



# PRESCHOOL FAMILY HANDBOOK

2020 - 2021 SCHOOL YEAR



[arcseattle.org](http://arcseattle.org)



**Seattle**  
Parks & Recreation



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

## TABLE OF CONTENTS

<p><b>OVERVIEW OF PRESCHOOL PROGRAMS</b>  Welcome  Creative Curriculum</p>	<b>3</b>
<p><b>PROGRAM PHILOSOPHY AND GOALS</b>  Seattle Parks and Recreation Mission Statement  Associated Recreation Council Mission, Vision, and Values Statements  Vision of Preschool Programs  Anti-Bias Statement</p>	<b>4</b>
<p><b>ORGANIZATIONAL POLICIES</b>  Anti-Discrimination Policy  Americans with Disabilities Act – ADA  Anti-Harassment Policy  Parent/Guardian Conduct Expectations  Exempt Status</p>	<b>5</b>
<p><b>REGISTRATION</b>  Explanation of Fees  Payments  ARC Tax ID #  Holiday Closures  Scholarships  DSHS Subsidies</p>	<b>6</b>
<p><b>PRESCHOOL POLICIES AND PROCEDURES</b>  Sign-In and Sign-Out Procedures  Usage of Alcohol, Tobacco, Cannabis and Illegal Drugs Prohibited  Reporting Lateness/Absences  Late Pick-Up Charges  Program Cancellation/Refunds  Extreme Weather Conditions/Natural Emergencies  Non-Religious Instruction  Complaints and Grievances  Free Access and Visitation Policy  Illness During Program  Serious Illness or Injury  No-Tolerance Policy</p>	<b>8</b>
<p><b>PROGRAM INFORMATION</b>  Parent and Staff Communication  Lunch and Snack  Policy Regarding Toilet Training  Family Involvement  Appropriate Dress  Toys and Valuables  Birthdays  Parent Teacher Conferences  Field Trips  Safety Rules</p>	<b>11</b>
<p><b>BEHAVIOR MANAGEMENT AND GUIDANCE</b>  Communication with Parents  Guidance and Discipline  Field Trips  No Tolerance Policy  Physical Restraint Policy</p>	<b>12</b>

<b>ABUSE PREVENTATION</b> Mandated Reporter Staff Professionalism	<b>14</b>
<b>MEDICAL INFORMATION</b> Illness Prescription Medication Non-Prescription Medication Tooth Brushing Lice Policy Sunscreen Policy	<b>14</b>
<b>EMERGENCY RESPONSE PLAN</b> Child Care Hotline Serious Illness or Injury Fire and Earthquake Plan Lockdown	<b>16</b>
<b>SAMPLE DAILY PROGRAM SCHEDULE</b>	<b>18</b>
<b>SITE-SPECIFIC INFORMATION</b> ARC Preschool Program Supervisors ARC Tax ID # Preschool Location Community Center Coordinator Name and Contact Information Preschool Program Director Name and Contact Information Preschool Program Hours of Operation/Costs	<b>19</b>

# 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 and strive for a low-teacher child ratio of 1:8. However, we meet licensing regulations and consistently have a minimum of 2 teachers in our classrooms. 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 will be observed and assessed in 6 developmental domains: Social Emotional, Physical Development, Cognitive Development, 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 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.
- **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.

# 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 MISSION STATEMENT

Seattle Parks and Recreation 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 encourages fun, active, and engaging experiences that promote social-emotional growth and a love of learning.

## ARC 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 (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

## PARENT/GUARDIAN CONDUCT EXPECTATIONS

We encourage and enjoy parents/guardians spending time in our programs with their child(ren), please speak with program staff for more information.

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 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 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 childcare programs. Pathway Preschool programs are on a schedule to become licensed, however meet or exceed the childcare 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)
- An Exchange of Confidential Information for any specific information related to your child's needs.
- If your child requires accommodations, a meeting will be scheduled with the parent/guardian within 3 working days prior to your child attending the program. Disclosure is not intended to be punitive, but rather to allow us to best serve your child.
- All parents must attend a parent-teacher conference with the lead teacher prior to your child's first day of class.

**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 PRIVATE PAY

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 25<sup>th</sup> 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.

## ADDITIONAL INFORMATION

1. **Programming on City holidays** is NOT included and will NOT be offered. The monthly fee does not change due to holidays.
2. **Drop-in** attendance is NOT allowed.
3. 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.
4. **Continuity of Care Registration:** All Pathways sites offer continuity of care registration for all private pay families already enrolled in the program. Please contact your local community center or stop by to register. Currently siblings are not eligible for Continuity of Care registration. They may register when registration opens to the public in February. Registration is first come first serve for siblings.

## 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 2020

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

Labor Day	September 7 <sup>th</sup>
Veterans' Day Observed	November 11 <sup>th</sup>
Thanksgiving Day	November 26 <sup>th</sup> & 27 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>

## HOLIDAY CLOSURES FOR 2021

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

New Year's Day	January 1 <sup>st</sup>
Martin Luther King, Jr Day	January 18 <sup>th</sup>
Presidents' Day	February 15 <sup>th</sup>
Memorial Day	May 31 <sup>st</sup>
Independence Day	July 5 <sup>th</sup>

## OTHER IMPORTANT DATES FOR 2020-2021 SCHOOL YEAR

### Parent Conference Meetings:

September 8<sup>th</sup>-10<sup>th</sup>

### First Day of School:

September 14<sup>th</sup>

### Winter Break:

December 24<sup>th</sup>-January 1<sup>st</sup> (No program)

**Mid-Winter Break**  
February 15<sup>th</sup>-19<sup>th</sup> (No program)

**Spring Break:**  
April 12<sup>th</sup>-16<sup>th</sup> (No program)

**Last Day of Program**  
June 16<sup>th</sup> (make-up days for possible snow closures - June 17<sup>th</sup> & 18<sup>th</sup>)

## **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.

### **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**

Please call the director within 1 hour of your program start time if your child will be absent or late to the preschool program.

## **LATE PICK-UP**

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. Please communicate with us if you are going to be late. Please be aware that we are mandated reporters and must contact Child Protective Services if you do not pick up your child and we are unable to reach you or those individuals you have authorized to 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 Early Learning Manager at (206) 384-3819 (telephone numbers can also be found at the end of this handbook).

## **FREE ACCESS AND VISITATION POLICY**

Parents/guardians are invited to observe our programs. If you would like to observe your child's class, please contact the director of your program to arrange a visit. In order to maintain confidentiality, you will be asked to sign a non-disclosure form. 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

**Children are readmitted to the program when they no longer have any symptoms and/or Public Health exclusion guidelines for childcare 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 childcare 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 provide breakfast/snack and supplement 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 Washington State Meal Pattern for Licensed Childcare guidelines when preparing and serving snacks. Each snack includes at least 2 of the 4 following food groups: 1/2cup milk, 1/2 cup of yogurt or 3/4 oz of cheese, 1/2 cup fruit/vegetable, 1/2 oz. meat/meat alternative, 1/2slice bread/grain. An example of program snack includes: 4 graham cracker squares and 1/2cup of sliced banana, 1 muffin and 1/2cup of melon, or 11 animal crackers and 1/2cup of low-fat fruit yogurt. We provide one snacks and supplement one meal for our part-day programs and two snacks and supplement one meal for our 6-hour programs.

## **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.

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.

- 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 for your child or unsafe for other children Handle With Care will be used. Handle with Care is a totally 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 are notified as soon as possible if Handle with Care is used.
- A parent meeting will be conducted with the parent or guardian, the Preschool Director, Early Learning Manager, and the Special Populations Manager.
- 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**

### **HANDLE WITH CARE CRISIS INTERVENTION 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. Handle with Care is a totally 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 will be notified as soon as possible 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 childcare 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.**

## TOOTH BRUSHING

*Tooth brushing decreases the colonization of bacteria on teeth by disrupting the formation of plaque. The use of fluoridated toothpaste strengthens tooth enamel making the enamel more resistant to the acid produced by bacteria. Tooth brushing in the classroom improves the child's oral health, teaches the child basic hygiene and health promotion, and helps establish a lifelong prevention habit.*

We offer at least one opportunity each day for tooth brushing after a snack or a meal. Parents are given a chance to opt out of this activity for their child by signing a written form. We will provide the toothpaste and toothbrushes for all children.

As recommended, **fluoridated toothpaste is not used by children under 2 years old** or who are unable to spit out toothpaste after brushing. The American Dental Association recommends that for children 3-6 years of age, a pea sized amount of fluoridated toothpaste can be used.

Tooth brushing is supervised to ensure:

- A routine which enhances learning
- Proper toothpaste usage
- Good tooth-brushing technique
- Toothbrushes are not shared and are handled properly
- Children do not walk with toothbrushes in their mouths

### Toothbrushes:

- Each child has his/her own toothbrush with his/her name clearly marked on the handle with marker. No sharing or borrowing is allowed.
- Small toothbrushes with soft, rounded nylon bristles that are short and even are used.
- Toothbrushes are replaced every 3 months or sooner if the bristles become splayed or the toothbrush is contaminated.
- Toothbrushes are not sanitized or put in the dishwasher.
- Toothbrushes are stored to in a manner to prevent cross-contamination:
  - open to air with the bristles up
  - unable to drip on one another
  - not in contact with each other or any other thing

We use one of the two the following procedure for tooth-brushing at our center:

### 1. Tooth-brushing at a Table

- Teacher(s) assisting with tooth-brushing wash hands.
- As children finish eating, they are given a small paper cup with a small amount of water in the bottom and their toothbrush.

- Teacher dispenses toothpaste in a manner which eliminates cross-contamination.
- Child begins brushing on the biting surface, and then moves from area to area (left-to-right and top-to-bottom) around the mouth.
- Brushing continues for 2 minutes. (Exposure to fluoridated toothpaste is beneficial even with unsatisfactory brushing technique).
- Child takes small sip of water and then spits water and toothpaste residue back into paper cup.
- If desired, child may then be given a cleansing drink of water from another cup.
- Child holds the toothbrush over the designated rinse container and the teacher pours water from a clean water source over the toothbrush to rinse it.
- The child hands the toothbrush to the teacher, who replaces it in the drying rack.
- Child throws the paper cup away.
- Table is cleaned with the 3-step process (clean, rinse, disinfect).

## **2. Tooth-brushing at a Classroom Sink:**

- Teacher(s) assisting with tooth-brushing wash hands.
- Sink and faucet are cleaned, rinsed, and disinfected.
- Water from a clean water source is obtained.
- Teacher hands each child a small cup of water and his/her toothbrush.
- Teacher dispenses toothpaste in a manner which eliminates cross-contamination.
- Child begins brushing on the biting surface, and then moves from area to area (left-to-right and top-to-bottom) around the mouth.
- Brushing continues for 2 minutes. (Exposure to fluoridated toothpaste is beneficial even with unsatisfactory brushing technique).
- When brushing is completed, child spits excess toothpaste into sink and rinses his/her mouth with a drink from the cup of water.
- Child holds the toothbrush over the sink and the teacher pours water from a clean water source over the toothbrush to rinse it.
- If desired, child may then use their paper cup and be given a cleansing drink of water from a clean water source.
- The child hands the toothbrush to the teacher, who replaces it in the drying rack.
- Child throws the paper cup away.
- Classroom handwashing sink is cleaned with 3-step process using disinfectant after all the children are finished.

## **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.

### **PRESCHOOL DAILY SCHEDULE HALF DAY**

<b><u>Time</u></b>	<b><u>Activity</u></b>
9-10 a.m.:	Arrival, choice activities, snack
10-10:30 a.m.:	Circle, team building, songs
10:30-11:15 a.m.:	Discovery station and small group
11:15-11:45 a.m.:	Lunch
11:45 a.m.-12:15 p.m.:	Outside/Gym
12:15-12:30 p.m.:	Daily reflections and departures

### **PRESCHOOL DAILY SCHEDULE FULL DAY**

<b><u>Time</u></b>	<b><u>Activity</u></b>
9:30-10 a.m.	Arrival and choice activities
9:40-10 a.m.	Morning snack*
10-10:20 a.m.	Group time and daily discussion
10:20-11:20 a.m.	Free choice activities and small group work
11:20 a.m.-Noon	Outside/Gym choice time**
Noon-12:15 p.m.	Story time
12:15-12:45 p.m.	Lunch*
12:45-1:30 p.m.	Rest and Relaxation
1:30-1:40 p.m.	Afternoon group time
1:40-2:20 p.m.	Free choice activities and small group work
2:20-2:55 p.m.	Outside/Gym choice time**
2:55-3:10 p.m.	Afternoon snack*
3:10-3:30 p.m.	Daily Reflections, songs and departures

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

**Tax ID #51-0170717**

**ARC Preschool Program Supervisor: Cheryl DiNovi**

**ARC Admin #: 206-384-3819**

The following programs are City of Seattle Pathways Programs, which is an entry level to the Seattle Preschool Program (SPP) where partial or full subsidies are available. Please call the Community Center for an application.

Program	Location	Address	Phone	CC Supervisor	Email
Alki Adventures in Learning	Alki Community Center	5817 SW Stevens St. Seattle, WA 98116	206-684-7430	Christine Lesh	Christine.lesh@seattle.gov

Preschool Director: Natalie DeLeon      Cell: (206)910-4490      Email: Natalie.DeLeon@seattle.gov

### 2020-2021 School-Year Program Ages/Days/Hours/Costs

Ages	Days	Time	Price/Month
3-5 Years	M-F	8:30 am-2:30 pm	\$1,250

Program	Location	Address	Phone	CC Supervisor	Email
Ballard Preschool	Ballard Community Center	6020 28 <sup>th</sup> Ave. NW Seattle, WA 98107	206-684-4093	Chris Easterday	chris.easterday@seattle.gov

Preschool Director: Rebecca Young      Cell: 206 910-5928      Email: Rebecca.Young@seattle.gov

### 2020-2021 School-Year Program Ages/Days/Hours/Costs

Ages	Days	Time	Price/Month
3-5 Years	M-F	8:30 am-2:30 pm	\$1,250

Program	Location	Address	Phone	CC Coordinator	Email
Queen Anne Preschool	Queen Anne Community Center	1901 1 <sup>st</sup> Ave. NW Seattle, WA 98119	206-386-4240	Dirk Hallingstad	dirk.hallingstad@seattle.gov

Preschool Director: Kayla Wenger      Cell: (206)386-4240      Email: Kayla.Wenger@seattle.gov

### 2020-2021 School-Year Program Ages/Days/Hours/Costs

Ages	Days	Time	Price/Month
3-5 Years	2-Day	9:30 am-1 pm	\$328
3-5 Years	3-Day	9:30 am-1 pm	\$479
3-5 Years	4-Day	9:30 am-1 pm	\$581
3-5 Years	5-Day	9:30 am-1 pm	\$729

The following are City of Seattle Preschool Programs (SPP), where partial or full subsidies are available. **These programs are NOT registerable through Seattle Parks & Recreation.** Please 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	Bitter Lake Community Center	13035 Linden Ave. NE Seattle, WA 98133	206-684-7524	Cynthia Etelamaki	cynthia.etelamakai@seattle.gov

Preschool Director: Karla Rivers      Cell: 206-423-4274      Email: Karla.Rivers@seattle.gov

### 2020-2021 School-Year Program Ages/Days/Hours/Costs

Ages	Days	Time	Price/Month
3-5 Years	M-F	9:30 am-3:30 pm	Free for those who qualify

Program	Location	Address	Phone	CC Coordinator	Email
Meadowbrook Preschool	Meadowbrook Community Center	10517 35 <sup>th</sup> Ave. NE Seattle, WA 98125	206-351-4990	Ryan Spencer	ryan.spencer@seattle.gov

Preschool Director: Felicia Wray      Cell: 206-351-4990      Email: Felicia.Wray@seattle.gov

### 2020-2021 School-Year Program Ages/Days/Hours/Costs

Ages	Days	Time	Price/Month
3-5 Years	M-F	8:30 am-2:30 pm	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 \_\_\_\_\_

NOTE: PLEASE SEPARATE FORM FROM HANDBOOK TO SUBMIT

