



**DreamTree Preschool
by USBKS**

**SCHOOL POLICY
PARENT HANDBOOK**

2024-2025

Welcome to DreamTree Preschool
and congratulations on your decision to grow with us!
We are committed to provide your child with a culturally diverse and tailored to individual
educational experience.
We hope you find your families' connection to the DreamTree community
to be an enriching and rewarding one.

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MISSION STATEMENT

DreamTree Preschool strives to meet the needs of the whole child, nurturing the love of learning, creating opportunities for independence and cooperation in a carefully prepared environment enriched with Korean- English dual-language curriculum.

DUAL LANGUAGE LEARNING

“Dual language learners” refers to children who are learning two or more languages at the same time. This term includes children who learn two or more languages from birth, and children who are still mastering their home language when they are introduced to and start learning a second language. (Source: *The Washington State Early Learning and Development Guideline*.) We would use both languages throughout the day.

DIVERSITY

We are devoted to providing an environment that reflects children's daily life, family culture and language, and the diversity in society. Our curriculum will include diverse arrays of literature, artifacts, foods and celebrations for the children to experience diversity firsthand. Together we will enrich the cultural experience for each family and child in our care.

THE WHOLE CHILD APPROACH

We emphasize holistic development of children recognizing that their growth encompasses various aspects beyond academics.

PHYSICAL WELL-BEING

Prioritize health and nutrition. Ensure children have access to nutritious meals and physical activities. Promote regular exercise, adequate sleep, and hygiene practices.

SOCIAL AND EMOTIONAL DEVELOPMENT

Foster positive relationships and emotions intelligence
Role model and teach empathy, conflict resolution, and self-regulation
Create a supportive, inclusive environment where children feel safe expressing their emotions.

COGNITIVE DEVELOPMENT

Encourage critical thinking, problem-solving, and creativity. Provide hands-on learning experiences that engage children’s curiosity. Support language development, literacy, and numeracy skills.

LANGUAGE AND COMMUNICATION

Promote language-rich environments with Korean- English bilingual curriculum and language immersion. Encourage active listening, speaking, and vocabulary development. Recognize and celebrate multilingualism and cultural diversity.
In the area of creative expression and arts we offer opportunities for artistic expression (music, dance, visual arts).

FAMILY AND COMMUNITY ENGAGEMENT

Involve families in their child’s education, collaborate with community resources to enhance learning experiences. Through communication and questionnaires, such as the child information form, we will attempt to obtain information from you and your family members

about your child's developmental, behavioral, health, linguistic, cultural, social behavior, and learning patterns. It is our goal to determine how our program can best accommodate each child's individual characteristics, strengths, and needs. We collaborate, when need be, on behavior management.

FORMATIVE ASSESSMENT

Collect evidence of children's knowledge and skills daily with the goal of guiding and tailoring instruction, better supporting each child's learning and development. This includes observation, one-on-one conversations, and samples of children's work which will be communicated with the parents via Parent Portal and Conferences.

PROGRAM HOURS

We welcome all children aged 30 months to 6 yrs. Children who are not fully toilet-learned will be accepted with the toilet training fee in addition to monthly tuition.

Full Time: 8:30AM - 3:30PM

After-Care: 3:30PM - 5:30PM

*Part Time: 8:30AM - 1:00PM (Optional schedule during the first few months of adjustment)

ENROLLMENT

Step 1: Inquire & Tour

Submit an inquiry online. You will receive basic school information at that time and be able to see the school facilities and ask questions.

Step 2: Applying for the Program (Via Brighwheel Parent Portal)

1. Application
2. Medical Consent Form
3. Child Information
4. Permission Authorization for field trips, water activities, photo, video and pets.
5. Certificate of Immunization Status (CIS) or Certificate of Exemption (COE)
6. A plan for special or individual needs of a child, including allergies (if applicable)

Step 3: Acceptance to the Program

- Meeting with the director: assigning child to the classroom.
- Submit the first month tuition: The space for your child is not held until payment is made. There are several forms you are required to complete prior to your child's attendance:

Step 4: Meet & Greet

- Child is invited to visit the classroom for an hour before the first day of enrollment.
- Parents are encouraged to bring the list of things for the first day of school at this time.

CURRICULUM

CHILD-CENTERED LEARNING INSPIRED BY MONTESSORI AND REGGIO AMELIA

Among various approaches to early childhood education, DreamTree developed its core curriculum around the philosophies of Dr. Maria Montessori and the models of Reggio Emilia approach to creativity and project-based work by the children.

We believe that the innate curiosity and desire of children to learn things by doing should be respected. Each child is allowed freedom within limits which forms the basis of real self-discipline. Children should be free from competition for praise and reward. Learning becomes its own true reward.

We also believe that the children can steer their own learning process and express themselves through various “languages,” including art, music, movement beyond verbal language. We encourage children to utilize these languages to explore and communicate their understanding of the world.

EVERYDAY LIFE SKILLS

It is the most important educational area for life preparation which includes Care of the environment, Care of the person, Grace and Courtesy. Children practice dressing themselves, sweeping, spooning, pouring, using good manners and much more. By means of these activities, children learn to become physically and mentally independent and responsible. They learn to concentrate and to complete a cycle of activity. This lays the groundwork for mental and physical work in all other areas of work in the future.

ALL ABOUT SENSES

The young children are taking in impressions of the world through all their senses. The learning materials illustrate concepts such as large and small, dark and light and loud and soft. They are intended to order, classify, refine, explore and realize the sense of impressions that the child already has. Each piece of material also has a built-in control of error.

KOREAN AND ENGLISH LANGUAGE

We encourage the use of children’s home languages and recognize their value. Teachers are trained and certified by Department of Korean Education and follow USBKS curriculum. Children will be interacting with teachers and peers in both Korean and English improving their language skills as dual language learner. We also welcome children from diverse cultural backgrounds and celebrate their traditions, holidays and customs. Our curriculum incorporates Music into language learning: the rhythms, lyrics and body movement create the learning process more fun and engaging as they develop meaningful neural pathways in young children’s brain.

MATHMATICS

Children are introduced to the concept of quantities and numerical symbols by performing operations with concrete materials - “Hands-On Math”. Children choose their work and repeat each step with joy and enthusiasm until they are ready to move to the next level.

SCIENCE

Science is divided into natural science with the study of plants and animals and physical science through age-appropriate discovery projects and experiments.

CULTURES AROUND THE WORLD

Children will be introduced to the physical and cultural geography of the world. They also gain awareness of the world around them by exploring children’s own heritage as well as other

countries, customs, foods, music and languages. Children will also explore the important people and events of the past around the world.

THE MAKER'S SPACE

Each classroom will have a designated area for this creative workshop allowing children to explore with their imaginations using a variety of art medium for self-expression. We embrace that children with different learning styles provide opportunities to fully develop their potential.

Teachers and families will provide materials such as clay, paint, and dramatic play to support hands-on learning preparing for the Individual and class projects which can extend over weeks or months, allowing in-depth exploration. Documentation of the process and reflections will be shared with the children and parents to make creative knowledge processes visible.

- Studying Natural Forms with Clay: Children explore natural shapes and textures using clay.
- Thinking and Designing with Thread: Children experiment with different threads, yarns, and textiles.
- Encounters with Natural Materials and Recycled Materials
- Encounters with Art: Children explore various art techniques—painting, printmaking, or mixed media.
- A Book-In-Hand: Children engage in storytelling, creating their own narratives or adapting existing stories.

CLASSROOM GUIDELINES

Here are the ways in which children will be guided to support them to respect, gain independence, a sense of order, and self-discipline in DreamTree Classrooms.

1. Any child is free to work with any material displayed in the environment so long as he uses it respectfully. He may not use it in any way that disturbs the activities of others.
2. A child may work on either a mat or a table--whichever is suitable to the work that he has chosen. Children do not work at or on display shelves, as their presence there would obstruct the other children's access to the materials.
3. The child restores the environment during and after the exercise. He is responsible for mopping his own spills (after demonstration by the teacher). He puts his own mat away after rolling it neatly. If he has been working at a table, he pushes his chair in under the table.
4. While children are working individually other children may not touch the work of another or interfere with another's activity. This provides security for the child to continue it to completion. However, another child may ask to join the activity. He must then respect the child's answer. A child is not forced to share his work with another.
5. Children are not coerced into joining group activities. A child may choose to be an observer without becoming an active participant.

ARRIVALS, ATTENDANCE, DEPARTURES, SIGNING IN AND OUT

Children will be dropped off and picked up by the parents/guardian who are authorized in the system

using QR code provided via Brightwheel attendance app from their own mobile devices. After entering the building, the Boys and Girls Club staff at the front office will let the parents inside the main area of the building. Parents may bring the children either through the stairs or elevator to the Lower Level where DreamTree classrooms are located.

Drop off and pick up must occur in the presence of a teacher and the attendance will be checked and any missing sign-in and out will be charged a fine of \$5 per incident.

The parents of any children not attending care or arriving late are to email, message or call within one hour's time of the contractual time of arrival.

All children like to test their limits. No child may leave the building or playground without an adult. No child may leave the early learning site or get into any vehicle without being accompanied by the parent who has signed them out for that day. Please help your child recognize that it is important to follow all of the school rules even when his/her parent is present.

Parents have the option to have another person pick up their child. On the enrollment form there are spaces to add these trusted adults. If you, the parent, sends someone that is not known to the staff at our center, we will ask for a driver's license to verify their identity. In circumstances where someone new must be sent to school to pick up your child, please notify the center in writing via email or messaging. No child will be allowed to go with any adult if that adult is suspected of intoxication/ or high at the time of pick up.

PRESCHOOL READINESS

TOILET TRAINING

Toilet training is strongly recommended to join the preschool classroom setting. We support toilet training for those who just turned 30 months of age and seeking entrance to the program. There will be a fee of \$200 /month for this support. Please continue to practice good toileting habits and proper hand washing skills at home. Jump suits, coveralls, belts or any clothing that requires adult assistance will hinder your child's independence. Some toileting regression is typical during an adjustment period of change.

INDEPENDENT NAP TIME ROUTINE

Parents and Lead Teacher discuss and strategize each child's nap needs. Sleeping cots are provided and a small nap blanket is recommended. Nap blankets are sent home on Fridays for laundering.

THINGS TO PREPARE FOR THE FIRST DAY

Prepare the following items and label them with your child's name and initial.

- A fitted crib sheet for the cot, and a small blanket in a pillowcase, no bulky bags or backpacks.
- Two pairs of pants, shirts and socks. (after soiled clothes sent home, a replacement set must be sent the following day)
- A pair of indoor shoes (no sandals or Crocs) and waterproof shoes that children can put on and off by themselves.
- A water bottle
- Waterproof pants and a jacket with a hood or a hat
- A book is recommended if the child has a comfort item for napping, it should be used just for nap time and not as a toy during regular activities.

HEALTH & SAFETY POLICIES

IMMUNIZATION

Certificate of Immunization Status (CIS) All children must be current on their immunizations and must have a CIS form that is current and updated yearly. If there is a signed exemption to immunizations, the child may need to be excluded from the school if there is an outbreak of a vaccine preventable disease for which the child has not been immunized.

HOW CHILDREN'S RECORD, INCLUDING IMMUNIZATION RECORDS, ARE KEPT CURRENT

A record for your child is very important to us. The records will be used to plan your child's curriculum, classroom setting, daily activities and in emergency situations. All children's files, including immunization records, must be updated by parents. To keep children's records current, please notify the office regarding changes to address, employment, contact information, health, and updates to immunizations. Child's records are reviewed by the office once a quarter.

FOOD ALLERGIES

If your child has food allergies or dietary restrictions, please fill out the Food Allergy Form at the time of enrollment and provide any medications or epi pen before the first day of school.

DAILY INCIDENT /ACCIDNET REPORT

- Minor cuts, bruises, and scrapes will be treated. Parents will be notified upon arrival for pick-up. With some minor injuries, parents will be called to help decide whether the child should go home.
- Any injury that can potentially leave a mark or bruise will require documentation of the Injury/Incident Report. The parent will receive the Injury/Incident Report via parent portal within 30 min of the event.

MEDICAL EMERGENCIES

- DreamTree requires all staff to have First Aid, Child CPR, and HIV/Aids Prevention training.
- In the event of a serious injury or emergency, we call 911. We then notify the parent immediately and tell the parent where the child is being treated. If we cannot reach a parent, we contact the alternate emergency contact(s).
- If injury results in medical treatment or hospitalization, we are required by law to notify The Department of Social and Health Services Licensor and to submit a parent signed Injury/Incident Report.

MEDICINE MANAGEMENT

- All medication must be brought to the administrative office with the proper medication management form (copies available in the office).
- All medications (including over-the-counter medication) shall be administered only on the written approval of a parent or guardian.
- Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
- Medications must be stored in the original container. The container must have the patient's name, name of medication, instructions (dosage, frequency, duration) and date of expiration.
- Doctor's permission is not required for the following non-prescription drugs if the medication bottle label tells you how much medication to give based on the child's age and weight.
 - ✓ Antihistamines, Non-aspirin fever reducers/pain relievers
 - ✓ Nonnarcotic cough suppressants (including cough drops)

- ✓ Decongestants
 - ✓ Ointments or lotions intended to reduce or stop itching or dry skin
 - ✓ Diaper ointments and non-talc powders, intended only for the use in the diaper area
 - ✓ Sunscreen for children over six months of age
 - ✓ Hand sanitizers for children over twelve months of age
 - ✓ Non-prescription medication not included in the categories listed above taken differently than indicated on the manufacturer's label or lacking labeled instructions shall only be given if authorized in writing by a physician.
- Parents will not mix medications in formula or food unless they have written directions to do so from a health care provider with prescriptive authority.
 - A detailed record will be kept in the office of all medicines given at the school/on school grounds by office staff.

SICKNESS POLICY

- Each child is observed daily for signs of illness.
- Children who are contagious must stay at home. All parents of children, as well as the Health Department, are notified of communicable diseases.
- Parents of children without evidence of immunity to certain communicable diseases (i.e., Measles, Mumps, Chickenpox, etc.) will be to have their child vaccinated with the appropriate dose or, if vaccination is contraindicated or refused, exclude the child from school up to 21 days after the last case is identified.
- Parents must call or email the office by 10:00AM in case of absence due to illness.

EARLY PICK-UP

Guided by Washington State Department of Health, we will contact parents for early pick up for the following symptoms. If a child becomes ill during the day, the parents is notified immediately and is expected to pick up the child within 30 min. When children are not picked up after 30 minutes, the next person on the emergency list will be called.

- Fever of 100.0° F (axillary) or higher. Child must be fever free for 24 hours before returning to school.
- Vomiting one or more occasions within a 24-hour period.
- Diarrhea of one or more watery stools within a 24-hour period.
- Body rash not associated with diapering, heat, or allergic reactions; especially associated with fever or itching.
- Eye discharge or pinkeye.
- Children will be re-admitted after: A medical diagnosis to rule out bacterial infection or 24 hours after beginning of antibiotic treatment.
- Fatigue that prevents participation in regular activities.
- Unusual appearance or behavior to include pale, lack of appetite, difficult to wake, confused, or irritable.
- Sore throat, especially if associated with a fever or swollen glands in the neck.
- Symptoms of any childhood communicable diseases (i.e., chicken pox, measles, mumps).
- Children who have lice may not return to school or childcare until they are louse and nit (egg) free.

EVERYDAY GUIDELINES

DAILY SCHEDULE

TIME	ACTIVITIES
8:30-9:30AM	Arrival/Greeting
9:30AM – 11:30AM	Theme Lesson/Montessori Work/ AM Snack
11:30AM-12:00PM	Circle Time
12:00PM-12:30PM	Lunch
12:30PM-1:00PM	Outdoor Play /Half Day Student Pick-up
12:45PM	Napper Prepare for Nap Time
1:00PM-1:30PM	Resting
1:30PM-3:00PM	Reading/Montessori Work/PM Snack
3:00PM-3:30PM	Music/Movement Circle Time
3:30PM-4:30PM	Outdoor Play/transition
4:30PM-5:30PM	Makerspace Activities/Closing
5:30PM	Extended Care Pick-up

FOOD SERVICE

Snacks There will be three snack times: AM, PM and Extended Care.

As part of Practical Skill lessons, children learn various food preparation techniques, (i.e., cutting, spreading, peeling, etc.) Snacks are prepared and provided during children’s work time for a small group of children to take turns and serve themselves from the food prep table.

Lunch Culinary Specialist prepares a healthy lunch from the onsite kitchen using fresh ingredients.

The weekly menu is developed with the consultation of the certified dietitian and the photo of the meal will be shared with parents via Parent App daily.

STAFFING PLAN, CLASSROOM TYPES AND RATIOS

If your child’s teacher is absent the replacement teacher will be another lead teacher. The individual needs of each child will be carried out by these substitute teachers. The teachers-to-child ratio would be maintained by having enough teachers to cover the hours needed. Teachers will have contact information for the director should an emergency arise. And will follow our daily schedule. The ratio for the preschool and Pre-kindergarten classroom is 1 teacher to 8 children.

COMMUNICATION

We are committed to open and effective communication. Parents may contact their child’s Lead Teacher to discuss any issues of concern related to the child’s school experience. Teachers will update morning activities and respond to parents’ inquiries in the afternoon between 1-2:30pm. Assistants and Support staff will redirect parents to discuss child-related business to the child’s Lead Teacher. It is the general policy of DreamTree that teachers and staff should not maintain a social media connection to current students or families currently in their class.

PARENT TEACHER CONFERENCES

We provide two evaluations of the child’s physical, emotional, cognitive, and social development over the course of the year.

- Initial Developmental Screening will be requested from parents upon enrollment
- The lead teacher will fill out the developmental screening form within 30 days of enrollment.
- Winter /Spring Conference: In-person/Virtual 30 min meeting will be scheduled with the lead teachers.

HOLIDAYS & SCHOOL CLOSURES

DreamTree follows Bellevue School District Calendar for Winter, Mid-winter, Spring and Summer break. Childcare will be available for those families who need care during scheduled breaks at a weekly rate.

SNOW & SEVERE WEATHER

We follow the Bellevue School District weather closures. Opening and closing times may change based on the severity of the weather. On days when you suspect a possible late start, early closing, or cancellation of school, please check the school website and your email for up-to-date information.

BIRTHDAYS

The birthday circle is designed to celebrate the child's life and provide the child with the loving, nurturing attention of the classroom community. While we do not encourage sweet birthday treats, parents may donate a book to the classroom library in honor of the birthday child.

GENERAL POLICIES

TUITION

The price includes lunch, snack, and supplies

- Monthly tuition payments are due by the 3rd of each month. Payment should be made in Brightwheel via ACH account (electronic direct transfer).
- Tuition is past due after the 5th of each month. If tuition is not received or is rejected by the fifth (5th) of each month, a late payment fee of \$35 will be charged.
- If a check written to the program must be returned for non-sufficient funds, DreamTree Preschool will assess a **\$50** charge to the family's account. The total payment plus the \$50 fee is due in cash immediately.
- Statements not brought currently within thirty (30) days of the original due date will be sent to a collection agency for fulfillment.

RESERVATION OF TIME SLOT

By enrolling your child at DreamTree Preschool, you are reserving a space / timeslot for your child. There will be no refunds or adjustments made for this tuition for time missed due to illness, or non-attendance. There is a 30-day withdrawal notice at the end of the Parent Handbook. This may be used to end your child's tuition contract with DreamTree Preschool.

Time-Offs: Fees are not reduced during months/weeks that have holidays or vacations. The planned time off is calculated into the annual tuition amount.

LATE FEES, LATE CHECKS or OVERTIME

Late fees or overtime are in effect after the set time for you to pick up your child. (If you are scheduled to pick-up at 3:30pm then overtime kicks in at 3:35pm. Late fees are \$2.00 for every 5 minutes after the pre-arranged pick-up time. Calling Preschool to inform us that there is an unavoidable late pick up of a child is appreciated but does not waive any late fees. Calling in reassures the staff and your child that you are okay and on the way.

FOR PARENTS UTILIZING DSHS & WORKING CONNECTIONS SUBSIDY

Families participating in DSHS assistance must have their preapproval letter received by the program prior to the child entering the program. Most families participating in DSHS assistance will have a co-pay that is payable to the program. The co-pay is paid at the beginning of the month for the whole month whether or not your child attends the whole month. If coverage is terminated by DSHS, parents are then held responsible to DreamTree Preschool for any tuition incurred that the state decides to not pay.

DSHS PAYMENTS

DSHS parents agree to pay the state assigned co-pay. This co-pay must be made promptly on an agreed upon day by you, the parent that you have agreed on. Usually within the first week of the month. Payments are made to all Early Learning Programs from the state after the end of each month by submitting the attendance this is tracked by you signing in electronically or on paper on a daily basis.

CONFIDENTIALITY POLICY

Children's records include all admission forms, medication information, injury and incident reports, attendance records, payment history and other information obtained while caring for your children. This Information will remain confidential. You have the right to access your child's records at any time. Anything of a sensitive nature will be shared outside of the presence of the children. On a need-to-know basis, staff members may access your child's file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at this DreamTree Preschool.

NON-DISCRIMINATION STATEMENT, ANTI BIAS AND BULLYING

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

Bullying of any child/person is not tolerated. If the person causing harm is a child, the program along with the child's parents will form a plan of action. The parents of the child being bullied will be notified. Again, a plan of action for this child will be developed and implemented.

CHILD PROTECTIVE SERVICES (CPS)

We are mandatory reporters. We are individuals who, in the ordinary course of our work and because we have regular contact with children, are required to report (or cause a report to be made) whenever physical, sexual, or other types of abuse has been observed or is suspected, or when there is evidence of neglect, knowledge of an incident, or an imminent risk of serious harm or exploitation, or when a child talks about suicide, as well as inappropriate sexual contact between two or more children or the worst when imminent risk of serious harm could happen. This is mandated by Washington State Law.

If an accident or an injury occurs involving a child in attendance at an early learning program which requires the services of a medical professional (including a dentist), not only are parents called but licensing and Child Protective Services (CPS). It is possible that CPS and or licensing will then come out to verify the scene of the incident and determine if the correct procedures were taken to assist and the next steps to take.

PERMISSION FOR FREE ACCESS

All parents have free access to areas used by their children during operational hours while your child is present at the DreamTree Preschool. Parents have access to their child's paperwork, as well as access to the teacher's training and professional development records. To avoid the distraction of too many adults in the classroom, it is preferred that appointments are made to observe the classroom. But parents are welcome to drop in and observe. Please schedule a time to talk to one of the directors or your child's teachers. During class time, the teachers and staff are focused on the children's learning and will not have time to talk.

FAMILY VACATIONS AND ABSENCES

You are required to give 2 weeks' advance notice for vacation.

- Please call and inform us when your child will not attend due to illness or some other event.
- Payment will not be reduced during your vacation days.
- Please advise us upon enrollment if you plan to remove your child from Preschool for any length of time (i.e., the summers for schoolteachers, or when you are on maternity leave with another child, etc.).

PROVIDER VACATION/EMERGENCY CLOSURE POLICY

We will give you at least 2 weeks' advance notice of any closure dates such as Winter Break or other scheduled dates of closure. Payment will not be reduced during these breaks. In cases of inclement weather (i.e., snow, ice, or other), we will notify all the parents. Otherwise, we will start at our normal scheduled time. **No time is unpaid- all days are paid, all the time.**

TERMINATION OF SERVICE POLICY

To terminate your contract with DreamTree Preschool, a 30-day written notice is required. This notice will end your financial obligation to the program, as long as all tuition and fees are paid through the end of the 30-day notice.

DSHS ENDING / TERMINATION OF EARLY LEARNING

A 30-day written notice is required before terminating care. DSHS usually does not issue 30-day notices of termination of service, it is the parent's responsibility to do so. If your child attends the program and DSHS does not pay, then the tuition becomes the parents' responsibility. If the parent is found participating in an unapproved activity and the state requests its money back, DreamTree Preschool must return the full amount requested, even though the parent's child was in our care. If this should happen, the parents will be required to reimburse DreamTree Preschool for the amount requested by the state. There are no exceptions.

PROGRAM GUIDELINES FOR TERMINATION

The following are conditions that may cause childcare to be immediately terminated:

1. Non-receipt of co-pay
2. Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, disrespecting the child care facility, staff or policies
3. Continual late payments or unpaid bills
4. Continual late arrivals or pick-ups

EXPULSION POLICY

At our facility we will work with each individual child promoting consistent care and maximizing opportunities for child development and learning. When a child exhibits behavior that presents serious safety concerns for the child or others and the program is not able to reduce or eliminate the child's care will be terminated. Such

- Unruly behavior
- Child not conforming to the school rules regarding treatment of others
- Child exhibits behavior that presents a **serious safety concern** for that child or others
- Negative behavior toward teachers or director from a child or parent
- Intentionally breaking toys or equipment
- Child leaving the program without permission (no one is allowed outside the building without adult supervision, even when parents are here). This could be a CPS call.
- Lack of respect of furniture - standing or jumping

- Lack of attendance according to prearranged schedule

BEHAVIOR GUIDANCE

When DreamTree does not meet your needs for your child. Prior to expulsion of services due to child's behavior we will provide the following supports:

1. We will have a parent or guardian meeting weekly or sooner than needed.
2. We will review the expulsion policy with the parents or guardians.
3. We will record the incidents that led up to the expulsion, include the date, time, staff involved and details of the incidents
4. We will give the parents or guardians a copy of the steps that were taken to avoid expulsion
5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
6. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians.
7. We will give the parents or guardians referrals to community-based programs/settings. The Department will be notified of the expulsion.

POSTING REQUIREMENTS

All policies, handbooks and postings are kept on the parent table outside of the classroom and in the office. These items will also be available online.

CELL PHONE RULES FOR PARENTS WHILE AT EARLY LEARNING CENTER

Parents are required to finish all cell phone calls before entering the classroom. In order to give every child a good drop-off and pick-up experience and to allow time for communication about your child, a parent's full attention is needed.

NO SMOKING /VAPING

Smoking and vaping are not allowed within 25 ft from the campus.

ARBITRATION POLICY

If parents have concerns regarding an issue that pertains directly to the classroom, they should bring their concerns directly to the Lead Teacher.

If parents are not satisfied with the results after discussing the issue with the Lead Teacher, parents may take their concern to the Director.

NON-DISCRIMINATION STATEMENTS

DreamTree does not discriminate in enrollment and hiring practices or in the care of children because of race, color, creed, ethnicity, national origin, gender, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, or communication and learning styles.

THE AMERICAN WITH DISABILITIES ACT(ADA) AND CHILDCARE

Passed in 1990, the ADA offers civil rights protection to individuals with visible and hidden disabilities. It covers employment, state, and local government services, public accommodations (i.e., childcare centers and family home providers), and telecommunications for the deaf. The ADA allows children with mental or physical disabilities the opportunity to participate in all activities and opportunities of community life. Children cannot be excluded from childcare on the basis of a disability unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

PARENT HANDBOOK AGREEMENT

I have read and understand the policies and procedures contained in the Parent Handbook and I will abide by, and I will always encourage my child to abide by all school policies and procedures and, if in disagreement with a given policy, will seek a forum to respectfully express my ideas with the appropriate faculty member or administrator.

I will, whenever possible, bring any concerns I have with a school employee directly to that person and will be respectful of that person's honor and professionalism.

Each Parent/Guardian must read the parent handbook and sign below.

Parent / Guardian Name (Print) _____

Signature _____ Date: _____

Parent / Guardian Name (Print) _____

Signature _____ Date: _____

Appendix A Child Guidance Policy

Mission

It is our goal that children learn to guide their own behavior and to internalize self-discipline. The role of the teacher is, therefore, to guide children toward learning how to solve their own problems and to provide them with the tools to do so.

Families as Partners

Children come to school with different life experiences and skills that we acknowledge and draw upon as we plan for and facilitate new learning. We recognize that a child's home is the first and most important place of learning. Any information you give us concerning your family's culture, rituals, or challenges helps us better understand what your child needs. Families receive daily updates via parent portal with photos and notes from the child's teacher throughout the school year. You are welcomed and encouraged to ask for a conference with teachers or director at any time during the year.

Program-Wide Developmentally Appropriate Behavior Expectations Our staff will use positive guidance approach, which enables a child to develop self-control and assume responsibility for his or her own behavior.

- Peace Education
- Zones of Regulation
- Positive Discipline.

Each of these curricula emphasizes safety and the importance of understanding how someone else feels. They teach children to recognize feelings of others and themselves, to solve their own problems, and to express their anger in nonviolent ways.

Developmentally Appropriate Behavior-Guidance Techniques

- Tell children what you want them to do, instead of telling them what not to do.
- Active listening: interpreting feelings and reflecting them back to the child. This encourages acceptance and trust.
- Redirection (especially for younger children): moving the child's attention to a more appropriate activity, when he or she is having challenging behaviors
- Setting limits: helping children understand the need to respect the rights of others; to ensure safety of the child and of others; and to respect people, materials, and the environment.

Supervision /Prevention

Consistent supervision of children is key to preventing challenging behavior. Sight and sound supervision must also be done even when children are sleeping. Staff must be aware of and positioned so they can hear and see any sleeping children, especially when they are actively engaged with children who are awake.

Child Guidance Support Plan

A Behavior Support Plan is developed for children with perceived persistent, challenging behaviors who are not responding to the above-mentioned guidance techniques.

Step 1: After identifying a perceived persistent, challenging behavior, the lead teacher:

- Will reach out to the child's family to see if anything at home has changed, and/or ask questions about eating, sleeping, bathroom habits, travel plans, visitors, etc...
- Will notify Director if concern needs to be further evaluated by in class observations.

Step 2: Behavior Support Plan.

- Director may make recommendations for accommodations or interventions based on observations
- Considering reducing the days or hours as needed.
- Requesting a consultation or testing from outside experts (Pediatric/ Occupational Therapist/ Speech and Language Pathologist/ Developmental Optometrist/ Psychiatrist/ neuropsychologist).
- Connect the families to community resources:
Early Intervention- Arrange meeting with Family Resource Coordinator (Kinding) for the children under 3 yrs of age for developmental evaluation and pediatric therapies.
Local School District- For the children after turning 3 yr of age who need evaluation and placement in the specialized program for additional support in development.
- The Support Plan will be shared with the child's family. If a child's disruptive and violent behavior continues, parents agree to pick-up the child(ren) within 30 min of the incident.

Step 3: Monitoring progress of the Behavior Support Plan.

- Behavioral goals will be assessed for effectiveness after designated period
- New/updated interventions will be executed to increase student success

Step 4: Evaluation of placement in our program.

- If steps 1-3 have been followed, and we have been unable to make progress, DreamTree and the family may collectively determine that our environment may not be the best fit for the child at this time.

Preparation and Training of Staff on Guidance Policy

All teaching staff will be trained in the Child Guidance Policy during new-employee orientation. In addition, staff will attend regular, ongoing professional development training courses to reinforce and build their knowledge of positive and developmentally appropriate guidance techniques.

Monitoring the Guidance Policy

To ensure that the policy is being implemented in practice, the director will periodically visit each classroom to evaluate the extent to which the essential features are being implemented. Ongoing coaching will be provided when necessary.

Appendix B

TOILET LEARNING GUIDELINE & PROCEDURE

Child Name: _____

Potty Training Start Date: _____

Toilet Learning Readiness Checklist

Verbal Stages of Readiness

- Basic verbal skills: The child is able to speak in three-to-four-word sentences
- Stage 1 The child tells you he/she has a wet diaper, recognized when he/she is wet.
- Stage 2 The child tells you he/she is wetting, recognizes the sensation of being wet.
- Stage 3 The child tells you he/she will wet, can control himself and uses the potty.

Proper Clothing

Do not bring your child in panties or underwear until your child remains dry for two weeks throughout the day, can announce that he/she has to use the bathroom and can control his/her bladder

and bowels for a few minutes beyond that announcement. During potty training your child must be dressed in “User friendly” clothing at all times such as: Soft, loose pants with an elastic waistband which

will aid in developing independence. Be sure to send your child with plenty of clean clothes.

- No tight clothing
- No shirts that snap in the crotch
- No pants with snaps & zippers
- No overalls or bib type clothing
- No belts

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child’s ability to do so.

Required Supplies

The following items are to be left at the childcare program and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Two (3) changes of clothing including socks (an extra pair of shoes if available) A bag of pull-ups (if you choose to use them)– you will be notified when the supply is running low.

Toilet Learning Schedule

For the first week, the child will be scheduled to use the Potty at consistent times of the day whether the child indicates the need to use the toilet or not.

I have read the Potty-Training Policy in its entirety, and I agree to abide by the policy set forth.

Parent Name: _____

Parent/Guardian Signature : _____ Date_____