



Licensed Summer Preschool 2025 Family Handbook



Seattle
Parks & Recreation



ASSOCIATED
RECREATION
COUNCIL

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OVERVIEW OF LICENSED PRESCHOOL PROGRAMS

WELCOME

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

For our preschool programs, we provide a hands-on, child-centered, safe and healthy environment that includes fun and age-appropriate learning activities. We meet licensing regulations and consistently have a minimum of 2 teachers in our classrooms. Our program meets the developmental needs of young children, focusing on emotional, social, physical, and cognitive skills. Classrooms are set up with rich environments, fun-filled learning areas, consistent schedules and routines, and both large and small group times. The staff are trained in Early Childhood curriculum, CPR/First Aid, and safe food handling practices.

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

There is a tear-out page at the back of the Family Handbook to sign and return to your director. Please keep this Family Handbook accessible for future reference.

Electronic copies of this Family Handbook can be found on ARC's website at:
<https://arcseattle.org/Preschool-Programs>

COMMUNICATION

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

REGARDING THE PROGRAM...

Director - Each program has a director who plans and prepares program offerings, as well as oversees day-to-day operations. On-site orientation is available upon request to familiarize you and your child with these specific offerings.

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

Program Accommodations Manager/Lead – Our Program Accommodations team supports children with diagnosed disabilities and/or behavioral needs. They assist both new families and those already enrolled, ensuring ongoing support throughout the child's experience. The team collaborates closely with the on-site Director and Area Operations Supervisor to maintain a consistent, high-quality experience for all children. ARC's Voice/TDD number is 206-615-0492.

Family Resource Educator – Our Family Resource Educator provides direct support to the families served at the licensed childcare and preschool program sites to improve child outcomes. They work in partnership with program staff to create a supportive, fun, safe, welcoming, and inclusive environment for all participants and their families.

Community Center Staff – Each program is linked to a specific Community Center. For questions about registration, payments, scholarships, DCYF subsidies, or facility-related matters, please reach out to the Community Center Coordinator, Assistant Coordinator, or Recreation Attendant for assistance.

EMERGENCY NUMBERS

Emergencies	24 Hour Emergency line SPR	206-684-7250
Typically used for afterhours emergencies related to Seattle Parks and Recreation facilities, parks, or programs.		
Childcare Hotline	24 Hour Emergency/Extreme Weather	206-684-4203
This line is updated with critical information about program operations impacts due to emergencies, weather, or other emergency situations. This is an informational line only and does not accept messages.		

PROGRAM PHILOSOPHY AND GOALS

OUR PARTNERSHIP

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

SEATTLE PARKS AND RECREATION MISSION STATEMENT

MISSION: Seattle Parks and Recreation equips employees and the public for well-being as we support healthy people, a thriving environment and vibrant community. We provide safe and accessible spaces for residents and visitors to work, recreate, rejuvenate, and enhance quality of life and wellness for children, teenagers, adults, and seniors.

VISION: Seattle Parks and Recreation envisions an accessible and sustainable park and recreation system, led by a dynamic workforce, where visitors and residents come together to play, recreate, strengthen our environment, and build community; a place which fosters collaboration and where everyone is park proud! #ParkProudSeattle

THE ASSOCIATED RECREATION COUNCIL MISSION AND VISION STATEMENTS

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

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

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

THE ASSOCIATED RECREATION COUNCIL PROGRAM GOALS

Our program is dedicated to supporting parents and guardians while recognizing the unique interests and accommodation needs of each registered participant. Our trained staff is committed to creating a safe and high-quality environment that fosters citizenship, leadership, cultural enrichment, physical activity, social engagement, and outdoor and environmental exploration. We also strive to incorporate the rich resources available throughout Seattle to enhance your child's experience and to raise awareness of important community issues.

ANTI-BIAS STATEMENT

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

ORGANIZATIONAL POLICIES

ANTI-DISCRIMINATION POLICY

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

AMERICANS WITH DISABILITIES ACT (ADA)

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

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

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

PARENT/GUARDIAN CONDUCT EXPECTATIONS

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

- We ask that you take special care to be courteous and respectful in all interactions whether with your children or others' as well as with staff, other parents/guardians, and visitors.
- We ask that you help us to make our programs a home-away-from-home; a place where children, families and staff feel warm and welcomed each day.
- Please ensure that anyone you authorize to drop off or pick up is familiar with the rules and guidelines outlined in our family handbook.
- If you witness or experience any behavior—physical or verbal—that feels threatening, it is expected that you report it immediately to the Program Director or Community Center staff.

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 Program staff are expected to respect the rights of everyone at the program by:

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

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

CONFIDENTIALITY

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

Preschool Programs Information

CREATIVE CURRICULUM

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

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

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

REGISTRATION AND PROCEDURES

REGISTRATION

The following items must be completed 14 days before any child can participate in our program(s). We offer an e-forms platform called ePACT through which parents must complete the required participant registration information. (A paper version is available upon request - Participant Information and Authorization Form E-13).

- A medically verified Certificate of Immunization Status showing your child has the required vaccinations for School-Age Care.
 - Required vaccinations for Preschool can be found here: [348295-Parents school chart-2024-2025.pdf](#).
 - Examples of what we will accept for Certificates of Immunizations are here: [Examples of medically verified records flier](#).
- If your child has asthma, allergy, food intolerance, diabetes, seizures, or other medical needs, this paperwork needs to be updated annually and uploaded into ePACT. Please reach out to your medical provider to ensure you have these 14 days prior to the start of your child's day camp.
- If your child requires accommodation, a meeting will be scheduled with the parent/guardian within three working business days before your child can attend the program. Disclosure is not intended to be punitive, but rather to allow us to serve your child best.
- All required paperwork must be completed and submitted 14 days before your child can begin the program. Incomplete documentation will delay your child's start date, and they will not be permitted to attend until all forms are received.

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

DIAGNOSED DISABILITIES

If your child has a diagnosed disability, as indicated on enrollment paperwork, the director will request an accommodation meeting before your child's start date. Program Accommodations meetings are attended by the parents/guardians, director, and Program Accommodations Team. The group will collaborate to identify effective strategies to support the participant throughout their program participation.

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

EXPLANATION OF FEES

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 <https://earlylearning.powerappsportals.us/parentportal/> or call 206-386-1050 for details.

Seattle Preschool Programs run through the school year (Sep-June) with a 6-week summer extension (July-August).

Bitter Lake Preschool Program:

Preschool school-year program is a **SPP** program, contact Bitter Lake CC for more information.

2024-2025 School-Year Programs Ages/Days/Hours/Price

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

PAYMENTS

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

SPP PAYMENTS

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

CITY OF SEATTLE

FEDERAL TAX IDENTIFICATION INFO

ARC Tax ID # 51-0170717

PRESCHOOL PROGRAM POLICIES AND PROCEDURES

SIGN-IN AND SIGN-OUT PROCEDURES

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

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

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

Important Notes:

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

ALCOHOL TOBACCO, CANNABIS USE AND PROHIBITION OF ILLEGAL DRUGS

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

REPORTING LATENESS/ABSENCES

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

LATE PICK-UP POLICY

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

LATE PICK-UP FEE

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

RELEASE OF INFORMATION

To request records related to your child's participation in our program, please submit a formal written Request for Information to the Seattle Parks and Recreation Community Center Coordinator. Our staff will work with you to clarify the specific information you are requesting and coordinate the release of the documents. Please note that some records involving minors are subject to legal restrictions regarding access, may require redaction, and may necessitate notification to third parties before release.

EXTREME WEATHER CONDITIONS OR NATURAL EMERGENCIES

Program staff takes extra precautions during hot weather seasons. Children do not adapt to extreme temperature as effectively as adults. There is significant risk of heat-related illness when the heat index (the outdoor temperature as it relates to relative

humidity) is at or above 90 degrees. ARC may alter activity schedules when the National Weather Service indicates an extreme hot weather risk in Seattle. In addition, during hot weather spells staff will:

- Remind parents to label all personal items.
- Send water bottles with the participants each day.
- Have children apply sunscreen regularly.
- Schedule outside play in the mornings when the heat is less extreme.
- Take more water breaks than usual. Encourage children to drink water.
- Families are encouraged to provide a WIDE-BRIMMED HAT for the participant to wear when outside and to wear thin, light-colored clothes.
- Staff will observe children for signs of heat exhaustion, such as heavy sweating, paleness, muscle cramps, tiredness, weakness, dizziness, nausea, or vomiting, and seek appropriate medical attention when necessary.

For the most current information regarding extreme weather conditions or natural emergencies, please call the Childcare Hotline at 206-684-4203. The hotline is available 24 hours a day and will be updated as new information becomes available.

IN THE EVENT OF EXTREME WEATHER OR NATURAL EMERGENCIES

- Programs may be canceled due to weather conditions that pose a risk to the safety of staff, children, and families. In the event of an extreme weather emergency, families are expected to pick up their children as soon as possible. Ensuring the safe return home of both participants and staff is our highest priority.
- Seattle Parks and Recreation community centers can only be closed by an order from the Mayor of Seattle and may be instructed to remain open to the public, even if programs have been cancelled.

AIR QUALITY POLICY

Due to the increased risk of air quality concerns related to summer wildfires, program activities may be altered to reduce outdoor play and activities to comply with State and Local advisories.

LUNCH AND SNACK

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

Please note: all our classrooms are nut free zones.

We follow all Department of Children, Youth, and Families (DCYF) licensing guidelines when preparing and serving lunch and/or snack. Washington State Licensing also requires that food provided meets USDA specifics (WAC 110-300-0185). This restricts the use of such beverages as some fruit juice drinks, Gatorade®, and lemonade. Read the label carefully to choose juice that meets state licensing requirements. Good examples include Dole® 100% fruit juices, Tree Top® apple juice, and V-8® juice. If the first two ingredients on the label are water and high fructose corn syrup, it probably is not going to meet the state licensing requirement of 100% fruit juice.

TOOTH BRUSHING

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

We offer a daily developmentally appropriate toothbrushing activity, such as reviewing the steps of brushing using a large mouth model, reading books or singing songs about toothbrushing, or pretending to brush teeth during a group activity.

DIAPER AND TOILET TRAINING PROCESS

Our licensed preschool programs welcome students regardless of their progress on toilet training. Staff will collaborate with families to support students in developing emergent self-care skills as well as providing hygienic support in the meantime. If a child is not fully toilet trained before admittance into the program, staff will work with the family to determine a plan of support that moves the child's skills forward while providing the correct level of support currently needed. Teachers are able to provide standing diaper-changing support. Please let program staff know what your child's specific needs are around toileting, and please send your child with extra clothing and any toileting supplies that are needed (e.g. diapers, wipes). Additional toileting supplies such as rash creams must be accompanied by a medication authorization form.

FAMILY INVOLVEMENT

There are many ways to support the childcare program:

- Please speak with your site director, who will schedule time for you to share your talents and contributions. All involvement may require background checks and leadership approval prior to scheduling a time to share.
- We invite you to visit the program and share a special skill or talent with the children, whether it's music, art, cooking, academic tutoring, or another area of expertise.
- Donate to your child's program (tax-deductible).

ACCESS AND VISITATION POLICY

We encourage parents/guardians to engage in their child's experience within our Summer Day Camp program. To ensure a consistent and positive environment for all children, please schedule visits in advance with the program staff. This coordination allows us to balance family involvement while maintaining a smooth program flow. Please note that only parents/guardians may have supervised access to the program during visits. We invite you to enjoy activities with your child while our trained staff lead and manage the program to maintain a structured, nurturing environment.

Parents/Guardians who wish to accompany their child(ren) on a field trip, you may do so, but please be aware that any fees or costs associated with the trip will be your responsibility.

You may transport your child and only your child in your private vehicle or via public transportation. If the trip involves public transportation and you are riding with your child, you will need to sign your child out of the program. Please note that any time the child is with you, they must be signed out into your care. Unfortunately, you will be unable to ride with the rest of the program on the rented buses.

FAMILY/STAFF COMMUNICATION

Communication from ARC and staff may include satisfaction surveys, monthly newsletters, and daily informal communication, such as emails, text messages, or phone calls, as well as program learning objectives.

SUPERVISION

Children will always be well-supervised by our staff and will be within continuous visual and/or auditory range. Washington State Licensing requires an adult-to-child ratio of 1:8.

SUPERVISION DURING BATHROOM USE

All staff are required by the Department of Children, Youth, and Families (DCYF) to provide appropriate supervision by keeping children within continuous visual or auditory range, (WAC 110-300-0345). When bathrooms are located outside the dedicated preschool rooms, a staff person will enter the restroom ahead of the child to ensure it is safe before sending participants into the facility. While participants are using the facility, staff will remain within auditory range of the restroom. Staff will also use this practice for public restrooms on field trips. Staff are encouraged to send children to the restroom one at a time to prevent peer-to-peer negative interactions.

APPROPRIATE DRESS

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

TOYS AND VALUABLES

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

BIRTHDAYS

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

FIELD TRIPS

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

NON-RELIGIOUS INSTRUCTION

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

SAFETY RULES

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

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

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. All preschool staff have been fully trained in Handle with Care.

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 FULL DAY

<u>Time</u>	<u>Activity</u>
8:30-9 a.m.	Arrival and choice activities
8:40-9 a.m.	Morning snack*
9-9:20 a.m.	Group time and daily discussion
9:20-10:20 a.m.	Free choice activities and small group work
10:20 am-11 p.m.	Outside/gym choice time**
11-12115 p.m.	Story time
11:15-11:45 p.m.	Lunch*
11:45-12:30 p.m.	Rest and relaxation
12:30-12:40 p.m.	Afternoon group time
12:40-1:20 p.m.	Free choice activities and small group work
1:20-1:55 p.m.	Outside/gym choice time**
1:55-2:10 p.m.	Afternoon snack*
2:10-2:30 p.m.	Daily reflections, songs, and departures

BEHAVIOR MANAGEMENT AND GUIDANCE

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

Staff use indirect ways to guide children:

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

GUIDANCE AND REDIRECTION

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. We are committed to working with you in the best interest of your child and the rest of the participants in our care. We do not use or endorse any form of corporal punishment by anyone (including family members). We also do not condone any means of inflicting physical pain such as biting, jerking, shaking, spanking, slapping, hitting, kicking, pulling/dragging, or any other measures (WAC 110-300-0330 and WAC 110-300-0331).

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

- Staff will communicate with the child in an effort to identify the problem and possible solutions.
- The child may be redirected to a new activity for a cool down period.

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

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

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

If the situation persists:

1. Depending on the situation, a *Behavior Support Plan* may be implemented for the child.
2. Upon continued occurrences, a follow-up parent meeting will be held to review results of *Behavior Support Plan* and any additional steps.
3. In cases involving severe, extenuating and/or exceptional circumstances a meeting with our A meeting with the SPP Department of Education and Early Learning coach and/or behaviorist will be sought to discuss and implement support and next steps.

Examples of sever/extenuating circumstances include behavior that:

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

**In very rare cases, a collaborative decision may be made to explore alternate care options that better support the needs of the child.*

COMMUNICATION WITH PARENTS/GUARDIANS

Staff will regularly check in with parents/guardians about their child's engagement, interest, and progress in the program through verbal or written communication.

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

1. **Occurrence Form.** Used to communicate any injuries.
2. **Behavior Notification.** Used to indicate serious/inappropriate behaviors.

An Individual Support Plan will be utilized to promote positive behavior interactions. The Program Accommodation team, site staff, and parents/guardians will collaborate to develop a system with consistent follow-through.

NO TOLERANCE POLICY

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

- Abusive, harassing, and/or obscene language or gestures.
- Any threat or act intended to cause harm—including physical aggression, violent behavior, or bullying—against any child, staff member, or participant in the Summer Day Camp program is strictly prohibited.
- Weapons of any kind (including toy guns, firearms, sharp objects, and fireworks).
- Offensive or lude conduct.
- Improper exposure.
- Intentionally leaving the supervised area without permission.
- Intentionally damaging or defacing community center or school property.

PHYSICAL RESTRAINT POLICY

Most situations can be diffused without the use of physical restraint. Physical restraint is the last resort and will be used only if the child is posing a serious threat to themselves or others. Staff will do everything possible to de-escalate the situation, including using a soothing calm voice, moving away from the child, removing the child from the situation, and validating the child's feelings. Parents will be notified immediately in the event that physical restraint was necessary (WAC 110-300-0335).

Please Note:

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

ABUSE PREVENTION

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

MANDATED REPORTER

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

STAFF PROFESSIONALISM

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

MEDICAL INFORMATION

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

PRESCRIPTION MEDICATION

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

Medications for chronic conditions such as: asthma or allergies:

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

Emergency supply of medication for chronic illness:

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

Staff administering medications will document the time, date and dosage on the Medication Dosage form kept with the participants meds.

NON-PRESCRIPTION MEDICATION

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

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

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

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

ILLNESS (*including during program*)

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

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

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

Please Note: That Parents and guardians are responsible for arranging alternative childcare if needed. Children who are not well enough to participate in all activities should not attend the program. No refunds will be issued for absences due to illness.

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

Following exclusion, children are readmitted to the program when they no longer have any symptoms, have not taken any fever reducing medication/or Public Health exclusion guidelines for childcare are met.

CONTAGIOUS DISEASE

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

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

LICE POLICY

In compliance with Seattle King County Public Health Policy, children can remain in care until the end of the day head lice are found. Children may return after they have received their first treatment. Parents should consult with a child's health care provider for the best treatment plan for the child. The life cycle of a louse is about 25 to 30 days, so sometimes treatments need to be repeated 7 to 12 days after the first treatment to kill newly hatching lice.

SUNSCREEN POLICY

Washington State Licensing Standards require that sunscreen be worn by all participants when exposed to sun for extended periods of time. It is the family's responsibility to provide, and apply, sunscreen prior to arriving to the program when there is sun exposure. During program hours, staff will provide opportunities for children to receive and reapply sunscreen at regular intervals. Please check with your director for additional instructions and to complete the *Sunscreen Authorization* form. If a *Sunscreen Authorization* form is not complete for your child, the staff will not be able to provide sunscreen. Staff are not permitted to apply cream sunscreen to participants but will remind them to apply sunscreen throughout the day.

CONCUSSION INJURY-PARENT/GUARDIAN INFORMATION

Washington State law (RCW 26A.600.190) requires all recreation and sports organizations to notify parents/guardians about the dangers of concussions and the importance of removing a child from play if they are suspected of a head injury.

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

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

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

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

HEALTH PRACTICES

NON-SMOKING POLICY

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

CLEANING AND DISINFECTING

Our programs follow a cleaning schedule that meets Washington State Licensing and Public Health Department requirements. We use approved commercial cleaning products to clean and disinfect all surface areas. In addition to our daily cleaning

schedule, our community center has a custodian who attends to all additional aspects of cleaning prior to the start of each day.

FOOD HANDLING PRACTICES

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

HAND WASHING PRACTICES

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

EMERGENCY RESPONSE PLAN

CHILDCARE HOTLINE

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

INJURY PREVENTION

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

SERIOUS ILLNESS OR INJURY

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

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

FIRE AND EARTHQUAKE PLAN

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

HEIGHTENED SECURITY AND LOCKDOWNS

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

COMPLAINTS AND GRIEVANCES

For a complaint, please request an appointment to meet with the program director to ensure that the situation is properly addressed. Families are asked to refrain from leaving grievances on the program cell phone voicemail or attempting to discuss during program hours. We will do our best to address and solve each situation. If the complaint or grievance cannot be resolved with the director, the next step will be to contact the Area Operations Supervisor (telephone numbers can be found at the end of the handbook).

SITE-SPECIFIC INFORMATION

SPR/ARC Licensed Childcare Summer Preschool - Contact Information				
July 2025- August 2025				
Preschool Program	Address	Community Center Phone	Program Phone	Area of Operations Supervisor (LCC) Anna Barron 206-384-3819
Bitter Lake Community Center	13035 Linden Ave N Seattle, WA 98133	206-684-7542	206-423-4274	

FAMILY CONTRACT

- I have read the Family Handbook and understand and agree to follow the guidelines and policies when using the services of Associated Recreation Council and Seattle Parks and Recreation Community Center partnership programs.
- If I have questions, comments or concerns about staff, policies or practices I will address them with the Director and/or Seattle Parks and Recreation staff at the community center.
- I understand that my child must be registered, and all required enrollment forms must be completed before my child can attend.
- I have read the information about concussion injuries and prevention.
- I understand that it is my responsibility to provide healthy lunch and beverage/water daily
- I understand that it is my responsibility to provide my child with sunscreen and apply it prior to camp.
- I understand no electronic devices, computers, and/or smart watches are allowed
- I understand a Late Pick-Up Fee of \$1 per minute will be charged for participants not picked up by the end of the program
- I understand all personal items must be labeled with my child's name

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