



Lake Washington Institute of Technology

Early Learning Center

FAMILY HANDBOOK

ELC Main Line: (425) 576-5838

Director, Heather Wildes: 425.739.8117

Specialist IV, Melissa Reichert: 425.576.5838

Serving Ages: 18 months & walking - Kindergarten (or 6yrs)

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

Located in the Southeast Portables

REVISED 9/2022

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

EARLY LEARNING CENTER

THIS HANDBOOK EXPLAINS OUR PROGRAM AND PROCEDURES.
PLEASE REVIEW AND KEEP IT FOR FUTURE REFERENCE.

Hours of Operation: Monday through Friday 7:00am – 5:00pm

Serving Ages: 18 months & walking through 6 years old (starting 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
Program Assistant <i>Melissa Reichert</i>	S-2	425-576-5838
Fax	S-2	425.739.8282
<u>CLASSROOMS:</u>		
Toddlers (18 months & walking): <i>Ratio 1:7 Max group size 14</i>	S-4	425.739.8171
Preschool (2½-3½ years old): <i>Ratio 1:10 Max group size 20</i>	S-5	425.739.8196
Preschool (2½-4 years old): <i>Ratio 1:10 Max group size 20</i>	S-6	425.739.8379
Prekindergarten (4 – 5½ years old): <i>Ratio 1:10 Max group size 20</i>	S-7	425.739.8380

In the event of a school closure the director will send a text message through ProCare app to your preferred cell phone regarding program operations. Please see page 17 for further information regarding emergency procedures and closures.

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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 connection.

The Early Learning Center is a high quality on-site early learning center for children of enrolled students and employees at Lake Washington Institute of Technology and members of our surrounding community. Research has shown there are numerous benefits of having a campus childcare for students who are also parents. Our program directly supports these students as they work toward meeting their educational goals and provides quality care for all enrolled families.

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

Sincerely,
Heather Wildes
Director, ELC at LWTech

DIVERSITY STATEMENTS

Nondiscrimination Statement

Lake Washington Institute of Technology Early Learning Center 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 Early Learning Center welcomes children of American Indian descent 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 welcomes and honors everyone's different belief systems, but we do not teach or promote specific religious activity.

CODE OF CONDUCT

Lake Washington Institute of Technology operates the Early Learning Center to primarily 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. Any use of alcohol, tobacco, cannabis or illegal drugs on the ELC premises or college campus is prohibited. All families 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 because 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.

ENROLLMENT

Tours

Classroom tours are offered by appointment only. After you have made the decision to enroll you will be offered a 1-hour visit for you and your child to spend some time in the classroom so they can become acquainted with their new surroundings before their first day.

Registration

To register your child for enrollment, you must complete the following steps:

- Registration packet – all information must be filled out in its entirety and must include:
 - Current Contact information & email addresses
 - Two local emergency pick up contacts
 - One out of area emergency contact (at least 50 miles away from the general Seattle area)
 - Medical provider, date of last physical exam
 - Dentist – if you have not selected a dentist as of yet, please list your family dentist or a local dental provider (this is a Washington State Requirement)
 - Financial agreement
 - Permissions
- Non-medical permission form (sunscreen, diaper cream)
- Immunization form and physicians print out or signature
- Individual Healthcare Plan (if applicable)
- Information about your child – please include everything we may want to know about your child’s family, culture, food preferences and routines
- Pay registration fee and emergency supply fee. This is non-refundable and secures your enrollment
- If utilizing DSHS or other subsidy/grant funding, all approval paperwork and copayment (if applicable) must be submitted to the director **BEFORE** your child’s first day
- Complete Quarter contract
- Read parent handbook and return signed parent handbook acknowledgement form.

Contracts

The Early Learning Center contracts every family on a quarterly basis. Each quarter you will receive a contract that must be completed and returned to secure your child’s enrollment for the upcoming quarter. 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 does not attend one of their regularly scheduled days due to a holiday, illness or vacation; you cannot substitute that day for another day you are not contracted for unless prior arrangements have been made with the director. Your signed contract creates a financial obligation for the entire quarter and your **tuition will not be reduced based on attendance.**

TUITION, BILLING & FEE INFORMATION

Tuition

A current tuition rate sheet will be provided to you at the time of enrollment and is also located on our website and in the S2 office. When you complete your child's contract, you will select whether you want to pay your child's tuition monthly or weekly. All tuition and fees are due in advance of care. Rates are subject to change annually.

Additional Fees

All fees associated with care are listed on the current tuition rate sheet.

- Registration – one-time fee per family, due before child's start date
- Emergency Supply Fee – one-time fee per child, due before child's start date
- Fall Re-registration Fee – due annually, every September, applied to all children enrolled prior to July of that year.
- Late Payment Fee
 - Monthly payments & DSHS co-payments: Payments are due by the first business day of every month. Any payment made after the 5th of the month is subject to a late fee, *accruing daily*, until payment is made.
 - Weekly Payments: Payment is due on Monday for the upcoming week. Any payment that is paid Wednesday or later, is subject to a late fee, *accruing daily*, until payment is made.
- Late Pick-Up Fee – if you arrive past your scheduled pick up time you selected on your contract, a late fee will be assessed for the first 10 minutes and will accrue at \$1.00 per minute, each minute after.
- Continual Care Deposit – At the end of the contract term, if you want to terminate care for a quarter and return the following quarter (take a quarter off), a deposit is required to secure your child's enrollment. This deposit will be applied to your re-enrollment fee when you return.

DSHS Subsidy & Other Financial Assistance

The Early Learning Center currently accepts DSHS subsidy for children who will be in attendance 3 or more days per week. All approval paperwork from DSHS must be received by the Early Learning Center and monthly copayment must be made before your child is able to attend. Your monthly copayment is determined by DSHS and is due by the 1st of each month, regardless of attendance. If copayment is not made by the 5th of the month you may be subject to termination of care.

Other financial assistance programs such as the LWTech Financial Aid Grant, Goodwin connections and Tribal Child Development Funding are accepted. Approval paperwork must be received before your child is able to attend.

Payment Options

At the beginning of each quarter you will receive an email that contains your billing statement. You have the option of paying with debit or credit card through the ProCare app. You are also able to pay with debit, credit card or check in the S2 office with the director.

If full payment (including late fees) is more than two weeks late, or continuously paid on a late basis, it may result in termination of care. If you are experiencing financial hardships, please speak with the director about a possible payment plan.

PROGRAM PHILOSOPHY

Our Vision

The ELC creates a 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 Philosophy

Our program philosophy is based on the concept that children learn best through play. 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, and dramatic play. Children develop self-esteem, independence and problem-solving skills as they make choices and assist in planning the environment and the 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.

FAMILY CENTERED APPROACH

The ELC offers a family centered approach to services, meaning the family is viewed as the expert on their child's and family's needs. Families are active participants in all aspects of services and are the ultimate decision makers. The role of the professionals at the ELC is to work together collaboratively with parents/legal guardians to enhance the strengths of the family and support the child. All families have strengths that can be simply defined as abilities (things we know), capabilities (things we can do), and values (things that have significant meaning or worth). Strengths are what we use to get needs met. Needs are defined as something that is desired or lacking but wanted or required in order to achieve a goal or outcome. Having needs is not perceived as a deficiency or weakness. It is being aware that something should or could be different or knowing that there are resources that are available. Families are truly the experts in knowing what their strengths and needs are. We hope we can provide resources that can assist families with their identified needs. If your child needs services that we do not have readily available, we will try to help you find these services. Our goal is to help you meet the needs of your family.

We recognize and welcome the diverse community in which we live. It is our goal to encourage a sense of belongingness, promote an appreciation of others and enrich children's experiences by integrating into our curriculum activities and information that reflect each child's individual background. As part of your enrollment packet, you will receive a questionnaire titled "Information About Your Child". We encourage you to complete this with as much information as you want to share about your family's background, culture, celebrated holidays and traditions. Families are encouraged to bring information, artifacts and activities to share with our early learning community.

ELC Team & Teaching Specialists

The Early Learning center is comprised of the center Director (oversees all operations), the specialist IV (program/curriculum specialist) and ELC specialists III (lead teachers). All staff are trained and experienced to work directly with your child in the classroom. Each employee must complete a

background check prior to employment including fingerprint, criminal and sex offenders' registries. New hire orientation and extensive training sessions are provided to prepare them for their position.

The teachers at the early learning center all have education and experience in early childhood education. All team members are provided ongoing professional development and training related to the field of early childhood education and special needs. Our center is closed four days out of the year to provide these professional development opportunities for all our specialists.

Developmental Goals and Curriculum

Our ELC specialists 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 will find the weekly lesson plan located on the parent board in each classroom as well as in the ProCare Parent Engagement app. The lesson plan will include the weekly themes, activities and goals based on 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.

Developmental Screenings and Kindergarten Readiness

The first five years of a child's life are very important in their development. Twice a year the teacher will create a developmental screening for your child based on their observations. This screening will provide you with information about how your child is growing and developing compared to general milestones for their age. Studies have shown that screening all children regularly is the best way to catch delays early and when intervention is most effective. These screenings are also a fun way to learn what is coming next and what you can do to help encourage healthy growth and development. At least once a year teachers will offer the opportunity for a parent teacher conference to discuss everyone's goals for the child and review their developmental summary.

As your child develops and grows with our program, one of our goals is to prepare them for elementary school and their transition to kindergarten. Our prekindergarten class provides the opportunity to develop their problem solving, self-help and social/emotional skills as they interact with their peers. Our goal is that the children will become excited about learning and trying new things. Parents are also provided with resources to assist in this transition.

Parent Teacher Communication

At the Early Learning Center, we strive to build a partnership with our families and bridge the home to school connection. Our primary method of communication with the families is through our ProCare parent engagement website and application. A daily report will be sent to the family each night that includes all the events, routines and activities your child participated throughout the day. The app also provides you the opportunity to send instant messages back and forth with your child's teacher. If it is an emergent matter please contact the classroom, director or program specialist by phone (all numbers are located on the front page).

The teacher's primary responsibility is to supervise the children in their care; therefore, we ask that any lengthy conversations not occur during drop off or pick up times. You are always welcome to schedule an in-person meeting or phone call at any time to discuss any questions or concerns you may have.

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 provide nutritional breakfast and snacks to the children without any additional cost to the families. **Due to food preferences all lunches are provided by the families.**

Parent Provided Lunch Guidelines:

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. 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.

Your child's lunch must contain the following components:

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, these items will be returned to you. *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.*

Milk Substitution

As part of the OSPI food program, all children must be offered milk or an OSPI authorized milk substitution. If your child cannot drink fluid cow's milk due to medical or other special dietary needs, but does not have a diagnosed medical disability, you or the childcare center may choose to provide one of the approved non-dairy milk substitutes or creditable milk substitutes below, based on your request.

At this time, six brands of non-dairy milk substitutes available in Washington are nutritionally equivalent to and may be served in place of cow's milk:

- 8th Continent Soymilk - Original and Vanilla*
- Silk Soymilk - Original • Great Value Soymilk - Original from Wal-Mart (red top only)
- Kirkland Organic Soy - Original (32-oz shelf-stable)
- Pacific Foods Ultra Soy - Original (32-oz or 8-oz shelf-stable)
- Ripple Dairy-Free Shelf-Stable Milk Original (32-oz or 8-oz), Chocolate* (8-oz) or Vanilla* (8-oz)

Other milks that are creditable and may be served in place of fluid cow's milk are acidified milk, acidophilus milk, buttermilk (commercially prepared), goats' milk, Kefir milk, lactose-free or reduced milk (such as Lactaid), and organic milk. Note: Whole milk must be served to children 12 to 24 months and nonfat or 1% milk must be served to children 2 years of age or older.

If you wish to use one of the milk substitutions above as a replacement for fluid cows' milk you will need to complete a milk substitution form and provide the approved substitution daily. Please see the director or program specialist for the substitution form.

Nut Free Policy

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. Any items brought for your child's lunch or celebrations must be nut free. Please label any nut alternatives with a sharpie. 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.

Mealtimes

- Breakfast 7:30 – 8:30 provided by center
- AM Snack 10:00 – 10:30 provided by center
- **Lunch 11:45 – 12:30 provided by parent/guardian**
- PM Snack 3:00-3:30 provided by center

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; they will be encouraged but never forced to eat a meal and they will be allowed to eat at their own pace. **All children at the center must be able to feed themselves.**

ATTENDANCE

Attendance is not required, but in order for your child to benefit from the services and instruction we offer, regular and prompt attendance is beneficial. Children respond well to the daily structure and routine; this expectancy allows them to perform at their optimal level. If there is an interruption in your child's daily schedule, they may have a difficult time responding to the daily activities and routines that are provided in the classrooms. If you know your child will not be attending for the day, as a courtesy, please send a message in ProCare app or call the classroom directly.

Sign In/ Sign Out

Per state law, licensing code WAC 110-300-0455, it is required that when a child is dropped off or picked up from childcare a parent, guardian or authorized person signs the child in and out electronically with a full signature. As part of your ELC contract, you agree to comply with this requirement. **Please note 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 childcare.**

The Early Learning Center currently uses ProCare to assist in the sign in and out process. With ProCare and the parent engagement app, you have several ways in which you or your authorized pick up can sign your child in and out for care. You will receive detailed instructions in your welcome packet.

Releasing Children

We will only release children to individuals listed on the **AUTHORIZED PICK UP LIST**, with a state issued photo ID over the age of 16. If you need another person to pick up your child that is not listed on the authorized pick up list, please either message your child's teacher or the director with that person's name, phone number and which days/dates the child is allowed to be released to that person. 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.

Late Pick Up

If you will not be able to be here to pick up your child by the time stated on your contract, please contact your child's teacher right away by phone or send a message in ProCare. If you are unable to reach your child's teacher, please contact the director or program specialist. Any child that is picked up after the ELC closing time will be charged a late pick up fee for the first 10 minutes and will accrue \$1.00 per minute every minute thereafter. If you continually are late (more than 3 times in one quarter) to pick up, your child's care may be terminated. **If a child is left at the center 15 minutes past the centers closing time, 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 Department of Child, Youth and Family Services.**

Restraining Orders and Orders of Protection

If there is a current legal restraining order or order of protection in place, a copy of the court order will need to be provided to the Director of the Early Learning Center. The court order should list either Lake Washington Early Learning Center/childcare center or amount of distance (ex: 500 feet) required between your child/children and the individual named in 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. If you are comfortable sharing, it is helpful to have a picture of the person listed on the restraining order and a brief history of the situation.

Drop off/ Pick Up Parking

Parents may park in front of the Early Learning Center when bringing the children to and from the center. If you are an LWTech student, after you drop your child off at the center, please move your car to the larger campus parking lot.

Per Washington State Law:

- Never allow your child to enter or leave the center without an adult.
- 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.**

Off Limits Outdoor Playground

No one is permitted on the playground without an ELC specialist being present due to liability. Our playground is under guidance of our childcare license therefore it may only be used during business hours, while staff are present. You are welcome to explore other parts of the LWTech campus.

CLASSROOM LEARNING ENVIRONMENT

The classroom environment is composed of a variety of learning centers that allow the children to explore at their own pace. The teaching staff have created a schedule that works best as a guideline to help the children establish routine but also provides flexibility based on the children's engagement. Your child's teacher will provide you a copy of their daily schedule. Most of our teacher directed learning experiences occur in the morning hours. Please be aware that if you are dropping your child off after 9:00am they may miss some of those activities.

Dress for Play

Children should arrive at school dressed appropriately for the weather and ready for play. Per the department of licensing, children must go outside for a minimum of 1 hour each day, regardless of weather. We will always prioritize the children's health and safety, so the only time they will not go outside for play is during extreme weather conditions (hot or cold), poor air quality or other possible hazards that may be taking place. **Each child must keep at least three extra sets of clothing at school. Toilet training children will require additional clothing that will need to go home for laundering.** Please refer to the "what to bring" handout for clothing suggestions.

Rest Time

Per our Washington State licensing regulations, all children will be provided with a rest period until they enter kindergarten. If a child does not nap, quiet activities will be provided once the other children have 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 and a small comfort item if needed. Please keep in mind our space in our cubby areas are limited so large/thick blankets and pillows will not be allowed. Parents will take the blankets home at the end of the week for laundering.

Field Trips

The children may participate in walking field trips around the LWTech campus. The teacher will notify you in advance of when and where the field trip will be taking place. If you do not want your child to participate in these activities, please make note in your registration packet under "permissions".

Classroom Celebrations & Birthdays

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. To limit children's sugar intake, we strongly encourage healthy fruits or snacks. **All food/treats provided for the class must be nut free and store bought, no home baked treats may be accepted.**

Toilet-Training

Toilet training is a major milestone in a young child's life. Each child develops and grows at their own pace and it is important to allow potty training to occur when your child is showing signs of readiness. When you see these signs, we ask you to talk with your child's teachers and discuss how you and the ELC team can best help your child practice and master this important skill. An important factor in successful potty training is consistency; both at home and at school. We will want to know what words you and your child use for toileting and we will discuss when is a good time to have your child transition into pull-ups or underwear. During the toilet training process, we will always use a positive approach. Your child

will never be punished, blamed or shamed for accidents. We ask that you also take a positive approach with your child. It is not uncommon for children to regress and progress at toilet training. Stress or changes at home or at school can delay the process. Some children are ready for toilet training earlier than others. The most important approach is one that works best for your child and maintains his/her self-respect and self-esteem.

Classroom Transitions

Part of our job as childcare providers is to continually assess the program we have implemented for your child. Through observations it may be apparent that your child is ready for different challenges and opportunities that are appropriate for their social/emotional skills and cognitive development. You will be notified by your child's teacher when we think your child may be ready to move to the next classroom. We strive to make these transitions as stress-free as possible by providing visitation to the new classroom so they can be comfortable with their new surroundings. Generally, transitions to the next classroom are done in the fall of each year, however each child's development occurs at a different level and will be taken into consideration.

BEHAVIOR GUIDANCE

The specialists of the Early Learning Center 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 redirection, 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. 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

Children must feel well enough to participate in all activities while at school, including outside play. For the protection of all the children and employees of the ELC, you will need to make alternate childcare arrangements when your child is ill. If your child will be absent from school, please contact the classroom or send a message in ProCare and give the reason for any absence.

Exclusion & Symptoms

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

- **Fever:** Fever of 101^o F or above, as read using a digital forehead scan thermometer (temporal scan) and no other symptoms present.
- **Fever over 100.4^o F** as read using a digital forehead scan thermometer (temporal scan) **if accompanied by** one or more of the following symptoms
 - Diarrhea or vomiting
 - Earache
 - Headache
 - Signs of irritability or confusion
 - Sore throat
 - Rash
 - Fatigue, crankiness, or illness that limits participation in daily activities
- **Vomiting:** 2 or more occasions within the past 24 hours
- **Diarrhea:** 2 or more loose or watery stools more than normal for the child in a 24-hour period; or any blood or mucus in stool
- **Rash:** Body rash (not related to allergic reaction, diapering, or heat)
- **Open or oozing sores** (unless properly covered with a waterproof dressing **and** 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary) or mouth sores with drooling.
- **Lice:** Children may return after they have received their first treatment and no nits are present. Parents should consult with a 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.
- **Scabies or ringworm:** A child with scabies may return after he/she has received his/her first treatment and itching is minimal. Children should see their health care provider to be assessed and get an appropriate prescription for treatment and instructions on its proper use.
- **Sick appearance, not feeling well, and/or not able to keep up with program activities.**

All children are observed for signs of illness when they arrive at the early learning program and throughout the day. If these symptoms develop during the day the parent/guardian or emergency contact is notified to pick up child. The child will be separated from the group and the parent/guardian or emergency contact is expected to pick the child up within 30 minutes.

A child may return to care after a minimum of 24 hours, there are no symptoms present and the child feels well enough to participate in activities without any fever/pain medication.

Communicable Diseases

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. We notify parents and guardians of possible exposure by email, ProCare app message and posting a notice on the door. Information will be provided to parents about the communicable disease, what to do if their child develops symptoms, and how long the child needs to remain out of care. When a child has illness symptoms or a condition, individual confidentiality is required.

COVID-19 Exposure & Guidelines

Preventing exposure to COVID-19 is the first line of defense against transmission. Students, children, and staff who have symptoms of COVID-19 are required to stay home and should get tested. All current guidelines and recommendations from the King County Health Department and Center for Disease Control will be followed. Parents will be notified immediately as guidelines change.

Hand Washing

The best line of defense in preventing illness is frequent hand washing. Liquid soap, warm running water (120°F or below), and paper towels or single-use cloth towels are available for staff and children at sinks, at all times.

Children are assisted or supervised in handwashing at the following times/circumstances:

- Upon arrival at the site and when leaving at the end of the day
- Before and after meals and snacks or food activities, including setting the table (in handwashing, not in food prep sink)
- After toileting or diapering
- After handling or coming in contact with body fluids such as mucus, blood, saliva or urine
- After outdoor play or gardening activities
- After touching animals and handling their toys or equipment
- Before and after water table or sensory play
- As needed or required by circumstances

Hand Sanitizers may be used by adults and children over 24 months of age with proper supervision only when handwashing facilities are not available, and hands are not visibly soiled. An alcohol-based hand sanitizer must contain 60 to 90% alcohol to be effective. Hand sanitizers may not be used in place of proper handwashing, as required above. Parent permission is required before sanitizer can be administered.

Medication Administration

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.

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

Non-medical Products, Sunscreen and Diaper Ointment

At the time of enrollment and during re-enrollment (annually every September) the parent or guardian will provide written consent if they wish any of the following items be administered to their child:

- **Diaper ointment** (used according to manufacturer's instructions)

- **Sunscreen** for children over 6 months of age;
- **Lip balm or lotion**;
- **Hand sanitizers or hand wipes with alcohol** (only to be used on children over 24 months);
- **Fluoride toothpaste** for children 24 months and older.
- Amber bead necklaces are **not** allowed.

Parents are responsible to provide these items for their child. Sunscreen is required for children to participate in outdoor activities during the warmer months of the year.

Individual Health Care Plan

Parents/guardians have the responsibility to inform the Early Learning Center when their child has a special medical condition, needs, or allergies so we can provide appropriate care and support. If your child has an ongoing health or behavioral condition, medical need or allergy, the parent or guardian is required to complete an individual health care plan. The health care plan provides detailed information regarding the health condition so that we are able to best serve your child. All staff members will be adequately trained so the entire team is meeting the needs of the child as requested by parent, medical professional or therapist. If lifesaving medication is required, such as an allergy or asthma, all team members will be trained how to administer the medication.

SAFETY PROCEDURES

The safety of the children, families and employees is our first priority at the Early Learning Center. To prepare for an emergency our center conducts fire/evacuation drills monthly and earthquake, intruder and lock down drills quarterly. In the event of an emergency, 911 and campus security will be called. It is important that we have current contact information to be able to reach you in the event of an emergency. Please make sure you update us immediately if there are any changes to you or any of your emergency contacts, contact information.

Emergency Alerts

In the event of an emergency the families will receive a text message and there will be a message in the ProCare app. We also suggest that families sign up for both LWTech emergency alert systems. To sign up for these alerts please visit the campus security website at lwtech.edu or follow the link below:

[LWTech Campus Safety Emergency Alerts](#)

School Closures

If the Early Learning Center is going to be closed the families will receive a text message and there will be a message in the ProCare app. If the entire LWTech campus is closed, the Early Learning Center is also closed. Campus wide announcements will be made through the campus alert system and also reported to the local news stations. LWTech **is not** related to Lake Washington School District and their announcements may differ from ours.

We do not want any of our employees or families to risk their safety attempting to travel 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 ProCare application and message. An update will be immediately placed on the college website.

Emergent Closure During the Day: There may times the campus or Early Learning Center needs to close early due to an unforeseen emergency such as weather or power outage. The teaching and management staff will call each family immediately for pick up.

Safe Evacuation Area

If the ELC needs to be evacuated everyone will move to the grass area on the north side of the S2 portable. If this area does not seem safe during the time of evacuation, the center will evacuate to the 2nd floor of the Allied Health Building in the lobby. The allied health building is equipped with additional food and water supplies in the event we are unable to return to the ELC.

Center/Campus Lockdown

If there is a perceived threat to the safety and welfare of children and employees by means of intruder or visitor intending to do harm, the center will immediately go into 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 ProCare application. If you receive this text during drop off or pick up time, **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 ProCare application.

Child Abuse and Neglect

As childcare providers, we are mandatory reporters and any suspected cases of child abuse and neglect must be reported to Department for Children, Youth and Families. All the employees of the Early Learning Center care 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.

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. All families enrolled in the early learning center are expected to maintain that same level of confidentiality.

Pictures, Videos

We understand how important it is to capture your child's milestones and that you may want to take pictures on your cell phone. For the privacy of the other children, any photos taken must be only of your child; no other students or employees should be captured. 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. The only exception to this rule is if we are hosting a family event.

Cell Phone Use

We are a child-focused center and while you are visiting the center, we want your children to be your primary focus. 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.

Social Media & ProCare Application

The Early Learning Center aims to ensure that our children, families, teachers and services are not compromised on any form of social networking or other related websites. We understand that social media can play an important role in maintaining communication with family and friends. However, to ensure the safety, privacy and rights of the families we serve and operations of the Early Learning Center; no photos or videos of the children, families, or teachers should be posted on any social media forum unless the photo/video **only** contains an image of your child. Having another child's photo on any social media forum may jeopardize their safety, therefore it is crucial that everyone adheres to this policy.

Our center utilizes a private application called ProCare parent engagement and it is only viewable by current families enrolled at the Early Learning Center. With this application, we can share all the highlights of your child's day through photos and video. Any photos or videos on this app that contain images of any children besides your own, cannot not be shared on any other public or private social media forum.

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

TERMINATION OF CARE

Your contract is for the entire quarter. You are responsible for the total amount billed to you for that quarter, 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 written notice of termination. The parent will pay for all fees during this 30-day period, regardless of attendance.

Termination of Services

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.

ELC FAMILY HANDBOOK ACKNOWLEDGEMENT

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 10:00am (unless previous arrangements have been made) and make sure that my child is picked up no later than 4:30pm.
- **Electronically sign my child in and out each day per guidelines of Washington State through ProCare App**
- 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 confidentiality and 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.
- 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 the director or program specialist in S-2.

Signed _____

Date _____