

LITTLE SCHOLARS-DEVELOPMENT CENTER

# Parent Policy Handbook

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## **Our Mission**

The missions of the Little Scholars Development Center is to provide safe, affordable, high quality childcare for the working family. We provide a comfortable and safe environment where children are encouraged to develop at their own pace, while preparing them for kindergarten. Through student observation and family partnerships, we create individualized curriculum based on the students learning style and social-emotional needs. In doing so, we nurture the creation of a solid academic and social-emotional foundation; it is this foundation that is the first step in ensuring our students' academic success in the future.

## **Our Philosophy**

Quality childcare is accomplished by engaging a child through listening, exemplification, respecting, and understanding their world view. It is our belief that only then, can we help them to expand and explore their view. A childcare provider must commit to exemplifying behavior that is reflective of the behavior that we wish to see in our students, as well as effectively guiding them in a manner that develops the whole child's mind, body, and soul. A provider must offer the nurturing touch of a loved one and the educational support of a teacher.

## **Our Cultural Awareness Philosophy**

Cultural Awareness should be an integral part of the childcare experience. A child should have the opportunity to see, hear and experience various cultures. In doing so, we set the stage for this generation to function with less blinding stereotypes when it comes to people and customs that do not reflect their own.

## **Our Curriculum Philosophy**

At Little Scholars, we strive to create curriculum that is holistic in its approach to building the necessary skills to learn, retain and implement what is being taught on a day-to-day basis. We believe that curriculum should be designed to meet the individual need of the student. Curriculum should have a solid academic foundation in preparation for kindergarten. It is our belief that education is something that should be experienced rather than just received through lecture or book. A child's personal learning style, large and small group activities are all part of what we consider when creating our daily curriculum.

## **Family Engagement & Partnership Plan**

110-300-0450 (2b)

Each year Little Scholars provides two center events. Everyone in the center is welcome, including family and friends. We also offer volunteer opportunities for each classroom. Sign up forms are available in the classroom.

Little Scholars uses a Parent engagement app called Procure Connect. Procure Connect is an app that teachers can use to communicate back and forth. Procure Connect also offers daily updates on your child's activities and curriculum.

## Photography Permission

110-300-0450 (2c)

Little Scholars ELC is becoming more present on social media! We will be posting pictures of daily activities, play time activities and many more. You will be able to see your children and others interacting through our Facebook page and will be notified of any changes in the center.

We will also be engaging in online marketing through Google, Yelp, and additional social media platforms. Classroom photos and student activities will be included in these endeavors. Please indicate your desire to include your child in private or public social media and photo displays.

## Staff to Child Ratios

110-300-0450 (2h)

Infants (4 weeks-1)	1:4	8 Max
Woddlers (1-1 ½)	1:7	7 Max
Toddler One (1 ½-2 ½)	1:7	14 Max
Toddler Two (2 ½- 3)	1:10	14 Max
Preschool One (3- 3 ½)	1:10	10 Max
Preschool Two (3 ½- 4)	1:10	10 Max
Prekindergarten (4-5)	1:10	14 Max
School age (5- 13 <sup>th</sup> birthday)	1:15	20 Max
The hours of 5:30-7:30 am and 5:00-7:00 pm all ages can be combined to the max of the youngest age group *Toddler 7		

## Enrollment and Disenrollment Requirements:

110-300-0450 (k,L)

Parents are required to complete a registration packet for each child being enrolled which includes:

- Enrollment application
- Signed permission to transport form
- Signed permission by parent to authorize emergency medical and dental care and associated transportation
- Completed immunization form listing types and dates of immunizations or immunization waiver form

- A completed Tuition Express Form
- Media and Photography release form
- Child Care Agreement
- CACFP Application
- True Colors Personality quiz (for student)
- Individual Plan for Specialized Care
- Parent Survey
- Developmental Screener
- Physical Restraint Consent Form

Families who are starting more than a week after deciding to enroll with Little Scholars are required to put down a \$100 non-refundable **hold fee**. The hold fee is effective for 30 days from the date that you submit it. Should your enrollment go beyond 30 days, you will be required to submit an additional non-refundable hold fee. Little scholars will only hold a position for up to six weeks, anything longer than that will need approval from the center director.

Prior to enrollment parents are required to pay the first month's childcare. If the child is starting after the first of the month, the month's payment will be prorated.

Parents are to notify Little Scholars Development Center staff two weeks prior to disenrollment in order to receive prorated rates, otherwise full payment is required.

## **Fee and Payment Plan**

110-300-0450(L)

### **Infant Department**

Full-time: \$1425

### **Toddler Department (Woddler, Toddler 1, Toddler 2)**

Full-time: \$1200 per month

Part time: \$675 per month \*Part time approval needed from management

### **Preschool (Preschool 1, Preschool 2, Pre-Kindergarten)**

Full-time: \$1150 per month

Part time: \$675 per month \*Part time approval needed from management

### **School Age**

Full-Time Rate: \$900 per month

Before/After School/Not including holidays or school closures (20 hours or less per week): \$750 per month

**Payment is due** in full on the first of each month. Families who are set up on autopay can expect funds to be withdrawn between the first and the seventh of each month without late fees. A \$20 late fee will be assessed to all accounts left owing after the 5<sup>th</sup> of the month (excluding autopay withdrawals not completed by director). Once your late fees reach \$100, childcare will not be available until the account is brought current. Families who are Working Connections subsidized will be reported to DSHS at the end of the month for any late payments resulting in a complete disconnection of services.

A yearly non-refundable **registration fee** of \$65 will be required for each child registered. This fee will go towards our pre-school and toddler curriculum as well as field trip activities.

If before and after **school transportation** is needed and is not provided by your child's school an additional \$30 fee will be assessed to your monthly payment. Please note that if your child is needing before school and after school transportation there is a forty-five minute travel time to and from school.

**Overtime** payment will be paid at \$2.50 per minute per student after your scheduled pick up time.

To keep up with the rising costs of quality childcare in Spokane, effective, June 1<sup>st</sup>, 2018 Little Scholars will be charging a **resource and activities fee**. The cost of the fee will depend on your family size and will begin at \$100 per family (this covers the first child enrolled) there will be an additional \$25 for each additional child (please see chart below for full explanation). This is a bi-annual fee that will automatically be charged to your account June 1<sup>st</sup> and September 1<sup>st</sup>. This fee is not covered by DSHS and is required to secure your classroom position.

The resource and activities fee will be used for various upkeep needs around the center such as classroom maintenance, playground maintenance, remodels as needed, as well as assistance with staff compensation and benefits. There will be a report provided in the first year to parents to show where the funds have been allocated.

Currently, there are no funds available to assist families who will need help with this fee. However, if you are a family that would like to assist in sponsoring a family in need please contact a member of management and we'd be happy to walk you through process.

Lastly, there is a separate school age fee that will be charged in June each year to help offset the additional costs of the summer program.

## **Payment Responsibility In-lieu of Subsidy**

Working Connections Child Care (WCCC) helps families with low incomes pay for childcare while they work or meet Work First participation requirements.

When a family qualifies for childcare subsidy benefits and chooses an eligible provider, the state pays a portion of the cost of childcare. The parent is also responsible to pay a co-payment to the provider each month. In the event that DSHS terminates your care, you will then become responsible for the funds

that are due to the provider. DSHS will send you a notice of renewal 30 days prior to termination to review your childcare. It is your responsibility to call DSHS and renew your care before the termination date. When you renew your childcare, your provider will receive an email with your new end date and co-payment. If you choose not to renew you will no longer qualify for subsidized care, you are then required to pay the full tuition beginning the day following the last day covered by your subsidy.

## Scheduling

Every day the Little Scholars staff looks forward to engaging your children with high quality activities and curriculum. In order to effectively do that, we plan our schedule and needed staff around the schedule of each child enrolled in our program. Please keep the following in mind to ensure continuity of care and attendance:

### **Schedules:**

Please submit your weekly schedule by Thursday of the previous week to [littlescholar selc@gmail.com](mailto:little scholar selc@gmail.com). Please include your drive time to and from work in your submitted schedule (i.e. your work schedule is 8-5:30, your schedule should read 7:30-6:00) If your schedule is not submitted the previous weeks schedule will be duplicated and dependent on the set schedule you may not be able to adjust your schedule until the following Thursday.

**Late Arrival:** If your child will be more than an hour late it is imperative that you call the center and speak with a member of management so that your adjusted drop off is planned for in the overall center schedule. If you do not call and arrive more than an hour late we may have either filled your spot or sent a staff person home due to low ratios, at which point your child would not be able to be dropped off. Please be sure to call if you are running late for drop-off.

### **Late Pick-Up:**

You are required to pick up at your scheduled time. Our overtime rate is \$2.50 per minute (i.e. 15 min @2.5 is \$37.5) There is no pick-up grace period and only a 15-minute grace period-staffing permitting for drop offs. Your total will be calculated at the end of the month and added to your account ledger. It is the parent's responsibility to pay this fee by the fifth of each month. Failure to pay your attendance balances will result in removal from the schedule until your account is brought current. Payments made to the account will be applied first to outstanding attendance balances and then to co-pays.

### **Closures due to Inclement Weather:**

When District 81 closes, Little Scholars will provide a 7:30 am delay prior to making an inclement weather closure decision. We will do everything in our power to stay open even in cases of severe weather and will notify parents via text, email, Facebook posting or phone calls of our decision.

## Director Absence

In the event that the center director is absent for more than two consecutive weeks, parents will be notified via our private Facebook page of the expected duration of the absence, as well as the shifts of those available to assist them. Our center supervisors and center leads will be available to answer questions should you need assistance.



## Payment in Lieu of Absence

The operating expenses of Little Scholars Development Center are the same whether you choose to bring your child or not. Therefore, *no deductions in the monthly fee will be made when your child is absent from childcare by your choice.* We reserve the right to consider a discount or rate adjustment made to your account for certain family emergencies or illness involving either party.

## Typical daily schedule and activities:

170-295-2080 (2c)

### Daily Activities

Children learn a great deal from our daily learning activities. Some of these activities will include but are not limited to:

- painting
- cutting
- gluing
- singing
- reading
- circle time
- finger plays
- flannel board stories
- stick puppets
- museums
- libraries
- cooking
- science experiments
- nature walks
- water day (summertime only)
- playing with play dough, blocks, puzzles, and another educational manipulative.

As some of these activities will be messy, we encourage parents to dress their child in comfortable, washable play clothes each day.

### Schedule

Hours of Operation: Monday- Friday 5:30 am-7:00 pm

Little Scholars Development Center will provide a schedule full of fun educational activities. Below is a sample of what our day will look like:

5:30-7:30 Arrival/Health Check/Rest/Free Choice in Activity Areas  
7:30-8:00 Breakfast/children engage in free choice activity areas  
8:00-9:30 Before school drop-off  
Group Time: Calendar, Weather, Days of the week song, hello songs, concept games,  
9:30-10:15 concept games, discussion of daily activities  
  
10:15-11:15 Outdoor play or vigorous indoor activity (including teacher directed games)  
10:30-11:15 Toileting, Clean-up, Water, snack

Activity Areas (children are allowed to select their activities from standard equipment and a changing variety of teacher provided materials)  
Some teacher directed activities as well as some self-directed activities are included  
11:00-11:45 Example of activities; creative art, cooking, science/discovery, block building, dramatic role play, language art/listening, sand and water play, fine motor manipulative, gross motor skills  
11:15-11:30 Toileting, Preparation for lunch  
11:30-12:00 Lunch  
Toileting, preparation for nap, perhaps a quiet story, Nap time (children are encouraged to rest but are provided with alternate 'down time activities' if they are unable/willing to sleep such as reading books or listening to soft  
12:00-2:30 Rest period, quiet music, while drawing or coloring)  
2:30-2:30 Toileting, Outdoor Play time  
2:45-3:20 Afterschool Pick-up  
Group Time: Shapes, Colors, ABC's, 123. Various activities to do with these  
3:20-4:00 Snack/Outside play  
4:00- 4:30 subject. /Homework for School Aged Kids  
4:30-5:00 Toileting and preparation for outside play  
5:00 -6:00 Outdoor play or vigorous indoor play  
6:00-7:00 Free choice in activity areas/wind down/departure

## Typical Meals and snacks

170-295-2080 (2d), (2(iii))

Our center food service will comply with the U.S. Department of Agriculture Child and Adult Food Program with the addition of:

A Minimum of one serving of Vitamin C fruit or vegetable

- Three servings of food high in Vitamin A, sweet potatoes, carrots or mangoes per week.

In a ten-hour period, children will have two meals and two snacks. Children arriving from school will also have a snack. Meals will be no longer than three and a half hours apart.

Children have meals and snacks at least once every three hours according to the following schedule

- Breakfast: from 7:00 to 8:00 (Not served during Covid-19, due to adjusted operating hours)
- Morning snack: from 9:45 to 10:30
- Lunch: from 11:45 to 12:45
- Afternoon snack: from 3:00 to 4:00

Our menus and substitutions have been approved by the Bureau of Licensing. Food or drink brought from home for an individual child must be clearly labeled with the child's full name and be refrigerated, if needed. Food or treats brought in for all the children for parties or other special occasions must be commercially prepared. Parents or caregivers cannot bring homemade food or treats to the facility to share with the children.

I, Kerra Bower, am responsible for informing all staff of children's food allergies and sensitivities. I will post a list of children's food allergies and sensitivities in the kitchen. I will also be responsible for updating this list to be sure it is current and complete.

Toddler feedings will remain in compliance with the WAC:

## **Permission for Free Access**

**170-295-2080 (2e)**

Each parent listed on the enrollment form has a right to full access of all licensed areas that are used by your child, including Little Scholars Development Centers most recent Department of Early Learning monitor review.

Little Scholars Development Center encourages parents to be involved with the care of their children by participating in center organized development activities such as reading time, arts and crafts, or by volunteering to come along on field trips. Little Scholars Development Center will notify you of participation opportunities as they become available.

Once a child(ren) have become accustomed to being in the care of Little Scholars staff we encourage you to also come by on your breaks or lunch hours to visit your child(ren) as you see fit.

## **Child Abuse, Neglect and Exploitation Reporting Requirements**

**110-300-0450(g)**

By law it is the responsibility of all Little Scholars Development Center staff to alert the authorities of any suspected child abuse, neglect, or exploitation and we will not hesitate to do so.

## Child Guidance and Discipline

110-300-0450(F)

All forms of discipline will be carried out in a manner that is to guide the child's behavior based on an understanding of the individual child's needs and stage of development, as well as to promote the child's developmentally appropriate social behavior, self-control, and respect for the rights of others. It is the goal of Little Scholars Development Center to provide fair, reasonable, and consistent discipline that is related to the child's behavior. There are to be **no forms** of corporal punishment (spanking, swatting, pinching, or slapping) for any of the children in the care of Little Scholars Development Center. There are to be no forms of verbal abuse as well including but not limited to yelling, shouting, name calling, shaming, making derogatory remarks about a child or the child's family, or by using language that is threatening, humiliating, or frightens the child. Food will also not be withheld as a form of discipline, nor will locked time-out rooms, or closets. In the instance that discipline is necessary time-outs (ages 3 and over), redirection, and privilege take-a ways will be used. All forms of guidance and discipline will be provided in a nurturing way and on an age appropriate level. In emergency situations, a staff person may use limited physical restraint when protecting a person on the premises from serious injury, obtaining possession of a weapon or other dangerous object or protecting property from serious damage. If a situation should arise that requires physical restraint an incident report will be completed and placed in the child's individual file as well as a copy given to the parent.

Parents will also be made aware of repetitive corrective measures that are required.

## Nondiscrimination Statement

110-300-0450(2A)

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability.

## Little Scholars Drug/Alcohol Policy

110-300-0450(2D)

Little Scholars is a Drug and Alcohol-free childcare center. No person employed with Little Scholars is to be on the premises regardless of work schedule under the influence of any mind-altering substance. Furthermore, all staff are to refrain from using recreational drugs including prescription drugs during off times while employed through Little Scholars.

Effective 1/18/2016 Little Scholars will be conducting impromptu drug tests. Employees may be selected at random for drug testing at any time. These tests are unannounced and unexpected by employees.

Little Scholars will also be conducting for cause drug testing, in which an employee may be required to submit to a drug test if it is believed an employee may be under the influence of drugs or alcohol on the job, if unexcused absence from work or lateness is an issue, or if performance appears to be impacted by drug or alcohol abuse. For cause drug testing is not just to test for drug use on the job, but also during off-work hours such as a lunch hour or even use at home.

Negative drug tests are automatically reported to the center director, while positive tests are sent to the lab for official rendering and to rule out prescribed medications. In the event that a drug test is pending due to it being sent to the lab the employee will be suspended without pay until the final results are sent to the director.

## **Dual Language Learning**

**110-300-0450(iii)**

Any child in our care that speaks two or more languages and needs help communicating with children and teachers will be provided with assistance in the following ways:

1. Little Scholars will endeavor to secure interpreters when/where possible to assist with parent communication.
2. Little Scholars will employ strategies to ensure the following for dual language learning students:
  - Demonstrates progress in listening and understanding English
  - Demonstrates progress in speaking English

Please consult your director regarding specific strategies.

## **Religious Activities**

**110-300-0450(IV)**

Parents who might have objections to recognition of religious or other holidays should indicate such objection to a staff member, so that proper arrangements can be made to respect your wishes.

Halloween- Little Scholars Development Center will focus on the fall festivities. Instead of having a Halloween party we will have a harvest party.

Christmas- Santa is something that each family will have to talk about. Staff will deflect questions back to the individual families. Little Scholars Development Center will focus on the nativity of Christmas and the reason for giving.

## **Transportation and Off-Site Activity Policy**

**110-300-0450(2V)**

Little Scholars Development Center policies apply to the transportation of children to and from school, and to and from off-site activities. All vehicles used for transporting children to and from our facility will be currently registered and maintained in a clean and safe condition. No child will be permitted to remain unattended in the vehicle. Children will remain seated while the vehicle is in motion. Keys will be removed from the vehicle at all times when the driver is not in the driver's seat. Smoking is prohibited in the vehicle when children are present. Each vehicle used will:

- Will have a copy of enrollment packet to include medical records, immunizations, medications, medication log
- Be driven by an adult with a current state driver's license that authorizes the driver to operate the type of vehicle driven.
- Contain a first aid kit
- Be able to maintain temperatures between 60-90 degrees Fahrenheit
- Be equipped with individual, size-appropriate safety restraints such as car seats and seat belts) that are appropriate for the vehicle and installed and used correctly
- Be enclosed
- Be locked during transport
- All medications will be administered as needed and travel locked as required by WAC.

There is an additional monthly fee of \$30 per month per family for transport to and from school. During the school year that kids are on the bus for 30-45 minutes to and from school. We will notify the parents of any tardiness due to road conditions and early or late pickups. Transportation will also be used for visits to parks, museums and several different outings during the year. The van that will serve as transportation for the children will be insured and able to comfortably seat all members of the facility legally.

Please be sure to read through and sign the transportation form included in this packet.

## Offsite Activities

Offsite activities are a large part of the learning process at Little Scholars Development Center. We believe that children should have the opportunity to learn and explore our world. We will take trips to the park, local museums, water parks (during the summer), library and a host of other activities. Parents will be notified most often at least 24 hours prior to any offsite activities.

Also, please review the transportation form in the back of your packet.

## Sign-in and sign out procedures

110-300-0450 (2M)

Parents and/or guardians are required to sign each child into Procure upon dropping their child off, as well as sign them out each time they pick them up. In the instance that a child isn't signed in or out in

Procure the date will be highlighted on the paper sign in and out, and the information will need to be updated upon the child's next entrance or exit.

## Practices Concerning an Ill Child or Staff Member

170-295-2080 (2l)

While in Little Scholars Development Center care, children will be excused from care if any of the following occur while in care:

- Diarrhea (three or more watery stools or one bloody stool within twenty-four hours);
- vomiting (two or more times within twenty-four hours);
- open or oozing sores, unless properly covered with cloths or with bandages;
- Impetigo
- Pinkeye
- Scabies

The following will require immediate dismissal (child must be picked up within 30 min of the call) from care and must be treated with antibiotics or other combatant medications respectively for the remainder of the day as well as the next weekday prior to returning to Little Scholars Development Center:

- Lice or nits
- Fever of 100 degrees Fahrenheit or higher and who also have one or more of the following:
- Earache
- Headache
- Sore throat
- Rash
- Fatigue that prevents participation in regular activities

Children and staff who have a reportable disease may not be in attendance at the child care center unless approved by the local health authority.

### While at Home

If your child is suffering from a runny nose (green/yellow mucus), fever of 100 or more, cough, rashes, etc. please keep them home. To gauge return please wait 24 consecutive hours with all symptoms stopped or receive a doctor's note stating that it is safe for the child to return.

## Covid-19 Safety Protocols

Due to the current Covid-19 virus outbreak, we have implemented several new safety procedures and protocols, which include:

- Staff will be taking child's temperature upon arrival

- Parents will need to sign a Release and Waiver
- Parents will have to drop off at the door to limit outside exposure
- Student will go directly into class, to avoid as much co-mingling as possible
- If transition is necessary, temperatures are taken before students move to next class

Children will be sent home immediately if they exhibit any of the following symptoms:

- Consistent runny nose
- Diarrhea
- Cough
- Nausea
- Vomiting
- Fever
- Headache

Parents must be able to pick students up within a 20-minute time frame to avoid potential spread of germs. Students may get a doctors note to return to care. Doctors note must contain the following:

- Reason for symptoms
- Duration of time child might be experiencing symptoms
- Clearance for child to return to care

Students may also return to care if symptoms have subsided and not been present for 72 hours.

## Medication Management

170-295-1080 (2m)

According to the WAC all medication must be requested and brought by the parent or guardian. Parents/Guardians are required to provide written instruction on the use of any and all medications administered.

Little Scholars Development Center will return all unused medication to the parent or legal guardian of the child. All non-prescription medications can only be given according to the directions on the manufacturer's label for the age or weight of the child needing the medication. If a child requires a dosage that is not recommended for his or her age or weight, a doctors note must be submitted with the recommended dosage. We will not administer any non-prescribed medications for the purpose of sedating a child.

Also, any prescribed medication will only be administered in the amount prescribed on the label. All prescribed medication must contain the following:

- Child's first and last name
- Date the prescription was filled



- Expiration Date- Parents will be notified that medication is available for pickup at the front desk. Medication will be kept 1 week past the expiration date on the medication authorization form and then will be discarded.
- Legible instruction for the administration of the drug (manufacturer’s instructions or prescription label) that includes the following:
  - How to give the medication
  - How often to give the medication
  - How to store the medication (proper temperature)

In the instance that medication is given in a manner that is not prescribed, the following policy will be enacted:

- Contact poison control
  - Act medically in accordance to their direction
- Notify Parent/Guardian
- Notify Department of Early Learning
- Document Incident for facility file

## **First Aid, Including Medical Emergencies**

**170-295-2080 (2n)**

- All staff members of Little Scholars Development Center are fully trained in CPR/First-Aid for infants, children, and adults. In cases of emergency we will use our training to bring comfort and safety to the children in our care.
- All medication will be stored according to WAC 170-295-3070
- Any staff member and or child that is exposed to or has a contagious disease will be separated from all others in the room and the parent or guardian will be notified and have a 30 minute time frame to pick up their child and staff will be sent home until cleared by doctor.

## **Supplies and Clothing to be provided by the Parent**

If your child is still in diapers, please bring additional diapers and wipes.

All parents are asked to bring at least one full change of clothes for each child. This will allow Little Scholars staff to clean them up in cases of accidents. All soiled clothes will be returned to the parent/guardian at the end of the day.

If applicable parents need to bring a three-day supply of any and all medications their child(ren) needs throughout the day so that we are prepared in the event of a lockdown.

## Potty Training

170-295-2080 (2i(ii))

We require pull-ups to start potty training for sanitary reasons. After two full weeks of being accident free AND when the child can verbalize that he/she must go to the restroom they may try regular underpants. Parents are encouraged to bring enough change of clothing to the center during this time. Also make sure they are wearing clothes that are easily pulled up and down. NO overalls, belts, onesies, or zippers. An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves. Little Scholars Development Center will supply the potty seat that will be sanitized with bleach water prior to and following each use.

## Emergency Procedures

170-295-2080 (2o)

### Evacuations-Fire or otherwise

Fire alarms and whistles are provided throughout the facility to assist in notifying us of the potential need to evacuate in case of an emergency. We will assist (includes carrying or rolling out non-walking toddlers and infants) the children in exiting the center. Each room that has been licensed by the state department of licensing has a posted emergency exit plan that is colorful and easy to follow. We will gather either in the back of the center by the play area or in the parking lot of Baskin Robins should the situation require exiting the premises completely. To ensure that all children are accounted for the sign-in form from each room along with the first aid kit, a cordless phone, and the list of parent phone numbers and emergency contact information will also be taken with us. 911 will be contacted once children are safely evacuated; following the call to 911 all families will be notified as to our location.

### Earthquakes-

- Get under a sturdy table, desk or bed.
- Brace yourself in an inside corner away from windows.
- Move to an inner wall or corridor. (A door frame or the structural frame or inner core of the building are its strongest points and least likely to collapse. They will also break the impact of any falling objects)
- Choose shelter which will provide an airspace if it collapses. If your furniture shelter moves, stay under it and follow it around the apartment.
- Watch for falling objects - plaster, bricks, light fixtures, pots and pans, etc.
- Stay away from tall shelves, china cabinets and other furniture, which might slide or topple over.
- Stay away from windows, sliding glass doors, mirrors.
- Grab anything handy (blanket, pillow, tablecloth, newspapers, box, etc.) to shield your head and face from failing debris and splinting glass.
- Account for all children by enrollment sheet or by calling names

- If you are outside, stay there. Move away from the building, garage, walls, power poles and lampposts. Electric power lines are a serious hazard - stay away from fallen lines. If possible, proceed cautiously to an open area.
- Inspect your work area carefully for structural damage. Carefully open exit doors - they sometimes jam. The initial quake may damage the structure and an aftershock could knock down weakened walls. Use extreme caution when moving around in damaged areas - they may collapse without warning. Check to see that sewage lines are intact before flushing toilets.

#### **Medical** 170-295-2080 (2n)

- Medical- Should a medical emergency arise the child will be given immediate emergency care according to the need. Parents will be contacted as soon as it is safe to do so (for instance, a Little Scholars Development Center staff member will not call a parent before calling 911, but will contact the parent as soon as proper help has been given or is on the way).
- Missing Child-In order to keep each of the children safe, no child is ever left alone and children are accounted for at all times. If a child becomes lost, we will quickly check all areas of the center and property. If the child cannot be found, the police will be called immediately, and then the child's parents or emergency contact person will be notified.
- Lockdown- In the event that a lockdown is necessary all doors and windows will be locked so that no one can enter or exit. All blinds and curtains will be drawn so that visibility is minimal. Children will be placed in the center of the room that poses the least amount of danger on the floor. Parents and guardians will be contacted via cell phone after lockdown procedures have been completed. There will be no child pick-ups until government officials say that it is safe.

## **Behavioral Policy**

Little Scholars Development Center (LSDC) must ensure that the play and learning environment for all children is safe, respectful, and provides a model of proper behavior to all children within our care. We also must ensure that inappropriate and unacceptable behavior is addressed in a timely, consistent, and fair manner for the well-being of each individual child as well as the group as a whole. This policy will address our plan for inappropriate and unacceptable behavior.

### **DEFINITION**

Inappropriate and unacceptable behavior may include (but is not limited to):

- Aggressive, physical, or verbally threatening actions directed at another individual
- Profane or abusive language (does not have to be directed at another individual)
- Refusal to comply with a teacher's instruction or request

- Treating LSDC (or another individual's) property with a lack of respect
- Disrespecting another child or a LSDC employee
- Self-Destructive Behavior
- Other behavior determined by a LSDC staff member to be unacceptable

**Policy:**

While in the care of our center, we teach children to respect themselves, their friends and teachers, their environment and materials. Most of the time, small behavioral issues and concerns are communicated to the parents through routine interactions at drop off and pick up times. In some instances, children who are disruptive or continuously aggressive may need a behavioral plan put in place. A parent meeting will be requested if a behavioral plan needs to be put in place for any child.

While understanding that children of different ages will have varied expectations regarding what is developmentally appropriate behavior, Little Scholars Development Center will not be able to tolerate continuous disruptive, aggressive or violent behavior by children of any age. If a child's behavior continuously takes away from the care and safety of the others, enrollment termination might be required. However, in most cases, the following processes will be followed:

**\*\*Teachers will log behavior issues on Little Scholars Development Center incident report forms.** A copy of each incident report will be given to the parents and discussed. Parents are expected to further address the issue with their child at home.

**\*\*** If a child exhibits disruptive, violent, or aggressive behavior, the child will **first** be addressed in the classroom using typical guidance practices such as redirection, one on one conversation, privilege take away, time out, ect. An incident report will be logged, and the child will be on **STEP 1**.

**\*\*** If a child's disruptive, violent, or aggressive behavior **continues**, the child will be removed from the classroom and will sit with a member of the management team, where they will discuss what may be causing the behavior. The member of management will attempt to give the child tools to deal with situations that may be upsetting them, such as taking deep breaths, telling the teacher, or squeezing lemons. The instructor will write another incident report as well as an in-house unacceptable behavior report. The child will be on **STEP 2**.

**\*\*** If a child's disruptive, violent, or aggressive behavior **continues**, the parent will be contacted and asked to pick their child up for the remainder of the day. The instructor will complete an incident report as well as the in-house unacceptable behavior report. The child will be on **STEP 3**.

- If a child is not picked up within 30 minutes of the initial call, childcare services will automatically be suspended for the next scheduled day.

**\*\*** If a child is sent home **more than three times** due to aggressive or violent behavior in a month, the following options are available.

- The center can hire another staff member to shadow their child, at the expense of the parent. (Approx. \$388/wk)
- The child will be suspended for one full week
- The family can seek an alternate care arrangement for their child. In most cases we can accommodate up to a week period while a family is looking for another arrangement. Please see the director to see if this is possible for your family.

It is our sincerest hope that all of the children in our care learn to respect themselves, their friends, their teachers, their environment and materials. We will continue to value the time that we share with your children; as well as respecting their individual learning styles and developmental levels. We believe that this behavioral policy will aid in our efforts to provide a safe, fun, and loving educational childcare experience for all the children in our care. We are looking forward to working side by side with you, the family, as we continue to lay the foundation for your Little Scholars educational career.

## **Biting Policy (Infant and Toddler only)**

Biting during the infant and toddler years is developmentally appropriate by most child development standards. For most students in this age group they do not have the words to properly communicate their feelings and with such big emotions and new experiences, it can become very difficult to navigate through proper problem-solving practices. With that said, it is important to note that not all bites are a result of anger or frustration. Many times, a child does not know how to properly show affection and will bite trying to kiss a sleeping child. Understandable that being the recipient of a bite no matter how developmentally appropriate it is can be painful, upsetting, and cause for concern. The following is the policy of Little Scholars as it pertains to biting:

### *Prevention and ongoing care:*

Provide teethers (P & Q's to children that are teething) for teething students

Monitor student interactions for situations that may cause frustration among toddlers and help them to problem solving

Discuss with parents the ways in which they kiss or play with their children (raspberries and open kisses on cheeks can be misunderstood by a toddler).

### *Occurrence:*

#### The child bitten

- Given love and attention
- Given an ice pack
- Cleaned with water and bandaged if skin is broken
- Give or exemplify the proper language to verbally defend oneself

#### The biter

- Discuss action and result of actions (friend hurt and/crying)

- Provide opportunity to show empathy and apologize (child will not be forced to apologize)
- Given a teether (if needed)
- Redirecting to another activity
- Staying with the teacher physically
- Sent home after 3 incidents in the same day or if there is broken skin

## Developmental Screening Resources

Listed below are local and national resources that provide access to developmental screening. These screeners are necessary in order to stay on track with your child's developmental needs. Screeners will detect any delays in physical and mental development that needs to be addressed through early intervention.

Local:

### **Free Developmental Screening (Spokane Regional Health District):**

As a Spokane resident you may receive a free, developmental screening appointment by calling Spokane Regional Health District's - Infant Toddler Network at 509-324-1651

**Website:** <https://www.spokanecounty.org/1321/Child-Development-Services>

The Infant Toddler Network (ITN) is the local lead agency in Spokane County for supporting children with disabilities or developmental delays, from birth to age three. Parents who have concerns about their child's development can contact ITN to receive assistance and information about entering into the program.

A child residing in Spokane County, from birth through age 3, is eligible for early intervention services when:

- A professional assessment has determined he/she has a 25% or more developmental delay for his/her age, or
- When he/she has a diagnosed physical or mental condition, such as hearing loss, vision impairment, Down Syndrome, neurological disorder, with a high probability it may result in delayed development, or
- When he/she has a 1.5 standard deviation below his/her age in one or more developmental areas.

National:

### **Center for Disease Control and Disease Prevention:**

Developmental monitoring observes how your child grows and changes over time and whether your child meets the typical developmental milestones in playing, learning, speaking, behaving, and moving. Parents, grandparents, early childhood providers, and other caregivers can participate in developmental monitoring.

**Website:** <https://www.cdc.gov/ncbddd/childdevelopment/screening.html>

## Diaper Policy

Diapers are changed every 2 hours and checked every hour. Diaper changes and checks are logged by the teacher each day and retained in office for 30 days.

Parents of diapered children will be asked upon drop off the last time their child was changed to ensure that proper diaper change timing is applied.

It is the responsibility of the parent to ensure that children are dropped off with clean diapers free of urine or feces. Parents will be asked to stay and change any diapers that are not clean at the time of drop off.

It is the responsibility of each parent to bring individually labeled (full first name) diapers as well as wipes for each of their children not potty trained in our care. Your child's diapers and wipes will then be transferred to their respective cubbies in our diaper changing area. To ensure the integrity of the diaper cubbies, parents are asked to not open cabinets. Please hand your diapers to the teacher and she/he will log and store your diapers and wipes.

If your child is running low (5) we will send home a yellow card stating that your child has only 5 (five) diapers left and that you need to bring in replenishments. Once you are completely out of diapers, you will be given a red card that states your child is completely out of diapers and/or wipes and cannot return until their diapers are replenished.

## Nap time

Each child in our center is given the opportunity to take a nap. Nap time starts at 12 pm and ends at 2:30pm. Our younger kids in our Woddler and Toddler room sleep as needed. Our Woddler room has a designated nap time in the morning from 8:10-9:30 and longer if needed.

## Safe Sleep Requirements

AAP recommendations on creating a safe sleep environment include: Place the baby on his or her back on a firm sleep surface such as a crib or bassinet with a tight-fitting sheet. Avoid use of soft bedding, including crib bumpers, blankets, pillows and soft toys. The crib should be bare. Each child in our care is provided a cot with a fitted sheet and blanket.

## Center Closure Dates

Little Scholars will provide an annual list of closure dates in December each year. Little Scholars will be closed the following days annually:

(Any holiday that falls on a weekend will be observed on the previous Friday or Sunday)

New Year's Day.....Jan. 1<sup>st</sup>  
Presidents Day..... Feb. 20<sup>th</sup>  
Memorial Day.....Last Monday in May  
Juneteenth..... June 19<sup>th</sup>  
Independence Day.....July 4<sup>th</sup>  
Labor Day..... First Monday in September  
Early Closure.....October 31<sup>st</sup> 5:00pm  
Veterans day.....Nov. 11<sup>th</sup>  
Thanksgiving .....Fourth Thursday in Nov  
Friday after Thanksgiving  
Christmas Eve.....Dec. 24<sup>th</sup> Early Dismissal  
Christmas Day.....Dec. 25<sup>th</sup>  
New Year's Eve.....Dec. 31<sup>st</sup> Early Dismissal

## Hours of operation

Little Scholars' hours are 5:30 am\* – 7:00 pm\* Monday – Friday

***\*currently 7:00 am-6:00 pm due to Covid-19 protocols***

We are committed to providing non-standard hours for the working family and routinely reevaluate our operating hours and expenses, in hope of opening our evening program.

## Information required for the child's records

\_\_\_Registration packet



- Childs Health information
- Childs Medical Insurance Coverage
- Consent to medical treatment

\_\_\_ Individual Health Plan

\_\_\_ Childcare agreement

\_\_\_ Photo Permission

\_\_\_ General Permission Agreement

\_\_\_ C. I. S Form (Signed and completed)

\_\_\_ Request for Fluid Milk Substitute

\_\_\_ Child and Adult care Food Program

\_\_\_ True Colors Quiz

\_\_\_ Tuition Express Payment Processing Form

\_\_\_ Parent Survey

If at any time, you have any information that needs to be updated please let management know so we can update your child's file in our system. We will send out reminders to parents about immunizations and when they are showing due, quarterly. Please be sure to bring in the updated C.I.S form from the doctor's office.

Child files and information are kept confidential in a locked filing cabinet. Management staff will solely have access to these files. Classroom teachers and support staff will have access to ProCare and the demographic information of a family in case of an emergency.

## **Kindergarten Readiness**

We will provide a kindergarten readiness packet to graduating families in March. This packet will have information to help each family with the requirements that are needed to start kindergarten. March 1<sup>st</sup> is the beginning of child registration for Spokane Public Schools. Our 3rd quarter parent-teacher conferences will focus on kindergarten readiness, as well as needed areas of improvement, to ensure kindergarten success.

## Parent Handbook – Acknowledgement

I have read and understand the attendance reminders and updates. My initials below are a written representation of my acknowledgment and assumed responsibility for any fees that may occur:

- Our Mission
- Our Philosophy
- Our Cultural Awareness Philosophy
- Our Curriculum Philosophy
- Enrollment and Disenrollment Requirements
- Fee and Payment Plan
- Scheduling
- Directors Absence
- Payment in Lieu of Absence
- Typical Daily Schedule and Activities
- Typical Meals and Snacks
- Permission for Free Access
- Child Abuse, Neglect and Exploitation Reporting Requirements
- Child Guidance and Discipline
- Nondiscrimination Statement
- Religious Activities
- Transportation and Offsite Activity Policy
- Offsite Activities
- Sign-in and Out Procedures
- Practices Concerning Ill Child or Staff
- Medication Management
- First Aid Including Medical Emergencies
- Supplies and Clothing to Be Provided
- Potty Training
- Emergency Procedures
- Behavior Policy
- Developmental Screener Resources
- Biting Policy
- Diaper Policy
- Center Closure Dates

\_\_\_\_\_  
Parents Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents Signature