



Seattle  
Parks & Recreation



ASSOCIATED  
RECREATION  
COUNCIL



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

# LICENSED CHILDCARE CENTER 2026 - 2027

# FAMILY HANDBOOK



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

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# OVERVIEW OF LICENSED CHILDCARE CENTER (LCC) PROGRAMS

## WELCOME

Thank you for choosing our Licensed Childcare Center 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 3-12 and are dedicated to upholding the WAC standard of maintaining a staff-to-child ratio of 1:10 for preschool participants and 1:15 for school-age participants.

For **school-age programs**, we provide children with a safe environment and a wide range of recreational and learning experiences that encourage health and fitness, environmental stewardship, academic enrichment, and life-long success. We offer Before and/or After-School programs, School Break Camps (Winter, Mid-Winter, and Spring), one-day Professional Day programs, full day programs during parent/teacher conferences and Summer Day Camps. Our goal is to serve the needs of parents/guardians while addressing the special interests of each child. We do this by offering high quality programs that include arts and crafts, indoor and outdoor active games, homework and literacy time, science, environmental education, personal health and safety talks, cooking and nutrition, and opportunities for participants of all ages to engage with each other. We promote positive social interactions and problem-solving skills which support children in developing relationships and age-appropriate social skills.

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/Seattle-Preschool-Program-and-Pathways>

## 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 (preschool only)** – Our Family Resource Educator provides direct support to the families served at the licensed childcare centers and licensed 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**

<b>Emergencies</b>	24 Hour Emergency line SPR	206-684-7250
	Typically used for afterhours emergencies related to Seattle Parks and Recreation facilities, parks, or programs.	
<b>Childcare Hotline</b>	24 Hour Emergency/Extreme Weather	206-684-4203
	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, the childcare service provider, 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. Additionally, there are neighborhood advisory councils that share the common purpose with ARC and 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.

**VISION OF SCHOOL-AGE PROGRAMS:** To provide children ages 5-12 with a safe environment and a wide range of fun and innovative learning opportunities that encourages and reinforces play, academic enrichment, and life-long success.

### **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

In consideration of all participants, staff, family members, and guests, it is important that all visitors to the program abide by ARC/SPR organizational rules and guidelines, as outlined in this handbook.

Below are additional items that have been established as they pertain to the conduct of all visitors:

- That you consistently demonstrate courtesy and respect in all interactions with children, staff, fellow parents/guardians, and visitors.
- Your support helps create a welcoming, home-like environment where children, families, and staff feel valued and comfortable each day.
- Please ensure that anyone you authorize to drop off or pick up a child 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 the rules and expectations, the program director and/or the community center staff 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 this family handbook may result in staff calling 911 and/or termination of enrollment of the 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 and/or school-age 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.

## **SCHOOL-AGE PROGRAMS INFORMATION**

### **LICENSED SCHOOL-AGE SUMMER DAY CAMPS**

The Seattle Parks and Recreation and Associated Recreation Council School-Age Care programs are licensed programs with the Department of Children, Youth, and Families (DCYF) and comply with the Washington Administrative Codes (WACs), policies and procedures for licensed school-age programs. Summer Day Camps at a facility offering school-year programs are also licensed by DCYF.

### **STAFF TRAINING AND PROFESSIONAL DEVELOPMENT**

We provide staff training in First Aid/CPR, HIV/AIDS, Food Handling, Child Abuse Reporting, Disaster Preparedness, Health and Safety, Bloodborne Pathogens, Handle with Care and Behavior Management.

## **COSTS AND PROCEDURES**

### **REGISTRATION**

The following items must be completed 14 days before any child can participate in the Summer Day Camp program. 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 School-Age Care can be found here and are listed under kindergarten through 6<sup>th</sup>: <https://doh.wa.gov/sites/default/files/2023-12/348295-ParentSchoolChart-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.
- Registration fees and/or deposits paid in full.
- Scholarship Application and Verification of Income (if applicable).
- 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.

### **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 make reasonable accommodation. Our program and staff are not equipped to provide personal hygiene care or toileting nor one-on-one support for managing behavior.

# **COSTS FOR 2026 SCHOOL-AGE SUMMER DAY CAMPS**

## **OPERATING HOURS**

Monday-Friday, 7:30 am - 6 pm

## **FEES**

**5-Day Week:** \$515

**4-Day Week:** \$ \$412 (\$412 (week 2: June 29 – July 2 & week 10: August 24-27)

Program fees include supplies, field trips, snacks and more

## **REGISTRATION & DEPOSIT FEES**

**Registration Fee:** One-time \$50 registration fee for Summer Day Camps

**Deposit:** \$25 non-refundable/non-transferable deposit for each week included in the price.

- *Note: Scholarships are applied to Registration Fees*

## **BALANCES**

Full payment for each week of Summer Day Camp must be received 14 days (two weeks) before the first day of the registered week. If payment is not received by the deadline, your child will be withdrawn from that week's session on the next business day.

## **PAYMENTS**

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

### **CITY OF SEATTLE**

### **FEDERAL TAX IDENTIFICATION INFO**

**ARC Tax ID # 51-0170717**

## **REFUND POLICY**

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

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

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

[Refunds, Reductions, & Waivers - Parks | seattle.gov](https://seattle.gov/parks/refunds-reductions-waivers)

## ADDITIONAL INFORMATION

- **Drop-in** enrollment is NOT allowed.
- **Absence:** If your child is sick or absent, we are unable to give you a refund or pro-rate your fee. Since we reserve a place for your child each day, staff are required to be on-site, even if your child is absent.

## DCYF SUBSIDY

Our programs are licensed by the Department of Children, Youth, and Families (DCYF) and accept DCYF subsidy payments. Please check with your case worker to see if you are eligible.

Please note that DCYF registered participants who never attend (i.e., each month they are on the attendance list but no days are attended) will be contacted by the community center staff to determine if services are needed. If so, it will be communicated that the participants will need to attend. If the participants still don't attend, they may forfeit their slot and be unenrolled.

## CITY SCHOLARSHIPS – Apply Early!

Scholarships are available through Seattle Parks and Recreation. Please apply online via Seattle Civiform. Find the link at [www.seattle.gov/parks/scholarship-and-financial-aid](http://www.seattle.gov/parks/scholarship-and-financial-aid) or visit your community center for help with the application process.

### City Scholarship Application Information:

- The Scholarship cycle qualification window is the beginning of Summer Day Camp through the end of the following school year.
- Scholarship participants have a 60% attendance requirement. They must attend 60% of a program period in order to keep the scholarship. Families will be notified if you are in jeopardy of losing your child's scholarship.
- Scholarship applications are accepted year-round with 'new cycle' applications available each year in February. Scholarship funds are limited and are allocated on a first come, first served basis.
- Please apply online via Seattle Civiform. It's the most secure way to apply. Alternatively, you may return a hard copy application and supporting documents to the community center front desk or email the packet to [scholarship.parks@seattle.gov](mailto:scholarship.parks@seattle.gov).
  - If hard copy scholarship application and financial documents are submitted to a site or emailed, please **BE SURE TO MARK OUT ANY SOCIAL SECURITY NUMBERS.**

## HOLIDAY CLOSURES FOR SUMMER 2026

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

Independence Day                      Friday, July 3<sup>rd</sup>, 2026 (in observation of the holiday)

## SCHOOL-AGE PROGRAM POLICIES AND PROCEDURES

### SIGN-IN AND SIGN-OUT PROCEDURES

The Department of Children, Youth, and Families (DCYF) requires that a parent or authorized representative sign their child in upon arrival and out at departure each day (WAC 110-301-0455). Parents/guardians must follow the program's sign-in/sign-out procedures. A designated sign-in/out area will be available at the site for your use upon arrival and pickup.

#### Sign-In:

1. Announce your child's arrival to a staff member.
2. Parent/Guardian or authorized representative must check the child into the program using Active CONNECT on the provided iPad. (*required*).

#### Sign-Out:

1. Announce your arrival and the name of your child.

2. Locate and gather your child's belongings.
3. Parent/Guardian or authorized representative must check the child out of the program using Active CONNECT on the provided iPad. (*required*).

Participants will only be released to those individuals authorized by the parent/guardian in the ePACT information or the E-13 and/or Extracurricular Activity Form. 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 community center and/or director to add or remove individuals from the pick-up authorization list.

- Authorized persons over 18 years old must produce a valid picture ID.
- Must have an account in the ACTIVE Net registration system.
- 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 or out of the summer day camp program.
- Staff can sign a child in/out for an activity on premises where the parent/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 School-Age Care staff will meet with the parent to determine the appropriateness of the authorized individual.

### **UNDER NO CIRCUMSTANCES MAY CHILDREN SIGN THEMSELVES IN OR OUT.**

#### **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. An Incident Report will be written.

### **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 take extra precautions during hot weather seasons. Children do not adapt to extreme temperatures as effectively as adults. There is a 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 adjust activity schedules when the National Weather Service issues an extreme heat warning for 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.

### **SACK LUNCH POLICY**

Parents/Guardians are responsible for providing their child with a sack lunch and drink each day during Summer Day Camps. **NO** refrigeration, heating, or microwave use will be available. Our program recommends drinking water as a daily beverage.

- Please ensure all lunches include any necessary utensils your child may need.
- School-Age Care Summer Day Camp licensing requirements specify that a sack lunch needs to include a dairy product, a protein food, a bread, or grain, and two total servings of fruit or vegetables.
- Children's appetites vary widely, please pack lunches with thoughtfully controlled portions to satisfy their hunger while allowing them to comfortably finish their meal and set them up for a successful day.
- If possible, please pack your child's lunch and snacks to be free of nuts to help ensure the safety of children with allergies.

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.

Some sites may qualify and offer the City of Seattle Summer Food Service program. Please check with the site your child is enrolled for additional information.

## **BREAKFAST & SNACK**

Washington State has established licensing requirements to ensure that children receive the necessary nutrients while away from home in a licensed childcare program. A morning breakfast and afternoon snack are provided. Families with specific food preferences or participants with specific dietary needs are welcome to provide snacks that meet their individual preferences or dietary needs.

We follow all Department of Children, Youth, and Families (DCYF) licensing guidelines and the Child Adult Care Food Program (CACFP) when preparing and serving snacks. Each snack includes at least 2 of the following components, and each morning breakfast includes at least 3 of the following components.

- 1 cup 1% milk (fluid)
- ¾ cup 100% juice or ¾ cup fresh fruit and ¾ cup fresh vegetable
- 1 oz. meat/meat alternative
- 1 oz serving of whole grain

## **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 1:15.

## **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 childcare 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.

## **FIELD TRIP EXPECTATIONS**

Supervised groups may travel by school bus, Metro bus, or on foot to nearby parks, pools, or other local points of interest. Attendance lists for field trips will be prepared in advance, and staff-to-child ratios will be strictly maintained during all transitions and outings. We take every reasonable safety precaution while on field trips, as your child's safety and well-being are our top priorities. Pack swimwear or an extra change of clothes and a towel each day during Summer Day Camp.

Parents/guardians will be notified in advance about the dates, times, and destinations of all planned field trips. We also encourage you to remind your child of the importance of listening to and following staff instructions at all times.

In rare cases, and especially in response to repeated concerning behaviors, if staff determine that a child's conduct poses a serious risk to their own safety or the safety of others, the parent/guardian will be contacted, and the child may be excluded from the field trip or activity.

## **WEEKLY SCHEDULES AND CURRICULUM OFFERINGS**

To provide parents with a summary of activities and experiences their child will participate in during program hours, each program will post a weekly activity/curriculum plan on the parent bulletin board. All programs will ensure a sufficient quantity and variety of materials to engage your child, including arts and crafts supplies, building materials, manipulative materials, music and sound devices, table games, books, social living equipment, and gross motor materials (e.g., balls and jump ropes). Program offerings will encourage both active physical play and quiet play activities. While promoting skills such as creativity, communication, and literacy skills. Encourage social skill development, discovery, exploration, and learning skills. (WAC 110-300-0150)

## **PHYSICAL ACTIVITY**

SPR/ARC follows the guidelines recommended in *Caring for our Children: National Health and Safety Performance Standards*. Supporting healthy behaviors can help reduce childhood obesity. ARC's School-Age Care Physical Activity Policy ensures children are provided at least 20 minutes of moderate to vigorous physical activity for every 3 hours of programming (WAC

110-300-0145). This includes staff led structured activities, running, and developing a variety of gross motor skills. Indoor gyms may be available during inclement weather seasons.

## **NON-RELIGIOUS INSTRUCTION**

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

## **LIMITED SCREEN TIME POLICY**

Movies are shown no more than once a week during Summer Day Camps. Movies are always optional, and children who are not interested are offered alternative activities. Screen time will not replace active play, outdoor time, or hands-on learning. Childcare licensing requires that screen time be educational, developmentally appropriate, and have child-appropriate content (WAC 110-300-0155).

## **ELECTRONIC DEVICES, TOYS, AND VALUABLES**

Cell phones, iPads, Smart Watches, and any other electronic devices are not allowed. Please do not allow your child to bring toys and/or valuables to our programs. Our facility and staff will not be held responsible for, nor will they replace, items that are stolen, lost, or damaged.

## **APPROPRIATE DRESS**

We strive to maintain a safe and welcoming environment for all participants. Each child is expected to:

- Dress appropriately for the temperature and inclement weather.
- Wear sturdy shoes and sandals. All sandals must have straps in the back (no flip flops).
- Refrain from wearing clothing which is inappropriate or offensive.
- Bring an extra set of clothes (for younger children).
- Avoid wearing “wheel” sneakers.
- Bring swimwear and a towel each day during Summer Day Camp.

## **SELF-TOILETING**

Children must be self-toileting/no diapers or training pants (example, pull ups).

## **VENDING MACHINES**

Candy and soda machines located in community centers are off limits to participants during Summer Day Camp program hours. Children will be asked to keep whatever money they may have in their backpack or amongst their personal belongings. Children may buy items from the machines once their parents/guardians have signed them out for the day.

## **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, WAC 110-300-0331).

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

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

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

If the situation persists:

1. The parent/guardian may be called for immediate pick up.
2. In the case of a suspension, or if the situation becomes severe, a parent meeting will be conducted with the parent/guardian, the Director, and Program Accommodations Manager.
3. Depending on the situation, a *Behavior Support Plan* may be implemented for the child.
4. Upon continued occurrences, a follow-up parent meeting will be held to review results of *Behavior Support Plan*.
5. If your child is suspended for 1-5 days, there will be no refund for that day and/or week.
6. We reserve the right to grant exceptions to #1-4 of the above discipline steps in cases involving severe, extenuating and/or exceptional circumstances; examples include behavior that:
  - Hurts another child, either physically or verbally.
  - Hurts himself/herself/themselves.
  - Destroys (non-disposable) property.
  - Creates a one-on-one extended situation with staff, which takes them out of their designated ratio.

**COMMUNICATION WITH PARENTS/GUARDIANS**

Staff will regularly check in with parents/guardians 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:

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 lewd conduct.
- Improper exposure.
- Intentionally leaving the supervised area without permission.
- Intentionally damaging or defacing the community center or school property.

**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 will be contacted to arrange immediate pickup.

## **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 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 or guardian will be contacted for the immediate pickup of the child by the parent or guardian, an emergency contact, or an authorized pickup person. If the parent or guardian cannot be reached, emergency contacts and/or authorized pickup persons will be contacted.

**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.

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

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

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

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

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

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

# **HEALTH PRACTICES**

## **NON-SMOKING POLICY**

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

## **CLEANING AND DISINFECTING**

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

## **FOOD HANDLING PRACTICES**

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

## **HAND WASHING PRACTICES**

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

# **EMERGENCY RESPONSE PLAN**

## **CHILDCARE HOTLINE**

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

## **INJURY PREVENTION**

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

## **SERIOUS ILLNESS OR INJURY**

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

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

## **FIRE AND EARTHQUAKE PLAN**

Program staff conduct 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 up. 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 Day Camps - Contact Information				
June 2026- August 2026				
Preschool Program	Address	Community Center Phone	Program Phone	
Alki at Schmitz Park	5000 SW Spokane St. Seattle, WA 98116	206-684-7423	206-510-4064	Area Operations Supervisor (LCC) Anna Barron 206-384-3819
Ballard Community Center	6020 28 <sup>th</sup> Ave. NW Seattle, WA 98107	206-684-4093	206-910-5928	

## FAMILY CONTRACT

Please follow this link to sign the Family Contract, acknowledging receipt and understanding of this handbook.



# FAMILY CONTRACT

- I have read the Family Handbook and understand and agree to follow the guidelines and policies when using the services of the Seattle Parks and Recreation and Associated Recreation Council 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(ren) must be registered, and all required registration forms must be completed before my child(ren) can attend.
- I understand that payment must be made 14 days before the start of my child(ren)'s program, or they will be withdrawn on the next business day.
- I understand that I must notify community center staff 14 days prior to the start date of the program to withdraw from the program to be eligible for a refund.
- I have read, and I understand the parent(s)/guardian(s) code of conduct expectations.
- I have read the information about concussion injuries and prevention.
- I understand that it is my responsibility to provide a healthy lunch and beverage/water daily for summer day camp and school year break camps.
- I understand that it is my responsibility to provide my child with sunscreen and apply it prior to summer day camp and school year break camps.
- I understand no electronic devices, cell phones, iPads, 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(ren)'s name.

Program: \_\_\_\_\_

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

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

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

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

**NOTE: Please separate this form from the handbook and submit it to the director if you don't submit through the QR code**