

# Preschool Family Handbook

**2021-2022**

## **General Guidelines of Policies and Procedures**



**Executive Director**  
Grace Alams

**Program Coordinator**  
Steve Mauritsen



[www.creativekidsseattle.com](http://www.creativekidsseattle.com)

<https://viewlandses.seattleschools.org/>



<http://www.seattle.gov/education/for-parents/child-care-and-preschool/seattle-preschool-program>



**Please read this handbook thoroughly.**

We look forward to building very important relationships with each parent/guardian and their children. While we have attempted to explain each section clearly, Creative Kids Learning Center reserves the right to update and/or apply guidelines from one section to another. In addition, as particular situations arise, we may also change our processes and procedures to accommodate specific needs. Please contact us with any questions or concerns.

Our facility has been inspected by a WA State licensor and meets the licensing requirements as per Washing State law. Due to the ever changing and updating by the Department of Early Learning and Washington Administrative Code that is required for continued success of our program, please be flexible and understanding as we may change/update policies and procedures within this handbook. Parents/Guardians will be notified by email or program newsletter when changes or updates have been made. We will have copies of the handbook at the center as well as on our web site.

**This handbook was updated on 08/24/2020**

This handbook has been approved in partnership with the Department of Children, Youth and Families Child Care Licensors 11/04/2019

***This handbook template was prepared for WAC Chapter 170-300 in effect 08/01/2019***

### Training and Experience

The State of Washington requires that the director, staff, aids and volunteers take annual training on topics related to caring for young children and leadership practices. Feel free to ask about our training. We will frequently share interesting things we learned with the families in our program through email and newsletters.

Some of the trainings our staff have taken include promoting literacy and science, partnering with families, curriculum planning through a cultural lens, culturally responsive teaching, inspiring environments, and social-emotional support. Each staff member is required to attend a minimum of 10 hours of per year on child development, classroom support, and other various topics beneficial to improving the quality of our program.

### The facilities background and the background of Founder



**Grace Alams**  
**Founder of Creative Kids Learning Center Seattle**

“I started Creative Kids Learning Center to be able to reach children from all walks of life in providing them a high-quality education that will help them reach their full potential. By nurturing good values and respect for one-another, kids cultivate compassion that can follow them through their adulthood... We are committed to kindergarten readiness for our preschoolers, and core competencies for kids 5-12. We want CKLC to be a safe learning space where kids can thrive and feel comfortable.”

Creative Kids Learning Center works in collaboration with the Seattle Public Schools, Seattle Department of Parks and Recreation, Seattle Preschool Program and the John Marshall Community to give all children an equal opportunity to achieve success. Families, staff and community are included as active partners in the success of children and the program.

Our program uses an integrated curriculum that incorporates; HighScope, real-life experiences, ownership of knowledge and partnerships with the community in order to provide a multicultural education based on service learning and sustainability education; —our primary goal is to create a strong school community made up of budding global citizens.

## Curriculum Philosophy, Implementation and Program Description (WAC 110-300-0305)

Standards for the Seattle Preschool Program (SPP) correspond with those adopted by Seattle voters, Seattle City Council, and Mayor Jenny Durkin, via Ordinance 125604. Studies show that by the time children enter kindergarten, a social-emotional, and pre-academic skills “readiness: gap” is already present, and that high-quality preschool services have been shown to improve, and in some cases, eliminate, this gap. Strategies and SPP Policies to Achieve Results:

- **Systematic Approach:** High quality in program eligibility standards that ensure a baseline of quality for all participating provider agencies and standards aligned with the State of Washington Department of Early Learning’s Quality Rating and Improvement System, Early Achievers, and licensing requirements.
- **Length of Day:** 6-hour school days, five days per week, 180 days per year as recommended by The National Institute of Early Education Research (NIEER).
- **Attendance:** Children are required to attend regularly in order to adequately prepare them for transitioning into Kindergarten. Studies have shown regular attendance in school directly affects academic success in school.
- **Class Size:** Not to exceed 20 children; a ratio of at least one adult for every 10 children.
- **Curricula:** Evidence-based curricula that provide frameworks for creating and nurturing constructivist and culturally responsive environments for children to learn and thrive.
- **Access:** Free tuition for families at or below 350% of the federal poverty level and a sliding scale tuition model for families above 350% of the federal poverty level; a minimal subsidy for all participants.
- **Quality Instruction:** Teacher education, certification, or competency requirements to ensure the quality of classroom instructional practices.
- **A Plan for Talent Retention:** Teacher compensation model that supports retention of high-quality teachers.
- **Mixed-Income Classrooms:** Classrooms that include a mix of children who are categorically eligible for publicly funded programs (Head Start, Free/Reduced Lunch, ECEAP, TANF, etc.) as well as children from families with income that exceeds eligibility requirements for these programs.

### Curriculum Philosophy

Here at Creative Kids, we are dedicated to actively help families build a firm foundation for their preschooler. We understand the importance of early childhood education and recognize the ages of 0-5 as the most critical time in development.

An Ages and Stages Questionnaire (ASQ:3) and an Ages and Stages Questionnaire: Social-Emotional (ASQ:SE) Developmental screening will be conducted by the lead teacher or family support worker and the parents within 90 days of every child's enrollment date or during the home visit. The results will be shared with the families within 30 days of completion. We want to be sure that we are recognizing families' roles as their child's first teacher and support each child first formal educational experience and set the stage for a lifetime of learning both academically and emotionally. To accomplish this, we are using the HighScope Curriculum which uses active participatory learning to achieve powerful, positive outcomes.

HighScope also:

- \* Helps children learn through active involvement with materials, people, events and ideas. Children become independent, responsible and confident. By planning many of their own activities, children carry them out, talk with others about what they have done and learned in the process.
- \* Helps teachers individualize instruction and encourage family involvement through class participation, parent teacher conferences, two-way communication, and daily contact if possible. Teachers also track children's progress to ensure that they are meeting developmental milestones.

With the HighScope curriculum our teachers make sure children are being exposed to all areas of development by encouraging the use of hands-on learning opportunities in the following areas: social/emotional, physical, language-communication, cognitive, science, social studies, and mathematics. While utilizing the HighScope curriculum KDIs (Key Developmental Indicators) we document a child's achievements through Teaching Strategies Gold (TSG).; this allows teachers to track progress, individualize instruction, and plan for scaffolding learning.

Our highly trained and qualified teachers facilitate learning in our welcoming, supportive, and intellectually stimulating environment where children can explore and learn from the classroom's different interest areas such as dramatic play, block area, library, art area, and toy area. Teachers set up these learning centers based on children's needs and interests.

### **Cultural Competency**

Cultural competency is necessary to achieve racially equitable outcomes when coupled with strategies to achieve equitable policies and practices.

The teachers are careful to recognize these values and practices in a way that provides continuity for children. Because meaningful education occurs when students are engaged and see a connection between what they learn and their lives, it is important to recognize that young children need support to navigate the differences between their home and school experiences. Education should occur through the lens of culture (i.e., home-life realities and understandings of how the world works). Culturally, individually, and age-appropriate practice are the three guiding principles of Developmentally Appropriate Practice as defined by the National Association for the Education of Young Children (NAEYC).

NAEYC's Pathways to Cultural Competence Project Program Guide states: For optimal development and learning of all children, educators must accept the legitimacy of children's home language, respect (hold in high regard) the home culture, and promote and encourage the active involvement and support of all families, including extended and nontraditional family units (NAEYC, 1995, p. 2). Since all children are rooted in their families, we see a child's family structure and all that it entails as the core of their culture and identity. This structure can include family socioeconomic status, family composition, parent's level of educational attainment, abilities of children and family members, family's immigration status, religion, home and preferred languages, parent's sexual orientation, and the way that a family classifies their race and ethnicity.

### **Family engagement and partnership communication plan (WAC 110-300-0305)**

Creative Kids Learning Center wants to ensure that our families come first. If you ever need to contact a staff member at either of our sites, please feel free to call or email us at [creativekidsseattle@gmail.com](mailto:creativekidsseattle@gmail.com)

To speak to someone over the phone onsite please call:

Creative Kids John Marshall: 206.706.5437

If there are any questions or concerns regarding your child or our program, we will be sure to address your request for contact promptly and set up an appropriate time to meet.

Drop off and pick up times are very busy times for us, while we prioritize the care and safety for all children. If you would like to share important information about your child, please feel free to do so. If you would like to have a longer conversation, please schedule a time with us so that we can focus on your concerns.

Twice yearly, we will schedule a regular time to meet with you either virtually or in person,

to discuss your child in a more formal way through a family/provider conference. In these conferences we will communicate with each other about goals, strengths and challenges for your child, and how we can support you in your parenting as you support us in caregiving. At the time of registration and each year thereafter we will ask about your child's development, behavioral, health, linguistic, cultural, social and other relevant information to accommodate each child's individual characteristics, strengths and needs. We obtain this information by having the parent/guardian complete surveys, assessment questionnaires, and a WA Kids "Introducing Me" document.

In order to maintain a high-quality experience for our families and their child/ren, Creative Kids will offer multiple opportunities for family engagement. Some of these events include home visits prior to child attending our program in order to alleviate stress and anxiety for the child, conferences, weekly newsletters, etc.

During family engagements and conferences, the teaching staff and family support worker will help in providing resources for each family's needs, based on information gathered from parent surveys, meetings, etc. Some of these events include resources for literacy engagement, social-emotional health and support, positive discipline techniques, and nutrition education.

### **Family Engagement Plan**

Utilizing the University of Washington's Early Achievers and National Association for the Education of Young Children's recommendations as it pertains to family engagement; Creative Kids Seattle has set goals to provide ample, high quality opportunities for families to engage in their child's early learning while enrolled in the Seattle Preschool Program:

**Goal #1: Invite families to actively take part in making decisions concerning their children's education.** Our staff will collaborate with families to set goals for children's education and learning both at home and at school.

**How we will accomplish this goal:** Families will share their hopes and expectations for their child/children either in writing or in person. During conferences and home visits, the teachers and family will jointly set goals for the child's education and learning at home and at school. The teachers and family will regularly share information and discuss the child's progress toward achieving goals.

**Goal #2: Families will attend regular parent teacher conferences.**

**How we will accomplish this goal:** Our staff will use Teaching Strategies Gold (TSG) to share anecdotal notes with families, and ASQ data to determine additional support. We will conduct quarterly (Nov., Feb., & June) parent teacher conferences that are coordinated with each individual family's schedules so we can accommodate their needs.

**Goal #3: Communication with families.** The teacher and family will regularly share information and discuss the child's progress toward achieving goals.

**How we will accomplish this goal:** with communications at each Wednesday, email, sharing anecdotal notes on TSG, telephone conversations, Friday folders, and newsletters.

**Goal #4: Two-way communication and ongoing assessment (formal and informal).**

Strategies will allow for both school- and family-initiated communication that is timely and continuous. Conversations will focus on a child's educational experience as well as the larger program. Communication will take multiple forms and reflect each family's language preference.

**How we will accomplish this goal:** We will offer multiple ways of communicating: During the family home visit, the family will have indicated their preferred methods of communication. Families will receive written communication about the child's activities daily online via TSG, if a family does not have access to a computer then families will be provided with a hardcopy. Program administration and teachers will use email to communicate if the family prefers.

**Goal#5: Reciprocal relationships.** Our program and families benefit from shared resources and information. We invite families to share their unique knowledge and skills. Teachers will gather information about children's lives, families, and communities and integrate this information into their curriculum and instructional practices.

**How we will accomplish this goal:** Families will share their knowledge and skills through an inventory of parent skills and talents via registration packets. We will conduct social and fun family activities where parents and students can network. We will request that families share knowledge, skills, talents, and materials (e.g., music, crafts, games, toys, books, clothing, photographs, etc.) with the program. Information about the child's life, family, and community will be integrated into the curriculum, books, toys, posters, dramatic play, classroom props, photos, and menus.

**Goal#6: Learning activities at home and in the community.** Our program uses learning activities at home and in the community to enhance each child's early learning and encourage and support families' efforts to create a learning environment beyond the program.

**How we will accomplish this goal:** Our program will provide resources to encourage learning at home: Families will use program-provided resources like literacy bags, lending libraries, etc., to reinforce home learning environment.

**Goal#7: Family participation in program-level decisions and wider advocacy efforts.** Our program invites families to actively take part in making decisions about program plans and operations. We also invite families to advocate for early childhood education in the wider community.

**How we will accomplish this goal:** Creative Kids offers a Feedback surveys quarterly. These surveys can be anonymous in order to promote honest feedback. Creative Kids also encourages families to meet with teachers/administration to discuss concerns and/or provide suggestions for the program as needed for quality improvement.

**Goal#8: A comprehensive program-level system.** Our program institutionalizes family engagement policies and practices and ensures that teachers, administrators, and other staff, receive the supports they need to fully engage families. For families needing additional supports outside of our classroom setting, our staff is trained and has knowledge of Child Find and how to use it in order to provide families with a referral.

**How we will accomplish this goal:** Our staff has participated in professional development that addresses issues involved in working effectively with this family (e.g., cultural competence, anti-bias, communication skills, second language acquisition, immigration, etc.) We will have an annual training on Child Find and other relevant trainings provided by the Seattle Early Education Collaborative (SEEC).

**Goal#9: Transition Plan.** Several transitions will take place throughout the program year. To support and individualize your child's preschool experience we will assist you with these transitions.

**How we will accomplish this goal:** We provide a parent information event in early Spring, for families getting ready to enroll their child into kindergarten. This can include a list of

local elementary schools and their open house dates, a visit from a local kindergarten teacher, or how registration works in our school district. You will also get a copy of the WA Kids “Introducing Me” pamphlet for your family to fill out and give to the child’s kindergarten teacher. Children transitioning into the program receive home visits by the lead teacher and family support worker to create healthy and strong relationships before the start of the school year. Children transitioning out of Creative Kids for any reason, will receive assistance from the Family Support Worker. This may include transferring paperwork, being a liaison with communication to the Department of Early Education or new program or providing the family with resources.

**Goal#10: Regular Attendance** Children are required to attend Creative Kids Learning Center as scheduled from the hours of 8:00am-2:00pm M,T,TH,F and 8-12:45 W. Children may be absent in the event of an illness, medical appointment, family emergency, or planned family vacation. In the event of your child’s absence, please call or email a staff member for our records.

**How we will accomplish this goal:** We partner with families to ensure there are no obstacles keeping children from regularly attending school. If families continue to have difficulty meeting this goal, we will create an action plan to help set them up for success in order to achieve a realistic goal.

More tips and facts about the benefits of regular attendance can be found at:

<https://attendancesworks.org/wp-content/uploads/2017/10/AW-PRESCHOOL-FLYER-FINAL-5.7.15-1.pdf>

<https://attendancesworks.org/wp-content/uploads/2017/09/AW-Infographic-080515-2.pdf>

## Introductory Visit

Upon enrolling in Creative Kids Learning Center, families are contacted by the Family Support worker to schedule a home visit. Home visits are a way for the teachers and children to meet in a safe and comfortable environment, that will minimize anxiety for the first day of school.

During the home visit, the teachers will engage with the child and play games together. The family support worker will work with the parent/guardian to determine any needs or concerns prior to the child’s start date and ask parent/guardian to complete an Ages and Stages Questionnaire and an “Introducing Me” document in

order to get a better understanding of where the child is developmentally in all domains provided by Teaching Strategies Gold.

After all home visits are completed, families are invited to the Creative Kids Learning Center classroom for an Open House event so that children may feel comfortable in their new classroom and have the opportunity to explore in an informal setting before their official start date.

### **Trial Period**

Creative Kids Learning Center is a partner with the Seattle Preschool Program (SPP) and does not provide a trial period. If families would like to disenroll their child at any time, please contact SPP at [preschool@seattle.gov](mailto:preschool@seattle.gov) or at 206-386-1050.

### **Admission Requirements and Enrollment Procedures (WAC 110-300-0460)**

Enrollment for Creative Kids Learning Center is done through the City of Seattle Department of Education and Early Learning. For more information about enrollment, please visit <https://earlylearning.microsoftcrmpartals.com/parentportal/>

Once a representative from SPP has confirmed enrollment, the Creative Kids will contact families with further steps to complete an emergency contact registration packet and schedule a home visit. For a copy of our registration packet, please see the pages below.

**Creative Kids Learning Center  
Preschool Registration Form**

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_/\_\_\_/\_\_\_ Gender \_\_\_  
 Child's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Teacher \_\_\_\_\_ Room # \_\_\_\_\_

**Child Lives with:** Mother \_\_\_ Father \_\_\_ Other \_\_\_\_\_ Person to call first \_\_\_\_\_  
 Enrollment Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Parent/Guardian Information**

(1) Adult Name \_\_\_\_\_ Relation to child \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Employed by \_\_\_\_\_ E-Mail \_\_\_\_\_

(2) Adult Name \_\_\_\_\_ Relation to child \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Employed by \_\_\_\_\_ E-Mail \_\_\_\_\_

**Emergency Contact** (Other than the parent/guardian, **local** name we can contact if we are unable to reach you)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relation to child \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Out of area contact** (in case of natural disaster)

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

**Persons authorized to pick up my child.**

(1) Name \_\_\_\_\_ Phone \_\_\_\_\_ Relation to child \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

(2) Name \_\_\_\_\_ Phone \_\_\_\_\_ Relation to child \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

(3) Name \_\_\_\_\_ Phone \_\_\_\_\_ Relation to child \_\_\_\_\_

Who does not have permission to pick up your child?

Name \_\_\_\_\_ Reason \_\_\_\_\_

Name \_\_\_\_\_ Reason \_\_\_\_\_

**We do not release a child without prior notification. Persons you authorize are required to show ID.**

**Emergency/Health Information**

Physician \_\_\_\_\_ Phone \_\_\_\_\_ Last physical was on \_\_/\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_ Last dentist apt was on \_\_/\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

(1) Insurance Company \_\_\_\_\_ Group # \_\_\_\_\_ Policy # \_\_\_\_\_

Policy Holder Name \_\_\_\_\_ Employer Name \_\_\_\_\_

(2) Insurance Company \_\_\_\_\_ Group # \_\_\_\_\_ Policy # \_\_\_\_\_

Policy Holder Name \_\_\_\_\_ Employer Name \_\_\_\_\_

Allergies, medications, physical or food restrictions? If none, please write NONE

\_\_\_\_\_

What additional information should CKLC be aware of if your child comes in contact with the allergen?

\_\_\_\_\_

Please describe any specific health or emotional problems or pertinent family background information which CKLC should be aware of

\_\_\_\_\_

\_\_\_\_\_

Creative Kids Learning Center requires all medication taken by the child to be listed below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child have any disabilities or health concerns that will affect his or her ability to participate in activities?

\_\_\_\_\_

**Please circle below if your child has any of the following medical conditions:**

- Asthma
- Diabetes
- Eczema
- Epilepsy
- Fainting Spells
- Frequent colds
- Frequent ear infections
- Frequent sore throats
- Frequent nose bleeds
- Heart concerns
- Problems with diarrhea
- Problems with constipation
- Stomach upsets
- Urinary problems
- Other: \_\_\_\_\_

**Consent to medical care and treatment of minor children**

I give permission that my child, \_\_\_\_\_, may be given first aid/emergency treatment by a qualified child care provider and/or staff at Creative Kids Learning Center.

When I cannot be contacted, I authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician, health care provider, hospital or aid car attendant when deemed necessary or advisable by the physician or aid car attendant to safeguard my child’s health. I waive my right of informed consent to such treatment.

I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment. I certify under penalty of perjury under the laws of the State of Washington that this information is true and correct.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please help us get to know your child, as well as your needs and expectations from our program by completing the following questions. Thank you!**

1. Does your child have a nick name he/she prefers?
2. Please describe some of your child's favorite activities.
3. Please describe some activities your child does not enjoy.
4. What are your child's favorite foods? Least favorite?
5. When your child is angry or upset, what kind of behaviors are the likely to exhibit?
6. We are committed to provide a consistent atmosphere where your child can learn and grow. Please describe your discipline policy/reward system you use at home.
7. At CKLC we are pleased to have many different types of families represented in our program population. Please describe your family to us (ethnic background, family living situation, siblings and relatives in the household, etc.)
8. Have there been any recent family changes?
9. What activities would you like to see your child doing at CKLC?
10. What are some skills/hobbies that you could share with our staff to make our teaching more culturally relevant for your child? (cooking, wood working, art, dance, etc.)

**MEDIA RELEASE FORM FOR CREATIVE KIDS LEARNING CENTER**

Dear Parent and Guardian,

Creative Kids Learning Center periodically receives attention from newspapers, magazines, radio, and TV studios. These venues take pictures, interviews, and video/audio recordings of our programs. These exposures bring understanding to the important need for a quality early childhood education in our community. We also occasionally take pictures of the children and activities to use in our newsletters, posters, website, press release flyers, or classroom decoration.

For us to take part in marketing in this manner, we must have your consent to do so. However, if you choose not to grant permission, this will in no way affect your child’s opportunity to participate in any of the center programs or events.

Please mark the box indicating your choice, sign below, and return this form to the center staff. If you have any questions, please call us at 206-706-5437.

**MEDIA RELEASE OF A MINOR (Please choose ONE option)**

- I, THE UNDERSIGNED, BEING LEGAL GUARDIAN OF THE CHILD LISTED ABOVE, GRANT CREATIVE KIDS LEARNING CENTER THE RIGHT TO USE HIS/HER PHOTOGRAPH, VIDEO/VOICE RECORDINGS WITH OR WITHOUT HIS/HER NAME FOR BROADCAST OR PUBLICATION IN ANY AND ALL MEDIA. I HEREBY RELEASE ANY CLAIMS OR COPYRIGHT, LIBEL, SLANDER, VIOLATION OF PRIVACY OR SIMILAR RIGHTS THAT I MAY HAVE. I WILL NOT SEEK COMPENSATION FOR USAGE. THERE IS NO EXPIRATION DATE ON THIS RELEASE.
  
- I DO NOT GRANT PERMISSION TO USE MY CHILD’S PHOTOTGRAPH, LIKENESS, VIDEO OR VOICE RECORDING WITH OR WITHOUT HIS/HER NAME, FOR BROADCAST OR PUBLICATION IN ANY AND ALL MEDIA.
  
- I GRANT THAT MY CHILD’S PHOTOS/RECORDINGS BE USED IN THE CLASSROOM AND PROVIDED TO PARENTS/GUARDIANS ONLY AND FOR SEATTLE PRESCHOOL PROGRAM COACHING OPPORTUNUTIES, NOT PUBLICLY POSTED OR DISTRIBUTED.  
I HEREBY STATE THAT I WILL ALSO NOT POST PHOTOGRAPHS, LIKENESS, VIDEO OR AUDIO RECORDINGS OF OTHER CHILDREN AT CREATIVE KIDS, INCLUDING MY OWN FOR BROADCAST OR PUBLICATION OF ANY AND ALL MEDIA.

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **Deposits and Registration Fees**

Deposit: None

Registration Fee: Waived for SPP families

## **Admission Forms** **WAC 110-300-0085, 0106(9)**

There are several forms you are required to complete prior to your child's attendance:

1. Child Care Registration
2. Certificate of Immunization Status
3. Permission Authorization for field trips, transportation, water activities, photo, video and surveillance activity.
4. Child Care fee Agreement
5. Completed USDA food program enrollment (if applicable)
6. Allergy Plan (if applicable)
7. A plan for special or individual needs of a child
8. An approved plan for physical restraint, which includes holding a child as gently as possible to accomplish restraint (if applicable)
9. Medication authorization and medical procedure training

**Please complete the following forms as needed**

**CHILD & PARENT FIELD TRIP AGREEMENT/PERMISSION FORM**

As a participant in the Creative Kids Program, I understand that I must make every effort to follow these rules on field trips:

1. Stay with my group at all times.
2. When walking to and from field trips I will remain in line between teachers. I will follow all safety rules. I must always stay away from the curb while waiting for the bus, walking and/or while waiting to cross the street.
3. I will hold a classmate/teachers hand if my teacher requests it.
4. On the bus I must follow these rules:
  - wait until a teacher gets on/off before I do
  - remain seated, keeping all body parts inside the bus until time to get off.
  - I will talk quietly and use appropriate language
  - I will not eat on the bus
5. I will keep toys and money at home. I am responsible for keeping track of my clothes and personal items.
6. On a field trip I must always ask permission and will wait to be directly supervised by a teacher when I have to go to the bathroom, or elsewhere. It is not acceptable to be escorted by parents, a school-age buddy or field trip volunteers.
7. If I get lost, I will stay where I am (even if a stranger offers to help me) because a teacher will be searching for me.
8. I will wear appropriate clothing on field trips. I will keep all extra clothes at Creative Kids.
9. I will follow all instructions from the teachers at all times. I will try to be friendly and cooperative with the other children. I will refrain from doing things that are dangerous to the other children or myself.

**PARENT INFO AND PERMISSION**

Creative Kids offers field trips as a part of our enrichment programs. Our field trip transportation policy is to utilize public transportation when feasible, private charter buses, and private vehicles driven by staff members with appropriate seat belts, valid driver’s license and auto insurance when public transportation is not practical. Other trips will be within walking distance in the local neighborhood.

**Safety is priority for all children on field trips!**

**I grant permission for my child to participate in all the field trips and local walks that occur on the days when s/he will be attending Creative Kids. It is further warranted that if this Permission Form is signed by one of two parent/guardian, it is with the authority of the other.**

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**CREATIVE KIDS SUNSCREEN PERMISSION FORM**

State licensing requirements permit childcare facilities to apply sunscreen to children **only with the written consent from the parent.** We will provide Sunscreen SPF 45 or generic (ingredients and directions listed below), if you would like your child to use a different brand, you must supply it yourself with child’s name written on it. We highly recommend that all children use a sunscreen of level 45, and that application is done before arriving at Creative Kids. Please read the policy under **HEALTH and WELL BEING** in our Parent Handbook to be thoroughly familiar with the requirements.

**Directions: Apply liberally to all exposed areas. For best results let dry 15 minutes before exposure to sun, and reapply after prolonged swimming, excessive perspiration, vigorous activity or toweling.**

My child or a staff member may apply sunscreen according to the instructions above.

Child Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature Date

**We recommend for water activities that T-shirts be worn over bathing suits. For all other outdoor activities, hats or visors and sunglasses are advisable.**

**Sunscreen SPF 45** Hypoallergenic. Water Babies is a gentle, non-irritating PABA-free formula, which is non-stinging. **Active Ingredients:** Ethylhexyl p-Methoxycinnamate, 2 Ethylhexyl Saclicylate, Oxybenzone, Homosalate. **Inactive Ingredients:** Water, Sorbitan Isostearate, Sorbitol, Polyglyceryl-3 Distearate, Octadecene/MA Copolymer, Triathanolamine, Stearic Acid, Barium Sulfate, Benzyl Alcohol, Fragrance, Dimethicone, Aloe Extract, Jojoba Oil, Methylparaben, Tocopherol (Vitamin E),

**Health Care Provider's  
Allergy/Intolerance Report**

\_\_\_\_\_  
**Name of Child**

\_\_\_\_\_  
**Child's Date of Birth**

This child is enrolled in our child care program. We have been advised that he/she is allergic or intolerant to the following items:

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

As a licensed child care program we are required to meet state licensing standards. Please help us to comply and meet the health needs of your patient by completing the Allergy/Intolerance Statement form, the Child Care Emergency Plan for Allergic Reactions, and if necessary the Allergy Medication Authorization Form. We need to know which items the child is allergic or intolerant to, the steps to take to treat an allergic reaction, and appropriate substitute foods to assure that the child's nutrition is not compromised.

Thank you for your help in this important health matter. Please return completed packet to the Child Care site listed below.

Sincerely,

\_\_\_\_\_  
**Child Care Program Director**

\_\_\_\_\_  
**Child Care Site Name**

**Mailing Address:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Suite, PO BOX

\_\_\_\_\_  
City, State, and Zip Code

Phone: \_\_ (\_\_\_\_) \_\_\_\_\_

Fax: \_\_ (\_\_\_\_) \_\_\_\_\_

By signing below, I indicate my approval to release the information requested above to my child's child care program.

\_\_\_\_\_  
**Parent/Guardian Name** (printed)

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

(\_\_\_\_) \_\_\_\_\_  
**Parent Phone Number**



**Allergy/Intolerance Statement**

Name of Child \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

(Please print)

Food Allergy List each food separately	Check the medical condition	List appropriate substitute food(s)
	Food Intolerance <input type="checkbox"/> Yes <input type="checkbox"/> No Food Allergy <input type="checkbox"/> Yes* <input type="checkbox"/> No	
	Food Intolerance <input type="checkbox"/> Yes <input type="checkbox"/> No Food Allergy <input type="checkbox"/> Yes* <input type="checkbox"/> No	
	Food Intolerance <input type="checkbox"/> Yes <input type="checkbox"/> No Food Allergy <input type="checkbox"/> Yes* <input type="checkbox"/> No	
	Food Intolerance <input type="checkbox"/> Yes <input type="checkbox"/> No Food Allergy <input type="checkbox"/> Yes* <input type="checkbox"/> No	

Other Allergy Please list type:	Reaction:	Plan for management:
	Mild <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Severe <input type="checkbox"/> Yes <input type="checkbox"/> No	

\* For an Allergy, please complete the Child Care Emergency Plan for Allergic Reactions.

Health Care Provider Name (please print):  \_\_\_\_\_

Health Care Provider Signature:  \_\_\_\_\_ Date:  \_\_\_\_\_

Street Address \_\_\_\_\_

Suite, PO BOX \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Please return completed packet to the child care program at the mailing address listed on Page 1.



## Child Care Emergency Plan for Allergic Reactions

ALLERGY TO: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Asthma? Yes\*  No  \*High Risk for severe reaction

**SIGNS OF AN ALLERGIC REACTION:**

<u>Systems</u>	<u>Symptoms</u>
• MOUTH	itching & swelling of the lips, tongue, or mouth
• THROAT	itching and/or a sense of tightness in the throat, hoarseness and hacking cough
• SKIN	hives, itchy rash, and/or swelling about the face or extremities
• GUT	nausea, abdominal cramps, vomiting, and/or diarrhea
• LUNG	shortness of breath, repetitive coughing, and/or wheezing
• HEART	"thready" pulse, "passing-out"

The severity of symptoms can quickly change. All the above symptoms can potentially progress to a life-threatening situation.

Action for *minor* reaction:

If symptom(s) are: \_\_\_\_\_

Administer: \_\_\_\_\_  
medication/ dose /route

Then call: Parent/Guardian and Health Care Provider

If condition does not improve within 10 minutes, follow steps for severe reaction below:

Action for *severe* reaction:

If symptom(s) are: \_\_\_\_\_

Administer: \_\_\_\_\_ IMMEDIATELY!  
medication/ dose /route

Call: 911 (Never hesitate to call 911)

Call: Parent or Guardian

Call: Health Care Provider

**Health Care Provider:** My signature provides authorization for the above written orders. I understand that all procedures will be implemented in accordance with state laws and regulations. (This authorization is for a maximum of one year from signature date.)

X \_\_\_\_\_ ( ) \_\_\_\_\_  
Health Care Provider Name (printed) Phone Number

X \_\_\_\_\_ X \_\_\_\_\_  
Health Care Provider Signature (required) Date

**Parent/Guardian:** I agree with the above allergy emergency care plan. I will inform the child care program if child's health status/medication changes.

\_\_\_\_\_ ( ) \_\_\_\_\_  
Parent/Guardian Name (printed) Phone Number

\_\_\_\_\_ \_\_\_\_\_  
Parent/Guardian Signature Date



**Emergency Contact Information**

Emergency Contact #1	Phone:
Name: _____	(    ) _____
Relation: _____	
Emergency Contact # 2	Phone:
Name: _____	(    ) _____
Relation: _____	
Emergency Contact # 3	Phone:
Name: _____	(    ) _____
Relation: _____	

**Staff Training Information**

Staff Name	Trainer (parent or guardian)	Date

Epinephrine auto-injections come in different forms. Always follow the instructions given in the parent/guardian’s training and included on the injection device itself. Instructions may differ by brand, dose, etc. Below are two common types of epinephrine auto-injectors.

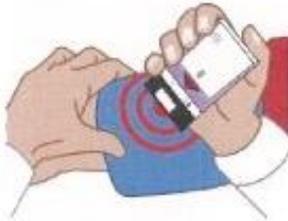
**EPIPEN® and EPIPEN® Jr.**



**AUVI-Q®**



Always apply to the middle of the outer thigh and hold firmly in place (see medication instructions for how long injection should be held).



Once injected, remove epinephrine injector and take it with you to the Emergency Room.



**Allergy Medication Authorization Form**

Child's Name:	Date of Birth/Age:
Type of Allergy:	
Name of Medication: <b>antihistamine</b>	Amount/Dose:
Medication Start Date: ____/____/____	Medication Expiration Date = ____/____/____ Stop Date: ____/____/____
Times to be given: <b>"See Care Plan"</b>	Route: <input checked="" type="checkbox"/> Oral <input type="checkbox"/> Topical <input type="checkbox"/> Other
Possible Side Effects:	Requires Refrigeration: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> Above information consistent with label?	Special Instructions:
Name of Medication: <b>epinephrine auto-injector (EpiPen)</b>	Amount/Dose:
Medication Start Date: ____/____/____	Medication Expiration Date = ____/____/____ Stop Date: ____/____/____
Times to be given: <b>"See Care Plan"</b>	Route: <input type="checkbox"/> Oral <input type="checkbox"/> Topical <input checked="" type="checkbox"/> Other: <u>injection</u>
Possible Side Effects:	Requires Refrigeration: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> Above information consistent with label?	Special Instructions:

\_\_\_\_\_  
Health Care Provider Name (please print)

( ) \_\_\_\_\_  
Phone Number

X \_\_\_\_\_  
Health Care Provider Signature

X \_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

( ) \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Child Care Program Staff:** This form is active or a maximum of one year from health care provider's signature date (above), and should be renewed annually, or sooner if there are changes to medication or health condition.  
Authorization form is active from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.



Medication Record					
<b>Medication: antihistamine</b>					
<b>Allergy Reaction Documentation:</b> Symptoms Observed: _____ Time symptoms began: _____ Time antihistamine given: _____ Time parent/Guardian called: _____ Symptoms resolved (10 minutes) or worsened? _____ Action taken: _____					
Date	Time	Dosage	Initials	Reason NOT Given	Side Effects Observed
<b>Medication: epinephrine auto-injector</b>					
<b>Allergy Reaction Documentation:</b> Symptoms Observed: _____ Time symptoms began: _____ Time epinephrine auto-injector was given: _____ Time 911 called: _____ Time parent/guardian called: _____ Time Health Care Provider called: _____ Child taken: _____ (where) by _____ (whom).					
Date	Time	Dosage	Initials	Reason NOT Given	Side Effects Observed

Initials and Signatures of persons giving medication:

\_\_\_\_\_

\_\_\_\_\_





## Individual Plan of Care

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Early Learning Program Name:** \_\_\_\_\_

**Medical Diagnoses (if known)**

1. _____ 2. _____ 3. _____
----------------------------------

**Health Care Provider Contact Information**

Health Care Provider #1	Phone:
<b>Name:</b> _____ <b>Specialty:</b> _____ <b>Address:</b> _____ _____	( ) _____  _____
Health Care Provider #2	Phone:
<b>Name:</b> _____ <b>Specialty:</b> _____ <b>Address:</b> _____ _____	( ) _____  _____

**Medications**

Medication	Dosage	Route	Time/Frequency	Possible Side Effects

1. Child needs to take medication when at center/school:  
 **Yes** (complete attached Medication Authorization Form(s))     **No**
  
2. Child has a 3-day emergency supply of medication at center/school:  
 **Yes** (complete attached 3-Day Critical Medication Form)     **N/A**

**Allergies**

Food	Symptoms of Reaction	Insect/Medication	Symptoms of Reaction
1. 2. 3.		1. 2. 3.	

The Allergy Care Plan has been completed



**Parent/Guardian Contact Information**

Parent/Guardian	Phone:
Name: _____	(    ) _____
Relation: _____	
Parent/Guardian	Phone:
Name: _____	(    ) _____
Relation: _____	

**Emergency Contact Information**

Emergency Contact # 1	Phone:
Name: _____	(    ) _____
Relation: _____	
Emergency Contact # 2	Phone:
Name: _____	(    ) _____
Relation: _____	

**Care in an Emergency**

- Parent Consent to Emergency Treatment is attached
- Exchange of Information forms for community providers (i.e. physicians, OT/PT, Speech Therapists, Mental Health Counselor) is attached

**Please describe any known, possible emergency situation that might happen with your child (i.e. what might the emergency be, and what signs will your child show?):**

**Please list, in order, the steps you'd like the staff to take in response to this emergency:**

**Please identify any ways staff can help prevent an emergency:**



### Individual Plan of Care

<p><b>ACTIVITIES OF DAILY LIVING:</b> Use this area to talk about your child’s abilities to care for him or herself, such as toileting, tooth brushing, hand washing. Describe what support and/or equipment s/he needs to accomplish these tasks.</p>
<p><b>NUTRITION:</b> Use this section to talk about your child’s nutritional needs. Describe any nutritional formulas, food allergies or restrictions, feeding techniques, precautions, or equipment used.</p>
<p><b>RESPIRATORY:</b> Use this section to talk about your child’s respiratory care needs. Describe the care or treatments your child needs and any special techniques or precautions you use when giving care.</p>
<p><b>COMMUNICATION:</b> Use this section to talk about your child’s ability to communicate and to understand others. Describe how your child communicates. Include sign language words, gestures, or any equipment your child uses.</p>
<p><b>MOBILITY:</b> Use this section to talk about your child’s ability to get around. Include any equipment your child uses and/or positioning for play. Describe any activity limits and special routines your child has for transfers, pressure releases, positioning, etc.</p>
<p><b>REST/SLEEP:</b> Use this section to talk about your child’s nap and sleep schedule. Describe any routines security objects that help your child.</p>
<p><b>SOCIAL/PLAY:</b> Use this page to talk about your child’s ability to get along with others. Describe what works best to help your child get along or cooperate with others. Describe your child’s favorite things to do.</p>





**Care Schedule**

TIME	CARE NEEDS	TIME	CARE NEEDS
Morning		Afternoon	
Evening		Night	

**Parent/Guardian:** I agree with the above plan of care. I will inform the child care program if child’s health status/medication changes.

Parent/Guardian Name (printed)	(     ) Phone Number
Parent/Guardian Signature	Date

**\* Best practice is to have your child’s health care provider review and sign this plan.**  
**Health Care Provider:** I have reviewed and agree with the above care plan. (This authorization is for a maximum of one year from signature date.)

Health Care Provider Name (printed)	(     ) Phone Number
Health Care Provider Signature (required)	Date

**Child Care Program Staff:** This form is active for a maximum of one year from parent’s signature date (above), and should be renewed annually, or sooner if there are changes to medication or health condition.  
**This plan is active from:**      /      /      to      /      /     .

**Staff Trained in the above Plan**

Staff Name	Trainer (parent or guardian)	Date





### Medication Authorization Form

Child's Name:	Date of Birth/Age:
Name of Medication:  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">                     Expiration Date:                      ____ / ____ / ____                 </div>	Reason for Medication:
Medication Start Date: ____ / ____ / ____	Medication Stop Date: ____ / ____ / ____
Times to be given: <small>(CANNOT be given "as needed;" must specify time of day and/or symptom for which to give medication)</small>	Amount to be given:
Possible side effects:	Route: <input type="checkbox"/> Oral <input type="checkbox"/> Topical <input type="checkbox"/> Other
<input type="checkbox"/> Above information consistent with label?	Requires Refrigeration: <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Instructions:	

\_\_\_\_\_  
Health Care Provider Name (please print)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Health Care Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name\*\* (please print)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



Child Care Health Program  
Revised 9.2018

**How children's records, including immunization records, are kept current  
(WAC 110-300-0460 and WAC 110-300-0210)**

A record for your child is very important to us. The records will be used to plan your child's curriculum, classroom setting, daily activities and in emergency situations. All children's files, including immunization records, must be updated by parents as personal and contact information changes and they will be updated:

1 time a quarter or 2 times a year

Immunization records should be completed at the time of registration. If child receives new immunizations, please submit updated information to a staff member the following day the child attends school. Changes such as address, phone numbers, emergency and pickup contacts should be updated on the day of the change or the next day that the child attends school.

**Certificate of Immunization Status (CIS) (WAC 110-300-0210)**

A CIS form supplied by and signed by a health professional must be used, be current, and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed Certificate of exemption (COE) from a licensed physician for a specific vaccination, the child will be excluded from childcare if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

We accept homeless or foster children into care without the records listed in this section if the child's family, case worker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records, or has a written plan to update the immunizations within a short period of time.

**Confidentiality policy including when information may be shared (WAC 110-300-0465)**

Children's records will include all admission forms, medication information, injury and incident reports, formal/informal assessment results, conference forms, and other information obtain while caring for your children. This Information will remain confidential. You have the right to access your child's records upon request. Anything of a sensitive nature will be shared outside of the presence of the children. On a need to know basis staff members may access your child's file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while in our program.

The Department of Education and Early Learning may also access your children's files. Children's individual records are located in the office in a filing cabinet that only lead teaching staff and administrative staff access.

**Non-discrimination Statement, Anti Bias and Bullying (WAC 110-300-0030, 0331, 0160)**

Our program is defined by state and federal law as a place of public accommodation. We do not discriminate in my employment practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning styles. We comply with the requirements of the Washington law against discrimination and the ADA (chapter 49.60 RCW).

All students will have access to additional behavioral, health, and nutrition services, to support children's social-emotional and behavioral developments. Teachers, families and center directors will work in partnership with coaches, education specialists, mental health professionals, and public-school staff by providing: Classroom/child observations, teacher coaching, screening review, referral services, and behavior development plans that are individualized as needed. Since most preschoolers do not yet have a diagnosis of a behavioral or health need, SPP will conduct screening processes at least once per year. Classrooms where more than six of the students are members of a "special population" as defined in the SPP Implementation Plan additional instructional staff support will be provided for the classroom.

Special populations might include but are not limited to:

Children in the child welfare system • Children living in transitional housing • Children from homeless families • Children with healthcare needs (as evidenced by a doctor's report) • Children with mental health needs (as evidenced by behavioral screening and parent/teacher/coach observation) • Children with developmental needs (as evidenced by developmental screening and parent/teacher/coach observation) • Children who have experienced major life changes or trauma. •SPP provider agencies will adhere to all Individualized Education Plans (IEPs).

### **Abuse and Neglect-Protection and Training (WAC 110-300-0475)**

As a childcare provider, we will protect children from all forms of child abuse or neglect. We have a duty to report and are required by mandatory reporting laws to report any suspected physical, sexual or emotional child abuse, any suspected child neglect, child endangerment, or child exploitation, a child's disclosure of sexual or physical abuse and maltreatment to Child Protective Services (CPS) and our local law enforcement agency immediately (without prior notification to the parents involved). We will also inform our licenser.

All staff or volunteers in this program, are trained on identifying, preventing, and reporting child abuse, neglect, sexual abuse, maltreatment or exploitation.

### **Permission for Free Access (WAC 110-300-0085)**

During business hours, you have the right to access all licensed areas that are used for childcare. You are welcome to visit or drop-in unannounced to observe your child. You have the right to access your child's file, provider training log(s), DEL inspection checklist(s), and Facility Licensing Compliance Agreements. Please schedule time in advance if you would like to have a meeting with the director, program supervisor, teacher or other staff, so we can arrange to speak away from the children and can focus on your concerns.

**Sign-in and Sign-out Procedures/ Attendance records (WAC 110-300-0455)**

It is a state requirement for all children to be signed in when the child arrives and departs the facility.

1. Arrival and pick-up instructions:

- Upon arrival, the parent, guardian or authorized person must sign the child in using parent and child's full name via electronic or paper sign in sheet.
- Upon departure, the parent, guardian or authorized person must sign the child *out* in the same manner using their full name.
- Drop off will be from 8:00am – 8:30am, to provide space for all families, please wait until the previous family gets back into their vehicle before coming out of yours.

Failure to sign your child in or out of our system will result in a civil penalty fine of \$50. In addition, if we are fined by the City of Seattle or the State of Washington during an audit due to you not signing your child in or out, the amount of that fine will be added to your next billing statement.

2. Please identify on the Child Care Registration form, who is authorized to pick up your child. We will not release your child to any person without your written permission. This form should be kept current. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child.
3. Anyone who appears to be under the influence of drugs or alcohol arriving at childcare to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, 911 will be called.
4. To sign in/out via phone, please text the following message:  
"This is [Parent Name] here to drop off/pick up [Child's Name]"

You may text **John Marshall** at **206-327-4309**

**Extra Charges:**

Field Trip Fees: While we try to include all field trip costs into tuition, field trip fees will be charged if necessary. You will receive advance notice of any charges.

**Receipts and Taxes:**

Upon request we will give you a payment receipt when you pay for childcare. For tax purposes, you will be given an end of the year statement. If you require statements for reimbursement or any other reason, please contact us to set up a method for providing a monthly statement.

**Hours and Days of Operation**

The preschool program is open the following hours, except holidays. Parents are welcome to visit their children at any time during the day.

Day	Hours
Monday	8:00am – 2:00pm
Tuesday	8:00am – 2:00pm
Wednesday	8:00am – 12:45pm
Thursday	8:00am – 2:00pm
Friday	8:00am – 2:00pm
Saturday	CLOSED
Sunday	CLOSED

We follow the Seattle Public Schools district calendar beginning the first day of student attendance and ending the last day of student attendance. At times, districts designate in-service days prior to the first day of school or after the last day of school. Creative Kids Learning Center will do its best to offer in-service care.

*\*You will always be aware of the upcoming No School Days and Holiday closures through our monthly newsletter and signage throughout our building.*

**School Year Dates 2021-22**

Preschool is **closed** for the following holidays:

<b>Event:</b>	<b>Date:</b>
First day of school	September 13, 2021
State In-service Day	October 8, 2021
Veterans Day	November 11, 2021
Thanksgiving Break	November 22 -26, 2021
1-hour early dismissal - (winter break)	December 17, 2021
Winter Break	December 20 – January 2, 2022
Martin Luther King Jr. Day	January 17, 2022
SPS Day between semesters	January 27, 2022
Mid-Winter Break	February 21 – 25, 2022
Spring Break	April 11 – 15, 2022
Memorial Day	May 30, 2022
Last day of school (1-hour early dismissal)	June 17, 2022

**Celebrations: Holidays, Birthdays, etc.** - Due to the diverse backgrounds within our community, we will leave the celebrating for you to do at home. We do not participate or celebrate in holidays, traditions, or birthday celebrations.

**Family/Parent/Guardian Vacations and Absences**

1. You are required to give 2 weeks advance notice for vacation or as soon as possible in extenuating circumstances.
2. Please call and inform us when your child will not attend due to illness or some other event.
3. Payment will not be reduced during your vacation days.
4. Please advise us upon enrollment if you plan to remove your child from childcare for any length of time (i.e., the summers for teachers, or when you are on maternity leave with another child, etc.).

## Provider Vacation/Emergency Closure Policy

We will give you advance notice of any closure dates such as summer vacation, Spring break or other schedule dates of closure. Payment will not be reduced during these breaks.

Creative Kids Learning Center operates according to the Seattle Public Schools district regarding closures due to inclement weather\*

1. **All Day Closure:** If school is closed for the day due to inclement weather, our program is also closed.
2. Please look for your child's school or school district on the local news and social media for closure announcements.
3. **Early Closure:** If school closes early Preschool will close as well.
4. **Late Start:** If school starts late Preschool will start late as well.

\*Creative Kids Learning Center may also be closed if there are road closures or roads are considered too hazardous for driving.

## Back-up Child Care and Consistent care policy **(WAC 110-300-0495)**

We recommend that you have access to an alternate childcare arrangement. You may need care for school closure days or emergencies such as no electricity. If there is an emergency or reason that center needs to be closed, you will be notified as soon as possible so that you can make other arrangements. It is always your responsibility to find backup childcare. For a childcare referral, please call:

*Child Care Aware of Washington*  
 (206) 329-5544  
 1-800-446-1114

**Staffing Plan, Classroom types and Ratios (WAC 110-300-0015,0495)**

We will maintain the State required staff to child ratios at all times, including child rest periods. For consistency of care a permanent staff member will be assigned to care for your child with a goal of building a long-term trusting relationship. Any Staff who covers due to a staff member being absent will meet all State requirements to care for the children and be fully trained according to State requirements and will be trained on the policies and procedures of our program. You may ask for access to our staff training and professional development records.

If we have any staffing changes or need to be absent for an extended period of time, you will be notified in writing or electronically.

If the director, assistant director, and program supervisor are simultaneously absent the program will remain open for the care of children. We will have a fully qualified staff member that meets the Departments qualifications covering during our absents. We will notify all parents in writing with the name of the staff member who will be in charge and we will also notify the Department.

If the director, assistant director, and program supervisor are simultaneously absent for more than ten consecutive operating days, we will have a fully qualified staff member covering. We will notify all parents in writing at least one week before the absent of the name of the temporary staff member and we will also notify the Department.

Our staff to child ratios are 1:10 but we strive for 1:8 or less for our Preschool or mixed age classrooms.

**Termination of Services (WAC 110-300-0485)**

1. You are required to give 1 month notice of your intent to terminate care. If you should terminate your child's care you will not be refunded tuition.
2. The following are conditions that may cause wrap around care to be immediately terminated:
  - A. Non-receipt of co-pay
  - B. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the childcare facility, staff or policies
  - C. Continual late payments or unpaid bills

## D. Continual late arrivals or pick-ups

**Expulsion Policy (WAC 110-300-0486, 0340)****WE HAVE A ZERO EXPULSION POLICY**

At our facility we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. When a Child exhibits behavior that presents serious safety concern for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications the child's care will be further determined by SPP.

In the event of a child's behavior being a concern, we will provide the following supports:

1. We will have a parent or guardian meeting weekly or sooner as needed.
2. We will review the behavior expectations policy with the parents or guardians.
3. We will record the incidents that led up to the meetings, include the date, time, staff involved and details of the incidents
4. We will give the parents or guardians a copy of the steps that were taken to help manage child's behavior
5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
6. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians.
7. We will give the parents or guardians referrals to community-based programs/settings.
8. SPP, education specialists, and coaches will be notified.

**Posting requirements: (WAC 110-300-0505)**

You can locate all relevant policies and procedures, menus, inspections reports, and resources at our entrance. There are binders labeled accordingly or materials are visibly posted on the parent boards near the entrance. You may see license and emergency information posted on the board near the exit door.

**Items Brought from Home**

We will have plenty of activities for your child to do! Creative Kids asks that children leave their toys and other personal objects at home. Often times, items brought from home may become damaged, broken, or cause a disruption in the program. If a personal item is brought to site, the child assumes all responsibility for that item and Creative Kids is not able to replace the item.

Toy guns or weapons of any type are not allowed in the program.

**Checklist of Child Care Supplies**

	<i>C.K. Provides</i>	<i>Family Provides</i>	<i>Item</i>	<i>Comments</i>
1.		X	Water Bottles	Please keep onsite with child’s name on the bottle
2.	X	X	Blanket /Pillow and sleeping necessities	These must be brought home and washed on Fridays
3.		X	Extra change of clothes	Keep in a labeled bag onsite
5.		X	Diapers/toilet training diapers	If applicable to your child
11.		X	Cold and rainy weather clothes	If applicable by season
13.	X		Toothbrush	<b>N/A Due to COVID-19</b>
14.	X	X	Sunscreen (must have written permission)	Please see sunscreen permission form in the forms section of this handbook
15.		X	Three-day supply of medication	Must be labeled and in original container/box

**Dual language Learning (WAC 110-300-0305)**

Many of the staff at Creative Kids Learning Center speak more than one language. We are currently in the process of creating a dual language plan, and we do encourage children to speak their home language and teach it to others. Our staff may also expose your child to languages including Spanish and American Sign Language.

**Typical Daily Activity Schedule (WAC 110-300-0360, 0295, 0296)**

Time	Activities
8:00 am	Arrival Time and breakfast/Open Centers
9:03 am	Clean Up Time
9:06 am	Message Board
9:10 am	Large Group
9:20 am	Outside Time
9:50 am	Wash Hands
10:00 am	Small Group
10:10 am	Planning Time
10:15 am	Work Time
11:20 am	Clean Up
11:25 am	Recall
11:30 am	Lunch Time
12:00pm	Large Group Activity
12:30	Outside Time
1:00	Quiet Time/Nap
1:45 – 2:00pm	Snack/Departure
2:00 – 6:00pm	After school children schedule

**WAC’s 110-300-0295 and 0296**

**Screen Time Usage (WAC 110-300-0155)**

- We do not use television, videos, or computers for educational purposes at our program
- Children do use screen time (television, videos, or computers) for educational purposes at our program in accordance with (WAC 110-300-0155)

**Outdoor activities (WAC 110-300-0147)**

Our facility offers outdoor programming daily for all children enrolled. Children receive a minimum of 60-90 minutes of moderate to vigorous activity daily; 30 minutes per every 3 hours may be indoors during the following conditions (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;(b) Cold

less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;(d) Earthquake;(e) Air quality emergency ordered by a local or state authority on air quality or public health;(f) Lockdown notification ordered by a public safety authority; and(g) Other similar incidents. Children must have appropriate clothing for outdoor activities during days that may be hot, rainy and cold;

### **Napping/sleeping (WAC 110-300-0265)**

A rest period will be offered for all children under five years of age, who remain in care for more than six hours or show a need to rest. Alternative quiet activities will be available for those children who are unable to nap or who no longer need a nap. No child will be forced to sleep/nap. We will work with you to discuss your child's sleep patterns and needs.

### **Mixed Age groups: (WAC 110-300-0357, 0450)**

Our John Marshall preschool location shares the same space as the school age children at John Marshall Elementary. During the hours of 8:00am – 2:00pm the preschoolers do not interact with the elementary school children. Materials are rotated out in between programs to make sure they are developmentally appropriate by age groups.

### **Individual care plan, Special needs accommodation (WAC 110-300-0300)**

We will ask all parents and guardians to have a written individual care plan for each child with special needs including allergies. The individual care plan must be signed by the parent or guardian and must contain the following:

1. The child's diagnosis, if known;
2. Contact information for the primary health care provider or other relevant specialist;
3. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
4. Directions on how to administer medication;
5. Allergies;
6. Food allergy and dietary needs, pursuant to WAC [110-300-0186](#);
7. Activity, behavioral, or environmental modifications for the child;
8. Known symptoms and triggers;
9. Emergency response plans and what procedures to perform; and
10. Suggested special skills training, and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:

- a. Physician or physician's assistant;
- b. Mental health professional;
- c. Education professional;
- d. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
- e. Registered nurse or advanced registered nurse practitioner.

11. If the child has one of the following it must accompany the child's service plan.

- (a) Individual education plan (IEP);
- (b) Individual health plan (IHP);
- (c) 504 Plan; or
- (d) Individualized family service plan (IFSP).

Creative Kids staff is more than willing to help each family obtain the necessary requirements in order to assist them in achieving goals that will help their child succeed and have a great learning experience while enrolled in our program.

We may also ask for written permission or authorization if we require the assistance of a health care professional to provide any additional services within our program when applicable.

### **Religious and Cultural Activities**

Celebrations and holidays are a part of most children's lives. At home, holidays, birthdays, and other celebrations are important family events. Children begin to understand these celebrations gradually, and they help them learn about their family and family traditions. In our preschool classroom, we observe events that are meaningful in a classroom setting and make sense to children. Rather than focus on traditional holidays/birthdays, etc., classroom activities focus on the changes children notice around them. We respect what is real to children: things they are able to touch, see, hear, smell and observe.

We will not celebrate traditional holidays and birthdays across all of our programs. To respect children's developmental levels, the classroom celebrations revolve around milestones and children's interests, such as a first tooth, tying shoes, writing names,

transitions, making friends, and things we observe within our community. This supports our curriculum and is respectful to all families that we serve.

We encourage families to be involved in our program and give input into classroom activities. Many families may want to share traditions from home, but we kindly ask you keep the celebrations at home. If you are interested in sharing experiences, you may work with your child's classroom teacher to plan an appropriate activity for all children.

**Child Guidance plan, Physical Restraint policy and Corporal punishment (WAC 110-300-0331, 0335, 0490)**

We will use consistent, fair, and positive methods of managing children's behavior. Methods used will be appropriate to the child's abilities, developmental level, and culture.

Please review the following expectations with your child prior to their first day of attendance.

Methods of discipline are corrective steps designed to retain the child's feelings of self-worth, while realizing that inappropriate behavior needs to be corrected.

Discipline shall not damage the child's self-image or embarrass the child. Some of the techniques used at Creative Kids are as follows:

1. Guiding children by setting clear, consistent, fair limits, while teaching them how to set limits for themselves.
2. Redirecting children to more acceptable behavior or activity.
3. Guide children to resolve conflicts and modeling skills that help children to solve their own problems.
4. Natural consequences

Every child's level of development is taken into consideration when implementing positive discipline or evaluating a child's behavior. Disciplinary action is to be carried out only by trained Creative Kids staff and the child's parents; not by other parents, volunteers, etc.

If chronic behavior problems develop and a child does not respond to the techniques above, the following may be implemented depending upon the situation:

1. Incidents will be documented and communicated to the parent on a regular basis.
2. Parent conferences with site and leadership staff may occur.

3. Implementation of specific behavior plans or incentives for your child may be introduced
4. Staff will work with parents to determine the outcome that is best for the child involved and the program.

**At no time, will swearing, abusive language or physical violence be allowed by children, staff, volunteers or parents.**

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other means of inflicting physical pain.

All staff will be trained on the guidance and discipline policy and practices.

### **Special Care for Children Entering Kindergarten transition plan (WAC 110-300-0065)**

Children turning five years old or six months before the child is ready to attend a Kindergarten program, we will meet with the family to provide resources and write a transition plan with the parents.

Creative Kids Learning Center makes a specific Kindergarten transition plan for SPP at the beginning of each year. All families will have the opportunity to schedule a final conference with the lead teaching staff, to go over how to achieve kindergarten readiness over the summer.

Teachers will also set up a date towards the end of the year and partner with a Kindergarten classroom to visit. Preschoolers will get a chance to sit in a Kindergarten classroom, meet the teacher, and interact with current Kindergarten children.

Families will also receive a checklist and a copy of Kindergarten Readiness Guidelines, that includes easy activities to do at home. Families who also require assistance with the Kindergarten registration process are more than welcome to schedule an appointment with the family support worker in order to help complete the required paperwork.

### **Meal and snack schedule (WAC 110-300-0180)**

We do not participate in the USDA Food Program

We do participate in the USDA Food Program.

All meals and snacks are prepared by Seattle Public Schools Nutrition Services which is in regulation with the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National School Lunch and School Breakfast Program standards. It is your responsibility to notify us of any allergies or adverse reactions your child may have with certain foods or beverages.

Home canned foods are not allowed to be served.

Safe drinking water will be served.

Whole milk will be served to children 12-24 months and 1% for children over 24 mo.

### **Sample Menu and Description of How Foods Are Served**

All meals are served family style and passed around the table twice

#### Breakfast

Hard boiled egg, whole wheat toast, bananas, strawberries, 1% milk and water.

#### Lunch

Brown rice, black beans, shredded cheddar cheese, sliced tomatoes, avocado, 1% milk and water

#### Snacks

Graham cracker, sunflower butter, raisins, celery sticks

Food allergies and special dietary needs **(WAC 110-300-0186)**

We must obtain written instructions (individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC **110-300-0300** must include the following:

- (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;
- (b) Identify foods that can be substitute for allergenic foods; and
- (c) Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction. The specific treatment plan must include the:
  - (i) Names of all medication to be administered;
  - (ii) Directions for how to administer the medication;
  - (iii) Directions related to medication dosage amounts; and
  - (iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

We require that the parents or guardians of a child in care ensure that the program has the necessary medication, training, and equipment to properly manage your child's food allergies.

If your child suffers from an allergic reaction, we must immediately:

- (a) Administer medication pursuant to the instructions in that child's individual care plan;
- (b) Contact 911 whenever epinephrine or another lifesaving medication has been administered; and
- (c) Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
  - (i) The child is having an allergic reaction; or
  - (ii) The child consumed or came in contact with a food identified by the parents or guardians that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.

## **Food Handling Practices (WAC 110-300-0195)**

Anyone preparing food for the children will be required to maintain a current and valid Food Handlers Permit and will follow all procedures. Proper hand washing procedures will be followed during food handling.

Safe food, bottle and formula storage, preparation, cooking, proper holding temperature, and serving guidelines will be consistent with current department of health Washington State Food and Beverage Workers' manual and current foundational Quality Standards WAC 110-300.

Creative Kids Learning Center has a full kitchen onsite and will provide meals if the SPS nutrition services is unavailable.

**Dishwashing Practices (WAC110-300-0198)**

- Dishes are washed in an automatic dishwasher using the sanitizing cycle (if available)
- Dishes are hand washed by immersion in hot soapy water, rinsed, sanitized, and air dried.

**Safety of Food Containers and Preparation Area (WAC 110-300-0197)**

Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces must be free of cracks and crevices with a floor area that is resistant to moisture. Pets are not allowed in the food preparation area while food is being prepared or served.

Food will not be cooked or reheated in a microwave unless the container is labeled by the manufacturer as “microwave use”, “microwave safe”, or other similar labeling. Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times.

**Policies for Food Brought from Home (WAC 110-300-0190)**

A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. All food and drink items brought from home must be labeled with child’s first and last name and the date it was prepared. If you choose to provide alternative food for your child, we will need a written plan. Any meal or snack brought from home that does not meet USDA CACFP requirements will not be served to your child. If items are brought from home to share such as a snack or cupcakes a written permission must be obtained by all parents of children who will consume the item.

**Water activities (WAC 110-300-0175)**

During summer camp, we will participate in limited water activities. These activities include visiting a spray park or a shallow wading pool. Please see a staff member to complete a permission form for your child to participate in a water activity during the

summer camp program. All children are supervised, and staff members are with the children at all times to ensure safety.

### **Off-Site Field Trips (WAC 110-300-0480)**

1. Parents are responsible for transportation to and from the facility.
2. If we take a field trip off site, you will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance.
3. Transportation for field trips will be provided by private cars, vans, busses or walking.
4. Children's emergency contact and medical release forms and medical/immunization records, a first aid kit, staff first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.
5. Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a criminal background check.

No smoking, vaping, or the use of cannabis is allowed at any time while on the field trips by parents, staff, or other adults participating.

### **Dental hygiene practices and education (WAC 110-300-0180(2))**

In the registration packet provided during the initial enrollment period, there is a requirement for providing our program with your child's dentist and dental plan/insurance information in the event of an emergency.

It is important to have children brush their teeth at least twice a day in order to maintain healthy practices. If you require assistance obtaining information for a

dentist, dental plan, or tooth brushing materials, please see the family support worker.

Children may brush their teeth onsite. A waiver is required for any toothpaste used. You may also choose to sign a form to opt out from teeth brushing.

### **Health Care Practices (WAC 110-300-0500)**

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices and education. We have written policies that cover contagious disease notification, medical emergencies, injury treatment and reporting as well as Immunization tracking, and medication management, storage, administration and documentation. We have established handwashing and hand sanitizer use, the observation of children and staff for signs of illness daily, an exclusion and return policy for both children and staff. We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected. Our policy includes hand washing and hand sanitizers. We have a pest control policy, the care for pets and animals that have access to licensed space policy and the health risks of interacting with pets and animals documented.

Our health policy is reviewed and approved by the department and can be found in the red binder located near the front entrance.

### **Emergency preparedness and Evacuation Plan (WAC 110-300-0470, 0166)**

You will find our programs evacuation plan posted by the classroom door. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Please refer to my posted evacuation plan for a full list of details, floor plan, and gathering place outside of our facility so you are aware of our emergency and natural and unnatural disasters /evacuation procedures.

We have practiced turning off water, power and gas. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. We continually check our facility for potential hazards on a regular basis.

Should this facility become inhabitable in a disaster, we will be located in the field at Greenlake Park, near 71<sup>st</sup> and Ravenna.

Our emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency such as calling 911 and when it is appropriate to evacuate **WAC 110-300-0470(1)(c)**.

## HAZARD MITIGATION

We have acted to make our center earthquake/disaster safe. Bookshelves, tall furniture, refrigerators, and other potential hazards are secured to wall studs. We continuously monitor all rooms and offices for anything that could fall and hurt someone or block an exit, and act to correct these things.

The Program Supervisor/Director is the primary person responsible for hazard mitigation, although all staff members are expected to be aware of their environment and make changes as necessary to increase safety.

## Earthquake Plan **(WAC 110-300-0470)**

### When Indoors:

- Move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
  - **DROP** to floor
  - **COVER** head and neck with arms and take cover under heavy furniture or against internal wall
  - **HOLD ON** to furniture if under it until shaking stops
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone until it is safe and the earthquake is over

### When Outside:

- Move to clear area, as far as possible from glass, brick, and power lines.
- **DROP & COVER.**
- Adults will talk to children in a calm reassuring tone until it is safe, and the earthquake is over

- A head count of the children will be taken to ensure all children are present

**After earthquake:**

- Account for all children, staff, and visitors
- Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate building calmly and quickly to our designated meeting spot located:

If gas is smelled; the main gas valve will be immediately turned off

- We will monitor our portable radio or cell phone for information and emergency instructions
- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of building until it has been inspected for re-entry and determined safe.

**Evacuation Plan: (WAC 110-300-0470)**

**When On-site:**

- All children will be gathered and escorted to the designated meeting spot located: In the open field behind the school building.
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- If safe to do so, the whole facility will be checked, to ensure that all children have left the building safely.

**When Off-site:**

- All children will be gathered and escorted to the designated meeting spot with the grab and go bag and our daily attendance log
- A head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all children are safe and accounted for

- Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location
- If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out.

**Fire Evacuation Plan: (WAC 110-300-0470)**

- We will activate our fire alarm or alert staff that there is a fire (yell, whistle, etc.).
- We will evacuate the building quickly and calmly:
  - If anyone's clothes catch on fire they will be instructed to STOP, DROP, & ROLL until the fire is out
- We will take our grab and go bag including attendance sheets and emergency forms as we are exiting the building
- A designated staff member will check areas where children may be located before, they leave the building
- Once everyone has evacuated the building safely a head count of the children will be taken to ensure all children are present and adults will talk to children in a calm reassuring tone
- We will call 911 from outside of the building and will not re-enter the building until it has been cleared by the fire department.

**Lockdown Plan: (WAC 110-300-0470)**

- We will lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, and all lights will be turned off;
- We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor;
- When possible, we will bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to our safe lockdown area;
- To maintain a calm atmosphere in the room we will read or talk quietly to children;

- If a phone is available, we will call 911 to ensure emergency personnel have been notified;
- We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
- We will notify parents and guardians about any lockdown, whether practice or real. If real, we will notify parents and guardians when it is safe to do so.

In the case of a disaster of any kind, we have prepared our facility for evacuating the children and have a three day/72-hour supply of food and water for each child and staff. If your child requires any medications, please make sure to bring in at least a three-day supply for emergencies. We will keep the children at our facility until the parents are able to safely arrive to pick up their children after a disaster and will not leave your child unsupervised.

The Director/Program Supervisor is responsible for stocking supplies. Expiration dates of food, water, and supplies are checked often, and supplies are rotated accordingly. Essential medications and medical supplies are also kept on hand for individuals needing them.

### **Injury or medical emergency response and reporting (WAC 110-300-0475)**

1. All staff have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified with an injury report. With some minor injury's parents may be called to help decide whether the child should go home.
3. Head injuries sever bleeding or other serious injuries we will contact the parent immediately and write an injury report.
4. In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will notify you as soon as safely possible.
5. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to my Department's Licensor and child's social worker, if any. You will be given a copy.
6. All injuries that the child arrives with will be documented and an injury report will be written.

## Medicine Management and policy (WAC 110-300-0215)

1. **Reasonable accommodations:** We will make reasonable accommodations for children requiring medications for disabilities and other documented medical conditions.
2. **Nonprescription medication** including over-the-counter oral medication, will be given to children on a case by case bases. If the medication, ointments or creams can be used or given at home we recommend doing this. If the medication has been approved by our administration, the parents or guardians must bring the medication in the original packaging. The medication will need to be labeled with child's first and last name and accompanied with a medication authorization form that has the start date, the expiration date, medical need, dosage amount, age, and length of time to give the medication. We will follow the instructions on the label, or the parent must provide a medical professional's note. The medication must be labeled by the manufacture for the use that it is intended for and will not be used for any other symptom or reason.
3. **Prescription medication.** Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with:  
The child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date, dosage amount, and length of time to give the medication; and instructions for administration and storage.
4. **A detailed medication log,** inclusive of documentation of when a medication is given or not given as prescribed, or as indicated on the permission form will be kept with all medicines given out at our childcare facility.
5. **Storage:** Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration. It will be stored out of the reach of the children. Medication will be stored according to its label including medication that states it must be refrigerated. Controlled substances will be locked up.
6. **Oral medication:** Any medicine taken by mouth for children under two will need written permission from your doctor and stored separate from topical medications.

7. **Permissions:** Doctor's permission is required for all prescription medication and is not required for non-prescription drugs (parent permission is required for all medication, both prescription and non-prescription).

Non-prescription medications are defined as items such as rash cream, cough syrup, lotions, herbal remedies, etc. **(WAC: 170-300-0215(3)(iii))**

8. **Training:** a child's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).
9. **Unused medication:** All unused medication must be taken home by the parent or guardian.

### **Exclusion/Removal Policy of Ill Persons (WAC 110-300-0500)**

1. Each child will be observed daily for signs of illness.
2. Children who are contagious must stay at home. All parents of children in my care, will be notified by phone within 24 hours of communicable diseases or food poisoning. The health Department will be notified of food poisoning and of all reportable diseases at the facility.
3. Please call if your child will not attend due to illness. If you are unsure if your child should come or not, please call.
4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, we will reasonably prevent contact between the ill child and other children until you arrive.
5. The parent is responsible for finding substitute care in case of the child's illness.
6. Children and staff who are exhibiting the following symptoms will be excluded from childcare per instruction of the Department of Public Health. A doctor's letter may be required to return to childcare.

**Diarrhea:** where stool frequency exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus;

**Vomiting:** Vomiting on two or more occasions within the past 24 hours.

**Rash:** Body rash not associated with diapering, heat or allergic reactions.

**Eyes:** Thick mucus or pus draining from the eye, or pink eye.

**Appearance/Behavior:** A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness. unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

**Sore Throat:** Especially if associated with fever or swollen glands in the neck.

**Open sores or wounds:** discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;

**Fever:** A fever 101 degrees Fahrenheit for children over two months (or 100.4 degrees Fahrenheit for an infant younger than two months) by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea);

**Lice, ringworm, or scabies:** Individuals with head lice, ringworm, or scabies must be excluded from the childcare premises beginning from the end of the day the head lice or scabies was discovered. An individual with head lice or scabies may return to the premises after receiving the first treatment.

**Whooping Cough:** Prolonged cough that may cause a child to vomit, turn red or blue or inhale with a whooping sound

**Chicken Pox:** Children may return when the blisters have dried and formed scabs.

**An illness or condition:** that prevents your child from participating in normal activities such as outdoor play.

## Reporting and Notifying Conditions to Public Health (WAC 246-110-010)

We are required to notify the Department of Health, my licensor, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter WAC 246-110-010(3)).

**Pesticide policy (WAC 110-300-0255)**

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Our pest control steps include: Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both the Indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found; we will document all steps taken to remove or exterminate the pests; and provide notification to all parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest). Pesticide will only be applied when children are not present. We will always comply with the Washington Pesticide Application Act chapter [17.21](#) RCW. We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

**Hand Washing Practices and Hand Sanitizers (WAC 110-300-0200)**

To reduce the spread of germs and infections we will help direct, assist, teach, and coach, your children to wash their hands. We will use the following steps

Wet hands with warm water, apply soap to the hands, rub hands together to wash for at least twenty seconds, thoroughly rinse hands with water, dry hands with a paper towel, single-use cloth towel, or air hand dryer, turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and properly discard paper single-use cloth towels after each use.

We will have all children wash their hands at the following times:

- (a) When arriving at the early learning premises;
- (b) After using the toilet;
- (c) After diapering;
- (d) After outdoor play;
- (e) After gardening activities;
- (f) After playing with animals;

- (g) After touching body fluids such as blood or after nose blowing or sneezing;
- (h) Before and after eating or participating in food activities including table setting; and
- (i) As needed or required by the circumstances.

Staff will wash their hands

- (a) When arriving at work;
- (b) After toileting a child;
- (c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);
- (d) After personal toileting;
- (e) After attending to an ill child;
- (f) Before and after preparing, serving, or eating food;
- (g) Before preparing bottles;
- (h) After handling raw or undercooked meat, poultry, or fish;
- (i) Before and after giving medication or applying topical ointment;
- (j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;
- (k) After handling bodily fluids;
- (l) After using tobacco or vapor products;
- (m) After being outdoors;
- (n) After gardening activities;
- (o) After handling garbage and garbage receptacles; and
- (p) As needed or required by the circumstances

Please help reinforce this routine for your child by helping them to wash their hands with the steps above.

Hand sanitizer will be used in accordance with **WAC 110-300-3650** and will not be substituted when regular hand washing procedures can be practiced and can only be used by children over twenty-four months and for whom the parent has signed parent permission form and it is on file. Hand sanitizers will not be within reach of the children.

### **Cleaning, Sanitizing, and Disinfecting Procedures (WAC 110-300-0240,0241)**

Cleaning, sanitizing and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily. Tables, kitchen equipment and all food contact surfaces are cleaned and sanitized before and after each meal, snack or other messy play activity. Carpets within the childcare space are vacuumed daily and undergo a deep clean at least

twice a year. Bedding, blankets and other laundry will be cleaned, sanitized and disinfected weekly or more often if soiled. If a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow department of health's current guidelines for mixing bleach solutions for childcare and similar environments.

**Blood Borne Pathogen Plan WAC110-300-0400**

All staff caring for children at Creative Kids Learning Center have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures and disinfect the items and surfaces that are contaminated. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care. Our bloodborne pathogen plan can be found in our health and safety binder located near the entrance. Staff review and sign the plan annually once they have been trained on the plan.

**Injury Prevention WAC 110-300-0475**

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All cleaning products, chemicals, and personal hygiene products will be inaccessible to the children and stored. We will provide close supervision and have a program that is developmentally appropriate for your child to reduce injuries while your child is in our care.

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**Pets WAC 110-300-0225)**

- We do not have pets
- We do have pets. All pets are current on immunizations and in good health. Childcare staff will always be present when children interact with pets. Children and staff will always follow proper hand washing after interaction with pets. Animals will not be allowed in areas typically used by infants or toddlers.

**Photography, Videotaping and Surveillance (WAC 110-300-0450)**

- We do take pictures of the children for facility use only
- We do take pictures of the children for social media post
- We do not take pictures of the children
  
- We do take videos of the children for facility use only
- We do take pictures of the children for social media post
- We do not take videos of the children
  
- We do have surveillance video
- We do not have surveillance video

Photographs and videos are only taken on the children who have a media release form on file. Any media taken of children are used to documentation purposes, reflective teaching practices, newsletters, and occasionally for our website.

There are times when local media contacts us for newspaper articles, press conferences, promotional events, etc. You will always be notified if an outside source is coming into our classroom and if your child may be recorded or photographed.

**Prohibited Substances: Tobacco, Vaping, Cannabis, Alcohol and Illegal drugs (WAC 110-300-0420)**

The use and visual possession of tobacco, vaping, alcohol, cannabis and illegal drugs, in any form and associated paraphernalia are prohibited on our property, including, but not limited to:

- Indoor and outdoor licensed space.
- Within twenty-five feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.
- In motor vehicles while transporting children, on field trips, to and from school or other childcare related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

No illegal drugs, alcohol, vaping and Cannabis are allowed on the premises. Prescribed medications for staff will be locked up. Our staff will not consume, or be under the influence

of cannabis, alcohol or illegal drugs in any form while working at our facility. The licensee, staff, assistants or volunteers will not, or allow others to:

- Have or use illegal drugs on the premises.
- Consume alcohol or cannabis during operating hours.
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
- Be impaired as to not be able to respond promptly and care for children.
- There will be no alcohol, including closed and open containers on the premises.
- Cannabis and/or Cannabis products are not allowed on the premises.
- We will not have tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes and residue in the licensed facility.
- All vaping devices will be stored inaccessible to children and out of the view of children.
- Our staff will not have smoking or vaping tobacco within the reach or view of children. All products that are used during business hours will not be used in a "public place" or "place of employment," as defined in RCW [70.160.020.](#), in a motor vehicles used to transport enrolled children. Used by any provider who is supervising children, including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW [70.160.075.](#)

**Guns or Weapons [\(WAC 110-300-0165\)](#)**

We do not have firearms, guns, weapons, or ammunition on the premises and do not allow anyone to bring a weapon on the premises.

**Insurance Coverage [\(RCW.43.215.535 WAC 110-300-0410\)](#)**

Creative Kids Learning Center had liability insurance as required by the department of licensing and Seattle Public Schools.

**Safe water sources [\(WAC 170-300-0235\)](#)**



We have a copy of the water testing results on the premises.

Creative Kids Learning Center has hot and cold running water. Our water has been tested and was approved for daily use and consumption.

### **Retaining facility and program records (WAC 170-300-0465)**

All of our records are stored and kept for a minimum of five years unless otherwise indicated. All current records from the previous twelve months are located onsite and are available for immediate review. All other records from previous years are kept in storage located offsite. All information is secured and confidential. If you require access to your child's records, please see a staff member who will assist you in getting that information.

### **General Guidance Info Regarding COVID-19**

In order to maintain a safe environment for all, Creative Kids Learning Center stays up to date on all the general guidance policies as recommended by the CDC, and the Seattle Public Health Consultants. Some brief policies are listed below if your child is enrolled in one of our programs.

- All staff and children will have daily health checks (bodily temperature and respiratory symptom screening) upon arrival to the classroom. Checks will be given during the program if children/staff are experiencing any symptoms related to COVID-19. This information will be documented on a daily basis.
- If staff or children are running a fever of 100° F [37.8° C] or greater, have a cough, and/or difficulty breathing, or other COVID-10 symptoms, they will be sent home and told to contact their healthcare provider. They cannot return to site for at least 10 days after symptom onset AND 3 days (72 hours) being free of symptoms (without the use of fever-reducing or other symptom-altering medicines, e.g. cough suppressants).
- Social distancing requirements (described as keeping at least 6 feet away from others), will be implemented at all times and during all activities, meetings, etc. Exception will be made when staff are conducting the thermometer check. If there is an emergency situation where a staff needs to be in a close proximity with a student, e.g. students running away, students bleeding, etc., the Site Director can make an exemption to this rule for the safety of the students. Facial coverings will also be required by both staff and

students, unless child has underlying health concerns or difficulties breathing.

- **Parents are not allowed in the classrooms for drop off and pick up.** They need to stay outside of the building and notify staff of their arrival by texting the staff with the phone number provided via email. Our plan for drop off and pick up limits direct contact between parents and staff members and adhere to social distancing recommendations. If you arrive at the same time as another family, please be courteous and allow the other family to complete drop off/pick up and return to their vehicle before getting out of your vehicle.
- In the event there is a confirmed COVID-19 case among staff or children, Creative Kids will contact our partners at Seattle Public Health immediately. Creative Kids will inform employees and parents about the confirmed case, without disclosing the name of those infected and without disclosing confidential medical information those infected. All people who closely interacted with the infected will be asked to contact their healthcare provider, stay home for 14 days, and complete a COVID-19 test. Based on the given situation, Creative Kids might consider closing temporarily. Creative Kids will immediately begin cleaning and disinfecting areas used by the person infected with COVID-19. This will help reduce the potential for exposure of respiratory droplets.
- All staff will clean/disinfect the classroom and materials daily to reduce the risk of spreading germs.

**Guidelines are not limited to the above and can be expanded/revised at the discretion of the Executive Director at any time.**

**Confirmation of General Guidelines for Creative Kids Protocols and Procedures**

I, \_\_\_\_\_ (print name), have received and read the Parent Handbook and by signing I agree to adhere to all the policies stated within.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date

Creative Kids Learning Center Seattle  
\_\_\_\_\_  
Program Name

**Please sign and return to program**

This Handbook was last updated on 04/05/2021