth, and Families (DCYF) and comply with the Washington Administrative Codes, policies and procedures for licensed child care programs. Pathway Preschool programs are on a schedule to become licensed, however meet or exceed the child care licensing standards. Summer Day Camps operating at SPP and Pathways facilities offering school-year programs are not operating as SPP or Pathways programs.

REGISTRATION

The following items must be completed before any child will be enrolled in our program, and at least two weeks prior to the program start date.

- Participant Information and Authorization Form – E-13
- Certificate of Immunization or Certificate of Exemption
- Registration fees and/or deposits paid in full
- Medical Treatment Authorization Forms (if applicable)
- Any additional forms specific to your child's needs requested by your program
- 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.

Please notify the program director in writing if any of the following changes occur:

- Address
- Phone numbers: home, workplace, school, doctor, or emergency contact
- Add or eliminate individuals authorized to pick up/drop off your child
- Your child's allergies or other health/immunization status
- Accommodation needs

COSTS FOR PRESCHOOL PROGRAMS

For actual costs, please see site specific information in the back pages of this handbook.

EXPLANATION OF FEES FOR THE SCHOOL-YEAR

Preschool is free for those who qualify financially. We do accept some private pay students. They pay the "regular" registration fee as listed in the back of the handbook.

- A one-time \$25 deposit for the school year will ensure a space in the program.
 - Deposits are non-refundable. The deposit may be transferable to a different program within the same facility (the request must be made at least one week prior to the first day of the program).
 - Balances for September programs are due on August 1 (or the next business day).
 - Balance of fees for all other school year months is due by the 25th of the preceding month.
 - Service is not provided if full payment is not made by the first program day of the month. No participant may attend the program until fees are paid in full.
 - Program fees include all supplies. **Pro-rating:** Fees can be prorated if the start date occurs after the first two weeks of the INITIAL enrollment month (new, first time participant only) or if service is terminated within the first week of the month (30 day written notice is required) AND the slot can be filled from the wait list.
1. **A sibling discount** will be offered for full-time participants from a single family in Preschool Programs. The discount is \$15/per additional child/per program/per month. The first child is charged the full amount, and the second child in a family would each be charged \$15 less.
 2. **Programming on City holidays** is NOT included and will NOT be offered. The monthly fee does not change due to holidays.
 3. **Drop-in** attendance is NOT allowed.
 4. 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, our teachers are required to work even if your child is absent.
 5. Some sites offer **Priority Registration** for those families already enrolled in their program. Please check with your Director or community center staff for more information about your site.
 6. Absences will not warrant prorates or refunds.

PAYMENTS

All fees are determined by Department of Education and Early Learning (DEEL).

SPP PAYMENTS

All payments for SPP programs are made payable directly to DEEL during the school year.

PAYMENTS FOR PRIVATE PAY PARTICIPANTS

Payments for private pay participants are taken during the operating hours of each community center. The community center can accept cash, check, debit, or credit card payments. You may also make payments over the phone.

- Make checks payable to: CITY OF SEATTLE.
- We recommend that parents and/or guardians save their receipts for tax or accounting purposes. The community center may not always be able to print out back receipts.
- *There will be a fee of \$20 for each NSF check.*

ARC TAX ID # 51-0170717

HOLIDAY CLOSURES FOR 2018

We will be closed on the following City of Seattle holidays:

| | |
|------------------------|-------------------|
| Independence Day | July 4 |
| Labor Day | Sep 3 |
| Veterans' Day Observed | Nov 12 |
| Thanksgiving Day | Nov 22 and Nov 23 |
| Christmas Day | Dec 25 |

HOLIDAY CLOSURES FOR 2019

We will be closed on the following City of Seattle holidays:

| | |
|----------------------------|--------|
| New Year's Day | Jan 1 |
| Martin Luther King, Jr Day | Jan 21 |
| Presidents' Day | Feb 18 |
| Memorial Day | May 27 |
| Independence Day | July 4 |

OTHER IMPORTANT DATES FOR 2019

Parent Connection Meetings Sept. 5-7
Winter Break Dec. 24-Jan 4 (No program)
Mid-winter Break Feb 18-22 (No program)
Spring Break April 8-12 (No program)

DSHS SUBSIDY

Preschool programs cannot accept DSHS subsidies.

PRESCHOOL PROGRAM POLICIES AND PROCEDURES

SIGN-IN AND SIGN-OUT PROCEDURES

Parents or other person authorized by the parent to take the child to or from the center must sign in the child on arrival and sign out the child at departure, using their full signature and writing the time of arrival and departure. Under no circumstances may children sign themselves in or out.

The Department of Early Learning (DEL) requires that the parent or authorized representative sign their child in on arrival and sign their child out when leaving daily (WAC 170-295-7030). A sign in/out area will be available when you arrive at the site.

Sign-In:

- 1) Announce your child's arrival to a staff member.
- 2) Check your child into the program by signing the sign-in sheet using your full signature and writing the time of arrival.

Sign-Out:

- 1) Announce your arrival and the name of your child.
- 2) Locate child and gather your child's belongings.
- 3) Check your child out of the program by signing the posted sign-out sheet using your full signature and writing the time of departure.
 - 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 or at least include first initial and full last name.
 - Staff members 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.

Participants will only be released to those individuals authorized by the parent/guardian on the E-13. Parents are encouraged to add to the E-13 the name 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.

All authorized individuals must be 14 years or older. When the authorized individuals are between the ages of 14 and 17, the parent 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 Parks and Recreation and Preschool staff will meet with the parent to determine the appropriateness of the authorized individual.

REPORTING LATENESS/ABSENCES

Please call the director if your child will be absent or late to the preschool program.

LATE PICK-UP CHARGE

A Late Pick-Up Charge of \$1 per minute will be charged for all 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 an emergency or unforeseen lateness. Please notify us in writing when someone, who is not listed on your authorization form, will pick up your child.

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.** SPP programs must run a minimum of 180 days during the school year. Pathways programs must run a minimum of 140 days during the school year. In the event of program cancellation, the program Director will make you aware of any make up days necessary to fulfill these requirements.

EXTREME WEATHER CONDITIONS/NATURAL EMERGENCIES CHILD CARE HOTLINE: 206-684-4203

When Seattle Public Schools is in session, ARC Child Care programs run under the school district's assessment of road conditions and school closures.

EMERGENCY CLOSURE POLICY WHEN SEATTLE PUBLIC SCHOOLS ARE OPERATING

- When Seattle Public Schools is open, the Preschool and Before and After School-Age Care Programs are open.
- When Seattle Public Schools is closed, the Preschool and Before and After School-Age Care Programs are 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 dismisses early, the Preschool and School-Age Care Programs will be provided until parents 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 Schools closures or call the Child Care Hotline: 206-684-4203.

EMERGENCY CLOSURE POLICY DURING BREAK CAMPS (AND OTHER TIMES WHEN THE SEATTLE PUBLIC SCHOOLS IS NOT OPERATING)

- SPR community centers can be closed only by an order from the Mayor and may be instructed to remain open to the public, even if programs have been cancelled.
- When SPR community centers are open, Preschool, School-Age Care Programs and other recreation programs may be cancelled. This determination will be made by SPR.
- Preschool and School-Age Care Program will be cancelled based on weather conditions affecting the safety of staff, children, and families.
- If Preschool and School-Age Care Programs are cancelled, a public service announcement will be made by the media.
- There is a hotline to call in the case of weather-related or other emergency, closures. Please call 206-684-4203 to find out if a program is closed. The hotline is updated regularly and available 24 hours a day.

NON-RELIGIOUS INSTRUCTION

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

COMPLAINTS AND GRIEVANCES

If you have a complaint or grievance, please request an appointment to have a conference with your Preschool Director to ensure that the situation is addressed properly. We request that families do not leave grievances on our voice mail or attempt to discuss it 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 Preschool Program Supervisor (telephone numbers can be found at the end of this handbook).

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 to 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. Unfortunately, unless you have completed the volunteer process, you will be unable to ride with the rest of the program on rented buses. 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. Should parents/guardians wish to visit our programs as a volunteer, they must complete a Seattle Parks and Recreation Volunteer Packet and a DEL background check. We encourage your input so that we can make our programs successful both for you and your child

ILLNESS DURING PROGRAM

If, while at our facility, a child displays symptoms of illness and/or fever, the child will be isolated and kept comfortable while the parent or guardian is notified. If removal from the center is warranted, the parent will be contacted and asked to come for the child promptly. Please come quickly to pick up your child. They are not feeling well and need you. If the parent or guardian cannot be reached, emergency contacts will be called. If no party can be reached, and symptoms persist, the child's physician will be notified and his/her directions followed.

Children with any of the following symptoms are not permitted to remain in care:

- Fever of at least 101 °F orally (single use cover must be on the thermometer)
- Diarrhea, more than one loose stool per day
- 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

Following exclusion, children are readmitted to the program when they no longer have any symptoms and/or Public Health exclusion guidelines for child care are met.

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, Field Supervisor and Community Center Coordinator.
- DEL Licensor will be notified.

NO TOLERANCE POLICY

In accordance with the Seattle School District's 'No Tolerance' policy - toy guns, weapons, and fireworks are not permitted.

PROGRAM INFORMATION

PARENT AND STAFF COMMUNICATION

Preschool staff will attempt to give daily feedback to parents regarding their child's day at preschool. In turn, it is helpful if parents 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.

LUNCH AND SNACK

Young children are growing rapidly. They need exercise and good nutrition to build strong, healthy bodies. Washington State has established licensing requirements to assure that children get the nutrients they need while away from home in a licensed child care program. We offer food at intervals not less than two hours and not more than three and one-half hours apart; breakfast or snack to children in morning care whether or not the child ate before arriving at the center.

The 3.5 hour preschool programs supplement a family-provided lunch. The 6 hour preschool program provides a morning and afternoon snack, and supplement milk, a fruit, and a vegetable to a family-provided lunch. Families are also welcome to bring snacks for their child to meet any food preferences or dietary restrictions. Please note: all our programs are nut free zones.

We follow all Department of Children, Youth, and Families licensing guidelines when preparing and serving snacks. Each snack includes at least 2 of the following components: 1 cup milk (fluid), $\frac{3}{4}$ cup juice/fruit/vegetable, 1 oz. meat/meat alternative, 1 slice bread/grain.

An example of program snack includes: 4 graham cracker squares and $\frac{3}{4}$ cup of sliced banana, 1 muffin and $\frac{3}{4}$ cup of melon, or 11 animal crackers and $\frac{3}{4}$ cup of low-fat fruit yogurt. We provide two snacks and one meal or one snack and two meals.

PRESCHOOL 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 preschool program experience:

- Come to the preschool program and share a special skill you have with the children (music, art, cooking, tutoring children in academic subjects, etc.).
- Donate to your preschool program (tax-deductible).
- Ask for our current wish list!
- We welcome any and all suggestions for improvement.
- Volunteer your time – preparing games, building a container garden or worm bin, drama or storytelling, and so much more.
- Please speak with your Preschool Director who will schedule time for you to share your talents and contributions.

APPROPRIATE DRESS

Your child should dress in clothing that allows for them to be successful while at the preschool 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. Staff cannot be responsible to lost or stolen items.

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, and sending out invitations, please do so outside of preschool - unless all children are being invited to attend the celebration.

PARENT TEACHER CONFERENCES

During the school-year, parents will be invited to participate in two conferences a year. These conferences are optional, but parents are encouraged to participate. Directors and teachers will collect drawings and other items throughout the year and will share developmental milestones and other highlights of your child's preschool experiences with you during the conferences.

FIELD TRIPS

Preschool programs will plan a variety of outings, including walking trips to the local library, parks, and playgrounds. Each walking trip will be supervised by two staff and maintain a 1:5 adult/child ratio. Preschool programs may take one or two field trips each school year. These will be on a school bus leased from Durham. Parents will be informed of all field trip dates, times and locations in advance. Parent volunteers are welcome! No additional fees will be charged to enrolled children for field trips; however, parents are responsible for their own expenses and those of any siblings who may join them. A 1:3 adult/child ratio will be maintained on these field trips.

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:

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

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.

The preschool program uses 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.

We give a 2-minute correction for each negative behavior and desirable behavior is recognized and rewarded. Behavior followed by a positive consequence is more likely to result in continued positive behavior.

Further action would be needed if a child were to do one of the following:

- Hurt another child, either physically or verbally
- Hurt himself/herself
- Destroy (non-disposable) property.
- Creating a one on one extended situation with staff, which takes them out of their 1:8 ratio.

COMMUNICATION WITH PARENTS

Staff will regularly check in with parents 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:

1. **Occurrence Form.** Used to communicate any injuries or minor behavior concerns.
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.

GUIDANCE AND DISCIPLINE

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, 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.

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

- 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.
- If the situation persists the parent may be called for immediate pick up.
- If the situation becomes unsafe, a parent meeting will be conducted with the parent or guardian, the on-site Director, and the Special Populations Supervisor.
- Depending on the situation a Behavior Support Plan may be implemented for the child.
- Upon continued occurrences, a follow-up parent meeting will be held to review results of Behavior Support Plan and any additional next steps.

WITH REGARD TO FIELD TRIPS

On rare occasions and/or due to repetitive misbehavior, if staff deems that a child's conduct may seriously endanger his or her safety, or the safety of others, the parent or guardian will be notified and the child will not be able to participate in the planned activity.

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 him/herself or others. Staff will do everything possible to de-escalate the situation, including: using a soothing quiet 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.

ABUSE PREVENTION

MANDATED REPORTER

Washington State law, 26.44 RCW, requires all persons who work or volunteer with children to report immediately suspected abuse to either a law enforcement agency or **Child Protective Services**. Abuse may take the form of physical, sexual, emotional, child exploitation or neglect.

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 child care to program participants outside the Preschool Program.**

MEDICAL INFORMATION

ILLNESS

These guidelines are consistent with the Seattle-King County Department of Public Health's Child Day Care Health Handbook. We ask that you adhere to the following guidelines.

Please keep at home any child with the following symptoms:

- Fever of at least 101 degrees F taken orally.
- Diarrhea, more than one loose stool per day
- 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
- Sore throat: especially with fever and swollen glands
- Head lice, nits, or scabies
- Appearance/Behavior: Unusually tired, lack of appetite, irritable, unable to participate in program
- Open sores, unless properly covered and 24 hours have passed since starting antibiotic

Staff members will follow the same exclusion criteria as children.

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 using the "Medication Information and Treatment Authorization (Form B)" form. 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.

Medications for chronic conditions:

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

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:

1. Antihistamine
2. Non-aspirin fever reducer/pain reliever
3. Anti-itching ointment or lotion intended specifically to relieve itching
4. Decongestant
5. Sunscreen
6. Non-narcotic cough suppressant
7. 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.

Parents must fill out the "Medication Information and Treatment Authorization (Form B)" form and sign it for each medication that is to be received. **All unused medication will be returned to parents or disposed of properly.**

LICE POLICY

If a child is found to have head lice while at the preschool program, parents will be contacted and asked to pick up their child immediately. Because lice are considered contagious, we must look after the best interests of all children attending our programs. In the event of a lice breakout, all children will have their hair checked for nits by the staff. Children found with nits will be sent home with instructions for removal. Children will not be allowed to return to the preschool program until they are nit-free. When lice are found, all rugs, couches, pillows, soft toys, etc. will be cleaned. Lice outbreaks can be an unpleasant experience for all involved, so it is important that we have your cooperation in this matter. The families of all preschool program participants will be informed of a lice outbreak in writing.

SUNSCREEN POLICY

We ask parents to apply sunscreen to their children before bringing them to the preschool program, when there is the possibility of sun exposure. Parent permission to reapply sunscreen is on the E-13.

EMERGENCY RESPONSE PLAN

CHILD CARE HOTLINE

In the case of a natural emergency, such as an earthquake, please call the Child Care Hotline to ensure that the preschool program is operating on a regular schedule: **206-684-4203**.

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 Preschool Director, Field Supervisor & Community Center Coordinator.

FIRE AND EARTHQUAKE DRILLS

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.

Earthquake drills – During an earthquake drill, staff alerts the participants of the drill by using a certain notification system and yelling earthquake. Participants then practice responding to an earthquake by:

- Dropping to the ground.
- Taking cover under a sturdy table or other piece of furniture then kneel and bend their head close to their knees, holding on to the table leg or desk (a few inches above the ground to avoid pinching fingers) and cover their eyes with their other hand. If their "shelter" moves, move with it.
- Staying in place until staff state that the shaking has stopped.
- Students then line up quietly at the closest emergency exit.
- Exit the building, follow staff to a location away from the building and other potential hazards, and stay in line until staff completes a headcount.

Fire drills – During a fire drill, staff alerts the participants of the drill pressing the button on the fire alarm used for drills. Participants then practice how to respond in a fire by:

- Students lining up quietly and quickly at the closest emergency exit.
- Exit the building, follow staff to a location far enough to be safe in the event of a fire, and stay in line until staff completes a headcount.

LOCKDOWN

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 or staff may enter or leave the building.

If a lockdown occurs, which prevents parents from dropping off or picking up their child at a facility, the Childcare Hotline will have information about when the lockdown is lifted and/or alternative instructions on where to gather until it is safe to return to the childcare location. The Childcare Hotline number is 206-684-4203.

In the event of an emergency preventing a parent or any emergency contacts to pick up a child, we will do our best to ensure your child's needs are cared for. This includes feeding your child, and in the event of an extreme situation, setting up overnight shelter in the childcare location and providing qualified staff to stay with your child until you or an emergency contact can arrive to take custody of your child.

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.

School-year Schedule

| <u>Time</u> | <u>Activity</u> |
|------------------|------------------------------------------|
| 9:30-9:45 a.m. | Sign in and free choice play |
| 9:45-10 a.m. | Morning carpet time and group discussion |
| 10:00-11 a.m. | Free choice play and activities |
| 11:00-11:30 a.m. | Cleanup and story time |
| 11:30 a.m.-Noon | Lunch |
| Noon-12:30 p.m. | Outside or gym time |
| 12:30-12:45 p.m. | Movement, games and singing |
| 12:45-12:55 p.m. | End of day closing and discussion |

SPR/ARC Seattle Pathways and Seattle Preschool Programs (SPP)

Tax ID #51-0170717

Early Learning Manager: Cheryl DiNovi**Cell: 206-384-3819, Email: cheryl.dinovi@seattle.gov**

The following programs are City of Seattle Pathways Programs, which are entry level to the Seattle Preschool Program (SPP).

Please inquire at the Community Center front desk for an application.

| Program | Location | Address | Phone | CC Coordinator | Email |
|-----------------------------|-----------------------|------------------------------------------|--------------|----------------|------------------------------------------------------------------|
| Alki Adventures in Learning | Alki Community Center | 5817 SW Stevens St. Seattle, WA 98116 | 206-684-7430 | Ken Davis | ken.davis@seattle.gov |

Director: Kerri Keenan, Cell: 206-910-4490, Email: kerri.keenan@seattle.gov**2018-19 School-Year Program Ages/Days/Hours/Costs**

| Ages | Days | Time | Price/month |
|------|-------|-------------------|-------------|
| 3-5 | T/Th | 9 a.m.-12:30 p.m. | \$263 |
| 3-5 | M/W/F | 9 a.m.-12:30 p.m. | \$385 |
| 3-5 | M-F | 9 a.m.-12:30 p.m. | \$588 |

| Program | Location | Address | Phone | CC Coordinator | Email |
|-------------------|--------------------------|----------------------------------------|--------------|----------------|----------------------------------------------------------------------------|
| Ballard Preschool | Ballard Community Center | 6020 28th Ave. NW Seattle, WA 98107 | 206-684-4093 | Paul Davenport | paul.davenport@seattle.gov |

Director: Tina Doyle, Cell: 206-910-5928, Email: christina.doyle@seattle.gov**2018-19 School-Year Program Ages/Days/Hours/Costs**

| Ages | Days | Time | Price/month |
|------|--------|-------------------|-------------|
| 3-4 | 5 days | 9 a.m.-12:30 p.m. | \$588 |
| 3-4 | 3 days | 9 a.m.-12:30 p.m. | \$385 |
| 4-5 | 5 days | 9 a.m.-12:30 p.m. | \$588 |
| 4-5 | 3 days | 9 a.m.-12:30 p.m. | \$385 |

| Program | Location | Address | Phone | CC Coordinator | Email |
|----------------------|-----------------------------|--------------------------------------|--------------|----------------|--------------------------------------------------------------------|
| Queen Anne Preschool | Queen Anne Community Center | 1901 1st Ave. W Seattle, WA 98119 | 206-386-4240 | Gina Saxby | gina.saxby@seattle.gov |

Director: Badhatu Endale, Cell: 206-849-9204, Email: badhatu.endale@seattle.gov**2018-19 School-Year Program Ages/Days/Hours/Costs**

| Ages | Days | Time | Price/month |
|------|-------|------------------|-------------|
| 3-5 | M/W/F | 9:30 a.m.-1 p.m. | \$385 |
| 3-5 | M-F | 9:30 a.m.-1 p.m. | \$588 |

The following programs are City of Seattle Preschool Programs (SPP), where partial or full subsidies are available. **These programs are NOT registerable through Seattle Parks and Recreation.** Please visit bit.ly/sprseattlepreschoolprogram or call 206-386-1050 for details. Seattle Preschool Programs run through the school year only (Sep-June). Summer preschool programs run separately.

| Program | Location | Address | Phone | CC Coordinator | Email |
|-----------------------------|------------------------------|------------------------------------------|--------------|-------------------|----------------------------------------------------------------------------------|
| Bitter Lake Preschool (SPP) | Bitter Lake Community Center | 13035 Linden Ave. N Seattle, WA 98133 | 206-684-7524 | Cynthia Etelamaki | cynthia.etelamaki@seattle.gov |

Director: Karla Rivers, Cell: 206-423-4274, Email: karla.rivers@seattle.gov**2018-19 School-Year Program Ages/Days/Hours/Costs**

| Ages | Days | Time | Price/month |
|------|------|---------------------|----------------------------|
| 3-5 | M-F | 9:30 a.m.-3:30 p.m. | Free for those who qualify |

| Program | Location | Address | Phone | CC Coordinator | Email |
|-----------------------------|------------------------------|-----------------------------------------|--------------|----------------|--------------------------------------------------------------------|
| Meadowbrook Preschool (SPP) | Meadowbrook Community Center | 10517 35th Ave. NE Seattle, WA 98125 | 206-684-7522 | Cara Brown | cara.brown@seattle.gov |

Director: Erica Everts, Cell: 206-351-4990, Email: erica.everts@seattle.gov**2018-19 School-Year Program Ages/Days/Hours/Costs**

| Ages | Days | Time | Price/month |
|------|------|---------------------|----------------------------|
| 3-5 | M-F | 8:30 a.m.-2:30 p.m. | Free for those who qualify |

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.
- I have been given a site tour and 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 _____

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|----------------------------------------------------|
| NOTE: PLEASE SEPARATE FORM FROM HANDBOOK TO SUBMIT |
|----------------------------------------------------|