

All Blessed Children Early Learning Center

Parent Handbook

We welcome your family to All Blessed Children Early Learning Center.

To facilitate a greater understanding between us, we have created this Parent handbook for our families. This handbook covers our childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with us any questions that you may have.

MISSION STATEMENT

Our mission is to provide a safe, caring, and clean environment to aid in the growth and development of young children. We aim to teach them socially acceptable means of behavior. Students learn by a combination of self-directed and teacher-directed activities, which include dramatic play, arts and crafts, music, as well as sensory-developing activities, language development activities and physical activities comprised of both large and small motor skills; and learning social skills that will give them the capacity to care about themselves, others, and the community.

HANDBOOK AND CONTRACT REVISIONS

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

COMMUNICATION

Communication is very important to the staff here at ABCELC, LLC. When we accept a new family into the center, we like to be sure that we can openly share any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the student. Sensitive issues will be discussed in private, outside of regular childcare hours either by conference or by telephone.

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HOURS OF OPERATION

Normal hours of operation are Monday through Friday from 7:30 AM to 5:00 PM. All Blessed Children Early Learning Center is licensed to care for children the ages of 12 months- 6 years (not attending public school). **ABCELC** provides full-time and part-time care.

REQUIREMENTS FOR ENROLLMENT

Students must be between the ages of 12 months and the age of entrance into kindergarten. Parents must complete the registration process by coming in for a tour and picking up an enrollment packet prior to the students' first day of childcare. If any of the forms are incomplete or missing, the student will not be able to start care. The enrollment process is as follows:

- Pay the registration fee, copy and/or tuition.
- If the family is on a subsidy or third-party program, the program will be paying for your student's tuition. ABCELC, LLC must have the approved email authorization before the student starts.
- Read the Parent Handbook and ask questions about any policies or procedures that are unclear or that may affect your enrollment decision.
- Complete and return all the forms included in the student's enrollment packet and include your student's immunization record from the doctor's office. The student may not begin childcare until these completed forms are returned.

- Signed Contract and Rate Agreement
- Parent/Provider Agreement
- Medical Permission Slip
- Emergency Medical Authorization
- Permission to Administer Medication (if applicable)
- Release of Child Permission
- Food Program
- Emergency Kit (**needed by the end of your student's first week of care or a \$15 fee will be charged for us making them one**)

It's the parent's responsibility to keep staff informed of any changes in your address, telephone number, and other pertinent information listed on any/all the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

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SPECIAL NEEDS STUDENTS

ABCELC, LLC does not have staff who specialize in special needs care. We will attempt to meet the needs of special needs students within our ability. ABCELC, LLC is always upfront about what we can and can't do, to make the best decision regarding the student care plan.

ATTENDANCE POLICY

Each student is required to have a daily schedule that is selected on Contract and Rate Agreement form in the enrollment packet. To change your student's schedule ABCELC, LLC requires 24-hour notice. Parents must receive approval from our Director before you proceed with a new schedule. Students who have been absent two consecutive days will receive a phone call to find out the reason why.

SUBSIDY FAMILIES: Subsidy families, for your student to remain enrolled at ABCELC, each month they must be in attendance at least one day, by the 10th of that month. If the 10th of the month is on the weekend, then they must be in attendance by the next business day. Any student not meeting the attendance requirements may be terminated from the program and will have to go through the entire registration process again.

PRIVATE PAY FAMILIES: We understand that illness, family vacations or other situations may change a student's ability to attend. If this happens, please speak to the Program Director immediately and explain how many days the student will be away.

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ARRIVALS/ DEPARTURES

Students cannot arrive at school more than 10 minutes prior to their individual schedule.

All students must be signed in by 10 am, which is our daily cut-off time, unless you have notified staff 24 hours or more in advance that your student has a medical or dental appointment. If your student has an appointment in the AM, they must arrive at the center by 11:00 am. If your student has a PM appointment, they can return the following day.

Students must be signed in/out, or a \$10 fee will apply. Licensing does not like for staff to sign students in/out and the center can face fines. Students brought into the center must be left in the care of a designated staff member. Please do not leave students in the hallway/entry way area unattended.

If staff is not familiar with the adult that is picking up your student, staff will check the approved pick-up list before releasing a student and they will ask for ID to be shown.

DRESS CODE

Students will be active both indoors and outdoors. Please dress them in comfortable, washable clothes that will adapt to food spills, paint, sand, water, etc. Each student is required to keep two sets, change of clothes (top, bottom, underclothes, socks) at the center in case of an accident. Please label student's belongings so they won't be mixed up with another students.

Toddlers, please DO NOT send them in one-piece outfits unless they can button in between the legs. Preschoolers, please make sure they have clothing that they can pull up or down when they go to the bathroom, without assistance.

OUTDOOR ACTIVITIES: Outdoor activities are not a "recess" but an important part of the student's development and the program's curriculum, in addition to providing opportunities for loud and active play. Based on our daily classroom schedule, classes go outside twice a day, if the weather permits.

ABCELC, LLC offers outdoor programming daily for all student's enrolled, except 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) Air quality emergency ordered by a local

or state authority on air quality or public health. Students must have appropriate clothing for outdoor activities during days that may be hot, rainy, or cold.

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CUBBIES/LOCKER

Each student will be furnished with a cubby and/or a locker for storage of his/her materials, and clothing articles. Although we are very careful, the program will not take responsibility for lost or stolen articles such as: earrings, barrettes, ribbons, bows, rings, toys, etc.

Parents and students are expected to remove their coats/jackets and backpacks and hang them up in their cubbies/locker when they arrive for the school day. Coats/jackets are not to be worn inside of the classroom. For our preschool age students, assistance is only given when the student is unable to help themselves- by showing him/her how, by reminding him/her that they can do it, and by encouraging him/her to be self-reliant.

When going outside, teachers will see that students are appropriately dressed before going outdoors-with coats/jackets fastened, and/or with hats and boots on, if needed.

TOYS/ELECTRONIC DEVICES

We are asking that students do not bring any toys or electronics to the center unless we are having a special occasion. Bringing outside toys and/or electronics causes the students to fight over them. We don't want to add distractions that will cause friction between students, and we don't want to be responsible if personal belongings get broken.

SUPPLIES

You are responsible for supplying wipes, diapers, or pull-ups (velcro sides only), a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that the student may need during the day. Pacifiers may not be used by students attending ABCELC for multiple unhealthy and developmental reasons.

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STAFF

We conduct State background and fingerprint checks on all staff members. All staff members are trained in First Aid and CPR.

All teachers are required to take ten to twenty clock hours of continuous education (related to early childhood) each year. There are also on-site training requirements, per licensing, that will take place annually.

TRAINING AND EXPERIENCE

The State of Washington requires that the director, staff, aides, and volunteers take annual training on topics related to caring for young children and leadership practices. ABCELC, LLC is state licensed. We meet annual training requirements. Our state license with the Department of Children, Youth and Families (DCYF) requires 10 hours; 20 hours for center directors. Annual training includes: recognizing and reporting suspected child abuse, neglect, and exploitation training; emergency preparedness training; shaken baby syndrome/abuse; head trauma training; children experiencing homelessness training; safe sleep training; child limited restraint training; Standards and Guidelines of Conduct; Active Supervision; Medication Administration; Child and Adult Food Care Program, Race and Equity in Early Learning; Developmental Screenings; Conferences and Home Visits; CPR/First Aid (infant, child, adult); Blood borne Pathogens and Food Handlers training.

PROGRAM CURRICULUM

ABCELC, LLC uses two types of highly enriched programs to teach our students. We use a Creative Curriculum program and Teaching Strategies Gold for our Early Childhood Education and Assistance Program (E.C.E.A.P.). Both of our programs are in alignment with Washington's Early Learning Birth-PreK Standards.

ABCELC, LLC teachers plan the curriculum for our students based on their developmental needs, and individual goals of the students within their classroom. The teachers plan according to the following seven development objectives:

- Social and emotional development
- Mathematic and reasoning development
- Science development
- Creative development

- Physical development
- Social studies development
- Language and literacy development

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PROGRAM GOALS

- ✓ To provide a safe and healthy environment for both students and staff.
 - ✓ To implement developmentally appropriate practices as a standard for curriculum planning, and our interaction with children and parents.
 - ✓ To develop a program that encourages self-respect and positive self-image by creating an atmosphere where children can form their own ideas and values, begin to understand their own limits and potential, and learn to make responsible decisions.
 - ✓ To provide a program that is concerned with total growth and development of the student; intellectual, social, emotional, and physical.
 - ✓ To provide an environment and experiences which allow a student to become an active learner; encouraged to discover and create at his/her own pace.
 - ✓ To serve nutritious foods, fulfill USDA minimum daily requirements, introduce a wide range of foods, and to facilitate a pleasant mealtime experience.
 - ✓ To model appropriate behavior and early childhood techniques to the students and parents.
 - ✓ To be a role model to the students in the Center.
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- ✓ To encourage an atmosphere that values diversity and respects the development of personal identity.
 - ✓ To provide curriculum that incorporates student's natural curiosity about their world. ✓ To be a resource and a support to the parents as they pursue their career training while caring for and providing for a family.
 - ✓ To comply with the Washington Administrative Code Licensing Requirements for Childcare Centers, ECEAP and Early Achievers Standards.

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TS GOLD (ECEAP) CURRICULUM

TS GOLD is an observation-based assessment system for student ages three and four. Teachers document student's learning over time, inform instruction, and facilitate communication with families based on the observations collected. It is important to remember that Teaching Strategies GOLD is not intended as a screening or diagnostic measure, an achievement test, or a program-evaluation tool. The tool has a total of 38 objectives. Two objectives are related specifically to English language acquisition, and the other 36 objectives are organized into nine areas of development and content-area learning. The areas are:

- Social-Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology
- The Arts

Teachers take observations of students engaging in experiences relative to these areas and individualize based on their skill development. Teaching teams consult with one another to create "webs" of ideas that are based on the teacher's observations of the student's interests, developmental progress/trajectory from Teaching Strategies GOLD, screening information and parent input.

Teachers use this information to individualize each student in their classroom. Individualization is reflected in the lesson plans and from there the teaching team can bring in resources and develop activities for the development of curriculum that is relevant to the student. Lesson plans are shared with families via the TS GOLD Parent Central feature, and concurrently posted in the classroom for parents to review. Activities are carefully planned based on observations of interest and skill levels of students. Curriculum is planned for both indoor and outdoor activities. Activities include those that are necessary to a student's physical well-being (health, toileting, washing, resting, and meals), those that are teacher-directed, and those that are child-directed. Students learn quickest through play, and when the situation is relatively consistent.

The classroom is a student's workshop. The student develops skills in making decisions, acquiring knowledge of the world, making friends, and learning to cooperate in a group. The student exercises curiosity, initiative, and creativity. Language and literacy experiences are infused throughout our program.

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Students learn about math and science through hands on activities that let them explore and discover how the world works. We hope to start them on the road to being lifelong learners. In addition, there are five curriculums especially designed for enhancing our curriculum: 1. "Talking about Touching" is a curriculum that focuses on teaching student's basic skills that will help them keep safe from dangerous or abusive situations. Adults work together to provide the rules, information, encouragement and practice that students need to help protect themselves. (3-4-year-olds) 2. "Second Step: A Violence Prevention Curriculum" teaches social-emotional skills. Skills such as empathy, emotion management, and social problem solving contribute to student's success in school and later, to their success in the workplace. It is designed to reduce aggressive behavior and increase social competence in students (3-4-year-olds) 3. "TS GOLD" is a curriculum, assessment, professional development, and family connection resources for the program.

"Creative Curriculum" is a curriculum offered to enhance the quality of early childhood programs by offering the highest quality curriculum. ABCELC, LLC adheres to the Washington State Early Learning and Development Guidelines for ages 1 - 7. These are designed to:

- Provide a tool for student's development that includes practical strategies for students at different stages of growth;
- Provide suggestions for where to go and who to ask for additional information on the growth and development of young students;
- Promote a whole-child approach that affirms that learning and development are interrelated and builds on previous learning;
- Acknowledge, honor and embrace the tremendous diversity and variation that exists for students and families;
- Align with the State Early Learning Plan, and reflect federal, state, and Tribal learning standards

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FULL TIME VS PART TIME

ABCELC, LLC considers full time enrollment three-five days per week, up to ten hours per day. Part time is considered one-two days per week, up to ten hours per day.

DCYF (subsidy families) considers full time per day at five or more hours per day. Part time is up to five hours per day.

ABCELC, LLC reserves the right to implement each student's schedule based on our business needs for subsidy families, if we provide them with the total amount of approved hours by the end of the school week.

CENTER CHILDCARE RATES

- **REGISTRATION FEE** **\$100 (non-refundable)**

- **FULL TIME STUDENTS**
 - A. TODDLER 12 months- 29 months \$1400 MONTHLY
 - B. PRESCHOOL 30 months- 5+ years (not in school) \$1250 MONTHLY

- **PART TIME STUDENTS (maximum of two days per week)**
 - A. TODDLER 12 months- 29 months \$1100 MONTHLY
 - B. PRESCHOOL 30 months- 5+ years (not in school) \$1000 MONTHLY

**** Preschool students must be potty trained unless there is a disability ****

COPAYMENT/ TUITION AGREEMENTS

Parents pay for enrollment of the student whether the student is in attendance or not. There are also no reimbursements for non-attendance due to illness or otherwise. The cost of care/tuition is also non-refundable in the event of a planned or unplanned classroom or building closure.

Third Party billing: For an agency to be billed for childcare fees, you must provide proof of approval from the agency prior to the first day of attendance at our center. If an agency ceases to pay the fees, you will be billed and personally responsible for any tuition accrued. If you are on a Working Connection Childcare subsidy and you have a balance that is not paid, this will be reported to DCYF. If your account is delinquent for more than 30 days, the account may be sent through the collection process and may incur additional fees and interest.

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COPAYMENT/ TUITION PAYMENTS

For subsidy families, your copay is due on the **1st of each month**. If tuition is not paid by the 5th of the month, a **late fee of \$25.00** will be assessed and the student will not be able to receive care until your bill has been paid.

Private pay parents have two payment options. They can pay in full on the first of the month or bi-weekly on the 1st and 15th of the month. If tuition is not paid on the agreement date, a **late fee of \$25** will be assessed and the student will not be able to receive care until your bill has been paid in full for that tuition period.

All copay/tuition invoices will be emailed from our electronic system, Brightwheel. Payments can be made online through the invoice that you receive. If you want to make a payment in person you can bring in cash, money order, cashier's check, or pay through Cash App \$ABCELC. **NO personal checks accepted.**

NSF CHECKS

A \$35 NSF fee will be assessed for returned payment. Once a payment has been returned, you can only pay by cash, money order, or Cash App \$ABCELC. Childcare will be temporarily interrupted until copay/tuition has been paid in full.

EXTENDED CARE: Per the WAC (for all families), students should only be in a childcare center for a maximum of 10 hours per day, unless situations like travel are a factor that will extend a student's care beyond 10 hours per day. If a student needs to be in ABCELC's care longer than 10 hours, we call this "extended care" and there will be an additional part time charge fee.

TUITION WAIVERS

There will be no tuition waivers for vacations. If ABCELC, LLC is closed for any type of disaster, tuition waivers will be TBD but there is no waiver guarantee.

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LATE PICK-UP FEES

Late pick-up fees are applied when a student is picked up after their individual scheduled pick-up time. If the pickup time is before the center closes, the fee will be \$2 per minute. If the pickup time is when the center closes, the fee will be \$5 per minute. All late fees are due at drop off the next day, in cash or by money order.

WHAT HAPPENS IF A STUDENT IS NOT PICKED UP?

IMPORTANT: If a parent/guardian or emergency contact cannot be reached thirty minutes after closure of our childcare center we will consider this to be a Child Abandonment situation. We are mandated reporters and are required by law to call Child Protective Services (CPS) and report that the student was left abandoned at childcare.

It is important to call the center at least thirty minutes in advance if you are going to be tardy picking up your student from our center. Please ensure that you have provided reliable emergency contact information to the staff at the childcare center.

If there are repeated problems with late pick up and/or refusal to comply with the late fee policy your childcare privileges can be terminated.

TAXES

ABCELC will supply you with a year-end summary of all childcare fees paid during the year for tax purposes. This will be given to you in January of each year whether you have an active or inactive student at the center.

If you need a copy of your itemized bill, you may request a statement at any time, unless you have a balance owing. Please allow 24-48 hours for the request to be completed.

Past due balances owed must be satisfied to receive a statement.

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PARENT INVOLVEMENT

ABCELC encourages our parents to be involved in all aspects of the student's learning. Parent involvement is very important to a student's educational success. We encourage parents to become involved by keeping lines of communication open and by participating in events and other school functions. Some other ways of becoming involved may include, but are not limited to:

- Meeting with teachers for formal or informal conferences
- Sharing special talent or activity with the student's class
- Making visits to the classroom
- Helping your student's teacher prepare materials
- Attending special events sponsored by the center

Parents are allowed to visit the center at any time to observe the class or program.

FAMILY SUPPORT

ABCELC's Director is available to help families find useful resources offered by public agencies, such as the Washington State Department of Social and Health Services. We can refer people to hotlines, public offices, or other useful resources.

FAMILY BULLETIN BOARD

Parents/Guardians, please look at the bulletin board when you are at **ABCELC**. That is where you can find information about programs, resources, and activities.

SPECIAL ACTIVITIES

TELEVISION

Television is not a part of the daily program. On occasion an educational video will be shared with the class. We do not promote television viewing in our classrooms.

MUSIC

ABCELC allows music in the classroom during certain times of the day because it is an element to the developmental needs for students during such times as

transitions, music, and movement and “rest time.” **ABCELC** plays age-appropriate music or enrichment music in lessons intended to teach students about different musical styles and cultures.

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CELEBRATIONS/ RELIGIOUS AND CULTURAL ACTIVITIES

ABCELC, LLC celebrates a variety of cultural events, including students’ birthdays, during the year; no student will be forced to engage in any activity. No religion or culture will be presented to students as being superior to others. Please inform the Program Director if you have an objection. Our program respects and honors the diversity of our families in our program and we will provide opportunities for families to share their experiences. If some of our events are held at other locations, we will provide notices of each scheduled event.

FIELD TRIPS

Developmentally and age-appropriate field trips are fun and help to enrich the student’s program! Field trips must be carefully planned. The teacher should discuss the desired venue in advance with the Director. The teacher and/or Director will contact the desired venue and secure transportation. Teaching staff are expected to attend field trips. If a field trip occurs on a date that a staff member is not scheduled to work, she/he will be paid for their hours worked.

All students must have a signed permission slip to participate. Permission slips will be provided, a minimum of two weeks prior to field trips. All students must have the central contact information of their person on any offsite trips. This information is to contain the name of the center, Executive Director name, and telephone number the contact can be reached. Parents are encouraged to chaperone field trips. Siblings are welcome on some, but not all, field trips.

Our center uses private or public transportation (except for walking field trips). Each car will be equipped with the necessary insurance and car seats. The Director brings a Travel Bag which includes a complete 1st Aid Kit, Emergency contact forms for each student and signed field trip permission forms for each student.

The Director is responsible for the coordination of this transportation. The teachers, Director and parent/guardian chaperones are responsible for the supervision of the student while being transported. Students **MUST** remain seated and in a seat belt during the trip. If a student refuses to remain seated or in a seat belt, the car will pull over and bring the car to a stop until the situation is corrected by the center staff.

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HOLIDAYS

All Blessed Children Early Learning Center will be closed on the following holidays:

- New Year's Day
- MLK Day
- President's Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the following day
- Christmas Day and the following day

Other additional closure days will be added yearly, as needed. We close for vacation days and for staff training days. Closure days are subject to change.

When the holiday falls on a Saturday, **ABCELC** will be closed the preceding Friday. When the holiday falls on a Sunday, **ABCELC** will be closed the following Monday.

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DAILY SCHEDULE

7:30 AM 8:00 AM	ARRIVAL/ WASH HANDS – FREE CHOICE CENTERS
8:30 AM 9:00 AM	BREAKFAST
9:00 AM 9:30 AM	BATHROOM TIME/WASHING HANDS (DIAPERING) FREE CHOICE CENTERS
9:30 AM 9:45 AM	CIRCLE TIME- BOTH CLASSES
9:45 AM 10:30 AM	TODDLER: SENSORY AND/OR FREE CHOICE CENTERS/ PRESCHOOL: ART/SENSORY BATHROOM TIME/WASHING HANDS (DIAPERING)
10:30/45AM 11:00/15 AM	OUTDOOR PLAY (EXERCISE TIME) BOTH CLASSES
11:00/15AM 11:30 AM 11:30 AM 12:00 PM	BATHROOM TIME/WASH HANDS (DIAPERING) LUNCH BATHROOM TIME/WASH HANDS (DIAPERING)
12:00 PM 2:15 PM	REST YOUR BODY TIME
2:15 PM 2:30 PM	BATHROOM TIME/WASH HANDS (DIAPERING)
2:30 PM 3:00 PM	SNACK TIME BATHROOM TIME/WASH HANDS (DIAPERING)
3:00 PM 3:30 PM	TODDLERS: SMALL GROUP TIME PRESCHOOL: OUTDOOR PLAY (EXERCISE TIME)
3:30 PM 4:00 PM	PRESCHOOL: BATHROOM TIME/WASH HANDS SMALL GROUP TIME TODDLER: OUTDOOR PLAY (EXERCISE TIME)
4:00 PM 4:15 PM	TODDLER: BATHROOM TIME/WASH HANDS
4:30 PM 5:00 PM	BATHROOM TIME/ WASH HANDS (DIAPERING) CLOSE

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PHOTOGRAPHY, VIDEOTAPING AND SURVEILLANCE

ABCELC, LLC take photos and videos of the students for growth and development observations, which is also shared with parents. We also take photos and videos of the students for facility use and for social media marketing posts.

If you do not want photos or videos taken of your student, please make sure you let the Director know at the time of enrollment.

ABCELC, LLC has surveillance video cameras inside and outside of the center for safety purposes and classroom monitoring. These video recordings are not open to families for viewing, they're for administrative and licensing purposes only.

REST AND QUIET TIME

ABCELC, LLC must provide a supervised rest period for all students in care of five or more hours. Staff are aware that not all students will sleep. However, all students will be encouraged to lie down and rest during this time. Blanket, sheet, and small pillows are permitted during the rest time. They must be laundered at the end of the week. ABCELC, LLC rest time will be from 12 noon- 2:30 pm. The rest period will not exceed three hours. This schedule may be altered due to special programs.

All students must nap, rest, read or play quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some students are argumentative in the afternoon, short-tempered with others, and not happy when they go home in the evening.

We provide nap cots for all students. You can send your student with his or her special blanket that he/she sleeps with, but **no** stuffed animals. All blankets and sheets will be sent home weekly for cleaning and be expected to be returned the following week.

*****Missing blanket and sheet fee-** If a clean blanket and sheet is not returned on Monday a warning will be given one time, then if a clean blanket and sheet is not returned the next day a \$5.00 fee per missing item, per day will be charged.

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MEAL/SNACK TIME (CACFP)

ABCELC, LLC participates in the CACFP/USDA Food Program. All meals and snacks are prepared and served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National School Lunch and School Breakfast Program standards. We are required to serve nutritious, well-balanced foods in specific quantities. Breakfast, lunch, and PM snacks are served to all students enrolled in our program. Whole milk will be served to students 12-29 months, and 1% milk is given to students 30 months-seven years old.

It's the parents' responsibility to notify the Program Director of any allergies or adverse reactions your student may have with certain foods or beverages. We do not accommodate any special foods or drinks unless it's due to a medical condition, then we will give you a medical form to take to the student's doctor to fill out and sign. Students who have food allergies or who require a temporary exclusion to a particular food from their diet must have their medical provider complete the "Child Health Plan and Provider Orders - Dietary Accommodations - Food Allergies/Intolerances" and return the form to us before reasonable modifications to accommodate the substitutions will be provided.

ABELC, LLC does not allow outside food unless your student is bringing in food and/or drinks due to a medical condition or for a special celebration (with staff approval). If your student comes in at drop-off and has food in their mouth or hands, they will be asked to finish their food outside of the classroom, and before signing in and/or entering the classroom.

In addition, food allergies are posted in each room so that anyone presenting meals or food related projects is aware of them.

All students and the staff wash their hands before and after a meal or snack. All containers and utensils are child size for easier handling. Student ages 2-5 feed themselves and students who are younger than two years, hand-over-hand guidance is offered as they start to become independent and interested in self-feeding.

When introducing students to new foods, we encourage them to have a "try me bite" of the foods they aren't familiar with eating. Students are allowed more servings of food if there's any left. Students are to remain in their seats until they are finished, not walking around eating and drinking. Students are asked to clean up

after themselves, clearing their space and wiping up any spills.

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CLEANLINESS & HYGIENE

HAND WASHING PRACTICES AND HAND SANITIZERS: To reduce the spread of germs and infections ABCELC, LLC staff will help direct, assist, teach, and coach students 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. Student's 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 student; (c) Before and after diapering a student (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 student; (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

Parents, please set a good example for your students and help 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 students 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 students.

EATING: Students use separate cups, plates, bowls and eating utensils. Tables are disinfected with a bleach water solution after each use.

SOILED CLOTHING: If your student should become exceptionally soiled while at the center, we will change them into the extra clothing you have provided and send soiled clothing home bagged. We do not wash soiled linen or clothing on premises.

CLEANING, SANITIZING AND DISINFECTING PROCEDURES: Cleaning, sanitizing, and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by students 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 once a year. Bedding, blankets, and other laundry will be cleaned, sanitized, and disinfected weekly or more often if soiled. Our center uses bleach alternatives for sanitizing or disinfecting. Blood Borne Pathogen Plan WAC110-300-0400 All staff caring for students in my program have completed the Blood Borne Pathogen training. When staff come 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 plan can be found at the front reception desk.

DIAPERING

Students wearing disposable diapers will be checked at least every two hours, or sooner if needed. Students wearing diapers must bring in the type of diapers that have a velcro/sticky opening on the side. Families are responsible for providing diaper/pull-ups and wipes for the student.

Students must be brought to school with a dry diaper. If a student's diaper is wet or the student has pooped, the adult dropping the student off will be asked to change the student before signing the student in and turning the student over to staff for care. Staff will make sure students are sent home the say way.

All staff wash their hands immediately before and after diapering each student. Students will always be attended to by staff during the diapering procedure.

TOILET LEARNING

Your student does not need to be toilet trained to attend our school, but they will need to be toilet trained before they are moved up to our preschool classroom, unless the student has special needs.

Before a student is ready to start toilet training, we will discuss with the parent or guardian regarding their views on toilet training. For toilet training we use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with the parents or guardians.

Parents must get approval by staff before bringing their student to school in

underwear. Once a student starts wearing underwear, if they have more than three accidents within the same month, parents will be asked to put their student back in pull-ups. Frequent accidents show staff that your student isn't ready for underwear, and this will keep the classroom sanitary for all students.

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TERMINATION POLICY

We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay or too many NSF's
- Excessive late pick ups
- Failure to complete any required forms
- Lack of parental cooperation, including people listed on any of your contact forms
- Failure of a student to adjust to the early learning center after a reasonable amount of time
- Physical or verbal abuse, harassment, slander, etc., including property, of any type, from the student's parents or anyone connected to the family
- Lack of compliance with handbook regulations
- Serious illness of student
- False information given by parent either verbally or in writing
- Repeated violations of the centers policies and procedures

You are required to give a two-week's written notice when you decide to terminate childcare. If two weeks' notice is not given the parents will be expected to pay the equivalent of two-week's childcare private fees.

We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of staff or other students in attendance. Termination notices will not be accepted while a provider or parents are on vacation.

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HEALTH POLICY

A health history is required by law for each student upon admission. This will include immunization records, as well as any health conditions or allergies that may require specific attention, medication, or will interfere in any way with a student's activities.

HEALTH AND NUTRITION POLICIES

ABCELC strives to be in strict compliance with all regulatory agencies that we are licensed by or hold contracts with. We adhere to Washington State regulations for childcare centers and the following policies and procedures:

- Blood borne Pathogens Exposure Prevention
- Cleaning and Sanitation Policy and Procedures
- Communicable Disease Reporting Policy
- Consulting Policy
- Public Health Policy: Desserts and Sweet Treats
- Environmental Safety Policy
- Exclusion of Ill Children Policy
- First Aid Policy
- Hand washing Policy
- Food Safety and Sanitation
- Immunizations
- Health Record Maintenance
- Major Medical Emergency Policy
- Medication Administration Policy/Medication Documentation
- No Smoking Policy
- Natural Disaster Policy
- Nutrition Policy
- Poison Emergency Policy
- Poison Prevention Policy
- Special Needs/Inclusion
- Staff Health Policy
- Toileting/Diapering Procedures
- Toilet Training Policy
- Public Health Pesticide Policy

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MEDICATIONS

Before we can administer any prescription or non-prescription medications to your student you will need to do the following:

- Keep them home for 24 hours after the first dose for possible allergic reactions, sign the Medication Authorization Form
- All medications must be brought in the original container with the following information on the label: Student's name, Prescription name, Doctors name, dosage, Pharmacy name and phone number, Instructions for administering, and dates the medication is to be used for.

Nonprescription medications may include but are not limited to:

- Antihistamines,
- NON-aspirin fever reducing/pain reliever
- Decongestants
- Anti-itching ointment or lotions
- Diaper rash ointments or lotions
- Sunscreen
- Teething gels
- Insect repellent

These must be sent in original containers. If any of them are taken differently than indicated on the labels or for more than 5 days, we will need a note from the physician.

If you fail to bring your student's prescription medication to daycare you will be asked to go home and get it or take the student home and give them the required dosage.

We have a medication log that you can review at any time to see when your student was given his/her medications.

If a student is on long term meds, or as needed medications like asthma inhalers, a note from your doctor will be required to put in our files.

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MEDICAL EMERGENCIES

All Blessed Children Early Learning Center will contact the parents and the doctor of a student in case of an emergency. In the event parents cannot be reached we will refer to the student information card as to other emergency contacts. If any emergency contacts are not available and emergency treatment is needed, the student will be taken to Mary Bridge Children's Hospital, unless otherwise noted on the student information card. It is the responsibility of the parent for any medical treatment expenses needed.

Parents have the primary responsibility in transporting their students for medical services. A written incident/accident report will be filled out in case of an emergency with a copy given to the parent. All staff members at **ABCELC** are fully trained in CPR and First Aid.

At the time a parent or guardian fills out an application for their student to attend the center they are required to complete the Consent to Medical Care form. This form states that the parent or guardian authorizes and consents to medical, surgical and hospital care, treatment, and procedures to be performed for their student by that student's regular physician, or when that physician cannot be reached, by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard the student's health and the parent or guardian cannot be contacted.

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ILLNESS POLICY

We reserve the right to determine when a student should be sent home due to illness. Students may return to the center after being away from the center 24 hours if all of their symptoms have resolved.

Please notify the center as soon as possible when your student becomes ill so that we may notify the other parents if needed.

SICK STUDENTS/MEDICAL CONCERNS

Keep Me Home If:

- If your student has a contagious illness, our policy is that parents or guardians keep the student home. We want them to be able to get well and to protect the other student and our staff
- I'm vomiting: 2 or more times in 24 hours
- I have a rash, lice, or nits: body rash especially with a fever or itching
- I have diarrhea: 3 or more watery stools in 24 hours
- I have an eye infection: thick mucus or pus draining from the eye
- I have a sore throat: with a fever or swollen glands
- I'm just not feeling very good: unusually tired, pale, lack of appetite, confused, or cranky
- I have a fever, temperature of 100° F or more, taken under the arm, sore throat, rash, vomiting, diarrhea, earache, or just not feeling good
- Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary
- Runny nose of discolored mucus for more than three days

The above "sick" policy is standard. Sick student cases will be handled on a case by case basis for the best interest of the center's health and safety.

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MEDICINE MANAGEMENT AND POLICY

- Medication is not expired,
 - It is a prescription (in the original container),
 - The parent completes a Medication Form every day that the medicine is to be administered,
 - The dosage can be given as prescribed on the label.
- **diaper ointment will need a medication form.

PRESCRIPTION: Medication must only be given to the student named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific student. 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 labelled with: The student'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.

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.

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 student. Medication will be stored according to its label including medication that states it must be refrigerated. Controlled substances will be locked up.

ORAL MEDICATION: Any medicine taken by mouth for students under two will need written permission from your doctor and stored separate from topical medications.

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).

TRAINING: a student's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a student's individual care plan. This training must be documented and signed by the provider and the student's parent or guardian (or designee).

UNUSED MEDICATION: All unused medication must be taken home by the parent or guardian.

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STUDENT HEALTH & CLASSROOM PROFILE

Some students may suffer from life threatening illnesses or routine medical intervention by a doctor. Families should be aware that **ABCELC** will not admit a student with a life-threatening illness to our center until your family doctor completes and returns our health profile information form. This health profile must include a diagnosis and description of the illness; instructions on what to do when symptoms occur; and complete contact information for the doctor's office. In addition, a parent or legal guardian must also explain, in person, to the Program Director and **ABCELC** staff how to administer the medicine to the student.

If the medicine involves medical equipment such as an inhaler or other device, the parent or guardian must give a demonstration to the Program Director and/or a childcare staff member.

This policy is in effect for:

- Asthma
- Severe allergies, including bee stings, peanut butter, or other foods
- Heart conditions
- Seizures
- Other life-threatening illnesses

INJURY/ MEDICAL EMERGENCY RESPONSE AND REPORTING

ABCELC, LLC staff have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.

Minor cuts, bruises, and scrapes will be treated. Parents will be notified with an injury report. With some minor injuries parents may be called to help decide whether the student should go home.

Head injuries, sever bleeding or other serious injuries we will contact the parents immediately and write an injury report. 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. If an 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 student social worker, if any. You will be given a copy. All injuries that the student arrives with will be documented and an injury report will be written.

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EXCLUSION/REMOVAL POLICY OF ILL PERSONS

SUPPLEMENTAL: Each student will be observed daily for signs of illness. Students who are contagious must stay at home. All parents of students enrolled will be notified 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. Please call if your student will not attend due to illness. If you are unsure whether your student should come or not, please call.

If a student should become ill during the day, you will be notified immediately and will be expected to pick up the student within an hour. In such an event, we will reasonably prevent contact between the ill student and other students until you arrive. The parent is responsible for finding substitute care in case of the student's illness. Students and staff who are exhibiting the following symptoms will be excluded from childcare. A doctor's letter may be required to return to childcare but will not override the center's decision for a student to return.

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

VOMITING: Vomiting one or more occasions within the past 24 hours.

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

EYES: Discharge or puss draining from the eye, or pink eye.

APPEARANCE/BEHAVIOR: A student 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 100 degrees Fahrenheit 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.

WHOOPIING COUGH: Prolonged cough that may cause a student to vomit, turn red or blue or inhale with a whooping sound

CHICKEN POX: Student may return when the blisters have dried and formed scabs.

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

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PUBLIC CODE OF CONDUCT

To ensure that we provide a safe atmosphere, the **ABCELC** Board of Directors has approved the following code of conduct. The behaviors listed below will not be accepted or tolerated at **ABCELC's** childcare site, or at any event:

- Engaging in any activity prohibited by law.
- Disruptive or unsafe behavior which interferes with the use of the facility by others or with the staff's ability to function.
- Loud, abusive, threatening, harassing, or insulting language toward students, staff, parents, volunteers, or other persons.
- Any sexual misconduct such as exposure, staring, harassment, flirtation, inappropriate touching, or sexually oriented language; display of sexually oriented material.
- Activities or behavior that may result in damage, abuse, misuse, or theft of **ABCELC** property.
- Petitioning, soliciting, gambling, advertising, or selling merchandise or services without the express permission of the **ABCELC** Executive Director.
- Playing any audio equipment or device at a level which can be heard by others.
- Verbal or physical fighting
- Stalking or invading another person's personal, physical space
- Entering **ABCELC** childcare site or administrative office with a firearm, knife, or other weapon prohibited by city ordinance or state statutes
- Use of skates or skateboards on **ABCELC** property
- Refusal to leave **ABCELC** facility or office when asked.

PARKING LOT SAFETY

- Always close childcare center entry and exit doors that give students access to parking lots/street.
- In parking lots, hold student's hands to ensure their safety.
- Transport students in car seats appropriate to their weight and age as required by law.
- Do not leave students unattended in cars.

- Park only in designated spaces and fire lanes must be kept open.

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PROHIBITED SUBSTANCES: TOBACCO, VAPING, CANNABIS, ALCOHOL AND ALL ILLEGAL DRUGS

At ABCELC, LLC 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 students.
- In motor vehicles while transporting students, on field trips, to and from school or other childcare related activities. This policy applies to all people 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 students in care.
 - Be impaired as to not be able to respond promptly and care for students.
 - 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 students and out of the view of students.
 - Our staff will not have smoking or vaping tobacco within the reach or view of students. 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 vehicle used to transport enrolled students. Used by any provider who is supervising students, 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.

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DISASTER PREPAREDNESS

Our staff members are trained in First Aid, CPR and blood borne pathogens awareness. In addition, staff participate in emergency and disaster preparedness and response training. **ABCELC** staff keeps emergency go-kits in each classroom and takes field trips. Emergency supplies are stored on site. **ABCELC** has its own disaster plan, created with assistance.

SNOW POLICY/NATURAL DISASTERS

It is very difficult, even for the weatherman, to predict snowfall. Therefore, **ABCELC** will monitor Tacoma Public School closures in making our decision whether to be open for the day. We normally follow the Tacoma Public School weather closures but check the center's communication app, Brightwheel for updated closure information.

If the school district is closed and we decide to open, we will open two hours late. If the weather, during the date gets worse, we will close two hours early. We do not want to place our staff in jeopardy by requiring them to work and travel under risky weather conditions. If you have any questions, feel free to always contact the center at 253-426-1128.

The following applies to you:

- If a severe storm occurs, **ABCELC** will close. We do not want to place our staff in jeopardy by requiring travel under risky weather conditions. If you have any questions, please ask the office staff.
- A recorded snow message will be updated daily.
- If an earthquake happens while your student is in our care, we will stay with your student on site at **ABCELC** or take them to the nearest designated Emergency Center. If an earthquake happens overnight, or during the early morning hours before 6:00 AM **ABCELC** will not be open.

Please call our office in case of all emergencies or concerns.

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EMERGENCY PREPAREDNESS AND EVACUATION PLAN

You will find our programs evacuation plan posted in each classroom. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lock down drill. Please refer to our posted evacuation plan for the floor plans, and gathering places outside of our facility so you are aware of our emergency and natural and unnatural disasters /evacuation procedures.

Should our center become inhabitable in a disaster, we will contact all families for student pick up. Our emergency preparedness includes developmentally appropriate training with the students on how to respond in an emergency such as calling 911 and when it is appropriate to evacuate WAC 110-300-0470(1)(c).

FIRE EVACUATION PLAN

- 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 exit the building
- A designated staff member will check areas where students may be located before, they leave the building
- Once everyone has evacuated the building safely a head count of the students will be taken to ensure all students are present and adults will talk to students 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. Fire drills are practiced monthly.

Lockdown Plan:

- 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 the floor.
- When possible, we will bring attendance sheets, first aid kits, 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 students.
- 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.

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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 students and have a three day/72-hour supply of food and water for each student and staff. We will keep the students at our facility until the parents are able to safely arrive to pick up their students after a disaster and will not leave your student unsupervised.

In the event of an emergency, the following dismissal procedures will be in effect:

- No student is to be released until staff has been given directions to do so
- Checkout stations will be established. This may be individual classrooms or at another place in the building
- All students must be checked out by a staff person. NO STUDENT is to be released to a parent without being checked out by a staff person. Parents will wait in a designated area while we locate their student. Each adult will sign out the student. Staff will check the Student Emergency Form to be sure each adult has permission to take the student. Staff person will indicate the name of the adult, time of checkout, and the place the student is going
- Checkout logs are to be turned in to the Director before staff leave the building. All staff must check out before they leave.

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EARTHQUAKE PLAN

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 students will be taken to ensure all students are present and adults will talk to students 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
- Staff will talk to students in a calm reassuring tone until it is safe, and the earthquake is over
- A head count of the students will be taken to ensure all students are present after the earthquake
- Account for all students, staff, and visitors
- Check for injuries and administer first aid, as necessary. Call 911 for life-threatening emergencies.
- Determine if evacuation is necessary and if outside areas are safe. If so, we will evacuate the building calmly and quickly to our designated meeting spot location: 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 the building until it has been inspected for re-entry and determined safe.

When On-site:

- All students will be gathered and escorted to the designated meeting spot.
- A head count of the students will be taken to ensure all students are present and adults will talk to students in a calm reassuring tone
- If safe to do so, the center will be checked, to ensure that all the students have left

the building safely.

When Off-site:

- All students 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 students will be taken to ensure all students are present and adults will talk to students in a calm reassuring tone

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- All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all students 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.

DISCIPLINE

Our philosophy is that you use discipline to teach a student. We achieve this through love, consistency, and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The students are explained the rules of the childcare center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between students. Young students, especially those who cannot use their words to communicate, have a hard time talking about their feelings. Sometimes they hit or throw toys, etc. Although teaching students' appropriate behavior is what we will be doing, remember that this behavior is normal in most cases for younger students.

POSITIVE DISCIPLINE

A positive behavior reinforcement system will be utilized to promote appropriate behavior. Participants, parents/guardians, and staff will be aware of the rules and behaviors expected. It is hoped that this method will minimize the need for disciplinary methods.

In providing a safe and cooperative setting, it is necessary to have specific policies and limitations that govern our center, staff, and behaviors of each student. Compliance with imposed limits and policies of the childcare and the center is expected.

Staff members are aware that some students may have challenges or difficult behavioral issues. **ABCELC** believes in helping these students improve and change negative behaviors. We use appropriate strategies to support difficult students.

These strategies include, but are not limited to, the following actions:

- Support classroom teachers

- Plan to meet individual needs of the student
- Engage families and community resources
- Options for an alternative setting, if necessary

Please discuss specific concerns about your student with the Program Director.

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POSITIVE GUIDANCE TECHNIQUES

IGNORING: Some negative behavior is produced by a student to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.

REDIRECTION: We offer alternatives to students engaged in undesirable behavior by presenting a different toy or activity.

VERBAL INTERVENTION: We explain to the student the inappropriate behavior and show him/her the appropriate way to handle the situation with words.

LOGICAL CONSEQUENCES: We help the student understand the logical consequence of his/her actions by removing the object or activity in which the student is engaged.

TAKING A BREAK: The student is separated from the group to allow him/her to relax, calm down, and to help him/her not to be influenced by peers. The student may return to the group as soon as the negative behavior stops or is significantly reduced. If "Take a Break" occurs constantly or not working student's parent will be asked to come and pick up the student.

If we feel there is a chronic behavioral issue that needs attention, we will let you know so that we are handling it in the same way and your student has consistent discipline between your home and our center. These types of behaviors might include such things as biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. You may be called to remove your student if his/her behavior prevents us from being able to properly care for the other students. If the problem continues, other arrangements for the care of the student will have to be made, for the safety and well-being of all.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a student's good feeling about his/her behavior and serves as an example to the student to act in such a way as to receive praise. Asking a student to stop and think about their behavior enables the student to work at self-control.

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PHYSICAL RESTRAINT

Physical restraint refers to a behavior management technique involving the use of physical contact, characterized by measures such as arm or body holds. It is meant to prevent a student from causing injury to themselves or other students.

Staff members are professionally trained in safe, humane, appropriate physical restraint methods. Restraint is not used as punishment or a substitute for positive discipline. Physical restraint may be used to move a student to a quieter, safer environment to reduce the risk of injury to any person. Before the use of personal restraint, other techniques must be attempted and proven ineffective at defusing the situation. When restraint is appropriate it will be discontinued as soon as the student's behavior no longer constitutes an emergency.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling, or isolation used. Neither food nor sleep will ever be withheld from students as a means of punishment.

REPORTING CHILD ABUSE

As a childcare provider, we have a responsibility by law to recognize and report any evidence of child abuse-physical or emotional-or neglect. This is strictly for the benefit of your child.

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GRIEVANCE PROCEDURE (COMPLAINTS)

A grievance may be a complaint related to another parent, interpersonal conflict, a staff member who does not appear to perform according to expectations of her/his role and responsibilities, condition of the childcare center, etc.

The objectives of the Grievance Procedure shall be to:

- Promote harmony in the working relationships of our parents and staff
- Provide and acknowledge an orderly process for the handling of the parent grievances
- Resolve grievances as quickly as possible before they become unduly disruptive to the program
- Resolve the grievance at the parent/staff level if possible
- Correct the cause of the grievance
- Provide an opportunity to express concerns and have a dialogue between parents and staff

A grievance may be resolved at any stage. When a parent has a complaint (grievance) the first step is to contact the Program Director immediately to discuss the problem, or the parent can call the center. You will receive a response within a 48-hour period. At this point, we encourage the parents and the Program Director to document the complaint.

All Blessed Children Early Learning Center tries to treat all students and families fairly. We also try to resolve disputes in a peaceful, fair manner.

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HOLD HARMLESS AGREEMENT

All parents must sign a Hold Harmless Agreement form before your student begins childcare.

This form states:

I understand the policy of All Blessed Children Early Learning Center and understand that **ABCELC** shall have no responsibility for its employees who have contact outside regular program hours with my child(ren).

I agree that All Blessed Children Early Learning Center shall not be liable for any injury, trauma, stress, or death of any person or damage to any property which its employee may cause while caring for my child(ren) outside of regular **ABCELC** program hours.

I agree to indemnify and save **ABCELC** harmless from all claims, costs and expenses whatsoever arising out of any such injury or damage.

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

All Blessed Children Early Learning Center

Parent Handbook

DISASTER PLAN OF ACTION

All Blessed Children Early Learning Center would like you to be aware, that we have a Disaster Plan in place for any emergency that may or can occur while your student is at All Blessed Children Early Learning Center.

These disasters are such but are not limited to:

1. Lock downs
2. Earthquakes
3. Fires
4. Flooding
5. Any type of natural disasters

In each classroom located by each exit we have posted a disaster plan of action. A map of our center also accompanies this disaster plan of action. Please take a minute to review this plan and sign off that you have looked over it.

Please sign to indicate that you have received your copy of this Disaster Plan Policy and parent handbook.

Student(s) Name(s):

Parent/Guardian's Name _____ Date: _____

Signature _____

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Parent Handbook

PESTICIDE POLICY

If pesticides are used on All Blessed Children Early Learning Center property we will,

A. Notify parent/guardians and any other interested parties 48 hours in advance of the application of pesticides.

B. We will require the pesticide applicator to provide a copy of the records required within 24 hours of when the pesticide will be applied.

C. We will place a "Notice" stating that pesticide application has taken place on the grounds of All Blessed Children Early Learning Center. We will also do the following:

1. List the product name of the pesticide being used
2. Intended date and time of application
3. Location where the pesticide will be applied
4. Pest to be controlled
5. Name and number of a contact person at the facility.
6. Director to call in case of Emergency.

D. All Blessed Children Early Learning Center will notify people that a pesticide has been used by placing a marker at each primary point of entry of the center grounds. All Blessed Children Early Learning Center staff will place a sign in front of the area where the pesticide will be used. This sign will remain posted for at least 24 hours following the pesticide application or longer if a longer restricted period is stated on the label.

I acknowledge that I have read and understand the pesticide policy as stated above.

Student(s) Name(s):

Parent/Guardian's Name _____ Date: _____

Signature _____

All Blessed Children Early Learning Center

Parent Handbook

Your receipt of this **ABCELC** Parent Handbook means that you are responsible for reading the contents or having them interpreted for you.

You also promise not to engage in any of the following inappropriate personal behaviors while on the premises of **ABCELC** site, including but not limited to:

- Sleeping
- Smoking
- Personal bathing or washing of clothes or personal items
- Lack of shirt or shoes
- Spitting
- Poor personal hygiene which is offensive and bothersome to others
- Leaving personal belongings including cars, bicycles, motorcycles or other vehicles unattended at **ABCELC** building or on the grounds.
- Being intoxicated with alcohol or drugs or in possession of any intoxicating drug or alcoholic substance at **ABCELC** building or on **ABCELC** grounds.
- Urinating or defecating anywhere on **ABCELC** property, other than in public restroom facilities.
- Entering **ABCELC** building with animals, birds, or vehicles (not including wheelchairs), except as required by persons with disabilities who are in possession of official certification for the animal.

Anyone can be asked to leave or be expelled from **ABCELC** facility without warning in situations involving suspicious, threatening or willfully malicious behavior. Anyone who violates this code will be warned by staff. If the conduct continues, the offender will be asked to leave, or staff may call police.

All Blessed Children Early Learning Center reserves the right to limit access **ABCELC** site, or to suspend or terminate access to childcare for repeated failure to comply with this Code of Conduct.

IF you have any questions or concerns, please feel free to contact the Director at the childcare site. We appreciate your cooperation.

All Blessed Children Early Learning Center

Parent Handbook

NON-DISCRIMINATION STATEMENT

It is the policy of **ABCELC** that no person shall be subjected to discrimination because of the race, color, national origin, sex, age, sexual orientation, religion, creed, marital status, disabled or Vietnam Era veteran status, or the presence of any physical, mental, or sensory handicap.

This policy is consistent with Titles VI and VII of the 1964 Civil Rights Act; Section 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975 and the Age Discrimination in Employment Act of 1967; the 1974 Vietnam Era Veteran Readjustment Assistance Act; the Governors Executive Order 85-09; and the Washington State Laws Against Discrimination, RCW 49.60.

HANDBOOK AND CONTRACT REVISIONS

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

All Blessed Children Early Learning Center

Parent Handbook

PARENT AND/OR GUARDIAN COMMITMENT

Please read and initial the statements below showing that you understand and accept the policies and procedures of All Blessed Children Early Learning Center.

_____ 1. I have read and understand the Parent Handbook.

_____ 2. I understand that while my student(s) are in care at **ABCELC**, they will be videotaped throughout the building using surveillance cameras for the protection of students and staff. I further understand that at any time others might view my student/ren on these surveillance cameras.

_____ 3. I acknowledge that I have read the policies from the parent handbook regarding signing my student in and out every day, the discipline policy, withdrawal or dismissal from care policy, rest time policy, immunization policy, and medicine policy and commit to adhering to each one.

_____ 4. I understand and will fulfill my financial agreement to pay childcare costs for my student.

_____ 5. I give permission for my student to have his/her picture taken and displayed throughout the center and in advertisements. Yes _____ or No _____

_____ 6. My student may go on walks with his/ her class.

_____ 7. I understand that field trip permission forms will be provided at least one day prior to the field trip.

I understand and agree with the above statements on behalf of the following student.

Student(s) Name(s):

Parent/Guardian's Name _____ Date: _____
Signature _____

