



Lake Washington Institute of Technology

Early Learning Center

HANDBOOK

FOR PARENTS & GUARDIANS

18 months & walking - Kindergarten (or 6yrs)

11605 132nd Avenue N.E. Kirkland, WA 98034

ELC Main Line: (425) 576-5838
Director, Heather Wildes: 425.739.8117

Located in the Southeast Portables

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LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

EARLY LEARNING CENTER

THIS HANDBOOK EXPLAINS OUR PROGRAM AND PROCEDURES.
PLEASE FAMILIARIZE YOURSELF WITH IT AND KEEP IT FOR FUTURE
REFERENCE.

Hours of Operation: Monday through Friday 7:30am - 4:30pm

Serving Ages: 18 months & walking through enrollment in Kindergarten

IMPORTANT PHONE NUMBERS

| <u>CONTACT</u> | <u>BUILDING #</u> | <u>PHONE NUMBER</u> |
|--|-------------------|---------------------|
| ELC Main Line | S-2 | 425.576.5838 |
| Director: <i>Heather Wildes</i> | S-2 | 425.739.8117 |
| Admin Assistants <i>Melissa Riechert</i> | | 425.576.5838 |
| <i>Michelle Ruan</i> | | 425.739.8725 |
| Fax | S-2 | 425.739.8282 |
| <u>Classrooms</u> | | |
| Toddlers (18 months & walking): | S-4 | 425.739.8171 |
| Preschool (2½-3½ years old): | S-5 | 425.739.8196 |
| Preschool (4 to school age): | S-6 | 425.739.8379 |
| Preschool (3 - 4 years old): | S-7 | 425.739.8380 |
| School-Age | S-3 | 425.739-8170 |

In the event of a school closure the director will send a text message through HiMama app to your preferred cell phone regarding program operations.

Please see page 17 for further information regarding emergency procedures and closures.

Welcome!

Dear Parents/Guardians:

On behalf of our entire team I would like to welcome you to the Early Learning Center at Lake Washington Institute of Technology. We value our families and strive to provide meaningful experiences for children and educational support for their parents and guardians. We strongly encourage family involvement to strengthen the home to school connections.

The Early Learning Center is a high quality on-site early learning center for the children of enrolled students and employees here at Lake Washington Institute of Technology. Research has shown there are numerous benefits of having a campus child care for students who are parents. Our program directly supports these students as they work toward meeting their educational pursuits, as well as Lake Washington Institute of Technology employees and members of our community on a space available basis.

Another equally important role served by our Early Learning Center is to provide a model early educational practicum site for students enrolled in the Early Childhood Education (ECE) program. Students enrolled in the ECE program have the opportunity to complete practicum hours at the Early Learning Center which enables them to immediately connect theory to practice in a high quality program led by experts in the field. The ECE students receive direct supervision from our specialists and program supervisor and have easy access to the program faculty. ECE faculty and ELC management meet regularly to ensure best practices.

An important role that we have as early childhood educators is to develop caring and supportive relationships that form the foundation from which children will explore, create, and communicate with others. We support the unique worth of every individual and welcome the diversity it brings to our center and our community. We look forward to the time that we build relationships with the families and each individual child.

We welcome you at any time. Please feel free to ask questions, share concerns or simply just say hello.

Sincerely,
Heather Wildes
Director

NONDISCRIMINATION INFORMATION

Nondiscrimination Statement

Lake Washington Institute of Technology does not discriminate against any person because of race or ethnicity, creed, color, national origin, citizenship, sex, marital status, sexual orientation, gender identity, age, religion, disability, genetic information, or veteran status. This is a commitment made by the college and is in accordance with federal, state, and local laws and regulations.

American Indian Statement

Lake Washington Institute of Technology welcomes children of American Indian decent and will work with the families, tribe, Indian health service, Bureau of Indian Affairs and appropriate urban Indian and Alaska native consultants to meet their unique needs.

Religious Statement

Lake Washington Institute of Technology Early Learning Center does not teach or promote specific religious activity. We do, however, provide opportunities for families and staff to share their cultural celebrations with each other. Families are encouraged to bring information, artifacts and activities to share with our early learning community.

CODE OF CONDUCT FOR PARENTS

Lake Washington Institute of Technology operates the Early Learning Center primarily to provide students enrolled at the college with high quality childcare. We welcome the children of employees and community members on a space available basis. Like any other institution that has its own special purposes, the ELC must maintain conditions conducive to the effective performance of its functions. Consequently, the ELC has special expectations regarding the conduct of the participants in its community. All parents of children enrolled at the ELC will be held to the standards of the LWTech student code of conduct: www.lwtech.edu/handbook

Parents who violate the student code of conduct risk un-enrollment of their child at the ELC as a consequence of that behavior.

Please note the code of conduct includes non-compliance with the directions of a college official. All policies and procedures listed in this handbook would constitute the direction of a college official.

PROGRAM PHILOSOPHY

Our program philosophy is based on the concept that children learn best through play and hands on activities. Our curriculum aims to meet developmental milestones, while maintaining flexibility regarding each individual child's needs and interests. Activities are carefully planned and implemented in an open-classroom setting or outdoor environment. Children are free to choose from age-appropriate activities including art, music, language development, pre-math skills, science and nature, social experiences and dramatic play. Children develop self-esteem, independence and problem-solving skills as they make choices and assist in planning the environment and activities.

Our teacher's role is to create a respectful, nurturing, safe environment that provides the children with opportunities for exploration, hands on learning through play, decision-making, and social interaction with their peers.

Our early childhood program has been heavily influenced by the following theories:

The Social Learning Theory

Piaget's Theory of Intellectual Development

Erikson's Theory of Personality Development

Howard Gardner's Theory of Multiple Intelligences

Maslow's Hierarchy of needs

Although these theories offer differing views, they are not mutually exclusive. Some common themes run through all of them:

- The importance of play in the developmental process.
- The need for a child centered environment.
- Positive child-adult interactions.
- The importance of "child choice".
- The importance of multiple avenues for gathering knowledge.
- The importance of meeting basic needs before higher needs can be met.

Each moment of play and exploration in a child's environment leads to valuable problem solving skills. Play is essential, vital, critical, and fundamental to a child's social, emotional, physical, and intellectual development.

For more information regarding various theories and learning through play please view the following resources:

<https://www.youtube.com/watch?v=vnH4ljen7OI>

https://www.youtube.com/watch?v=h_-1O_rBLPU

CLASSROOM CURRICULUM AND DEVELOPMENTAL GOALS

All of the teachers at the early learning center have a background in early childhood education as well as ongoing professional development and training. They understand the crucial stages of development and developmental goals for each age group. Through observations and team planning, they create an individualized curriculum that is based around the children's interests and designed to help them achieve and celebrate their developmental milestones.

You can find the weekly lesson plan located on the parent board in each classroom. The lesson plan will include the weekly themes, activities and goals related to the recommended developmental guidelines and the children's interests. We provide activities that encourage discovery, creativity, and exploration in a safe and stimulating environment. The children are allowed opportunities to make choices, problem solve and facilitate positive interaction with other children and adults.

PARENT-TEACHER COMMUNICATION

Daily communication is an essential part of our relationship with our families. Daily progress reports are sent home electronically via our HiMama app. We also encourage you to speak with your teacher briefly during drop off or pick up times, but please note that our first priority is caring for the children. Therefore, it is important that our teachers not engage in lengthy conversations during classroom time. Parent/teacher conferences can be requested at any time and are regularly scheduled by teachers on a quarterly basis. We also have e-mail, telephones in classrooms, and we host quarterly community events. If you need to get a message to your child's teacher, you may call the classroom directly. If unable to reach them call the Program Supervisor

CLASSROOM LEARNING ENVIRONMENT

The classroom environment is composed of a variety of learning centers that allow the children to explore at their own pace. These learning centers are open at all times and are listed on the schedule as *Centers*. Children have free choice of all centers, including art, all day. Here are some examples of the learning centers you will see in your child's classroom.

| | | | |
|------------------|---------------|---------------|----------------------|
| Art | Play-Dough | Manipulatives | Dramatic Play |
| Easel Art | Warming trays | Blocks | Writing Center |
| Wet Sensory | Dry Sensory | Books | Table Top Activities |
| Listening Center | Science | Cooking | |

CLASSROOM SCHEDULES

(May vary based on the children's needs)

Toddler Daily Schedule

| | | | |
|-------|---|-------|---|
| 6:30 | | | Exploration of classroom (blocks, sensory, dramatic play ect) |
| 7:30 | - | 8:30 | Breakfast Served |
| 8:30 | - | 9:15 | Diapering/ Toileting |
| 9:15 | - | 10:00 | Morning Circle/ Language & Art Activities |
| 10:00 | - | 10:15 | Music & Movement |
| 10:15 | - | 11:00 | Outdoor Activities (climber, sandbox, large motor, games) |
| 11:00 | - | 12:00 | Lunch |
| 11:30 | - | 12:00 | Diapering/ Toileting |
| 12:00 | - | 2:00 | Rest time & Quiet Activities |
| 2:00 | - | 2:30 | Diapering/ Toileting |
| 2:30 | - | 3:00 | Afternoon Snack |
| 3:00 | - | 4:00 | Outdoor Activities/ Large Motor |
| 4:00 | - | 4:30 | Afternoon Circle/ Language Art Activities |
| 4:30 | | | Diapering/ Toileting |
| 4:30 | | | Late Snack |
| 5:30 | | | Closing |

Preschool Daily Schedule

| | | | |
|-------|---|-------|--|
| 6:30 | | | Free choice of activities |
| 7:30 | - | 8:30 | Breakfast Served |
| 8:30 | - | 11:00 | Group Rotation - Each classroom has an individualized routing that includes: <ul style="list-style-type: none"> • Circle Time, concepts, songs and finger plays • Science, Art, Center exploration • Outside Activities (climber, sandbox, large motor games) |
| 11:00 | - | 12:00 | Lunch |
| 11:30 | - | 12:00 | Toileting & Tooth brushing |
| 12:00 | - | 2:00 | Rest time & Quiet Activities |
| 2:00 | - | 2:30 | Toileting, Free choice activities |
| 2:30 | - | 3:00 | Afternoon Snack |
| 3:00 | - | 4:00 | Outdoor Activities/ Large Motor |
| 4:00 | - | 4:30 | Afternoon Circle/ Language Art Activities |
| 4:30 | | | Late Snack |
| 5:00 | | | Free choice of centers |
| 5:30 | | | Closing |

MEALTIME & FOOD POLICY

The Early Learning Center participates in the Child and Adult Care Food Program (CACFP). This program, run by the Office of Superintendent of Public Instruction (OSPI), reimburses centers for nutritious, well-balanced foods served in specific quantities to all children while in care. By participating in this program we are able to serve breakfast and snacks to the children without any additional cost to the families.

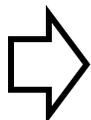
Meal times:

- Breakfast 8:00 – 8:30 provided by center
- AM Snack 10:30 provided by center
- **Lunch 12:00 – 12:30 provided by parent/guardian**
- PM Snack 3:30 provided by center

Lunches:

Parents/ guardians are responsible to send a **prepared** lunch with your child each day. If you want your child to have a warm meal you need to bring the food in a thermos that can keep the food at a warm temperature; we do not provide heat up services. Please make sure all lunches are labeled with your child's name.

What to include:



In order to meet state guidelines, your child's lunch must consist of the following:

- ½ cup fruit and ½ cup vegetable (may substitute fruit with a second vegetable)
- 1 slice of bread *or* ½ cup pasta *or* ½ cup grains
- At least 50% of the grain product must be WHOLE grain
- Protein (cheese, meat, beans or nut butter alternative)
- Milk - provided by the Center at meals, including lunch

Do NOT include: High sugar beverages such as soda pop or juice boxes, or any form of candy. *State mandated regulations mandate that no child be given vitamin supplements or any modified diet without written permission from the child's health care provider.*

ALLERGIES AND NUT FREE POLICY:

Due to the risk of allergies, we will not serve any lunches that are not labeled with a name. Children are not allowed to share lunches with other children or teachers.

Children that are allergic to any specific foods, milk or dairy products must provide a note from a physician and complete an individualized healthcare/substitution plan. (Please see office staff for necessary forms).

The Early Learning Center has made a commitment to follow nut-free guidelines for the safety and health of all our students, staff, volunteers and families. Food allergies may constitute a disability under the law and schools may not exclude children with food allergies from activities, such as science experiments or classroom celebrations.

Food allergies are serious and can be fatal. Children are most likely to have their first reaction while they are at school and occur in a student without a known food allergy. (source: www.foodallergy.org)

Please adhere to the following guidelines:

- No NUTS or any food that contains nuts are permitted on the ELC campus. Please check any granola, protein bars or breads as they often contain nuts.
- **IMPORTANT:**
 - i) IF THE ITEM IS ONLY MEANT FOR YOUR CHILD TO CONSUME IN THEIR LUNCH THE ITEM NEEDS TO BE NUT FREE.
 - ii) IF THE ITEM IS INTENDED FOR OTHER CHILDREN OR ADULTS TO CONSUME (SUCH AS BIRTHDAY PARTIES AND SPECIAL EVENTS) IT NEEDS TO BE NUT FREE **AND** PROCESSED IN A FACILITY THAT IS NUT FREE.
- No outside food will be shared with other children in the class without permission from management and parent consent, such as special events and birthdays. The parent or guardian must be given the opportunity to research and approve all foods in advance.
- Check food labels for any food items that you want to send in for your child's lunch or that you want to share for parties or community events at the school to see if foods may contain nut products or are processed in a facility that also processes nuts.
- All children's lunch boxes must be labelled with their first and last name otherwise we cannot serve it. Discourage your child from touching or eating other children's lunches.
- If an item is brought to school that is not nut free the food item will be returned, un-opened in your child's lunch box. Label w/ sharpie nut butter alternatives.
- Children with food allergies are never excluded from any activities and are able to learn in a safe environment in which the staff and families attempt to minimize the risk of any children accidentally eating a known food allergen.
- Frequent handwashing reduces the spread of viruses during the school year and helps protect food allergic students. Children and adults must wash hands thoroughly upon entering our classrooms and before and after eating.

A resource guide is available which includes a regularly updated list of peanut/nut free snacks. <https://snacksafely.com/snacklist-20190918.pdf>

IMPORTANT DISCLAIMER: This list is updated frequently. The most recent version is always available at: snacksafely.com/safe-snack-guide.

TODDLER FOOD RESTRICTIONS:

Due to the possibility of choking, children under the age of three are not allowed the following foods:

- Popcorn, nuts & seeds, chunks of meat or cheese, whole grapes, hard, gooey, or sticky candy, chunks of peanut butter, raisins, chewing gum, marshmallows
- Hot dogs (unless sliced in half and then sliced in small pieces)
- Whole grapes
- Caution with sharp foods such as pretzel sticks and chips
- Raw vegetables (steamed are fine)

Allergies:

Due to the risk of allergies, we will not serve any lunches that are not labeled with a name. Children are not allowed to share lunches with other children or teachers.

Children that are allergic to any specific foods, milk or dairy products, etc., must provide a note from a physician and complete an individualized healthcare substitution plan. (Please see office staff for necessary forms). Our center does not serve nuts or anything made with nuts and nuts cannot be included in lunches you provide.

Mealtime Policy:

All children at the center must be able to feed themselves.

Adults are the most important role models for the children at mealtimes as children will do what they see. The adults decide what, when, and where the feeding is to take place and the children decide whether they choose to eat and how much they want to eat. Children are encouraged, but never forced to taste and allowed to eat at their own pace.

The teachers and children eat meals together, family style. They learn how to pour their own beverages and are able to pass and serve themselves with assistance from a teacher when needed. The children have the ability to self-regulate their food intake and when they have decided they are finished with their meal, they are responsible to clean up their place setting. We encourage pleasant discussions during mealtime, as this is a valuable time for the children to communicate with each other and their teachers. Children are unpredictable eaters, so if they choose not to indulge in new items being offered, we will provide an alternative such as cereal, fruit, or a remaining item from their lunch.

For more information regarding mealtime and suggestions for preparing your child's lunch please see office staff for a copy of the Mealtime Resource Guide.

GENERAL POLICIES & PROCEDURES

What to Bring:

Please make sure to provide the following items each day for your child:

- **A nutritious lunch (see page 9 for guidelines).** The center provides all milk, breakfast, and snacks.
- **A small blanket/pillow/stuffie for rest time.** Please take home weekly (or as needed) to wash.
- **Three or more changes of clothing.** During the warmer months the children participate in water play daily; please make sure they have enough dry clothes for multiple changes.
- **Sunscreen.** Please make sure you have completed a medication form on file with your child's teacher.
- **Rain coats/boots/extra shoes.** The children go outside to play rain or shine, please provide proper clothing for the days that may be cold and wet.
- **Diapers, pull-ups, and wipes.** Please keep an adequate supply on hand at the center. *If the ELC has to supplement diapers for your child, you must replace these or be charged \$2.00/diaper.*
- **Diaper ointment (if needed).** Please make sure you have completed a medication form on file with your child's teacher.
- **Toothbrush & Toothpaste - For preschoolers only (S-5, S-6, S-7).** Please make sure you have completed a toothpaste form on file with your child's teacher. *Toothbrushes need to be replaced each quarter.*
- **Accurate emergency information.** If your address, job, phone number, class schedule, or a pick-up authorization changes, immediately report this information to the Early Learning Center Office in S-2.

Items Prohibited in the Classroom:

The following list of items are not allowed to be brought to the center. If these items are brought to the classroom, they will be placed in the office (S-2) in a container right by the door in our family resources area and labeled "toys from home" until you arrive to retrieve them. Items left more than 2 days will be discarded.

- **Toys, games, and other personal items** (unless you have been asked to bring something in for a special activity by the teacher). These items tend to become lost or broken, creating a source of unhappiness for the child and frustration for the parents and teachers. The only exception to this rule is a small plush toy or stuffed animal which will be allowed during nap time ONLY. Children who bring a plush or stuffed animal for naptime will be told that the item stays in their cubby until naptime and after naptime it goes back into the cubby.
- **Sippy cups, bottles, or pacifiers.** The Public Health Nurse recommends that children be taken off the bottle and begin using a cup by the age of twelve months to avoid baby bottle tooth decay.

- **Items that may be a potential choke hazard.** Anything that is smaller than 1.25 inches (3 centimeters) in diameter and can be a potential hazard for a child if they place it in their mouth.
- **Jewelry.** Due to the possibility of the item being lost/broken or causing a potential accident such as choking no children are allowed to wear or bring any form of jewelry. If the jewelry is for a cultural/religious reason, please see management for approval.
- **Medications (including Chap Stick).** If your child needs medication while at the center, please bring the item to S-2 and fill out proper medical authorization. See page 16 for full medication policy.

Lake Washington Institute of Technology has a policy against bringing any type of weapons onto school grounds. Our Early Learning Center staff is committed to keeping children safe. It is important for children to learn that school is not a place for guns and other weapons. All pretend gun-play is discouraged here.

Arrival: (PLEASE SEE COVID GUIDELINES FOR CURRENT UPDATES)

When children arrive for the day it is required that they wash their hands. Please remind and encourage them to do so as you drop off and if you are staying model handwashing for your child. Encourage your child to place their belongings in their cubby, thermos on the counter and lunchbox in the refrigerator. Please let the teacher know you are dropping off and sign your child in for the day using the I-pad.

The ideal arrival time for your child to benefit the most from our program is between 7:30AM and 9:30AM because this allows your child to explore the rich environment of their classroom and participate in the valuable learning experiences that occur primarily during those hours.

Sign In/Sign Out: (PLEASE SEE COVID GUIDELINES FOR CURRENT UPDATES)

State law requires that every child be both signed-in and signed-out of the Early Learning Center by a parent, guardian, or other authorized individual.

- An I-pad where you can Sign in/out is located near the door of each classroom, sorted alphabetically by child's last name. A binder with paper sign-in/out will be made available in the event that the I-pad is malfunctioning.
- When the class is outside, the I-pad goes with the group. If you don't find your I-pad readily – just ask your child's teacher where it is outside. Often they are kept in the classroom backpack.
- Please sign in and out using your *full signature* each day. In the event you have to use the paper sign-in/out system, you will also need to mark the time of arrival and departure manually. **Please note that because this is a Washington State Law, if your child is not accurately signed in or out, it may result in termination of your contract and child care.**

- No one under the age of sixteen may sign a child in or out of the center or be on the emergency pick up list.
- No one without a state issued picture ID (license, permit or Identification Card) may sign a child in or out of the center or be on the emergency pick up list.
- Please also make sure that at least one of the teachers in the classroom know that you have arrived and that you are dropping off your child(ren). Just a quick check in with them or a nod in their direction is greatly appreciated.

Departure: (PLEASE SEE COVID GUIDELINES FOR CURRENT UPDATES)

Please do not take your child from the classroom without advising the teacher. Please make sure to sign your child out for the day.

Children will not be released to unauthorized persons. In order to release any child, we must have **written** permission from the child's parent or guardian, listing the individual's full name. Anyone other than the parent known to staff will be asked to show identification with a photo before being allowed to pick up a child. If the person is not on your contact list or does not have photo ID, the child will not be released and you will be contacted to pick up your child.

Restraining Orders: If you have a current legal restraining order to prevent someone from picking up your child, please give a copy of the court order to the Director of the Early Learning Center. It would also be helpful to have a written history of this situation and a picture of the person listed on the restraining order. This restraining order should list Lake Washington Early Learning Center as a site where contact should not be made between your child/children and the individual named on the restraining order. The information you give us will be shared among the Early Learning Center staff, the college administration, Campus Security, and local police, which may be called upon to assist in an emergency situation.

Parking: Parents may park in front of the Early Learning Center when bringing the children to and from the center. After you have dropped your child off at the center, please move your car to the larger parking lot to allow adequate space for other parents picking up and dropping off. Please remember to:

1. Never allow your child to enter or leave the center without an adult.
2. Never leave children or pets unattended in cars or playground area, or any area.

If children or pets are found to be alone in a car, we will notify Kirkland Police.

Parent Visitations: (PLEASE SEE COVID GUIDELINES FOR CURRENT UPDATES)

Parents are welcome to visit the center at any time. We encourage you to spend some time in the classroom with your child each day talking about his or her activities. We especially enjoy having parents volunteer some of their special interests, talents, or traditional family celebrations. If you have a special interest that you would like to

share with the children or would like to participate in some of our activities, please contact the program managers or one of your child's teachers.

Use of playground: Unfortunately, due to liability laws no one is permitted on the playground without a teacher being present. Our specialists have been properly trained on the safe use of all the equipment. Also, any children who are not currently enrolled at the center (including siblings) may not use the playground equipment due to Washington State licensing regulations and age requirements. Use of the playground must also be age-appropriate, therefore, toddlers stay on the Toddler playground and Preschoolers stay on the Preschool playground.

Clothing:

Please bring your child dressed *ready for play*. Children should also be dressed appropriately for the weather. We go outside "rain or shine" everyday unless it is absolutely pouring or if the weather is too hot or too cold we may limit time outdoors.

Each child must keep at least three extra sets of clothing at school. Toilet training children will require additional sets.

Rest Time:

Per our Washington State licensing regulations, all children will be provided with a rest period until they enter kindergarten. If a child is a "non-napper", quiet activities will be provided once the rest of the class has had time to fall asleep.

- Clean sheets and a cot will be provided by the center for each child.
- Parents provide a small, clean blanket with your child's name on it. Please keep in mind our space in our cubby areas are limited.
- Parents take blankets home to wash at the end of each week (or as needed).

Walking Field Trips:

Under the supervision of Early Learning Center staff members, the children are occasionally taken for walks through the campus grounds or in one of the main buildings (such as the library or horticulture building). When going on walks, the teachers will post on the door a note indicating the time of departure and return.

Birthdays & Celebrations: You are welcome to bring treats for your child to share with his/her friends for their birthday celebration only. If you have another celebration you would like the class to participate in (such as your child's last day), please make arrangements with your child's teacher. In trying to limit children's sugar intake, we strongly encourage healthy fruits or snacks.

- Let us know in advance if you plan to bring a treat, or a healthy fruit or snack.
- All treats/snacks must be prepared in a store (it has to have been made in a Health Dept. approved kitchen) and arrive at school with the label containing list of ingredients.

- **Do not bring food containing nuts or that has been made in a facility where nuts have been used.**
- **No home baked goodies will be accepted.**

Toilet-Training:

Toilet-training will be initiated when readiness is indicated by the child and in consultation with the child's parent(s). If your child is toilet-trained but is in need of reminders or help, please give that information to the Early Learning Center staff.

Discipline & Guidance:

At the Early Learning Center, we seek to create an interesting and exciting environment for children that encourages appropriate behavior. We use a positive discipline approach that includes setting limits, discussion, problem solving and logical consequences. "Rules" are established only to provide safe and fair guidelines in which children may participate equally and freely. Children are guided with positive re-direction, and by being told what is expected instead of what they should not be doing.

Team members are expected and trained to handle daily problems quickly, without family involvement. If a problem develops that cannot be modified through guidance procedures, the family will be contacted for a conference. We recognize children have different backgrounds and temperaments, and we are committed to working through any challenges with families. Our early learning center is a community of caring families and all families are asked to respect and accept the differences in children, even when children are working through a challenging behavior. However, we are also committed to providing a comfortable, safe learning environment for all children. If a behavior becomes too difficult to manage safely in the classroom, we may request an immediate child pick up. A clear description of positive guidance techniques is available in each room for parent review.

The Early Learning Center does not allow the use of corporal punishment as a method of behavior modification including but not limited to "time outs". Any form of hitting, spanking or humiliating children is prohibited. Verbal abuse will not be allowed. This includes any yelling, degrading communication, or use of obscene language between adults or between adults and children. We want all children to know they are safe and will not be hurt at the center. For this reason, families must adhere to these same guidelines while they are at the Early Learning Center.

HEALTH POLICY

Illness: (PLEASE SEE COVID GUIDELINES FOR CURRENT UPDATES)

Children must be well enough to participate in all activities while at school, including outside play. Please make alternate arrangements when your child is ill. **If your child will be absent from school, please contact the classroom and give the reason for any absence.**

Children who become ill at the Early Learning Center will, if possible, be separated to an area away from the other children. Parents will be called to come and take sick children home as quickly as possible. Illnesses for which your child will be sent home include but are not limited to:

- **Fever of 101 degrees or higher.** Children *must be fever-free for 24 hours without medication before they may return to the center.*
- **Vomiting**
- **Diarrhea** (2-3 episodes or any bloody or uncontained stool)
- **Rash** (without explanation)
- **Lice, nits, or scabies**
- **Eye discharge**, mucus/pus, or conjunctivitis (pink eye)
- **Open/oozing sores** that cannot be covered. Children will not be allowed to return to the center until 24 hours of antibiotic treatment, sores can be properly covered, or sores have healed.
- **Thick, green mucus** from the nose
- **Ear pain**
- **Not feeling well, not looking well and/or able to keep up with program activities** such as unusually tired, pale, lack of appetite, stating they don't feel well or tummy hurts

To help prevent illness, please have your child wash his/her hands when entering the classroom and before going home.

PLEASE REPORT ANY CONTAGIOUS DISEASE TO THE EARLY LEARNING CENTER STAFF IMMEDIATELY.

Immunizations:

Immunizations must be kept on record and up-to-date **before enrollment**. No child with incomplete immunizations and/or records will be allowed to attend the Early Learning Center or do a program visit. **Medical and personal exemptions will not be accepted for the whooping cough vaccine (Dtap), Pertussis and Measles (MMR).**

If your child receives new immunizations or boosters while enrolled, please bring in a copy of updated immunization record to the office in S-2.

Emergency medical plan:

All members of the Early Learning Center staff keep first aid and CPR training current and they will give immediate care to children during a medical emergency.

- If deemed appropriate, 911 will be immediately called.
- The injured or sick child's parents or guardian will be contacted ASAP.
- The child will be transported to the nearest hospital by the aid car.
- If the parent is not available to accompany the child the program supervisor or another staff member will accompany the child if possible.
- If a staff member is not able to accompany the child, a College administrator will be called to cover the Early Learning Center, allowing a staff member to go to the hospital.
- The staff member will remain at the hospital until the parent or guardian arrives.

Medication Management:

Whenever possible, the parent should be the one to give the medication to their child. If medication must be administered while the child is in our care, the following guidelines must occur.

- **Written parent permission is required for any medication (prescribed or over the counter) to be administered by staff of the Early Learning Center.** Medication must be taken to the office (S-2) and a medication form needs to be completed. No medication will be given without a proper medication form.
- **All medications must be in their original containers, labeled with the child's full name and clear instructions regarding how and when to administer, dosage for age and weight, possible side effects and directions for storage.**
- If your child is under 2 years old, and medication states "not for children under 24 months of age", an authorization from your child's physician is required.
- Medication forms are required for toothpaste, diaper ointment/powders and anti-itch creams, as well as all other over the counter items.
- **Sunscreen: In the spring and summer, parents should put sunscreen on their children each day, prior to bringing them to school in order to give time for the sunscreen to begin working.** If you want your child's teachers to reapply sunscreen later in the day and after water play, you will need to fill out an Instruction form for Medications.

FOR THE SAFETY OF ALL THE CHILDREN, NEVER LEAVE CHILDREN'S MEDICATION IN THEIR CUBBIES, BACKPACKS OR LUNCH BOXES.

You will find a copy of our entire Health Care policy located in each classroom or may request a personal copy from the office staff in S-2.

SAFETY & SECURITY

Emergency Phone/ Parent Location: We must be able to reach you in case of an emergency or if your child needs you. Please be sure to keep staff informed of both your home phone number and cell phone number as well as your day time locations.

Emergency Alerts: A text will be sent through the HiMama application in the event of an emergency. Please make sure your cell phone number is always current and read any text message from HiMama as soon as possible. The college also has 2 alert systems to help you be aware of emergency alerts or school closures. Please sign up for these alerts through the college web site <https://www.lwtech.edu/about/campus-safety/emergency-communications/> .

Evacuation Procedures: In the case of an emergency evacuation at the Early Learning Center, children will be taken to the lobby of the second floor of Allied Health Building. In the case of an all campus emergency evacuation children will be taken to evacuation assembly area #4 which is the nature/tree area just north of the ELC.

School Closure:

- Announcements are made through the campus alert system as well as the local news stations. Be aware that *Lake Washington School District* **is not** related to Lake Washington Institute of Technology and their announcements will differ.
- If the College is closed, the Early Learning Center is also closed.
- We do not want any of our employees or families to risk their safety attempting to make it to the center, so there may be a rare instance where the college is open, but the center must remain closed. If this were to occur, the director will contact the families by text through the HiMama application and follow up with an email. An update will be immediately placed on the college website.
- **Bad Weather during the Day:** There are times the College may be open but the center may need to close early due to unforeseen weather. The teaching and management staff will call each family immediately for pick up.

Lockdown: If there is a perceived threat to the safety and welfare of children and employees by means of intruder or any visitor intending to do harm, the center will be in lockdown. During this time no one will be allowed in or out of any of the buildings or classrooms. As soon as a lockdown is issued, an emergent text will be sent through the HiMama application. If you receive this text during drop off or pick up time, please do not attempt to enter the ELC because you will not be allowed access. Our staff are trained to keep your children secure until campus security and the Kirkland police department determine it is safe to resume activities or evacuate if necessary. During this time all updates will be sent through the HiMama application.

Reporting Child Abuse: If child abuse, neglect, or child exploitation is **suspected** by a child care provider in Washington State, it is mandated (Chapter 26.44 RCW) that this suspicion is reported to Child Protective Services immediately. The Early Learning Center staff at Lake Washington Technical College cares about the health and safety of the children in our care and it is our intention to assist families in maintaining a positive, safe and healthy environment for their children.

You will find a copy of our entire Crisis and Disaster plan located in each classroom or may request a personal copy from the office staff in S-2.

CONFIDENTIALITY & SOCIAL MEDIA

Confidentiality Policy:

Maintaining confidentiality is the professional, legal and ethical duty of all members of the Early Learning Center and Lake Washington Institute of Technology. The privacy of families and children enrolled will be protected and all information will remain confidential at all times. All families enrolled in the early learning center are expected to maintain that same level of confidentiality.

Pictures, Videos and Cell Phones:

We understand that you may want to take pictures on your cell phone of your child. However due to the privacy of the other children, you must make sure that only your child is captured in the photo. If any of our staff members are concerned that another child may be visible, you will be asked to remove the photo and put the cell phone away. **Absolutely no videos are allowed to be filmed at the early learning center without management approval or consent.**

We are a child-focused center and while you are visiting the center we want your primary focus to be your child. For that reason, we ask that you refrain from making and receiving any phone calls or texting while you are dropping off or picking up your child.

Any action that may break confidentiality or jeopardize another family's safety, may lead to termination of care.

ENROLLMENT, CONTRACTS

Enrollment:

Before your child is able to start you must complete the following:

- Pay registration & emergency supply fee. This is non-refundable and secures your enrollment.

- Registration packet, completely filled out including emergency contacts, medical providers, and health conditions/food allergies.
- Individual Healthcare Plan (if applicable)
- Complete Immunization form signed by parent/guardian. (If you bring in a copy of immunizations from your physician, you still need to sign the state form.
- One hour classroom visit with your child so they can become familiar with their new surroundings, meet their teachers and peers.

Contracts:

A contract will be created for the entire College quarter of which you are enrolling. Within this contract you will designate the hours that your child be in attendance. It is very important that you stay within these contracted hours, to allow for maximum usage of the ELC by students, employees and community members.

The schedule you create on your contract may only be changed the first two weeks of the quarter.

If your child misses one of their regularly scheduled days due to a holiday, illness or vacation, you cannot substitute that day for a day you are not contracted for. Contracts are renewed each quarter and must be submitted to either your child’s teacher or office managers in order to guarantee continued care.

FINANCIAL PROCEDURE & POLICY

All tuition and fees are due in advance of care.

Registration Fee:

Registration fee is due at the time of enrollment.

Emergency Supply Fee:

As a requirement of Washington State, all licensed childcare facilities must provide and maintain enough supplies for all children and employees in the event of an emergency. These supplies include items such as bottled water and canned foods that expire and need replacing. To offset the cost, each family is required to pay a one-time \$50.00 emergency supply fee at the time of registration.

Fall Re-Enrollment Fee:

To ensure that all children’s immunization records and contact information is current for continuing families, there is a re-enrollment fee assessed each September. This fee is waived for any family who has enrolled during summer quarter. This fee is non-refundable.

Tuition:

All rate schedules are available in the office (S-2) and online. Rates are subject to change each September. If an alternate payment arrangement is needed, *this must be approved by the director prior to the payment due date.*

- **LWTech students and employees:**

LWTech students and employees are offered a discounted rate for childcare.

Student rates are only offered to currently enrolled students taking 6 credits or more. If classes are dropped during the quarter or the student withdraws from LWTech, the student will be charged the community rate. Both students and employees have the option of paying tuition either monthly or weekly. Monthly rates are designed for those who utilize care between the academic quarters when class is not in session at the college. This rate covers all dates the center is open and operating, and gives those students and employees a discount in doing so. Monthly rates are always due the first of each month. Weekly rates are designed for the student or employee that may not need care between the academic quarters at LWTech. Weekly rates are due every Monday of the upcoming week. Our weekly rate provides flexibility for those who may not need care between quarters.

- **Community:**

Enrollment to community families is provided on a space availability basis. Only full time care is offered to community members and tuition is a monthly rate. Part time may be an option if space is available. The community fee includes all dates that the Early Learning Center is open.

- **DSHS Childcare Subsidy:**

Families that are utilizing DSHS childcare subsidy **must be pre-approved and have all approval paperwork submitted before enrollment.** The amount of the copayment is determined by DSHS and is due on the first of each month. *Due to the guidelines created by the state of Washington, if your payment is not made by the 5th of each month, or you do not sign your child in each day your coverage may be terminated.*

If you are receiving DSHS subsidy, regular attendance is required. If you have an extensive amount of absences (beyond 5 per month), your enrollment may be terminated.

- **Financial Aid:**

We accept most financial aid funding programs. Students who are taking 6 credits or more per quarter may apply for funding through the College's Financial Aid office. Applications for funding must be specifically for childcare, need to be arranged at least one quarter in advance and must be re-applied for every quarter. The financial aid office determines your eligibility and amount of reward. Any remaining balance is the student's responsibility and is due at the beginning of the quarter.

Payment Options:

The early learning center offers 3 ways to make your tuition payment.

- Payments made directly at the center can only be in the form of check or money order. Payments can be left in one of our tuition boxes located in S-2, S-4 or S-6 or with the director.
- Cash and credit card payments are accepted at the campus cashier located in the West Building. You may also may make a payment by phone by calling (425)739-8100 ext. 8445.
- Students are able to pay by credit/debit card online with Student ID & Pin at www.lwtech.edu and choosing "Credit Card Payment" in the current student's toolbox.

Late Payment Fees:

A \$25.00 late payment fee will be assessed on the 5th day of each quarter and accrue daily until balance is paid in full. **If full payment (including late fees) is not received by the 10th day of the quarter, care may be terminated.**

Late Pick-Up Fees:

Any child that is picked up after 5:30pm (full day) or 12:00pm (half-day) will be charged \$25.00 for every 15-minute increment. An increment is defined as any part of 15 minutes. (1 to 15 minutes late = \$20.00, 16 to 30 minutes late =\$40.00. This fee is per child and is due by the next day. Late payment fees will accrue daily until payment is made. Picking up a child late more than once may result in termination of care. *If a child is left at the center 15 minutes past closing (5:30pm), and there is no communication with a parent or emergency contact, the early learning center will contact Child Protective Services based on the guideline set forth by Washington State.*

Continual Care Deposit:

At the end of your contract term if you want to terminate care for a quarter and return the following quarter (take a quarter off), a deposit is required. This deposit guarantees your enrollment when you return and is applied to your enrollment fee payment. Please ask Director for more information.

TERMINATION OF CARE

Withdrawing from Center:

Your contract is for the entire quarter. You are responsible for the total amount billed to you, regardless of attendance. Our quarterly staffing budget is built on the assumption that all children for whom we have contracts will attend. In the case of an emergency situation, management may allow a client to give a 30-day notice of termination. The parent will pay for all fees during this 30-day period, regardless of attendance.

Termination of Care:

The Early Learning Center at Lake Washington Institute of Technology reserves the right to deny childcare services and terminate care to families who violate the College's student code of conduct and/or policies detailed in this handbook.

Childcare may be terminated for the following reasons:

- Non-payment of registration fees, tuition or late fees.
- Incomplete enrollment forms or missing immunizations.
- Non-adherence to center policies as outlined in this family handbook.
- Non-adherence to college policies as outlined in the student code of conduct.
- Any action that may jeopardize another family or staff member's safety or wellbeing.

EARLY LEARNING CENTER
HANDBOOK VERIFICATION

Child's Name: _____

I _____ have read and understand
(Print name here)

the Policies and Procedures that are outlined in the Early Learning Center Handbook for Parents and Guardians and understand that it is my responsibility to comply with these policies.

As the parent/guardian I agree to:

- Adhere to all financial policies.
- Follow the schedule outlined on child's contract.
- Drop my child off by 10:30am (unless previous arrangements have been made) and make sure that my child is picked up no later than 5:30pm.
- Sign my child in and out each day per guidelines of Washington State.
- Provide a nutritious lunch with required components.
- Update the center immediately if any of my emergency information or phone numbers change.
- Provide the center with up to date medical history, food restrictions/allergies, and immunizations.
- Adhere to the ELC social media policy.
- Be conscious of cell phone guidelines. Any photos that are taken will only include my child and I will not take any video anywhere on the ELC premises.
- Keep all prohibited items listed in family handbook at home.
- Stay out of playground area and off equipment when teachers are not present.
- Never leave a child or pet unattended anywhere on the premises or in a vehicle.

I also understand that if I am unable to comply with any of the stated policies in the ELC handbook, care for my child may be terminated. If I have any questions about the Handbook, I can ask for clarification by contacting either Heather Wildes, Melissa Reichert or Michelle Ruan in S-2.

Signed _____

Date _____