

# Welcome to our program!

## A note from the director:

Welcome to ATC Center! We are thrilled to have your child as part of our preschool community. Our unique program focuses on providing a hands-on learning experience that encourages exploration, discovery, and creativity.

At ATC Center, we offer a comprehensive STEM curriculum that helps children develop problem-solving skills and fosters a love of learning. Our nature program allows children to explore the world around them and develop an appreciation for the environment.

We also believe in the importance of cooperative learning and building a strong sense of community. Our cooperative style program encourages children to work together, respect each other, and develop social skills that will serve them well throughout their lives.

Thank you for choosing ATC Center for your child's preschool education. We are committed to providing a stimulating and nurturing learning environment that will help your child thrive.

## Our program's guiding values:

At ATC Center, our program guide and values are designed to provide a comprehensive and engaging learning experience for your child. We believe in providing a safe and nurturing environment that encourages exploration, discovery, and creativity. Our values emphasize the importance of respect, cooperation, and social responsibility, and our curriculum is designed to foster a love of learning that will stay with your child throughout their academic journey.

## A few things your child will learn with us:

**STEM concepts:** We offer a comprehensive STEM curriculum that introduces children to science, technology, engineering, and math concepts through hands-on activities and play-based learning.

**Nature exploration:** Our nature program allows children to explore the outdoors, learn about plants and animals, and develop an appreciation for the environment.

**Social skills:** We believe in the importance of social-emotional learning and provide opportunities for children to develop social skills such as communication, collaboration, and problem-solving.

## Important upcoming dates to remember:

Check our Website Frequently to stay informed with upcoming events at [ATCCENTER.ORG](http://ATCCENTER.ORG)

## If you have questions, you can reach me at:

Phone: 253-368-9705  
Email: [Support@ATCCENTER.ORG](mailto:Support@ATCCENTER.ORG)

**Welcome to our preschool! We are thrilled to have your child join our community. To ensure a smooth and positive transition, we have developed the following onboarding policy for preschool students:**

1. **Pre-Enrollment Process** Before your child can officially begin attending our preschool, we require you to complete the pre-enrollment process, which includes filling out an enrollment form and submitting required documents such as immunization records and emergency contact information.
2. **Orientation Meeting** Once the enrollment process is complete, we will schedule an orientation meeting with you and your child. During this meeting, we will discuss the preschool's policies and procedures, answer any questions you may have, and provide an overview of the daily schedule and activities.
3. **Transition Period** To help your child adjust to the new environment, we recommend leaving enough time in your morning schedule for drop-off on the first day of school. Our staff will be available to assist with the transition and to ensure your child feels safe and secure.
4. **Communication with Teachers** Effective communication is key to ensuring a positive experience for your child. We encourage parents to communicate with their child's teacher regularly and to inform the teacher of any changes or concerns regarding their child's health, behavior, or development.
5. **Daily Routine** Our preschool has a daily routine that includes group activities, individual play, and rest periods. We ask parents to support this routine by ensuring their child arrives on time each day, is well-rested, and has had a healthy breakfast.
6. **Special Needs** If your child has special needs or requires accommodations, please inform us during the enrollment process. We will work with you to create a plan that supports your child's needs and ensures they receive the appropriate care and attention.
7. **Health and Safety** We prioritize the health and safety of our students. We ask parents to inform us if their child is sick or has been exposed to a contagious illness. We also require all students to have up-to-date immunization records and will take measures to ensure a clean and safe learning environment.

We are excited to welcome your child to our preschool and look forward to working with you to ensure their success. If you have any questions or concerns, please do not hesitate to reach out to us.

## Tuition Policy for Child Care

Thank you for choosing our childcare center! We are committed to providing a safe and nurturing environment for your child. To ensure clear communication and consistency, we have developed the following tuition policy:

1. **Billing** Tuition is charged by the reserved spot for your child. It is billed biweekly, and the balance is due by the last day of each month. Payment can be made via cash, check, or credit card. Late fees will be applied to accounts not paid in full by the due date.
2. **Vacation Time** After one year of enrollment, your child is eligible for one week of vacation time per year. To receive this benefit, you must provide two weeks' notice before the vacation period.
3. **Enrollment Fees** When you enroll your child in our center, a non-refundable registration fee will be charged. This fee covers the cost of materials and supplies for onboarding.
4. **Unenrollment** If you need to unenroll your child from our center, we require two weeks' notice before the last day of attendance. Tuition will be prorated for the remaining days of attendance.
5. **Payment Plan** If you are experiencing financial hardship, please contact our center's administration to discuss a payment plan. We are committed to working with families to ensure their children can receive quality child care.
6. **Attendance** Tuition is charged by the reserved spot for your child, and it is expected to be paid even if your child does not attend for a few weeks. We understand that circumstances may arise that cause your child to be absent, but we must maintain consistent billing to ensure that we can provide quality child care.

By signing below, I acknowledge that I have read and understand this tuition policy and agree to abide by its terms. I understand that tuition is charged by the reserved spot for my child and that it is expected to be paid even if my child does not attend for a few weeks. I understand that I am responsible for the timely payment of tuition and any associated fees.

Parent Signature

Date

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## **About This Handbook**

This handbook will help to explain our school and our operational policies further. We reserve the right to update this handbook at any time, but we will let families know if we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook.

## **Who We Are**

### **Mission and Values**

The mission of ATC Center is to create a stimulating and nurturing environment where children of all abilities, regardless of socio-economic or cultural background, can grow and learn together in acceptance of one another. This mission is carried out daily by highly trained staff, low teacher/child ratios, specialized curriculum, and contracted therapy services. At ATC Center we value the importance of character, commitment to the family, commitment to the community, respect for the individual, and celebrating our differences.

ATC Center is a growing organization that values exposure and learning of all ways not just one. We believe by exposing our children and parents to the many cultural & social differences of our young country of 300 years you enter a world with willingness and acceptance of things different from you. This is Vidal for social development, self-identity, antibullying, behavior skills & influences. We also pride our program on kindergarten preparation to ensure the children who come through our program are able and ready to learn with complete competency of kindergarten expectations giving a support and relief to our educators in the public school system.

## Philosophy

We believe that in the right environment a child's natural curiosity and creativity leads to endless opportunities to grow in knowledge and develop a love of learning. We provide that environment at [Center Name] by making it a safe and nurturing place where your child will be encouraged to build, splash, dash, pretend and create their way to exciting discoveries about the world around them. We allow children to join the [Center Name] Family as a [starting age] and to stay with us throughout their [upper age limit] years.

Each day with us will be a chance for your child to grow socially, cognitively, emotionally, and physically. As early as infancy, your child will be provided with learning opportunities adapted to fit his or her age, developmental stage, and learning style. Full-day, year-round care and all-day preschool in one location makes it possible for you to provide your child with the care and education that will help them become happy, healthy lifelong learners.

### Hours of Operation

ATC Center is open: Mon.- Sat. from 5:30 AM- 7:00PM

ATC Center is closed for the following holidays:

1. Martin Luther King Jr. Day
2. Presidents' Day
3. Memorial Day
4. Juneteenth Day
5. Independence Day
6. Labor Day
7. Veterans' Day
8. Thanksgiving Day
9. Day After Thanksgiving
10. Native American Heritage Day
11. Christmas Eve
12. Christmas Day

**Vacation: Families are allowed 1 week Vacation time (5 Business days) after one year enrolled.**

## **About The Staff**

The quality of the program is due to the quality of the staff. It is vital to attract staff that is experienced and knowledgeable in the field of early childhood. Each classroom is staffed with 1/3 full-time teachers. Additional part-time staff float between rooms to offer additional support or coverage where needed.

ATC Center strives to hire educators with the following qualifications and/or provide the following.

- Lead Teachers serving children ages three and up – Are enrolled in STARS and required to participate in monthly continuous EDU programs and certificates. All staff hold current C.P.R First Aid, Blood Borne Pathogens, & Food Handlers certificate.
- Lead Teachers serving children underage three– Hold current CAN, NAR License and are also enrolled in STARS and required to participate in monthly continuous EDU programs and certificates. All staff hold current C.P.R First Aid, Blood Borne Pathogens, & Food Handlers certificate.

Each staff person must receive 15 hours of continuing education in child development or special education each year. This requirement is over and above what state licensing regulations require (10 hrs) and is crucial in maintaining qualified teachers for the ongoing success of the ATC Center program. All teachers must have some level of experience with young children and demonstrate a genuine interest in children. All staff members must have an initial physical, TB test, criminal records check, and a reference inquiry before employment begins.

To learn more about our staff please refer to [ATCCENTER.ORG](http://ATCCENTER.ORG)

## **Parent Co-op Program and Guidelines**

Welcome to our co-op parent-led program! We are excited to partner with you to provide your child with an exceptional early childhood education experience.

Our program is designed to offer a unique educational experience that emphasizes play-based learning and individual attention for each child. But we don't do it alone - we rely on our parents to help us create a strong sense of community and to promote parental involvement in the education process. That's why we require all parents to participate in our parent exchange program.

What is parent exchange? It's a shared contract where parents provide child care in exchange for reduced tuition. If you choose this option, you will need to participate in our program once a month for 4 hours. During your volunteer time, you will be able to participate in guided curriculum and staff support, and you will be able to contribute to the educational experience of all of our children.

If you prefer not to participate in parent exchange, we offer part time care up to 4 hours a day. If your student qualifies you may have an additional 4 hours of care provided by Hewins Early Learning center. Transportation is provided by Franklin Pierce school district where your child will be transported by Hewins to and from ATC Center. With either option, you will still benefit from our low student-teacher ratio, play-based curriculum, and individual attention for your child.

To register your volunteer time, simply go to Eventbrite and select your 4-hour participation slot. We ask that you complete your volunteer hours on a consistent basis so that we can ensure we have enough parents to support our program. We only require 4 hours of your time once a month.

Please note that all parents participating in field trips, or on site activities must complete a background check process, which is included in the one-time registration fee of \$150. This fee is paid when you sign up for our program and covers the cost of your background check.

Thank you for choosing our co-op parent-led program for your child's early childhood education. We look forward to working with you to create a strong, supportive community and to provide your child with an exceptional learning experience!

## **Instructions for Background Check**

### **Create a Merrit Account & Apply for STARS – ( For volunteer and Parent lead Programs only)**

1. Visit MERIT at [merit.dcyf.wa.gov](http://merit.dcyf.wa.gov)
2. Click on 'Sign In or Register'
3. Fill out the required fields and create a password
4. Activate your account by clicking on the email sent to you. Check your spam folder if you don't see it in your inbox.
5. Return to 'Sign In' page
6. Sign in. Your username is your email address
7. Once signed in, go to the 'My Applications' tab
8. Click on the application 'STARS ID Number'
9. Follow the steps to apply for your STARS ID

## **Portable Background Check Instructions**

1. Login to MERIT at [merit.dcyf.wa.gov](http://merit.dcyf.wa.gov)
2. Click on the "My Applications" tab.
3. Click on the blue link labeled "Portable Background Check".
4. Complete and submit the application.

If you have any questions or concerns on the following process please reach out to use via email at [Support@atccenter.org](mailto:Support@atccenter.org) and A specialist will help assists in the completion of this process.

Background check and STARS Completion need to be done prior to your scheduled 4 hour participation requirement. Please allow 2 weeks for processing.

Initial \_\_\_\_\_



## **Building Safety**

### **Parking & Carpool**

To ensure our children's safety, it is of utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others, drive slowly, and hold children's hands.

If you are entering the building, please DO NOT hold the door open for others. The person behind you may not be a parent. Each parent will be given a Gate Code that is unique to their student. Please do not share your code with anyone, authorized pickups will be given a unique code specific to them.

### **Change in Pickup Person**

The safety of our students is our top priority. Please notify your child's teacher if someone other than you will be picking up your child. ATC Center staff will only release your child to the parents and guardians or the other adults you authorized on the student's Enrollment Application or within the Brightwheel App. If you need to authorize a new pickup person, please send the request via email to [support@atccenter.org](mailto:support@atccenter.org) or in writing at drop off/ pickup. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

### **Departure**

It is important to sign your child in and out each day. You can sign your child out via the Brightwheel app at the front entrance kiosk or on your smartphone, like signing in upon arrival. It's also critical that you check in with your child's teachers before leaving. The school closes at 7pm sharp. A late pick-up fee of 4! Dollar per minute will be assessed when a child is left beyond the center's operating hours. The late pick-up fee does not constitute an agreement to provide after-hours service. If you believe you will arrive after 7pm, please alert your child's teacher via the Brightwheel app as soon as possible. Failure to pick up your child or contact ATC Center and if you or another authorized emergency contact cannot be reached within 45 Minutes after closing time, ATC Center staff will contact the local authorities.

Initial \_\_\_\_\_

## **Custodial & Foster Care**

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to ATC Center for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the [appropriate staff member] when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our centers.

For enrolled children in the foster care system, ATC Center will need to receive a copy of the foster care paperwork. ATC Center will release the child only to the foster parents or the child's caseworker, who must sign the child in and out on the visitor's list and provide proper identification. The caseworker must verify any additions or changes in writing (by letter or fax).

## **Communication & Family Involvement Brightwheel App**

Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app, you can communicate with your child's teacher or administration via messaging, as well as pay tuition and receive your child's daily report.

- Create a free Brightwheel account. When you receive an invitation via email or text, please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

## Family vs. Approved Pick-Ups vs. Emergency Contacts

We ask that you add and edit Family Members, Approved Pickups, and Emergency Contacts on your child's profile. When adding contacts, you are given four options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly different functions and privileges, as listed in the chart. We do not recommend listing anyone as an Emergency Contact as emergency contacts do NOT have pick-up privileges. Only parents, family, and approved pickups may check a child out. For more information on how to add contacts to your child's profile, [click here](#).

	Parent	Family	Approved pickup	Emergency contact
Create a brightwheel account	✓	✓	✓	
Can check-in & check-out	✓	✓	✓	
View activity feed	✓	✓		
Send and receive messages	✓	Send only		
View child's profile	✓			
View and pay bills	✓			

## Check-In Codes

You must use your check-in code to ensure proper record keeping! To make this easier, Brightwheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the app.

1. Tap the Edit icon next to your check-in code
2. You will see a red-orange screen with your current code displayed
3. Enter a new 4-digit code
4. If your code matches that of another staff or parent, a warning message will be shown, you can still save and use that code, but it is not recommended\*
5. Once you enter a unique code, tap the Save button

\*Please Note: If your check-in code is not unique, you will be required to take a second step and enter the last four digits of your phone number to verify your account before completing a check-in.

## **Family Support**

While ATC Center specializes in providing high-quality early childhood education, we recognize that our students and families may have needs outside early education. We have a variety of ways that we can support our families. These include:

- Assist families with locating community resources
- Help families obtain emergency assistance in areas such as food, clothing, utilities, housing, and counseling
- Assist families with a successful transition to school
- Access to a Family Resource Lending Library

Please reach out to Founder Erika Snell if you need of support at 253-954-5986

## **Home Language**

It is important to ATC Center that all families are given the opportunity to fully understand, interpret, and become involved in their child's education. ATC Center will work with the family to provide information in the language they are most comfortable with for any family that makes a request.

## **Confidentiality**

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with DCYF, protective services, or other government agencies will not have access to your child's records without your written authorization or court order. All ATC Center staff members and contracted therapists must sign a Statement of Assurance of Confidentiality upon employment and annually after that.

As a parent or guardian, you can request access to your child's records; to do so, please email [support@atccenter.org](mailto:support@atccenter.org). If you withdraw your child from the center, we will maintain your child's records for at least 7 years per WAC regulation. Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.

## **Family Involvement**

ATC Center believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you'd like to come to say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Brightwheel app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and e-mail. ATC Center has an open-door policy and offers many opportunities to be part of your child's early learning experience and connect with other families.

Opportunities include:

- Volunteering is always welcome. We would love to have you share your time and talents with the class. We encourage you to read a book, play an instrument, or share a hobby with the children. Ask your child's teacher about the many ways you can help.
- Saturday Events
- Parent lead Curriculum 2:30pm- 6:30pm daily

All ATC Center employees are expected to treat all children and families with respect and dignity. In return, we expect the same from all of our families. If difficulties arise, we encourage families to share their concerns with the Director on site verbally or in writing. Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue. If you are not satisfied with the solution, we encourage you to contact designated office manager. Please do not confront children or other parents in our program. When any member of the ATC Center community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, ATC Center reserves the right to ask the family in question to leave the school immediately and terminate that child's enrollment at ATC Center.

**Please refer to background check for volunteer opportunities**

## **Play Yard and Outdoors**

We play outside every day that weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and pedaling.

## **Air Quality**

ATC Center staff monitor the conditions and make decisions using the [air quality resource or tool]. On days that are labeled code yellow, outdoor time will be reduced. Children will not go outside on days labeled code red, and gross motor activities will occur indoors. Children will use the playground at least twice daily in most situations. In exceptional cases such as a child with asthma or an extreme allergy condition, a doctor's note is required outlining proper care for the child.

## **Mealtimes**

Healthy, balanced meals are just what growing bodies need! Breakfast, lunch, and afternoon snacks are provided to all students daily. Weekly menus and mealtimes are Located at [atcenter.org](http://atcenter.org) under lesson guide and nutrition tab

Additionally, all meals are served and prepared following the Child and Adult Care Food Program/USDA requirements for children ages twelve months to six years. This includes one protein, one grain, two fruits and/or vegetables, and milk at lunch. Breakfast and snacks include one grain and a fruit or vegetable.

It has been the experience at ATC Center that children will eventually try foods at school that they may not consume at home simply because the other children are eating them. During mealtimes, students and staff are sitting together and engaging in conversations. Staff uses positive reinforcement to encourage children to try new foods.

## **Special Dietary Needs**

We can provide allergy-friendly alternatives with documentation from a doctor for students with food allergies or intolerances. We encourage all students to eat the meals provided at school; however, we understand that may not be the best option for all students.

If you would like to provide your child food from home, please reach out to the [appropriate center contact] to discuss. We ask that you not send snack foods, candy, or gum with your child as this can cause difficulties within the classroom.

For children with disabilities who have special feeding needs, program staff keeps a daily record documenting the type and quantity of food a child consumes and provides families with that information.

## **Formula/Bottles/Sippy Cups**

Center staff cannot mix formula bottles and cannot add cereal to bottles. If a child is drinking formula, it must come to school premixed and labeled with the child's name and date every day. Please do not leave bottles at the center overnight; their contents will be discarded. Due to the potential risk, children will not be laid down to rest with a bottle/sippy cup, nor will the bottle/sippy cup be propped. Children cannot walk around the classroom with their bottle/sippy cup. **We will work with our families to ensure our students are offered fluids from an open cup** as soon as the families and teachers decide together that a child is developmentally ready to use a cup.

## **Rest Time**

All children will participate in a quiet rest time. Children are not required to sleep; however, we have a very busy and stimulating morning, so most toddlers and preschool-aged children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a short rest, they are given quiet activities within the nap room. The center provides [supplies for nap time]. These items are washed and disinfected Friday and liens are stored in individual cubbies.

There are always 2 teachers within the nap room during naptime observing by sight and sound. We do not use mirrors, video, or sound monitors in place of sight and sound supervision.

## **Personal Belongings**

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a hook and/or cubby assigned to them. This will provide storage space for your child's personal belongings. Please check your child's cubby daily for items that need to be taken home.

## Clothing & Shoes

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, playing on the farm, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students.

**In Addition please supply 1 pair of farm boots to stay on site!**

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at school, too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.
- Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, hoods, or hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- Please have your children wear sun-protective clothing such as clothing made with fabrics rated for ultraviolet protection or clothing that protects skin areas most prone to sun damage.
- Sometimes learning and fun can get messy! TAC Center isn't responsible for lost, stained, soiled, or torn clothing.

## Diapers & Wipes

Parents of children in diapers and of children who are toilet training must provide an ongoing supply of diapers, wipes, and additional necessary clothing. If your child is wearing pull-ups, **it is helpful to send in the type with Velcro sides**. This allows us to help your child change without having to take off their pants and shoes. Cubbies and coat hooks should be checked daily for items that need to be laundered. For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. **In the event a request for supplies has been made through Brightwheel w/ a second attempt a \$10 charge for Wipes & \$20 charge for Diapers may apply.**

Both the diaper and the outer shell must be changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

## Belongings from Home

To control the safety, environment, and atmosphere we ask that person belongings stay home. Special toys can be harder to share, become lost, or broken. Everything in our center is inspected for safety weekly. To make sure we are providing the safest atmosphere keeping unauthorized items out is key we appreciate your support on this. ATC Center also does not encourage dressing children in expensive clothing or jewelry as our day is filled with messy projects and creative learning.

Initials \_\_\_\_\_



## Disclosure on Exposure to Farm Animals

At ATC Center, we offer an outdoor preschool program that provides children with the opportunity to interact with farm animals. While we believe that this experience can be valuable and enriching for young children, we also recognize that there are certain risks associated with exposure to animals. We take the safety and well-being of our students very seriously, and we have put in place a number of precautions to help minimize these risks.

### Precautions We Take

- Our staff members are trained in the proper handling and care of animals. We will always have at least one staff member present during any interaction between children and animals.
- We will provide hand-washing facilities and require that all children and staff members wash their hands thoroughly before and after any animal interactions.
- We will provide appropriate footwear for all children and staff members. Closed-toe shoes or boots are required for all outdoor activities.
- We will monitor the animals for any signs of illness or disease, and we will not allow children to interact with any animals that are not healthy.
- We will supervise all animal interactions closely and intervene if necessary to ensure the safety of the children.

### Waiver and Liability Release

By signing below, I acknowledge that I have read and understand the disclosure on exposure to farm animals provided by ATC Center. I also acknowledge that there are certain risks associated with exposure to animals and that my child may be exposed to these risks during the outdoor preschool program.

In consideration of my child's participation in the program, I agree to waive and release any and all claims, demands, or causes of action that I, my child, or any other person may have against ATC Center, its officers, employees, agents, or volunteers, arising out of or in connection with my child's participation in the program.

I understand that this waiver and release applies to any and all claims, demands, or causes of action, including those based on negligence or any other legal theory, and that it extends to any injuries, damages, or losses that may be suffered by my child or any other person as a result of my child's participation in the program.

I further understand that this waiver and release is binding on me, my child, and any other person who may have a claim or cause of action arising out of or in connection with my child's participation in the program.

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

Date: \_\_\_\_\_



## **Educational Programming**

### **Classroom Structure**

The individual developmental needs of each child are considered when placement decisions are made. For a child to develop a positive self-image and appropriate social skills, they need to be grouped with peers whose developmental age is similar to their own. In all groups of children, there will be varying ability levels. We will take all considerations into account and group children together who may best complement one another. Individual classroom compositions are listed below:

- [Classroom A] - Typically [15] children, between the ages of [2-3] with [3] teachers. We maintain a ratio of [teacher 1:8 student ratio] at all times, Plus an additional Float
- [Classroom B] - Typically [20] children, between the ages of [4-6] with [2] teachers. We maintain a ratio of [teacher 1:12 student ratio] at all times , Plus an additional Float
- [Classroom C] - Typically [4] children, between the ages of [Special needs or infant] with [1] teachers. We maintain a ratio of [teacher 1:5 student ratio] at all times, Plus an additional Float

**All Lead teachers also have a float or teacher assistant to utilize in each classroom as mentioned above.**

**Core Curriculum components – Check out [ATCCENTER.ORG](http://ATCCENTER.ORG) for more details**

- 1. 52 Weeks of Learning – USA States, Native animal, culture, capital, plant..**
- 2. Quarterly Lesson Plan**

**Jan- March: Life Cycles, Sustainability, Habitats.**

**April- June: Recycling and Composting Spring Planting & Harvesting**

**July- September: Ocean Curriculum**

**October- December: Body Anatomy (Preschool age appropriate)  
Emotional well being and growth. Christmas around the world 32  
countries of celebration.**

## Typical Activities – when not in guided curriculum

- Group Play: Singing, dancing, play acting, games, reading, listening to tapes (story and music), circle time
- Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, duplos/legos, play sets, Household toys, pull/push toys, art materials, and may watch limited television or video tapes
- Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards
- Dramatic play: Dress up, role playing, puppetry, etc.
- Outdoor play: (weather Permitting) Swinging, climbing, riding toys, running, ball playing, gardening toys, trucks, strolling dolls, (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes)
- Special Days: Include Birthdays/holiday parties, getting ready for holidays, and holiday.

## Typical Daily Routines

- ☺ Arrival and Greeting
- ☺ Breakfast and clean up
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Teeth Brushing
- ☺ Infants usually nap in the morning as well as the afternoon- **some sites do not host this age group**
- ☺ Circle time (including calendar, songs, finger plays, story time etc.)- **Utilizing guided curriculum.**
- ☺ Arts and crafts or other learning activity- **Utilizing guided curriculum.**
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Outdoor play (weather permitting) or other large muscle activity
- ☺ Hand washing
- ☺ Lunch and clean up
- ☺ Nap time- **if your student does not nap quite activities are an option**
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Snack and clean up
- ☺ Free play
- ☺ **2:30- 6 :30 Parent lead Program -Utilizing guided curriculum.**
- ☺ Calm down time and TV/VCR – Children’s programs (approximately a half an hour before pick up time)- **no screen time under age of 2.5**
- ☺ Parents arrive to pick up children

(Your child is released to the care of ATC Center once you leave the premises in the morning, and he/she is released to your care as soon as you walk in the door at pick up time)

Note Bathroom and /or diaper change times vary to meet the child’s needs. This is a general schedule and is dictated mostly by the children’s needs and feelings each day.

## Kindergarten Preparation

Child assessment is a vital component of all high-quality early childhood programs. Assessments are essential to understand and support young children's development. ATC Center has selected a simple kindergarten site word assessment to measure your child's outcome. This is an ongoing observational assessment tool based upon years of feedback from thousands of educators and significant research about how children develop and learn. The kindergarten site word assessment will be the foundation of your child's reading and comprehensive education and will be exposed to these words frequently. All staff members are trained in the use of

### Assessment Plan

- Kindergarten Site Words are used alongside informal classrooms assessments such as written observations, work samples, and checklists and is built into our classroom activities.
- Kindergarten Site Words are structured around broad curriculum areas, including our quarterly curriculum, 52 weeks of learning, and our holiday curriculum.
- Initial enrollment and annual forms allow parents to provide information about their child that may assist the teacher when completing assessments.
- Children are assessed 2 times a year
- Children will be assessed in familiar spaces, and assessments will be conducted by adults the child is familiar with.
- Assessments will be conducted via observation during the natural course of the child's day.
- This may include during one on one, small group, or large group opportunities.

### Assessment results

- Teachers use the information gathered during the assessment process to:
  - Identify children's interests and needs
  - Be intentional in their teaching
  - Develop goals for each child and plan for individual student needs
  - Guide instructional/environmental planning that best meets the needs of all children
  - Share progress with families by pinpointing where children are along a continuum of development and education.
- Suppose assessments indicate a need for further evaluation. In that case, the teachers will discuss this with the family and use the information gathered for referral to an outside agency for additional diagnostic screenings and assessments

## **Behavior Guideline Philosophy**

Our foundational goal at ATC Center is to help our students develop strong social and emotional skills. Instead of discipline, we use guidance. Guidance is about building an encouraging setting for every person in the group. It means helping young children understand they can learn from their mistakes, and it starts with showing them how (NAEYC). Research indicates that children with strong social-emotional skills tend to be happier, show greater motivation to learn, have a more positive attitude toward school, more eagerly participate in class activities, and demonstrate higher academic performance than students who exhibit social and emotional difficulties (Hyson 2004; Kostelnik et al. 2015).

Additionally, socially-emotionally healthy children are better able to establish and maintain positive relationships with adults and peers. To support our students in developing these skills, we take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

- **Our Environment:** We provide children with exciting materials and engage them in activities that are appropriate for their age to keep them focused and attentive. We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity. Yet, our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs.
- **Our Teachers:** We work to develop a strong rapport with each child speaking to children calmly, especially during redirections. We help children put words to their emotions. We use social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of young children.
- **Our Families:** We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, guidance and, if necessary, connect them with experts to help give their children the best foundation for academic and life success.

Please note that at ATC Center, we take child safety very seriously. If we suspect any kind of neglect or harm to a child, we are not only authorized, but mandated by law to take all necessary steps to protect the child at every level. We will utilize all available resources as needed to ensure the safety and well-being of the child. 1800-END-HARM

## **Pro-choice**

At ATC Center, we use a system of green and red choices to help children understand and manage their emotions. When a child demonstrates a behavior that we don't want to see, we will suggest a green choice instead of the red choice the child was demonstrating. The green choice offers the child a more positive and constructive way to deal with their feelings.

We understand that every child is different and has their own way of expressing themselves. Our green and red choices help children to recognize their feelings and understand how they can cope with them in a positive way. The visual aspect and color recognition of the green and red choices make it easier for children to identify their emotions and find constructive ways to deal with them.

We believe that every child has the right to make their own choices, and our green and red choices system is designed to respect and honor each child's individuality. By giving children the tools to manage their emotions in a positive way, we help them to build strong social and emotional skills that will serve them well throughout their lives.

Our green and red choices system is completely optional, and we respect the right of every parent to make their own choices regarding their child's education and well-being. If you have any questions or concerns about our approach, please don't hesitate to speak with one of our staff members.

Thank you for entrusting us with your child's education and well-being. We are committed to creating a safe and nurturing environment where every child can thrive.

## **Biting**

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.

Biting tends to occur most often between 12-24 months of age. Biting past the age of two and a half to three is less common. For repeated biting instances with preschoolers, we may request a parent/teacher conference. The purpose of the parent-teacher conference is to discuss what may be causing the child to be upset, frustrated, confused, or afraid and therefore lead to biting. Additionally, we would develop a joint plan of action following our behavior guidance procedures listed in this handbook. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

## Guidance Procedures

When any student at ATC Center presents with challenging behavior, teaching staff shall follow the standards of the National Association for the Education of Young Children (NAEYC):

- Observe the children to identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
- Teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior.
- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the child's safety and the safety of others in the classroom. Our response will be calm, respectful and give the child information on what is acceptable behavior and what is not.
- We will document the challenging behaviors and the intervention methods that were attempted in a log. Documentation may include incident reports, ABC charts, or Behavior Plans.
- Teacher-parent discussions regarding a child's behavior shall be held in private. They shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- If necessary, intervention shall ensure each child has access to professional services, such as referrals to community agencies offering early intervention services, community mental health centers, and/or a private therapist.
- All discipline decisions will always be individualized, consistent, and appropriate to each child's understanding level.

**ATC Center does not condone or tolerate the use of physical punishment of any kind on ATC Centers property. This policy restricts parents and staff from using physical punishment on their children while on ATC Centers property. Also, ATC Center will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline.**

Initials \_\_\_\_\_



## **Advanced Measures**

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. The following steps will be completed if a child must be removed for challenging behaviors that constitute an imminent danger to the child or others:

- Make a referral to an early childhood mental health specialist or Healthy Social Behavioral Initiative specialist through the Child Care Resource & Referral and refer to the agency responsible for early childhood special education services. If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.
- Maintain documentation on file of the incident's outcomes, subsequent parent conference, and the plan developed that includes appropriate intervention strategies. The parent conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression)
- If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, ATC Center may recommend and/or require alternative placement.
- Suppose a child with an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP) exhibits persistent challenging behaviors. In that case, special considerations are enacted due to procedural safeguards and due process rights ensured under the Individuals with Disabilities Education Act (IDEA), Parts C and B. ATC Center will follow all state special education rules and regulations governing suspension/expulsion.

At ATC Center, our mission is to ensure your child's optimal growth and success. We provide exceptional service and resources to both your child and you as parents. If all resources have been exhausted, please be advised that ATC Center reserves the right to refuse services at any time.

Initials \_\_\_\_\_

## **Enrollment Admissions Process**

Children are eligible for admission at the age of 3mo-12yr depending on structure of facility. The admission process begins with a tour of the school. Children are enrolled on a first-come, first-serve basis, depending on availability in the most developmentally appropriate class. If there is no availability for your families specific needs we may offer to waitlist your student.

ATC Center may also attempt to give resources and information about other programs that may benefit the child and family when necessary.

## **Registration & Requirements for Enrollment**

After parents are notified of the admission date, you must complete the ATC Center Enrollment Application located at [atccenter.org](http://atccenter.org) and pay the non-refundable registration fee of \$150.

Upon receipt of the enrollment application and payment of registration fees, the parent receives the enrollment agreement, family handbook, permission forms (photo, CACFP, sunscreen), nutrition forms (if applicable), and health and immunization forms.

On the first day a child attends school, the office must have in each child's file:

- A completed Enrollment Application, including Schedule & Tuition Agreement
- A signed Enrollment Agreement
- A completed set of enrollment paperwork
- Completed medical action plan (if applicable)

Within 30 days of a child's first date of attendance:

- A health assessment by a licensed physician
- A record of immunization or a completed exemption form

**PLEASE NOTE:** We are required to have each of these forms in our files in order to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.

## Withdrawing

If you need to withdraw your child from ATC Center, you must give 2 weeks advance notice in writing. The 2 weeks' notice begins the day it is received in the school office. You will be charged tuition during this two-week notice period, whether your child is in attendance or not.

Initial \_\_\_\_\_

## Your Child's First Day

Preparing for the first day of school can be exciting, but it can also be an overwhelming and anxious time – we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. If possible, we recommend new students start with a few half days, gradually lengthening their time. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're always welcome to call any time to see how your child's adjusting or download the Brightwheel app for updates throughout the day.

On the first day, we ask that you send in the items listed below. Please make sure to label each item **with your child's name**.

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep a sweater or sweatshirt at the center, too. Clothing should be updated periodically to make sure it still fits and is appropriate for the season. A pair of rain boots for farm day.
- Diapers and wipes (if applicable). These items will stay at school.
- We provide naptime liens and wash them weekly. To limit communicable disease, inventory control, and safety we ask that personal items stay home.
- A child-sized tote or bookbag to send soiled clothes and art projects home in. **We do not wash soiled clothing Please check your students go home bag daily.**

## Arrival

Mornings can be busy times, and they often set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

- Sign your child in using the Brightwheel App and your check-in code. There is a kiosk at the entrance, or you can use your smart device to check in.
- Parents must accompany their child to and from the classroom each day and or to and from there teachers care during pick up and drop off.
- You must connect with the teacher upon your child's arrival. This is a wonderful opportunity to share any important information they should know about your child's morning or changes to their schedule. If your drop off is during a time where you may not be able to connect but have information to share please utilize brightwheel or any staff presently available.
- Help your child wash their hands before playing.

Please plan to bring your child to school by 11am. We want each of our students to gain the most they can from their experiences at ATC Center. When children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have carefully planned.

## Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

1. Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
2. Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special 'I Love You' ritual. This provides a special moment between the two of you that offers a sense of reassurance.
3. Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
4. Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon."

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can have you feeling like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

### **Absences, Sick Days & Vacations**

For children to learn from our program, they need to be here on a regular basis. As participants in Kindergarten Preparation, we must record attendance.

- Please notify your child's teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. You can send all notifications to your child's teacher via messaging within the Brightwheel app.
- If your child has been absent two days in a row for unknown reasons, a staff member will touch base with you to check in and ensure the child is well and when to expect their return.

### **Classroom Schedule**

Each classroom follows a slightly different schedule that is customized for their students. The primary school day is from 9-11 with a rest time from 12-2. While all parts of the school day are important, if you need to make appointments during the school day, we generally recommend your child not miss the primary educational time of 9-11 or 2:30-6. During this time, we heavily focus on working in large and small groups, completing centers, and circle time.

Staff is sensitive to the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child. Each classroom has a schedule posted that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

## **Classroom Activities**

Teachers plan activities for the learning centers in the classrooms weekly. Teachers strive to be culturally aware and sensitive in their approach to planning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development.

The classrooms are organized into centers or defined interest areas. Activities are planned for each center in which the children move freely throughout each day. The variety of learning centers include Science, Technology, Engineering, Mathematics, Phonics, Dramatic Play, Imagination, Farming, and much more!

## **Learning Experiences**

Teachers connect with and use their community's resources and the families we serve to expand our curriculum and provide additional hands-on learning experiences. In-house learning events may include cultural experiences through community members as well as a cultural experience provided by families within the center, demonstrations by community helpers, or scientific investigations.

## **Developmental Concerns**

If at any point you have developmental concerns for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

## **Special Needs**

During your enrollment process you will be provided a developmental action plan for your child. If your child's needs change or you are introducing something new to your student and would like ATC Center to participate, please communicate through Brightwell and request participation. Furthermore, should you child experience sudden or new health concerns please alert ATC Center immediately to ensure adequate and proper care.

## **Tuition**

We know that your child's early education is important and doesn't come without a price. Paying tuition on time helps ensure that we can continue to retain our highly trained teachers and provide them a positive work experience. Information about current tuition rates is available on our web site at [ATCCENTER.ORG](http://ATCCENTER.ORG) Tuition increases occur in annual reviews and typically reflect a cost-of-living increase. All tuition is due in advance of services provided and in accordance with your tuition agreement.

The best way to pay tuition and fees is online through Brightwheel. Tuition balances will generally be posted biweekly, and care is paid in advanced. Outstanding tuition is expected to be paid before the first of the month. Through Brightwheel, you can make recurring or one-time payments online using a checking or savings account for no additional fee. If you choose to use a credit card, a processing fee will be added to your payment. ATC Center is committed to the security of your personal information online. Brightwheel payment services do not store confidential banking information and have the highest encryption levels on bank transfers. No one at our company or externally has any access to any customer banking records. All families using Brightwheel for payment must complete a two-step authentication process to verify their accounts. If online payment is not possible for you, please talk to the Office Manager about alternate payment methods.

All tuition should be paid by the [day tuition is due] and by the end of the month. While we are a parent produced organization and strive to take the needs and problems of our families into consideration, we must maintain financial stability. Accounts 30day in arrears or repeated failure to pay tuition by the due date may result in the termination of services. Any requests for exceptions must be made with the Director through the completion of a tuition payment plan. A late fee of \$75 will be assessed on any account that has not been paid in full by the 5<sup>th</sup> day of the month unless these arrangements have been made. Upon enrollment at ATC Center all families will be expected to sign a statement that they have read, understand, and will abide by the tuition agreement.

Receipts can be printed out via your Brightwheel payment portal for employer reimbursement or tax purposes.

## **Returned Checks**

There will be a service charge of \$50 for any returned checks. In the event of a returned check, a money order will be due immediately, late fees will apply, and immediate termination of services may apply. Payments from customers with prior unpaid returned checks must be, from there on out, in the form of a money order or cashier's check.

## **Family Discounts**

Families with more than one child enrolled full-time receive [10%] off the youngest child's tuition. Military officials receive [10%] off services. Families participating in co-operative Program are billed for use of building and not for care of children. ATC Center staff are provided free child care if participating in the cooperative program outside of working hours.

## **Temporary Withdrawal**

On a case-by-case basis, ATC Center may be able to work with families who wish to withdraw their child for ten weeks or less (i.e., summer, or due to an extended trip outside the country). If this is the case, you must send the request in writing to the Office Manager at least 30 days in advance. To guarantee the child's space upon return, 20% of the tuition that would typically be due during that time frame must be paid. If tuition fees are not paid promptly, the child's space will not be held, and re-registration will be required upon return.

## **Late Fees**

We understand that circumstances can sometimes prevent timely payment of fees. However, to ensure that we continue to provide high-quality services to all of our students, we kindly request that accounts are settled within the stipulated time frame. In the event that an account becomes delinquent past the 5-day grace period, a late fee of \$75 will be assessed each week until the account is settled.

We strongly advise our students to settle their accounts within 10 days to avoid interruption of services. In the event that an account remains past due for more than 10 days, we will temporarily suspend services until the account is settled. This is to ensure that we are able to maintain our commitment to delivering exceptional services while also upholding financial responsibility. We appreciate your cooperation and thank you for your understanding.



## **Health & Safety**

We all know that safety comes first! At ATC Center, our first goal is to keep children safe, which starts with paying attention to every detail - big and small. Every day at our center, you can be confident that your child is in the very best hands.

### **Daily Health Checks**

Each morning when your child arrives, we will conduct a daily health check. This is a quick physical observation where we check and observe a child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth.

Additionally, we ask that you please alert us of anything out of the ordinary we need to know regarding sleep, appetite, bowel movements and urination, mood, and behavior at home and/or unusual events. Brightwheel will also ask a series of health questions at drop off each day.

### **Illness Policy**

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). See exclusion criteria on the following pages for more specifics. If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school.

ATC Center has established guidelines in accordance with state childcare law and other best practices concerning sick children. In case of a communicable disease or condition, and at the discretion of the Facility Manager, other parents will be notified to watch for symptoms in their children.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. A parent will immediately be called to come and pick them up. ATC Center] is not able to provide arrangements to care for sick children. Parents are required to respond as soon as possible concerning the sick child when contacted by ATC Center staff. If we cannot reach the parent within thirty minutes, we will reach out to the family's emergency contacts as stated on enrollment/annual forms. If the illness warrants, the child's pediatrician will be contacted for consultation.

**Children may attend with minor illnesses if it is not contagious, and it does not affect the child's ability to participate in the day's routine. Minor illnesses include:**

- Mild respiratory infections with a negative covid test
- Acute infections subsiding after treatment, such as pink eye, impetigo, ear infections
- Cold symptoms without a fever – and negative covid test

If the child's health deteriorates at some point in the day, the parent will be contacted to come to pick them up.

It is always helpful if you can provide ATC Center a doctor's note, when applicable.

## **Illness Exclusion Criteria**

Disease/Condition: If your child has been diagnosed with this disease, our program will: **When to allow your child to return:**

**Chickenpox** (or rash suggestive of chickenpox) ● Temporarily exclude the sick child from childcare ● Notify all parents regarding possible exposure and include a warning about aspirin use. ● Contact the Child Care Health Consultant if needed to find out other preventative measures to take ● Unimmunized children must be excluded until they are permitted to return by their health care provider ● Carefully follow handwashing and cleaning procedures **Approximately 5-7 days after the rash begins or when ALL blisters have scabbed over**

COVID-19 or symptoms of

**COVID-19** ● Temporarily exclude the sick child from childcare ● Contact the Child Care Health Consultant if needed to find out other preventative Guidance from the state is updated frequently. Please see CDC Guidelines [appropriate center contact] for more info. measures to take ● Carefully follow handwashing and cleaning procedures.

**Diarrheal illness** ● Temporarily exclude a child that has had 2 or more diarrhea episodes in one day. ● Carefully follow handwashing and cleaning procedures When the child is **diarrhea- free for at least 24 hours** without the aid of medication.

**Fifth Disease** • Temporarily exclude the sick child from childcare • The program will notify all parents • Carefully follow handwashing and cleaning procedures When the child is **fever-free for at least 24 hours without the aid of medication** and has the energy to participate in center activities.

**Fever** • Temporarily exclude the child from childcare if the child has a fever of 100.4 or greater. When the child is fever-free for at least **24 hours without the aid of medication**.

**Hand Foot and Mouth Disease** • Exclude if the child has an open, draining lesion on hand or has lesions in the mouth and is drooling. • Carefully follow handwashing and cleaning procedures. **When lesions heal and/or drooling ceases, and the child can participate in center activities (including meals)**

**Hepatitis A** • Temporarily exclude the sick child from childcare • Contact the Communicable Disease Section of DHHS • Contact the Child Care Health Consultant if needed At least one week after onset of illness or jaundice. **Permission to return should be sought from the local health authorities first.** See CDC Guidelines to find out other preventative measures to take • Carefully follow handwashing and cleaning procedures

**Impetigo** • Temporarily exclude the child from childcare • Carefully follow handwashing and cleaning procedures. **After treatment has been started**

**Influenza** • Temporarily exclude the child from childcare • The program will notify all parents • Carefully follow handwashing and cleaning procedures. When the child is **fever-free for at least 24 hours without the aid of medication** and has the energy to participate in center activities.

**Lice** • Temporarily exclude the child from childcare **24 hours after treatment and no signs of nits or lice**

**Pink Eye** • Temporarily exclude the child with yellow eye drainage and itching • Carefully follow handwashing and cleaning procedures. **24 hours after the first dose of medication and symptoms are mild**

**Pneumonia** • Temporarily exclude the child from childcare if they present with fever or difficulty breathing. • Carefully follow handwashing and cleaning procedures. When the child is **fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.**

**Ringworm** • Temporarily exclude the child if lesions cannot be covered • Carefully follow If unable to cover the lesion(s), **after treatment begins and the lesion starts to shrink.**

**RSV (Respiratory Syncytial Virus)** • Temporarily exclude the child from childcare if they present with fever or difficulty breathing. • Carefully follow handwashing and cleaning procedures. **When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.**

**Scabies** • Temporarily exclude the child until treatment is complete. • Carefully follow handwashing and cleaning procedures. • The program will notify all parents • All clothing and blankets will be sent home to be laundered in hot water and dried in a hot dryer. **Until treatment is completed.**

**Strep Throat/Scarlet Fever** • Temporarily exclude the child from childcare • Carefully follow handwashing and cleaning procedures. 24 hours after antibiotics are started when the child is fever-free for at least **24 hours without fever-reducing medication and has the energy to participate in center activities.**

**Tuberculosis** • Temporarily exclude the child from childcare • Contact local health department and Childcare Health Consultant • Carefully follow handwashing and cleaning procedures. **Exclude until a health care professional provides a written statement that the child is not infectious.**

**Vomiting** • Temporarily exclude the child from **When the child is vomit-free for at least 24 hours without**

**Whooping Cough/Pertussis** • Temporarily exclude the child from childcare • Contact local health department and Childcare Health Consultant • Unimmunized children must be excluded until they are permitted to return by their health care provider. • Carefully follow handwashing and cleaning procedures. Exclude until five days after treatment has started. **Exclude untreated cases for 21 days from the date cough began.**

\* This chart is not an exhaustive list of the communicable diseases and policies for exclusion from childcare. For more information, please contact a member of the ATC Center Administration team.

## **Chronic Health Conditions**

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex: seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional. Blank medical action plans may be found in enrollment packet or by request from office manager. The medical action plan shall be signed by both the parent and the child's health care professional and must include the following:

- A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
- Contact information for the child's health care professional(s)
- Medications to be administered on a scheduled basis; and
- Medications to be administered on an emergency basis with symptoms, and instructions

## **Medications**

Whenever possible, we recommend that you administer medications at home. To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages. At the center, medications will be administered in accordance with WAC regulations and the policies described below.

## **Emergency Medication**

If your child requires the use of emergency medications (i.e., inhalers, Epi-pen, Diastat, etc.), you will need to complete the corresponding medical action plan. Blank medical action plans may be found in enrollment packet or by request from office manager and these plans **MUST** have a doctor or healthcare professional's signature. Emergency medicines will be kept unlocked and easily accessible to adults but out of children's reach (at least 5 feet off the ground). This is to ensure easy access in the case of an emergency. All staff members have trained on emergency medication administration annually. We work with a county nurse to ensure our staff is appropriately trained for your child's specific medical needs.

## General Medication Policies

- No prescription or over-the-counter medication and no topical, non-medical ointment, repellent, lotion, cream, or powder shall be administered to any child:

- a) without written authorization from the child's parent

- b) without written instructions from the child's parent, physician, or another health professional

- c) in any manner not authorized by the child's parent, physician, or another health professional

- d) after its expiration date

- e) or non-medical reasons, such as to induce sleep

- f) with a known allergy to the medication.

- All medications will be given following the doctor's written instructions.

- Medication will be stored separately for each child.

- Medications will be stored in a locked cabinet in the classroom or locked box in the Center refrigerator, depending on the medication. Medications for external use will be stored separately from medications for internal use.

- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.

- We do not mix the medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup.

- Medications will be administered by regular classroom staff who have been trained in medication administration in the presence of another staff person. All staff follow the Six Rights of Safe Medication Administration: right child, right medicine, right date/time, right dose, right route & right documentation. Staff will document each dosage on the medication form, listing time, amount given, and initial. If any side effects are noticed, they will be noted on the form, and the child's parent will be notified.

- Medication forms will be added to the child's file after the medication request is completed. Forms for long-term medication will be considered confidential and treated as such.

- It is the responsibility of the parent to remove or dispose of any medication after the duration of the request has ended. The classroom staff will dispose of any medicine at the Center after the medication form has expired or after a child has left ATC Center

- Alternative medications, such as herbal or homeopathic medications that are not tested by the US Food and Drug Administration for safety or effectiveness, lack safety information and cannot be administered at ATC Center.

- ATC Center reserves the right to refuse the administration of medications if we feel that it is in the best interest of the staff.

## Prescription Medication

- For a staff member to administer any medication to your child, you must complete the Medication Administration Permission Form in its entirety.
- The medication must be brought to school and stored in the original, tamper-resistant container in which they were dispensed with the pharmacy labels. The pharmacy label must specify:
  - The child's name
  - The names of the medication
  - The amount and frequency of dosage
  - The date the prescription was filled and the expiration date
- If the medication is provided via pharmaceutical samples; they must be stored in the manufacturer's original packaging, shall be labeled with the child's name, and shall be accompanied by written instructions specifying:
  - a) The child's name
  - b) The names of the medication
  - c) The amount and frequency of dosage
  - d) The signature of the prescribing physician or other health professional the date the instructions were signed by the physician or other health professional
  - e) Medication expiration date
- The medication shall be administered only to the child for whom they were prescribed. It shall be administered according to the prescription, using the amount and frequency of dosage specified on the label.
- A parent's written authorization for administering a prescription medication shall be valid for the length of time the medication is prescribed to be taken or up to 6 months when needed for a chronic medical condition, whichever is less.

## Medical Report & Immunization Record

A record of immunizations and a children's medical report must be completed and on file at school within the first 30 days of each child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any allergies, and current or chronic health conditions. If an immunization and medical report are not on file within 30 days of the child's first day of attendance, we will not be able to authorize entrance until resolved.

As the child receives new immunizations, the date and type of shot or immunization should be reported to administration to be added to the child's record. Immunizations may be obtained either through the pediatrician or the [local health department]. A schedule of immunizations can be acquired through the Center office. See <http://www.cdc.gov/vaccines/> for the current national immunization schedule.

We accept **Immunization exemptions** forms signed by pediatrician.

## Over-the-Counter Medication

In general, **ATC Center staff will not administer** over-the-counter medication except when a health professional prescribes the over-the-counter medicines. This situation is most common for chronic health conditions (ex: Benadryl for students with allergy action plans or fever-reducing medication for students with febrile seizure action plans). ATC Center will not administer over-the-counter medicines such as cough syrup, Tylenol, ibuprofen, antibiotic cream for abrasions, or medication for upset stomach in the cases of acute illness or pain. Children that have these symptoms may need to remain at home until they are symptom-free.

The over-the-counter medication must be brought to school and stored in the manufacturer's original packaging with the child's name written or labeled on it. It shall be accompanied by a Medication Administration Permission Form that specifies:

- a) The child's name
- b) The medical conditions or allergic reactions
- c) The names of the authorized over-the-counter medication
- d) The amount and frequency of the dosages, which shall not exceed the amount and frequency of the dosages on the manufacturer's label
- e) In cases where the prescription says, "as needed" (i.e., allergy exposure, etc.), the instructions need to specify criteria for the administration of the medication (be specific with what symptoms or situations are criteria for administration)
- f) The route in which the medication shall be administered
- g) Possible reactions or side effects
- h) The signature of the parent AND physician, or another health professional
- i) The date the instructions were signed by the parent and physician or other health professional.

## Topical Creams and Sunscreen

Parents and guardians may give a ATC Center standing authorization for up to 12 months to apply over-the-counter topical ointments, topical teething ointment or gel, lotions, creams, and powders, such as sunscreen diapering creams, baby lotion, and baby powder, to their child, when needed.

The over-the-counter topical medications form must be completed before we can administer these medications. You can find the necessary form at [ATCCENTER.ORG](http://ATCCENTER.ORG) or one will be provided annually in May for authorization.

ATC Center provides standard sunblock to all students. Please apply sunscreen to your child before arriving at the center and dress them in hats/visors and tightly woven clothing to help prevent sunburn during outdoor play. ATC Center staff can reapply sunscreen in the afternoon before going outside if we have an up-to-date Sunscreen Permission Form on file. If you prefer your child, use a different sunscreen in the afternoon, please complete the over-the-counter topical medications form.



## **Cleaning & Sanitation**

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at ATC Center. Each classroom has a “yucky bucket” for toys that have been contaminated with bodily fluids. Contaminated toys are specifically washed, sanitized, and air-dried. All surfaces and toys are sanitized and air-dried daily upon arrival and departure. For more specifics about the frequency and type of cleaning that occurs for each surface at ATC Center please reference the NAEYC Cleaning, Sanitizing, and Disinfecting Frequency Table.

## **Hand Washing**

Handwashing has long been established as one of the most important things to prevent the spread of illness. In our school, hand washing requirements for staff are as follows:

- Upon arrival at school/center
- Before and after setting up snacks/food for student consumption
- Before and after helping students use the bathroom
- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes
- After handling an ill child
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

**In our school, hand-washing requirements for students are as follows:**

- Upon arrival in the morning
- After using the bathroom
- Before and after eating food
- Before and after sensory play
- After they have touched a child who may be sick or who has handled soiled items
- After blowing/wiping their nose

## The required method for handwashing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

## Universal Precautions

ATC Center follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all health care workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. ATC Center staff follow the following universal precautions when encountering blood or bodily fluids:

1. Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex or vinyl gloves are worn. Gloves are never to be washed and reused.
2. Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.
3. Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
4. Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

**Toilet Training** If your child is wearing pull-ups, **it is REQUIRED to send in the type with Velcro sides.** This allows us to help your child change without having to take off their pants and shoes

High collaboration between you, your child, and your child's teachers makes for more successful toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them.

When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently so that toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child.

Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress. Several complete changes of clothes and two pairs of shoes should be kept at the center during toilet learning.

## **Safety**

### **Supervision**

ATC Center staff assume responsibility for enrolled children when they enter the classroom or are escorted by a staff member onto the ATC Center property. Teaching staff always supervise toddlers/twos by sight and sound. Children 3-5 years of age are supervised primarily by sight, but supervision for short intervals by sound is permissible, no child will be left out of site however a back may be turned when gathering supplies or conducting a task no teacher will leave a room unattended.

All classrooms monitor attendance by updating their attendance records throughout the day and counting and matching the numbers of children present with names on attendance records. "Name to Face" headcounts occur throughout the day, particularly when moving about the center at every threshold.

### **Injuries/Accidents**

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an Incident Report Form, of which you will receive a digital copy through Brightwheel. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the office, and each class always has a small first aid kit with them. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. All permanent staff members are trained in First Aid and Infant/Child CPR within the first 90 days of their employment, and they must maintain their current certification every two years. We will always notify by phone if injury involves head, or blood is exposed. We also will upload a photo of injury during our initial report of incident and access will be available through Brightwheel.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called. To ensure your child's safety, your Enrollment Agreement provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers for your child's doctor and preferred hospital.

## **Emergency Procedures**

We make every effort to be prepared for potential emergencies. ATC Center has an emergency response plan for fire, inclement weather, or if a lockdown becomes necessary. This plan is updated annually and submitted to Departments applicable. These plans are reviewed annually with the staff. Additional precautions we take in the event of an emergency are:

- Emergency phone numbers are posted by all phones.
- ATC Center keeps an emergency “To-Go” bag in the main office or by emergency exits with first aid supplies and emergency contact information for all students and staff.
- Fire drills are practiced once each month, and shelter-in-place drills every three months to prepare children in the case of an emergency.
- Emergency evacuation plans are posted in each room.
- Annual inspections by the [local town] fire inspector. If an emergency requires evacuation, we’ll notify you as soon as the children have been relocated to a safe area.

## **Mandated reporting requirements**

It’s our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but at all times. [State] law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law prohibits interference with an individual’s attempt to report child abuse or neglect. Our school will offer full cooperation during the investigation of the reported incident.

- Should a staff member have reason to suspect abuse, they will contact ATC Center administration and follow up with an immediate phone call to [Local County] Human Services. If an administrative staff member is unavailable, staff members have the authority to make the call and to prepare a written report of the account.
- ATC Center will not hire a person who has been convicted of abuse of any type, and all staff undergoes a fingerprint and criminal background check before employment begins.
- All staff members are responsible for protecting all children from abuse from any child or staff member.
- All staff members are required to report any suspected cases of abuse, whether it is suspected at ATC Center or away from ATC Center.
- All ATC Center staff receive training in recognizing and responding to child maltreatment, including abuse and neglect.
- ATC Center strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately terminated. If the charges are not upheld, the [accountable center contacts] will determine eligibility for reinstatement.

## **School Policies**

### **Smoke-Free and Weapon-Free Environment**

ATC Center and both playgrounds are smoke-free and tobacco-free environments. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including ATC Center unless carried by a law enforcement officer.

### **Transportation**

ATC Center can transfer students for Field trips, other daily activities with permission slips.

### **Babysitting**

ATC Center strongly discourages families from entering employment arrangements with staff.

However, we recognize that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and an ATC Center employee for employment or services outside the program and services of ATC Center is an individual endeavor and private matter, not connected or sanctioned by ATC Center.

### **Grievance Procedure**

Disagreements may occur, even with the best of intentions. Experience has taught us that open communication is the key to maintaining a positive relationship. The adults must demonstrate the cooperative, compassionate communication we want our children to imitate. If you have a concern, please discuss it with your child's teacher or the staff involved. If the concern is not resolved to the satisfaction of all parties, a meeting can be arranged between the persons involved and a member of the administration. At that time, a course of action can be determined.

## Commitment to Diversity/ Non sexualization Agreement

At ATC Center, we believe that fostering tolerance and understanding requires positive exposure to diverse ages, genders, lifestyles, family structures, races, cultures, religions, and physical abilities. We strive to create an inclusive environment that welcomes diversity and challenges bias and discrimination. However, we have a strict policy against sexualization of any kind, and we do not recognize, categorize, or implement any behavior related to sexual identity or gestures.

To provide some examples of what this means in practice, we do not assign gender roles or stereotypes to children based on their sex. For instance, if a boy wants to play with a baby doll or wear pink, we fully support and encourage that. Similarly, if a girl wants to wear blue or play with trucks, that is also perfectly acceptable. We also do not assume or identify a child's gender based on their appearance, and we respect their self-identification.

Furthermore, we do not tolerate any form of sexual behavior or expression, including but not limited to kissing, hugging, or other physical contact that can be interpreted as sexual. We also do not allow any form of verbal or non-verbal communication that is sexually suggestive or inappropriate.

If you have any questions or concerns about our policy or practices, please do not hesitate to speak with our staff. We are committed to creating a safe and welcoming environment for all children, regardless of their background, identity, or abilities.

It's important to avoid sexualizing children in a preschool setting because children at this age are still developing their understanding of gender and sexuality. They are also in the process of forming their own identities and self-concepts.

When children are exposed to sexual content or behavior at a young age, it can create confusion, anxiety, or shame. This can hinder their ability to develop healthy relationships and a positive self-image. Sexualizing children can also lead to the normalization of inappropriate behavior and can even put children at risk of harm.

There will be no case of a teacher identifying as anything outside of AE: Teacher(Name) doing so would be going against ATC Centers policy and culture. ATC Center recognizes using different pronouns may be important to respect staffs identity and create a supportive environment however, it is not necessary in a child care setting to be hyper aware of our teachers personal lives and sexual identification. ATC Center finds the value and importance to find balance with the needs and developmental level of the children in the classroom. Confusion can arise if a teacher's gender expression or pronouns are not consistent with what the children are used to seeing or hearing, in this developmental stage mirroring and mimicking behavior is accelerated. To restrict confusion ATC Center will stand on neutral ground and enforce this policy to protect young, growing minds of the future.

Overall, the goal is to create a safe and inclusive environment that supports all children's healthy development and well-being. This requires careful consideration of how children's experiences and understanding of gender and sexuality can be positively influenced by respectful and non-sexualized interactions with others.

Initials \_\_\_\_\_

## **Legal Information**

### **Nondiscrimination**

ATC Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients. ATC Center is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

### **Americans with Disabilities Act**

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to providing services to individuals with disabilities.

### **Record Retention**

ATC Center complies with the requirements outlined in the "Records Retention and Disposition Schedule" developed by the [state government].

### **USDA**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

1) Mail:

U.S. Department of Agriculture,  
Office of the Assistant Secretary for Civil Rights,  
1400 Independence Avenue, SW,  
Washington, D.C. 20250-9410;

2) Fax: (202) 690-7442; or

3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.



## **Arbitration Agreement**

In the event of any dispute, claim, or controversy arising out of or in connection with the ATC Center program or these policies and procedures, including any disputes regarding the interpretation, applicability, enforceability, or formation of these policies and procedures, the parties involved agree to first attempt to resolve the dispute informally.

If the parties are unable to resolve the dispute informally, then the parties agree to submit the dispute to binding arbitration in accordance with the rules of the American Arbitration Association, unless the parties mutually agree otherwise.

The arbitration shall be conducted in the English language and shall take place in a mutually agreed-upon location. The arbitration award shall be final and binding, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

The parties involved agree to split the costs of the arbitration evenly, including the arbitrator's fees, administrative fees, and other costs associated with the arbitration.

By participating in the ATC Center program, you acknowledge and agree to the above arbitration agreement. This agreement is intended to be interpreted as broadly as possible, and it applies to any and all disputes, claims, or controversies that may arise out of or in connection with your participation in the program.

Please sign below to acknowledge your agreement to the above arbitration agreement.

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

Date: \_\_\_\_\_

## **Right to Collect on an Account**

ATC Center reserves the right to collect on any unpaid balances owed for services rendered. Parents/guardians are responsible for all fees incurred, including but not limited to tuition, late fees, and any additional fees for services provided by ATC Center.

If payment is not received by the due date, a late fee of \$25 will be added to the account. If the account remains unpaid for more than 30 days, ATC Center reserves the right to take necessary legal action to collect the balance owed. Any expenses incurred in the collection of unpaid fees will be the responsibility of the parents/guardians.

In the event that legal action is required, parents/guardians will be responsible for all legal fees and expenses incurred by ATC Center.

By participating in the ATC Center program, you acknowledge and agree to the above statement regarding the right to collect on an account. This statement is intended to be interpreted as broadly as possible, and it applies to any and all fees owed for services provided by ATC Center.

Please sign below to acknowledge your agreement to the above statement regarding the right to collect on an account.

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

Date: \_\_\_\_\_

By signing this handbook, I acknowledge and agree to comply with the following categories:

Tuition Policy  Mission Statement  Hours  Holiday Closures  Parent Co-op Shared Contract  Background Check and Stars  Building Safety Guidelines  Smoke-Free and Weapon-Free  Parent Pickup Details  Confidentiality Agreement  Diaper and Wipe Policy  Farm Animal Exposure Liability  Daily Childcare Routine Expectations  Attendance Report  Biting Policy  Advanced Measures in Discipline  Right to Refuse Service or Terminate  Mandatory Two-Week Notice to Unenroll  Late Fee  Returned Check Fee  Illness Disclosure  Personal Belonging Liability  Arbitration Agreement  Non-Disclosure Agreement (NDA)

I understand that these categories represent important policies and procedures that I must follow to ensure the safety and well-being of all children and staff members at ATC Center. I also understand that failure to comply with any of these policies may result in termination of my child's enrollment in the program.

I have read and understand all policies and procedures outlined in this handbook and agree to abide by them. I understand that I can ask for clarification or further information from ATC Center staff members if needed.

By signing below, I acknowledge that I have read and agree to the policies and procedures outlined in this handbook. I also agree to the following additional statements:

- Illness Disclosure: I understand that I must notify ATC Center immediately if my child has a communicable illness or disease, and that my child may be required to stay home until they are no longer contagious.
- Personal Belonging Liability: I understand that ATC Center is not responsible for any lost, stolen, or damaged personal belongings.
- Arbitration Agreement: I agree that any disputes or claims arising out of or relating to the ATC Center program will be resolved through binding arbitration.
- Non-Disclosure Agreement (NDA): I agree to maintain the confidentiality of any confidential or proprietary information that I may be exposed to during my involvement with the ATC Center program.

Please sign and date below to acknowledge your agreement to the above statements.

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

Date: \_\_\_\_\_

