



# ATC CHILDCARE

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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.

**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.

## **Curriculum Guide: Around the Clock Childcare Center of Learning and Development**

**Our Approach:** 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.

**Core Values:** Our values emphasize the importance of empathy, teamwork, and social responsibility. These values are integrated into our curriculum to foster a love of learning that will stay with your child throughout their academic journey.

### **Key Components of Our Curriculum:**

1. **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.
2. **Nature Exploration:** Our nature program allows children to explore the outdoors, learn about plants and animals, and develop an appreciation for the environment.
3. **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.
4. **Cultural Activities:** We understand the significance of cultural diversity in the lives of our children and families. We incorporate various cultural activities into our curriculum to promote understanding and respect for different traditions. Holidays, including birthdays, are celebrated in a manner that is inclusive and respectful of all cultures and beliefs.

**Exposure and Choice:** By exposing children to a wide range of activities, cultures, and ideas, we are giving them the power of choice and expanding their horizons. This exposure allows children to make informed choices about their beliefs, values, and interests.

**Celebrating Diversity:** Our curriculum is designed to educate and empower children to embrace diversity. We celebrate different cultures and traditions, fostering respect and empathy for others' beliefs. This understanding helps children develop a sense of cultural identity and appreciation for the rich tapestry of humanity.

**Inclusive Celebrations:** Our holiday celebrations are inclusive and educational. We ensure that all children feel welcome and valued, regardless of their background or beliefs. Children are encouraged to participate in activities that teach them about the cultural and historical significance of each holiday, promoting a deeper understanding and appreciation for different traditions.

ATC Center is opening Monday – Friday 6 AM – 7 PM with the following holidays off.

ATC Center reserved the right to hold 3 unscheduled days a year off for staff training. Families will be given a 2 weeks' notice when these staff trainings should occur.

ATC Center is closed for the following holidays:

1. Martin Luther King Jr. Day
2. President's Day
3. Memorial Day
4. Juneteenth Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day After Thanksgiving
10. Native American Heritage Day
11. Christmas Eve
12. Christmas Day
13. New Years Day

\*We will be closed for an observation day for holidays that land on the weekend.

Vacation: Families are allowed 1 week of vacation time (5 business days) after one year enrolled.

## 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.**

## **Drop-Off and Classroom Procedure**

The purpose of this SOP is to provide a clear, organized process for the drop-off of students to ensure a smooth and efficient start to the day. This procedure aims to maintain an orderly environment for both children and staff, support routine, and foster a focused learning atmosphere.

### **Check-In Process**

- **Paper Check-In:** Upon arrival, parents must check their child in using the provided paper sign-in sheet.
- **Digital Check-In:** Parents are also required to check their child into the Brightwheel system for digital attendance tracking.
- **Responsibility:** Parents are responsible for completing both check-ins upon arrival.

### **Cubbies**

- **Check Cubbies Daily:** Parents should check their child's cubby daily for any items, such as spoiled clothing, artwork, or extra supplies.
- **Proper Storage:** Place any necessary school supplies directly in the cubby. Avoid sending items in backpacks or plastic bags. This ensures that the classroom is organized and supplies are easily monitored.
- **Responsibility:** Parents and staff will collaborate to maintain order in the cubbies.

### **No Outside Food or Toys**

- **Food Restrictions:** Parents must refrain from sending their child with outside food or snacks during drop-off.
- **Toys and Personal Items:** Personal toys and belongings should also be left at home to minimize distractions and maintain a structured classroom environment.
- **Responsibility:** Parents must ensure that children do not bring outside food or toys to school.

### **Hygiene**

- **Hand Washing:** Upon arrival, parents should take their child to the bathroom for handwashing before leaving them with their teacher.
- **Responsibility:** Parents are responsible for ensuring their child washes their hands properly before entering the classroom.

### **Drop-Off Process**

- **Timely Drop-Off:** Parents should aim to assist in transitioning their child from home to school in a timely and calm manner. Teachers will be engaged in classroom routines and will not be able to offer extended assistance during drop-off.

- **Minimize Distractions:** Parents should help children settle in quickly to avoid delays and minimize distractions for other students.
- **Responsibility:** Parents are expected to support a smooth and respectful transition to the classroom.

### Exit Process

- **Quick Exit:** After dropping off your child, please exit the classroom swiftly to help maintain a focused environment. Extended goodbyes or lingering in the classroom may disrupt the students and teachers.
- **Responsibility:** Parents must ensure a prompt departure from the classroom after the drop-off.

### Timely Arrival

- **Arrival Time:** The drop-off window closes at **10:00 AM**. Parents are encouraged to arrive by **9:00 AM** to allow children to start their morning routines without rushing.
- **Late Arrivals:** Any student arriving after 10:00 AM may miss key morning activities and may disrupt the classroom environment.
- **Responsibility:** Parents should aim to have their child dropped off by 9:00 AM for a consistent and timely start to the day.

### Breakfast

- **Eating Time:** If your child arrives after breakfast time, please ensure they have eaten at home as there will be no additional eating time before lunch (11:30 AM–12:00 PM).
- **Responsibility:** Parents are responsible for ensuring their child has had breakfast if arriving after the designated breakfast time.

## 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

## **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.

## Tuition Prices Menu

### Infants (if applicable)

- **Weekly Tuition:** \$380

### 1 Year - 2.5 Years

- **Weekly Tuition:** \$340

### Potty Trained (2.5 - 6 Years)

- **Weekly Tuition:** \$290

### School Age (if applicable)

- **Weekly Tuition:** \$250

## Policies and Guidelines

### 1. Payment and Attendance

- Tuition is required regardless of attendance. You are paying for your child's seat.
- One week of vacation discount is available after one year of enrollment.
- Care is provided for up to 10 hours a day. Additional care can be arranged for longer work hours or drive times.
- Tuition remains due in cases of illness or other absences.
- Tuition is due on a biweekly or monthly basis and must be paid 2 weeks in advance at all times

### 2. Payment Schedule

- Tuition must be paid two weeks in advance.
- A two-week notice is required at the time of unenrollment. If your child is removed without a two-week notice, a two-week tuition charge will be applied to your account.

- Autopay is mandatory through Brightwheel, unless a third-party agency is paying for your child's seat.

### 3. Late Pick-Up Fees

- A fee of \$1 per minute will be charged for every minute past the scheduled pick-up time, following a 5-minute grace period.
- We expect a courtesy call and a message in Brightwheel if you are running late.

### 4. NSF Fees

- If your autopay is rejected, a \$100 NSF fee will be charged.
- Care will be suspended immediately until the account is resolved.
- Late fees and NSF charges will be collected at pick-up on the same day and can be processed by debit or credit card in person.

By enrolling in our program, you agree to these policies and understand the importance of timely payments to ensure uninterrupted care for your child.

**Signature:** \_\_\_\_\_

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

**Policy Title:** Late Drop-off and Pick-up Policy

**Late Drop-off:** Parents or guardians are expected to drop off their child at the designated time agreed upon in their enrollment agreement. Late drop-offs after 11:00 am, excluding drop-in care, will result in a refusal of service for that day.

**Late Pick-up:** Parents or guardians are expected to pick up their child at the designated time agreed upon in their enrollment agreement. A 5-minute grace period will be allowed for late pick-ups. After the grace period, a fee of \$1 per minute will be charged for every minute the parent is late. This fee must be paid at the time of pick-up.

**Courtesy Call and Emergency Contacts:** If a child's parent or guardian has not arrived to pick up the child within 5 minutes of the agreed-upon pick-up time, a courtesy call will be made to the parent or guardian. If there is no answer, emergency contacts listed on the child's enrollment form will be called. Staff members are not permitted to leave

the child unattended at any time. If a child is abandoned, staff shall immediately call the on-site director for guidance.

**Past Due Accounts:** If an account is more than 3 days past due, or if a parent refuses to pay late fees or copays, the child will not be permitted to attend care until the account is brought up to date.

### **Behavior Management and Restraint Policy**

In accordance with WAC 110-300-0490, Around the Clock Childcare Center of Learning and Development strictly prohibits the use of corporal punishment and physical restraint on children. Our approach to behavior management emphasizes positive guidance, redirection, and communication to support children's emotional and social development.

#### **Guidelines:**

1. **Positive Guidance:** Staff will use positive language, reinforcement, and modeling to encourage appropriate behavior.
2. **Redirection:** When a child exhibits challenging behavior, staff will attempt to redirect the child to a more appropriate activity or behavior.
3. **Verbal Communication:** Staff will use calm and clear verbal communication to explain to the child why their behavior is inappropriate and provide alternatives.
4. **Physical Intervention:** If a child continues to exhibit challenging behavior and verbal redirection is not effective, staff may gently scoop and move the child to a different area. During this process, staff will explain to the child why they are being moved and what behavior is expected.
5. **Staff Training:** All staff members receive training on behavior management techniques, positive guidance strategies, and the importance of maintaining a safe and supportive environment for all children.

By adhering to these guidelines, we ensure a positive and respectful environment where children can learn and grow.

## 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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## **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.

## 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 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.

## **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

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## 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	✓			

## 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.

## 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.

## KEEP ME HOME IF...

I have a temperature of 100.4°F or higher



- I'm younger than 2 months; OR
- I'm older than 2 months **AND have other illness symptoms** (rash, sore throat, earache, headache, vomit, diarrhea) or are **just not feeling well**

I'm vomiting



2 or more times in 24 hours

I have diarrhea



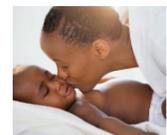
- 2 loose/watery stools more than normal for child in 24 hours; OR
- Any blood or mucus in stool

I have a rash, sores, lice, ringworm, or scabies



- Body rash (not related to allergic reaction, diapering, or heat)
- Oozing open sores or wounds
- Mouth sores with drooling
- Untreated head lice, ringworm, or scabies

I'm not feeling well



- Unusually tired
- Low activity level
- Lack of appetite
- Cranky/fussy
- Crying more than normal
- Unable to keep up with program activities

Please note: As of 2022, American Academy of Pediatrics defines fever as a temperature of 100.4°F or higher.

**COVID-19 is not the only illness in the community.** Child care and early learning programs are required to follow Washington Administrative Code (WAC) 110-300-0205 and send children and staff home when they are sick.

Programs are allowed to have sickness policies that are more cautious than WAC requirements. For example, a program may require children be symptom-free for 24 hours before returning to care, or they may choose to exclude for COVID-19 symptoms and require a negative test before a child can return. **Please follow your child care program's sickness policy.**

**Nobody likes to get sick.** Keeping your child home when they are sick helps teachers, children, and other families from getting their germs. Other things you can do to stay healthy:

- Wash your hands
- Stay up to date on your vaccinations, including COVID-19 and flu
- Consider wearing masks when you are in a crowded public setting

## **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.

## Center Early Learning Programs Capacity Chart

### No Mixed Age Groups

Reference WAC 110-300-0356

Age Group of Enrolled Children	Maximum Group Size	Maximum Staff-to-Child Ratio
Infants (0-11 months)	8	1:04
Infants (0-11 months)	9	1:03
Toddlers (12-29 months)	14	1:07
Toddlers (12-29 months)	15	1:05
Preschoolers (30 months - 6 years, not enrolled in school)	20	1:10
School-Age Children (5-12 years, enrolled in school)	30	1:15

## Center Early Learning Programs Capacity Chart

### Mixed Age Groups

Reference WAC 110-300-0357

Age Group	Maximum Group Size	Maximum Ratio	Limitations
0-36 months	8	1:04	
0-36 months	9	1:03	
12-36 months	14	1:07	
12-36 months	15	1:05	
36 months - 6 years	20	1:10	Must not be enrolled in first grade
36 months - 6 years	26	1:10	Must not be enrolled in first grade
4.5-9 years	20	1:10	
4.5-9 years	26	1:10	

# Daily Routine

## **5:30 am - 7:30 am: Arrival and Rest Time Blended Class**

- 5:30 am: Arrival and Diaper Changes
- 6:00 am: Quiet Time
- 7:30 am: Wake-up, Wash Hands, and Transition

## **8:00 am - 8:30 am: Breakfast**

- 8:00 am: Breakfast
- 8:30 am: Teeth Brushing and Wash Hands

## **9:00 am - 10:00 am: Circle Time**

- 9:00 am: Circle Time
- 9:30 am: Diaper Check

## **10:00 am - 10:45 am: Outside Time**

- 10:00 am: Outside Time
- 10:45 am: Transition, Wash Hands, and Morning Snack for Infants

## **10:45 am - 11:30 am: Worksheets**

- 10:45 am: Worksheets
- 11:30 am: Transition and Wash Hands

## **11:30 am - 12:30 pm: Lunch**

- 11:30 am: Lunch
- 12:00 pm: Diaper Changes and Linen Changes
- 12:30 pm: Clean Up and Wash Hands

## **12:30 pm - 2:30 pm: Nap Time**

- 12:30 pm: Nap Time
- 2:30 pm: Diapers and Nap Clean Up, Wash Hands

## **3:00 pm - 3:30 pm: Snack**

- 3:00 pm: Snack

- 3:30 pm: Transition and Wash Hands

### **3:30 pm - 4:15 pm: Groups (Stations)**

- 3:30 pm: Groups (Stations)
- 4:15 pm: Transition and Wash Hands

### **4:15 pm - 5:00 pm: Afternoon Art**

- 4:15 pm: Afternoon Art
- 5:00 pm: Transition and Wash Hands

### **5:00 pm - 5:30 pm: Outside Time**

- 5:00 pm: Outside Time
- 5:30 pm: Diapers and PM Snack

### **5:30 pm - 7:00 pm: Calm Down Time and Free Play**

- 5:30 pm: Calm Down Time and Free Play
- 7:00 pm: Pick Up

**Diaper Change Disclosure:** Standing diaper checks are done on the hour or when soiled, on top of the scheduled changings listed.

**Afternoon Activities Disclosure:** Outside time and stations in the afternoon may be swapped based on the climate of the center, energy level of kids, and weather.

## **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.

## **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)

## **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

If your family is experiencing a crisis and/ or need further assistance, please call 253-368-9705

## **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

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**

## **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

## 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 \_\_\_\_\_

## **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.

**Policy Title:** Termination of Services Policy

**Policy Statement:** Around the Clock Childcare Center of Learning and Development reserves the right to terminate a child's enrollment in our program if a parent or guardian fails to meet the expectations and requirements outlined below. This decision will be made in accordance with Washington Administrative Code (WAC) 110-300-0485 and will be communicated to the parent or guardian in writing.

**Expectations and Requirements:**

1. **Unpaid Bills:** Parents or guardians are expected to pay all fees and charges associated with their child's enrollment in a timely manner. Failure to do so may result in termination of services.
2. **Continual Late Arrivals:** Parents or guardians are expected to adhere to the drop-off and pick-up times specified in their enrollment agreement. Continual late arrivals may disrupt the program and impact the quality of care for other children. Excessive tardiness may result in termination of services.
3. **Inappropriate or Unsafe Behavior:** Parents, guardians, or family members are expected to conduct themselves in a respectful and appropriate manner when on the premises of the early learning program. Any behavior deemed inappropriate or unsafe by program staff may result in termination of services.

**Termination Process:**

1. **Notice:** If a child's enrollment is at risk of termination due to any of the above reasons, the parent or guardian will be notified in writing. The notice will include the specific reason for potential termination and the date by which the issue must be resolved.
2. **Meeting:** A meeting may be scheduled between the program director and the parent or guardian to discuss the concerns and explore possible solutions.
3. **Resolution Period:** The parent or guardian will be given a reasonable amount of time to address the concerns outlined in the notice. If the issues are not resolved by the specified date, termination of services may occur.
4. **Termination:** If the issues are not resolved within the specified time frame and the program director determines that termination is necessary, the parent or guardian will receive written notification of the termination of services. The child's last day of attendance will be specified in the notice.

**Appeal Process:**

Parents or guardians have the right to appeal the decision to terminate services. The appeal must be submitted in writing to the program director within five business days of receiving the termination notice. The program director will review the appeal and respond in writing within ten business days.

**Affiliated Centers:** If a parent or guardian is terminated from one center within the Around the Clock Childcare Center of Learning and Development network, they will not be eligible to enroll their child in any other affiliated centers within the ATC Center network.

**Policy Revision:**

This policy will be reviewed annually and may be revised as needed to ensure its effectiveness and alignment with the mission and values of Around the Clock Childcare Center of Learning and Development. Any revisions will be communicated to parents and guardians in a timely manner.

## **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.

## **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 \_\_\_\_\_

## 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.

### Water Play Guidelines:

1. **Approved Water Sources:** Water activities will be limited to sprinklers, misters, and water tables that are specifically designed for children's use.
2. **Monitoring:** All water play activities will be closely monitored by staff to ensure the safety of children.
3. **Standing Water Prohibition:** To prevent accidents and drowning hazards, no standing water will be allowed on the premises except in approved water play areas.
4. **Storage of Water Containers:** Any equipment, such as 5-gallon buckets, planter pots, or other items that could hold standing water, will be stored in safe areas where water accumulation cannot occur. These items will be emptied, cleaned, and stored upside down to prevent water accumulation.
5. **Water Play Equipment Safety:** All water play equipment will be regularly inspected for safety and cleanliness. Any damaged or unsafe equipment will be repaired or replaced immediately.
6. **Staff Training:** Staff members responsible for supervising water play activities will receive training on water safety and emergency procedures.
7. **Parental Consent:** Written parental consent will be obtained for children to participate in water play activities. Parents will be informed of the safety measures in place.
8. **Emergency Preparedness:** Staff will be trained in emergency response procedures related to water activities, including drowning prevention and first aid.
9. **Communication:** Any changes to the water activity policy or procedures will be communicated to parents, guardians, and staff in a timely manner.
10. **Special Occasion** In the event ATC Center has a special event with water parents will be informed and be provided a permission slip for child's participation.

## **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.

## **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.

## 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 \_\_\_\_\_

**Policy Title:** Third-Party Cameras and Communication Platforms Policy

**Use of Third-Party Services:** Around the Clock Childcare Center of Learning and Development may utilize third-party cameras and communication platforms, such as Brightwheel, for monitoring and communicating with parents. These services are not under the control of ATC Center but are used as resources to enhance the quality of care and communication.

**Authorization Requirement:** Every parent is required to authorize the use of these third-party services for monitoring and communication purposes. Authorization is mandatory for enrollment in our program.

**Privacy and Information Protection:** ATC Center ensures that no information or data collected through third-party services will be sold or shared with any external entities for marketing or other purposes.

**Photography, Video, and Surveillance Disclosure:**

- **Photography and Video:** ATC Center may take photographs or videos of children participating in activities for educational or promotional purposes. These images may be used in print materials, on the website, or on social media. Parental consent is required for the use of these images.
- **Surveillance:** Surveillance cameras may be used in common areas of the facility for the safety and security of children and staff. Recordings from these cameras are for internal use only and will not be shared with external parties except as required by law.

**Disclosure Requirement:** Parents are required to read and acknowledge the Photography, Video, and Surveillance Disclosure as part of the enrollment process.

**Policy Revision:**

This policy will be reviewed annually and may be revised as needed to ensure its effectiveness and alignment with the mission and values of Around the Clock Childcare Center of Learning and Development. Any revisions will be communicated to parents and guardians in a timely manner.



## Permission to Photograph

I, \_\_\_\_\_, give permission for \_\_\_\_\_ to  
(Parent or Guardian name) (Child Care Provider)

photograph my child, \_\_\_\_\_, for the following purposes:  
(Child's name)

Type of Use:	(Please check one)	
	Grant Permission	Decline Permission
<b>Still Photographs:</b>		
Display in my personal scrapbook	<input type="checkbox"/>	<input type="checkbox"/>
Give photographs possibly containing your child to current clients	<input type="checkbox"/>	<input type="checkbox"/>
Display in facility's scrapbook or bulletin boards, shown to current and prospective clients	<input type="checkbox"/>	<input type="checkbox"/>
Display still photos on child care website*	<input type="checkbox"/>	<input type="checkbox"/>
Post photos on child care's Facebook page	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
<b>Videos:</b>		
Give video to current parents	<input type="checkbox"/>	<input type="checkbox"/>
YouTube™ promotional video	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other (please list):</b>		
	<input type="checkbox"/>	<input type="checkbox"/>

\*Only first names and possibly last initials (in the event of two or more children with the same first name) will be displayed on the facility website.

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Signed:

\_\_\_\_\_  
(Parent or Guardian signature)

\_\_\_\_\_  
(Date)

## **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.

## DISASTER PLAN for (Program)

OUR PROGRAM'S ADDRESS IS: 6025 20<sup>th</sup> St E fife WA 98424

OUR NEAREST CROSS-STREETS ARE: 62<sup>nd</sup> Ave 20<sup>th</sup> St. E

OUR PROGRAM'S PHONE NUMBER IS: 253-368-9705

OUR OUT-OF-AREA CONTACT IS: Allen Rasmussen / Jessica Nelson

PHONE: 253-820-2367 / 509-850-7509

The purpose of this plan is to assist childcare and other early learning and school-age programs in preparing for and responding to an emergency or disaster.

2 EMERGENCY INFORMATION • Police 9-1-1 • Fire/Medics 9-1-1 •

Poison Control Center 1-800-222-1222

• Child Protective Services 1-800-562-5624

• Childrens Emergency Room 253-403-1418

• Electric/Gas Company PSE 1-888-225-5773

• Water/Sewer Provider TPU 253-502-8600

• Property Manager Scott Seldon 253- 6064854

• Insurance Agency Bell Co. 541-746-0878

o Auto Policy Number CPP1320602 00

o Facility Policy Number 0001212652

• Radio Station with Emergency Broadcasting KIRO 710 AM

• Program Cell Phone 253- 921-1494

• Childcare Licensor \_\_\_\_\_

• Public Health Nurse Kate Cranfield 253-341-2379

## **Parent Emergency Notification and Information Plan**

In the event of an emergency on-site, all parents will be notified as early as possible through Brightwheel and by phone. If the building has safety issues or concerns, the meeting place for your child will be moved away from the building to ensure safety.

For more information on our emergency health policies and plans, please visit our website at [atccenter.org](http://atccenter.org) and use the appropriate tab for the location your child attends.

Additionally, please refer to the parent board located at the sign-in entry for important information, including:

- Exit routes
- Emergency contact information
- Community resources

For specific information on the following, please refer to our parent board or website: [atccenter.org](http://atccenter.org)

- Health policy
- Staff policies
- Menus
- Liability insurance
- Inspection reports
- Notices of enforcement from the department
- Other relevant program policies

We are committed to ensuring the safety and well-being of all children in our care, and we appreciate your cooperation and understanding in emergency situations.

## **Parent Access and Volunteer Policy**

All parents are welcome to access licensed space during business hours. However, to volunteer and provide support in the center, the volunteer process must be completed. More information on volunteering can be found in the job requirements section of this handbook.

We value the involvement of parents in our center and appreciate your interest in volunteering to support our community.

## **Smoke-Free, Tobacco-Free, Alcohol-Free, Drug-Free, E-Cigarette-Free, Marijuana-Free, Vape-Free, and Weapon-Free Premises Policy**

### **Policy Statement:**

Around the Clock Childcare Center of Learning and Development is dedicated to maintaining a safe and healthy environment for all children, families, and staff. To uphold this commitment, our premises are designated as smoke-free, tobacco-free, alcohol-free, drug-free, e-cigarette-free, marijuana-free, vape-free, and weapon-free.

### **Implementation:**

1. **Smoke-Free and Tobacco-Free:** Smoking and the use of tobacco products are strictly prohibited on all ATC Center premises, including indoor and outdoor areas.
2. **Alcohol-Free:** The consumption, possession, or distribution of alcohol is strictly prohibited on all ATC Center premises.
3. **Drug-Free:** The use, possession, or distribution of illegal drugs or unauthorized prescription drugs is strictly prohibited on all ATC Center premises.
4. **E-Cigarette-Free and Vape-Free:** The use of e-cigarettes and vaping devices is strictly prohibited on all ATC Center premises.
5. **Marijuana-Free:** The use, possession, or distribution of marijuana or any marijuana-related products is strictly prohibited on all ATC Center premises.
6. **Weapon-Free:** The possession of weapons, including firearms, knives, or any other potentially dangerous objects, is strictly prohibited on all ATC Center premises.

## **Enforcement:**

1. **Education and Awareness:** ATC Center will provide education and awareness programs to inform parents, guardians, and staff about the policy and its importance.
2. **Compliance:** All parents, guardians, and staff are expected to comply with the policy. Failure to comply may result in disciplinary action, up to and including termination of services or employment.
3. **Reporting and Response:** Staff are mandatory reporters and should report any suspicion of a parent being under the influence or posing a danger to their child. In such cases, ATC Center reserves the right to call an emergency contact for immediate pick-up of the child.

## **Code of Conduct and Disruptive Behavior:**

1. ATC Center expects all clients to adhere to a respectful code of conduct. Disruptive behavior, including harassment via social media, in person, or on-site, will not be tolerated.
2. ATC Center reserves the right to terminate the contract with any client who engages in extreme disrespectful behavior or disrupts the center's operations.

By enrolling in our program, you agree to adhere to these policies and understand the importance of maintaining a safe and respectful environment for all.

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

**Policy Statement:** Around the Clock Childcare Center of Learning and Development is committed to ensuring the safety and well-being of all children in our care during transportation and off-site activities. This policy outlines the procedures and guidelines that must be followed when transporting children and participating in off-site activities.

## **Parental Authorization:**

1. Written parent or guardian authorization is required for any transportation or off-site activity involving their child. This authorization must include the specific event, date, anticipated travel time, and type of trip (e.g., school transport, field trip).
2. Parents or guardians may provide a full range of authorization for all trips their child may take while in the care of the center.

### **Notification Requirements:**

1. Written notices will be provided to parents or guardians at least twenty-four hours before any field trips are taken.
2. The notice will include details such as the destination, departure, and return times, and any special instructions or requirements for the trip.

### **Travel Safety Procedures:**

1. Health History and Emergency Information: Health history, appropriate medication (if applicable), emergency information, and emergency medical authorization forms must be accessible for each child being transported.
2. Emergency Preparedness: Staff must have access to a phone to call for emergency help and maintain a complete first-aid kit.
3. Staff-to-Child Ratio: The required staff-to-child ratio, mixed groupings, and active supervision must be maintained during travel.
4. First-Aid and CPR Certification: Staff members involved in transportation must have current first-aid and CPR certification.
5. Attendance: Attendance must be taken using a roll call or other method to ensure all children are accounted for at the beginning and end of travel, and when entering and exiting a vehicle.
6. Vehicle Safety: If the center provides the vehicle for transportation, it must adhere to all relevant laws regarding child restraints and car seats, ensure the vehicle is in good repair and safe operating condition, maintain a comfortable temperature, have a current license and registration, and have emergency reflective triangles or devices.
7. Driver Requirements: Drivers must have a valid driver's license for the type of vehicle being driven, a safe driving record for at least the last five years, and not have any known conditions that would compromise their driving, supervision, or evacuation capabilities.

## **Food Policy & Guidelines**

### **Parent-Supplied Meals Policy**

Parents who choose to bring meals for their children must ensure that the meals meet the following nutritional guidelines, as outlined in the meal chart below. Failure to provide a nutritious and proper meal will result in the center providing the missing components and charging a \$10 fee for every meal that does not meet food standards.

#### **Meal Component Guidelines:**

1. **Protein:** Include a protein source such as meat, poultry, fish, eggs, or legumes.

2. **Grains:** Include a serving of whole grains such as bread, rice, pasta, or cereal.
3. **Fruits:** Include a serving of fresh, canned, or dried fruits.
4. **Vegetables:** Include a serving of vegetables, either raw, cooked, or in a salad.
5. **Dairy:** Include a serving of dairy, such as milk, yogurt, or cheese.

### **New Center Opening Policy:**

In any new center opening, Around the Clock Childcare Center will not provide food for the first 30 days. This policy is in place to ensure proper onboarding and to accommodate individual dietary needs. Parents are required to provide their child's meals during this time and follow the above protocol.

Thank you for your understanding and cooperation in providing nutritious meals for your child. If you have any questions or need assistance with meal planning, please contact the Director.

## Breakfast (All three components required for a reimbursable meal)

Components and Food Items (Minimum quantities to meet meal pattern requirements)	Ages 1–2	Ages 3–5	Ages 6–12	Ages 13–18**
<b>Fluid Milk</b>	½ cup	¾ cup	1 cup	1 cup
<b>Vegetables or Fruits</b> (or portions of both)	¼ cup	½ cup	½ cup	½ cup
<b>Grains</b> (in ounce equivalents)				
Bread, Rolls, Muffins, Biscuits	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Ready-to-Eat Breakfast Cereal				
Flakes or Rounds	½ cup	½ cup	1 cup	1 cup
Puffed Cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅓ cup	⅓ cup	¼ cup	¼ cup
Cooked Cereals, Grains, Rice, Pastas	¼ cup	¼ cup	½ cup	½ cup
Meat/Meat Alternates*	½ oz eq*	½ oz eq*	1 oz eq*	1 oz eq*

\*Optional, may be served in place of grain up to three times a week

\*\*At-Risk Afterschool Programs and Emergency Shelters

## Lunch and Supper (All five components required for a reimbursable meal)

Components and Food Items (Minimum quantities to meet meal pattern requirements)	Ages 1–2	Ages 3–5	Ages 6–12	Ages 13–18**
<b>Fluid Milk</b>	½ cup	¾ cup	1 cup	1 cup
<b>Meat/Meat Alternates</b>	1 oz eq	1½ oz eq	2 oz eq	2 oz eq
Lean Meat, Poultry, Fish	1 oz	1½ oz	2 oz	2 oz
Cheese	1 oz	1½ oz	2 oz	2 oz
Egg	½ egg	¾ egg	1 egg	1 egg
Yogurt	½ cup	¾ cup	1 cup	1 cup
Cooked Beans	¼ cup	⅓ cup	½ cup	½ cup
Tofu	1 oz	1½ oz	2 oz	2 oz
Nut or Seed Butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp
<b>Vegetables</b>	⅓ cup	¼ cup	½ cup	½ cup
<b>Fruits</b> (or a second different vegetable)	⅓ cup	¼ cup	¼ cup	¼ cup
<b>Grains</b> (in ounce equivalents)				
Bread, Rolls, Muffins, Biscuits, Crackers, and other Bread Products	½ oz eq	½ oz eq	1 oz eq	1 oz eq
Cooked Cereals, Grains, Rice, Pastas	¼ cup	¼ cup	½ cup	½ cup

\*\*At-Risk Afterschool Programs and Emergency Shelters

## 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.

## No Food in Center Policy

**Policy Statement:** Around the Clock Childcare Center of Learning and Development has implemented a strict "No Food in Center" policy to ensure the safety and well-being of all children in our care. This policy is in place to prevent allergic reactions, choking hazards, and other potential health risks associated with food.

### Guidelines for No Food in Center:

1. **Allergies:** Many children have food allergies, some of which can be life-threatening. To prevent accidental exposure, we do not allow any outside food to be brought into the center.
2. **Choking Hazards:** Certain foods, especially those that are hard, small, or round, pose a choking hazard to young children. By prohibiting food in the center, we reduce the risk of choking incidents.
3. **Health and Safety:** Allowing food in the center can lead to food spills, which can attract pests and create unsanitary conditions. Our policy helps maintain a clean and safe environment for all children.
4. **Respect for Others:** Food can be a sensitive issue for some children, especially if they have dietary restrictions or are unable to eat certain foods due to medical reasons. Our policy promotes inclusivity and respect for all children's needs.

### Exceptions to the Policy:

1. **Infant Formula/Breast Milk:** Parents or guardians may provide infant formula or breast milk for their child, which will be stored and handled according to our policies for infant feeding.
2. **Special Circumstances:** In some cases, such as for children with medical conditions that require specific dietary needs, exceptions to the policy may be made with prior approval from the center director.

**Temporary Request for Cold Lunch:** During the first 30 days of opening, parents are requested to provide a cold lunch that includes a healthy, nutritional lunch with an ice pack or cooling component. The lunch should be peanut-free. Additionally, Around the Clock Childcare Center of Learning and Development offers gluten-free and low FODMAP diet options. Milk substitutes are to be provided by the parent.

#### **Meal Schedule:**

- ATC Center offers an 8am breakfast, a 1015 am morning snack exclusive to infants if applicable, 11:30am lunch, an 2:30pm afternoon snack, and a late 5pm afternoon snack.

#### **Policy Enforcement:**

- Parents and guardians will be informed of the no food policy upon enrollment and reminded regularly through center communications.
- Staff will monitor and enforce the policy to ensure compliance.

Any food brought into the center will be confiscated and returned to the parent or guardian at pick-up.

#### **Food Allergy Guidelines**

**Policy Statement:** Around the Clock Childcare Center of Learning and Development is committed to providing a safe environment for children with food allergies. This policy outlines guidelines for handling food allergies, including the preparation, storage, and identification of allergy-safe meals.

#### **Guidelines for Food Allergy Management:**

1. **Allergy-Prepared Meals:** Meals for children with food allergies will be prepared separately from other meals to avoid cross-contamination. These meals will be clearly labeled and stored separately.
2. **Separate Storage:** Allergy-safe meals will be stored separately from other meals to prevent accidental exposure to allergens.
3. **Individualized Allergy List:** An allergy list, including photos of students with allergies and their specific allergens, will be maintained and accessible to staff in food preparation areas.
4. **Allergy Identification:** Children with food allergies will be identified with a special plate or ticket system to ensure they receive the correct meal.
5. **Communication:** Parents or guardians of children with food allergies will be required to communicate their child's allergies to the center, and updates to the allergy list will be requested as needed.

### **Policy Enforcement:**

- Staff will be trained on food allergy management and the importance of following these guidelines.
- Allergy-safe meals will be prepared and served according to the guidelines outlined above.

Any concerns or issues regarding food allergies will be addressed promptly and communicated to parents or guardians. **Contagious Disease Notification Policy**

**Policy Statement:** Around the Clock Childcare Center of Learning and Development is committed to maintaining a healthy environment for all children, families, and staff. This policy outlines guidelines for notifying parents and guardians of contagious diseases to prevent the spread of illness within the center.

### **Guidelines for Contagious Disease Notification:**

1. **Notification Requirement:** Parents or guardians will be notified if their child has been exposed to a contagious disease within the center. Notification will be provided in a timely manner to prevent further spread of the illness.
2. **Confidentiality:** Information regarding contagious diseases will be kept confidential and shared only with necessary parties.
3. **Health Department Reporting:** Any confirmed cases of contagious diseases will be reported to the local health department as required by law.

### **Policy Enforcement:**

- Staff will be trained on the importance of recognizing symptoms of contagious diseases and notifying parents or guardians promptly.
- Any suspected cases of contagious diseases will be reported to the director or designated staff member immediately for appropriate action.

**Policy Review:** This policy will be reviewed annually and revised as necessary to ensure compliance with best practices and regulations regarding contagious disease management. Any revisions will be communicated to parents, guardians, and staff.

## **Health Risks of Interacting with Pets and Animals Policy**

**Policy Statement:** Around the Clock Childcare Center of Learning and Development recognizes the benefits of interacting with pets and animals for children's development. However, this policy outlines the potential health risks associated with such interactions and guidelines for ensuring the safety of children.

### **Guidelines for Health Risks of Interacting with Pets and Animals:**

1. **Animal Handling:** Children will be supervised when interacting with pets and animals to prevent injury and reduce the risk of disease transmission.
2. **Handwashing:** Proper handwashing procedures will be followed before and after interacting with pets and animals to reduce the risk of infection.
3. **Animal Health:** Pets and animals brought into the center must be healthy and up-to-date on vaccinations to minimize the risk of disease transmission.

### **Policy Enforcement:**

- Staff will monitor interactions between children and pets or animals to ensure safety.
- Any concerns regarding the health or safety of children during interactions with pets or animals will be addressed immediately.

**Policy Review:** This policy will be reviewed annually and revised as necessary to ensure compliance with best practices and regulations regarding interactions with pets and animals. Any revisions will be communicated to parents, guardians, and staff.

## **General Cleaning and Specific Areas Policy**

**Policy Statement:** Around the Clock Childcare Center of Learning and Development is committed to providing a clean and safe environment for all children. This policy outlines guidelines for general cleaning and specific areas within the center.

### **Guidelines for General Cleaning and Specific Areas:**

1. **Daily Cleaning:** All areas of the center will be cleaned daily, including floors, surfaces, and toys, using appropriate cleaning agents.
2. **Sanitization:** Toys and equipment will be sanitized regularly to prevent the spread of germs and bacteria.

3. **Kitchen and Food Preparation Areas:** Kitchen and food preparation areas will be cleaned and sanitized according to health department guidelines to ensure food safety.
4. **Bathroom Cleaning:** Bathrooms will be cleaned and sanitized regularly, with extra attention to high-touch areas such as door handles and faucets.
5. **Outdoor Play Areas:** Outdoor play areas will be cleaned and inspected regularly to ensure safety and cleanliness.

#### **Policy Enforcement:**

- Cleaning schedules will be posted and followed by all staff members to ensure thorough cleaning of the center.
- Any concerns regarding cleanliness or sanitation will be addressed immediately by the director or designated staff member.

**Policy Review:** This policy will be reviewed annually and revised as necessary to ensure compliance with best practices and regulations regarding cleaning and sanitation. Any revisions will be communicated to parents, guardians, and staff.

#### **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.

### Behavior Management and Restraint Policy

In accordance with WAC 110-300-0490, Around the Clock Childcare Center of Learning and Development strictly prohibits the use of corporal punishment and physical restraint on children. Our approach to behavior management emphasizes positive guidance, redirection, and communication to support children's emotional and social development.

#### Guidelines:

1. Positive Guidance: Staff will use positive language, reinforcement, and modeling to encourage appropriate behavior.
  2. Redirection: When a child exhibits challenging behavior, staff will attempt to redirect the child to a more appropriate activity or behavior.
  3. Verbal Communication: Staff will use calm and clear verbal communication to explain to the child why their behavior is inappropriate and provide alternatives.
  4. Physical Intervention: If a child continues to exhibit challenging behavior and verbal redirection is not effective, staff may gently scoop and move the child to a different area. During this process, staff will explain to the child why they are being moved and what behavior is expected.
  5. Staff Training: All staff members receive training on behavior management techniques, positive guidance strategies, and the importance of maintaining a safe and supportive environment for all children.
- By adhering to these guidelines, we ensure a positive and respectful environment where children can learn and grow.

## **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, audiotope, 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.

## **Co-Parenting and Emergency Contact Policy**

To ensure the safety and well-being of all students, we require up-to-date records and emergency contact information at all times. Every quarter, we will reach out to request any new schedule changes and updated contact information.

### **Important Guidelines:**

1. **Emergency Contact Information:**

- Parents or guardians must provide and update emergency contact information regularly to ensure timely communication and response during emergencies.

## 2. **Custodial and Legal Documentation:**

- In cases of domestic violence, protection orders, or custodial plans, it is imperative to provide us with the relevant documentation. This information will help us serve your family better and ensure the safety of your student.
- If we do not have the proper documentation on file, we will not be able to withhold a student from a guardian who can prove legal guardianship with the appropriate documents.

## 3. **Responsibility of Parents/Guardians:**

- It is the responsibility of the parents or guardians to keep the provider updated with any changes in care plans, custodial arrangements, or legal statuses. Failure to do so may result in our inability to enforce specific custodial or protection arrangements.

Your cooperation in maintaining accurate and current information is essential for providing a secure and supportive environment for your child. If you have any questions or need assistance updating your records, please contact the Director.

## **Arbitration Agreement**

In consideration of enrolling my child in any program offered by Around the Clock Childcare Center of Learning and Development ("ATC Center"),

I, \_\_\_\_\_

agree to the following arbitration agreement:

1. **Agreement to Arbitrate:** Any legal dispute or claim arising from or relating to my child's enrollment at ATC Center, including but not limited to disputes regarding fees, services, or any aspect of the program, shall be resolved through

binding arbitration. This agreement to arbitrate applies to all disputes, whether based in contract, tort, statute, or otherwise.

2. **Arbitration Process:** Arbitration shall be conducted by a single arbitrator in accordance with the rules of the American Arbitration Association (AAA) or another mutually agreed-upon arbitration service. The arbitrator's decision shall be final and binding, and judgment may be entered upon it in any court having jurisdiction.
3. **Waiver of Class Action:** I waive any right to participate in a class action lawsuit or class-wide arbitration regarding any dispute covered by this agreement. Any dispute resolution proceedings will be conducted only on an individual basis and not in a class or representative action.
4. **Costs:** Each party shall bear its own costs, including attorneys' fees, associated with the arbitration, unless the arbitrator determines otherwise.
5. **Enforceability:** If any provision of this agreement is found to be unenforceable, the remaining provisions shall remain in full force and effect.
6. **Governing Law:** This agreement shall be governed by and construed in accordance with the laws of the State of Washington.

By signing below, I acknowledge that I have read and understand this arbitration agreement and voluntarily agree to be bound by its terms.

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

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

## Parent Agreement

I, \_\_\_\_\_

acknowledge that I have received, read, and agree to abide by the policies outlined in the Around the Clock Childcare Center of Learning and Development Parent Handbook.

I also agree to the terms and conditions of the enrollment contract for my child,

\_\_\_\_\_

**Signature:** \_\_\_\_\_

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