

SOUTH SEATTLE COLLEGE  
PRESCHOOL & CHILD CARE CENTER

# PARENT HANDBOOK

## 2019-20



SSC PRESCHOOL & CHILD CARE CENTER  
6000 16<sup>th</sup> AVENUE SW  
SEATTLE, WA 98106-1499  
(206) 934 – 5348

# TABLE OF CONTENTS

|   |                                 |
|---|---------------------------------|
| Address   | 2                               |
| Admission Requirements & Enrollment Procedures    | 5                               |
| After Hours – Late Pick up Policy                 | 10                              |
| Ages of Children Served                           | 2                               |
| Anti-Bias/Multi-Cultural Policy Statement         | 6                               |
| Behavior Management & Discipline Statement        | 16-17                           |
| Birthdays/Celebrations/Holidays                   | 23                              |
| Calendar  | follows after table of contents |
| Child Protection Reporting Laws                   | 18                              |
| Clothing  | 22                              |
| Curriculum Description                            | 12-13                           |
| Daily Schedule:      Preschool (14) Toddler (15)  | 14-15                           |
| Diapering   | 30-32                           |
| Disaster/Emergency Preparedness                   | 34-36                           |
| Dropping Off & Picking Up Children                | 10                              |
| Excluding Ill Children                            | 28-29                           |
| Fees  | 7-8                             |
| Health Care Policies and Procedures               | 25-29                           |
| Hours of Operation                                | 2                               |
| Insurance   | 20                              |
| Location  | 2                               |
| Meals   | 19                              |
| Non-Discrimination Policy                         | 6                               |
| Off Duty Child Care                               | 22                              |
| Organization                                      | 3                               |
| Parent Education                                  | 13                              |
| Pesticide Notification Policy                     | 37-38                           |
| Philosophy  | 4                               |
| Program & Curriculum Description                  | 12-13                           |
| Rest Time   | 20                              |
| Schedule Changes                                  | 9                               |
| Smoking, Vaping, Alcohol, Cannabis, Illegal Drugs | 18                              |
| Snow and/or Hazardous Road Conditions             | 21                              |
| Telephone Number/Voice Mail                       | 2                               |
| Toilet Training                                   | 33                              |
| Toys From Home                                    | 22                              |
| Transportation                                    | 20                              |
| Updating Files & Confidentiality                  | 19                              |
| Values Statement                                  | 1                               |
| Welcome letter                                    | 1                               |
| Withdrawal Policy                                 | 9                               |
| Who to Speak to                                   | inside back cover               |
| Who's Who   | 3                               |

September 2019

Dear Parents,

Welcome to our program! The child care staff is looking forward to getting to know you, your child, and your family. This handbook has been written to answer many of the questions you may have about your child's participation in the South Seattle College Preschool and Child Care Center. It is also a reference for you on the operating policies and procedures of the center. **Please read through it carefully and keep it handy for future referral.** During your enrollment in the center you will receive handouts and information you may want to add to your handbook.

If you have questions on the information in the handbook, please feel free to talk to me about it. If you have a question on information not contained in the handbook, please ask! The experience you and your child have at the center is important to us. Please do not hesitate to speak with staff members about the concerns or interests you have.

Sincerely,



Lisa Sever  
Program Manager

### ***College and Child Care Center Community Responsibilities***

***At South Seattle College each of us will ...***

- ***Treat each other with courtesy and respect***
- ***Speak civilly and act responsibly with consideration for the rights of others***
- ***Affirm the value of diversity and promote cultural sensitivity***
- ***Maintain a safe and welcoming community***

**South Seattle Community College Preschool and Child Care Center  
Important Dates for the 2019 – 2020 School Year**

August 19- September 20: **Quarter Break - Child Care Center Closed** For staff vacations, training & preparation for Fall Quarter (We will have limited office hours & will return messages as we can. Please call with questions.)

**Fall Quarter:** **September 23, 2019 – December 11, 2019**  
**September 23:** Fall Quarter Begins - Monday, September 23<sup>rd</sup>  
**October 18:** **Closed** for Student Services Professional Development  
**November 11:** Child Care **Closed** Veteran's Day – No SSC classes, Campus Professional Development Training Day  
**November 28, 29:** SSC & Child Care **closed** for Thanksgiving Holiday  
**December 11:** Fall Quarter Ends  
**December 12 and 13** Child Care Center **Closed** Planning and Training Days  
**December 16 – January 3** Child Care Center **Closed** for planning, vacations, Holidays

December 12, 2019 – January 3, 2020: **Quarter Break - Child Care Center closed**

**Winter Quarter:** **January 6, 2020– March 25, 2020**  
**January 6:** **Winter Quarter begins – Monday, January 6th**  
**January 20:** SSC & Child Care Center **Closed:** Martin Luther King Day  
**February 6:** **Closed** for Student Services Professional Development  
**February 17:** SSC & Child Care Center **Closed:** President's Day  
**March 25:** Winter Quarter ends  
**March 26 – April 3** **Closed** for training and planning for Spring Quarter

March 26 – April 3 **Quarter Break – Child Care Center Closed**

**Spring Quarter:** **April 6, 2020 – June 19, 2020**  
**April 6:** **Spring Quarter begins Monday, April 6th**  
To be determined One day of **Closure** for Student Services Professional Development. We will let you know as soon as the date is established  
**May 25:** SSC & Child Care Center **closed** for Memorial Day  
**June 19:** Spring Quarter ends  
**June 22-26:** Child Care Center **closed** for Year-end Wrap-up, center organization & cleaning and Summer Quarter prep and planning ahead for Fall Quarter

June 22-26: **Quarter Break - Child Care Center Closed**

**Summer Quarter:** **June 29, 2020 – August 21, 2020** (we will update if any changes/revisions are made)

**June 29:** **Summer Quarter begins Monday, June 29<sup>th</sup>**  
**July 3 :** SSC & Child Care Center Closed for July 4<sup>th</sup> Holiday  
To be determined: One day of **Closure** for Student Services Professional Development. We will let you know as soon as the date is established  
**August 21:** Summer Quarter ends

**August 24– September 28: Quarter Break Closure**

**September 29: Fall Quarter 2020 begins**  
(we will update if any changes/revisions are made)

The 2020-21 calendar will be distributed prior to Fall Quarter 2020

**PLEASE NOTE:** The Child Care Center is closed on all SSC holidays. Additional closure dates allow for staff training, program planning, and vacations for the child care center staff. If for any reason, we need to make changes to this calendar, we will provide families with advance notice. Questions? Please feel free to ask!

**AT A GLANCE – closure days: August 2019- August 2020**

| <b>Day of week</b> | <b>Closure days</b>                      | <b>Description</b>  |
|--------------------|--|---|
| Quarter Break      | August 19- Sept. 20, 2019                | Staff training, vacations & prep for Fall Quarter                             |
| Friday             | October 18, 2019                         | Student Services Professional Dev. Day  |
| Monday             | November 11, 2019                        | Veteran's Day – Prof. Development Day   |
| Thurs./Fri.        | Nov. 28 and 29, 2019                     | Thanksgiving – Campus Holiday   |
| Thurs./Fri.        | December 12 and 13, 2019                 | Staff training & Planning Days - Center closed                                |
| Quarter Break      | Thurs Dec.12, 2019 -<br>Fri Jan. 3, 2020 | Center closed for staff training/planning,<br>vacations & campus holiday days |
| Monday             | January 20, 2020                         | Martin Luther King Day – Campus Closure                                       |
| Thursday           | February 6, 2020                         | Student Services Professional Dev. Day  |
| Monday             | February 17, 2020                        | President's Day – Campus Holiday  |
| Quarter Break      | Thurs March 26-<br>Fri April 3, 2020     | Spring Quarter Preparation, training and Planning                             |
| To be determined   | A day during Spring 2020                 | Student Services Professional Dev. Day  |
| Monday             | May 25, 2020                             | Memorial Day – Campus Holiday   |
| Quarter Break      | Mon June 22-<br>Fri June 26, 2020        | Year-end wrap-up, Summer & Fall prep  |
| Friday             | July 3, 2020                             | July 4 <sup>th</sup> Holiday  |
| To be determined   | A day during summer 2020                 | Student Services Professional Dev. Day  |

**Please note closures for the Student Services Professional Development Day: Oct. 18, Feb. 6 and 1 day in Spring 2020 and 1 day during summer 2020. The Spring and Summer 2020 dates are being decided. We will update you as soon as we can regarding dates.** These closures are for professional development opportunities for the Student Services Division and will provide our staff with opportunity to gain information that will assist us in our work with students and families. We understand that this may be an inconvenience and we truly appreciate your support!

- **One additional closure date to be determined:** There may be one additional day of closure during the year for SSC Classified Staff Training Day. If this occurs, we will notify you as soon as the date is announced.

## LOCATION

The center is conveniently located on campus adjacent to the south parking lot in Building 148.

## MAILING ADDRESS

South Seattle College Preschool & Child Care Center  
6000 16th Avenue SW  
Seattle, WA 98106-1499

## EMAIL ADDRESS

Lisa can be reached by email at [lisa.sever@seattlecolleges.com](mailto:lisa.sever@seattlecolleges.com)



## TELEPHONE NUMBER/VOICE MAIL

The main phone number for the center is **(206) 934-5348**. The center is on a voice mail system during evening and weekend hours. If you need to leave us a message regarding your child (illness, absence, etc.) please feel free to use this service.

## HOURS OF OPERATION

The center's maximum hours of operation are from 6:30 AM - 5:00 PM, Monday through Friday. Opening & closing time can vary slightly by quarter based on enrollment. The center operates on the college schedule and is closed during SSC holidays. Please see the child care center calendar for additional center closure days. Use of the center for off-hour activities is subject to the approval of the Program Manager in conjunction with the Student Services Division. We are closed during the college Quarter Breaks, Professional Development Days and campus holidays. Please refer to the child care center's annual calendar for specific information.

## AGES OF CHILDREN SERVED

18 months to 9 years old (primarily serve 18 months -5). Children need to meet the 18 month old age requirement by the first day of the quarter for which they are being enrolled. The classroom age ranges are established so that peers who are similar in age are grouped together and are working together on developmental milestones throughout the year. The toddler & young preschool classrooms range from 18 months to 3+ years old. The preschool classrooms range from 3+ – 5 years old. We usually try to keep children together in classrooms during the school year so that friendships can develop. Transitions to new classrooms occur when the child is both age and developmentally ready for the change, and when/if there is space available in the older classroom.



## ORGANIZATION

The preschool and child care center at South Seattle College is a cooperative enterprise initiated by students and administration. The center is a state certified, nonprofit child care center organized to care for children of SSC students and employees, and a limited number of community families (depending on space availability). Children are placed in classroom groups according to age and developmental abilities.

The center is permitted to care for a maximum of 58 children. Staff/child ratios will always meet licensing requirements of 1 adult to 10 children for our preschool classrooms and a 1 to 7 ratio in our toddler rooms (under 30 months), although we do strive for lower ratios.

Opportunity also exists for children of all ages to interact with each other in a "**multi-age grouping**" for limited times over the course of the day. Examples: before breakfast, nap time, and after nap time, and sometimes on Fridays. During this time we staff to the ratio of the youngest children in the group. We always consider the development level of each child and provide age appropriate activities. Please let us know if you have any questions.

The college, Service & Activity Fees, and parent fees provide funding for the center. One main goal is to keep fees as reasonable as possible in order for parents to access their educational and professional goals while their children participate in a developmentally appropriate preschool experience.



## WHO'S WHO

The center is staffed with trained, early childhood professionals. The staff includes the following positions:

**EARLY CHILDHOOD PROGRAM MANAGER:** Responsible for the overall management and supervision of the center.

**EARLY CHILDHOOD PROGRAM SPECIALISTS:** Lead teachers who are responsible for planning and implementing developmentally appropriate curriculum for the children.

**PROGRAM ASSISTANTS, AIDES, and VOLUNTEERS:** Assist in the classroom, on the playground and at lunch.

**WORK STUDY STUDENTS:** Assist in the office, kitchen and classroom as needed.

You can find out more information on all staff members and their qualifications by looking at their pictures on the bulletin board in the entry of the center.

### **DEAN:**

The child care center is part of the Student Life Department on campus and reports to the Dean of Student Life.

## PHILOSOPHY

We would like each parent and child involved in the center to have positive and successful experiences. We realize that parents who work and/or attend school have many different facets to their lives. The care and safety of their child is one of their greatest concerns.

Our program offers a safe and nurturing environment for children. The SSC Preschool and Child Care Center is a place where children can develop positive attitudes about themselves and others participate in developmentally appropriate learning experiences and opportunities, gain skills to deal with life situations and develop knowledge about their world. Each child's growth, development and potential are recognized while curriculum is developed.

We feel it is important to keep the following points in mind while striving to maintain a quality program for young children and their families, and ensure a positive first school experience:

- \* Parents are the single most important influence in a child's life. We rely on parents for information about their child. The staff is available to relate information to parents about their child's school experiences. Communication between teachers and parents is essential for working together. This will assist in providing the best possible opportunities for the child's needs, growth and development. We encourage parent participation in our program.

- \* Activities at the center encourage the development and maintenance of a healthy self-concept and respect for the child's individuality, family identity, and cultural/ethnic background, while avoiding sex role stereotyping.

- \* Children develop continuously through a series of stages at their own individual rates. Our program offers a variety of experiences which include teacher initiated (structured) activities, free choice (child initiated) time, group time, and opportunities for large and small muscle activities.

- \* We feel that the development of the "whole" child is very important. Social skills are necessary for positive interaction with adults and peers. We emphasize the development of these social skills as well as the development of intellectual, emotional and physical skills.

- \* We feel it is important to provide consistent care of children. We assign children to a classroom and group that has a consistent teacher for the majority of the day. Our goal is for children to build long-term trusting relationships with the early learning teachers and assistants that work with them.





## ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

\* Children admitted to the center must be the offspring (or legal guardianship) of South Seattle College students or employees. Community families are enrolled on a space availability basis. Preference will be given each quarter to children who were enrolled the previous quarter. These families will be able to apply early for the next quarter. Priority is given to parents needing full-time hours.

**\* All children will be admitted on a trial basis. The center reserves the right to counsel with parents and curtail or remove children if behavior is prohibiting program momentum. The center also reserves the right to terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the early learning program. Expectations and requirements of the program may include: non-parent cooperation; delinquent/unpaid child care fees; continual late arrivals; a parent, guardian, or family members' inappropriate or unsafe behavior in or near the early learning program space; inability of the child or parent to adjust to the center's program. This will be determined by the Child Care Center Program Manager, and the child's teacher in consultation with the Dean of Student Life and the Vice President of Student Services.**

\* Registration is based on the number of spaces available and the parent's schedule. A student parent must be registered with South Seattle College prior to enrolling his/her child in the center. The parent's class schedule is necessary in order to reserve an allotted time for the child. Employee and community parents must also enroll children on a pre-arranged regular schedule.

**The following takes place once a parent is notified that a space is available:**

\* It is important that each family has the opportunity to meet our staff and find out about our program in order to determine if our center is a good match for your family. In order to achieve this, we require that parents visit the center with their child to see the school environment and meet the teachers. A mandatory family orientation will be held prior to the beginning of the quarter.

\* Parents shall have free access to all areas of the child care facility used by their children during normal hours of operation (except as excluded by a court order).

\* Registration is finalized when the registration fee is paid and paperwork completed. Registration information must be returned by the stated due date (prior to 1<sup>st</sup> day).

**Please COMPLETE FULLY ALL INFORMATION REQUESTED!!**

Packet includes:

- Identification Information
- Physical/Social History
- Parent's Class/Work Schedule
- Health and Emergency Information
- Certificate of Immunization Status
- Consent for Emergency Medical Care
- Permission Release Form
- Permission for Photographing Children
- Permission for Walks/Events on Campus
- Admissions Policy and Procedures Agreement
- Income Verification Form for USDA

## **NON-DISCRIMINATION POLICY**

### Equal Opportunity Statement and Accommodation

South Seattle College, a member of the Seattle Colleges District VI, is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, creed, marital status, sex, pregnancy, gender, gender identity, sexual orientation, status as an honorably discharged veteran or disabled veteran or military status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. Further, the Seattle Colleges District is committed to ensure that all employees and students work and learn in an environment that fosters mutual respect and professionalism, free from all forms of “bullying” behaviors, including “cyber bullying.”

Inquiries regarding compliance and/or grievance procedures may be directed to the college’s Title IX and Section 504/ADA Coordinator, at 206-934-6415.

For further information, see the campus website at:

<https://southseattle.edu/campus-information/equal-opportunity-statement-accommodation>



## **ANTI-BIAS/MULTICULTURAL POLICY STATEMENT**

A goal of the center is to incorporate anti-bias and cultural diversity as an important part of its foundation since children live in a diverse and complex society. This approach encourages each child to reach his/her full potential by challenging the barriers created by prejudice, discrimination and stereotypes.

Anti-bias, culturally diverse curriculum offers a teaching strategy that develops an appreciation of diversity, rather than ignoring, and therefore reinforcing, children's misunderstandings of differences. Examples in our program include: a display of each child's family life; books, toys and other materials that reflect diversity in families, gender roles, racial and ethnic identity, physical abilities and occupations.

This curriculum approach is a commitment to address societal bias and practice appreciation of differences in a developmentally appropriate way.

# POLICY AND PROCEDURE FOR PAYMENT OF CHILD CARE FEES

**PRESCHOOL RATES** = Children over 3 Years old  
**TODDLER RATES** = Children under 3 Years old

(If your child turns 3 years old mid-quarter – your rate will change the following quarter, or when your child is transitioned to the preschool classroom – whichever comes first)

A 10% discount is given to additional children in family  
Registration fees are charged when a child first enrolls and then annually each Fall Quarter

---

## **SSCC STUDENT FAMILIES:**

Each child must be enrolled a minimum of **20** hours per week

Registration fee: **\$50.00 per child – annually - non-refundable**

|              |           |                 |
|--------------|-----------|-----------------|
| Hourly fees: | PRESCHOOL | \$6.50 per hour |
|              | TODDLER   | \$7.50 per hour |

---

## **SSCC EMPLOYEE FAMILIES:**

Each child must be enrolled a minimum of **20** hours per week

Rates are based on combined family income

Registration Fee: **\$50.00 per child – annually - non-refundable**

|              |                              |   |                           |
|--------------|------------------------------|---|---------------------------|
| Hourly fees: | Yearly income up to \$54,999 | = | \$6.75 per hour Preschool |
|              |                              |   | \$7.75 per hour Toddler   |
|              | Yearly income of \$55,000 +  | = | \$7.25 per hour Preschool |
|              |                              |   | \$8.25 per hour Toddler   |

---

## **COMMUNITY FAMILIES:** (Enrollment is contingent on space availability)

**Each child must be enrolled a minimum of 20 hours per week**

Registration Fee: **\$50.00 per child – annually - non-refundable**

|              |                           |
|--------------|---------------------------|
| Hourly fees: | \$7.50 per hour Preschool |
|              | \$8.50 per hour Toddler   |

---

## **MAXIMUM DAILY RATE** for all categories listed above:

|                             |                           |
|-----------------------------|---------------------------|
| PRESCHOOL = \$58.75 per day | TODDLER = \$66.00 per day |
|-----------------------------|---------------------------|

---

**DROP-IN/ EXTRA HOUR FEE RATES** = (Drop-in spaces and extra hours requests are not guaranteed and are available on a very limited, space availability basis. Fee is paid the day that child care is used for drop-ins. For enrolled parents, extra hour fees will be added to your billing.)

**PLEASE NOTE: If space is available, a family may be able to enroll their child for less than 20 hours per week on a per quarter basis and be charged this higher rate. If interested, please talk to the child care center Manager.**

**\$10.00 per hour Preschool**

**\$10.00 per hour Toddler**

---

**After Hours Fee:** Late pick up after closing = \$10.00 fee + \$1.00 per minute  
**Schedule Change Fee:** After the 2<sup>nd</sup> week of the quarter - \$10.00 per schedule change

(Effective 9/23/19)

Fees reflect hours RESERVED for child care. The child's preschool schedule is based on the parent's campus schedule and/or work schedule (class time, study time, and/or work time). Fees must be paid whether your child is in attendance or not. (Note #6 below)

**IF YOUR CHILD CARE WILL BE PAID FOR BY ANOTHER AGENCY OR SOURCE, PLEASE NOTIFY THE PROGRAM MANAGER!**

1. Fees are paid at the cashier's office.
2. Parents are billed monthly and fees must be paid on a monthly basis. Billing relates to the quarterly schedule that your family has reserved broken down into monthly payments.
3. Fees must be paid in ADVANCE. Bills are distributed on the 1st of the month. Fees are due by the closest school day to the 5th of the month. The due date will be written on the bill. Parents will be given a notice at the beginning of each quarter with information on the due dates for the entire quarter. Please note when payment is due. If you will not be on campus on the day payment is due, please pay before.
4. A LATE FEE of \$5.00 will be charged to any parent paying past the due date. The cashier's office will note the due date on the bill. If past due, the cashier will add the \$5.00 fee to your payment, or send you back to the center to have the Program Manager add the \$5.00 late fee to the bill. Final payment must be made at the cashier's office.
5. **Excessive late payments or non-payment will result in TERMINATION of child care. Uncollected past due fees will be recorded on the parent's permanent school record and holds will be placed. Past due accounts will be handled by the SSC Administrative Services office.**
6. Parents are responsible for notifying the center if a child is absent due to illness. Credit towards the next month's bill will be given after the third consecutive day of illness, if the center is notified the 1st day. There can be NO refunds, credit or discounts otherwise. With the exception of the illness policy listed above, parents pay for days when their child is sick, closure due to bad weather, vacation and non-attendance days. You have a reserved schedule for your child, thus there is no 'trading' of days and/or hours.
7. Additional hours requests will be evaluated for space availability. If there is a space available, extra hours will be billed at the drop-in/extra hour fee rate of \$10.00 per hour.
8. **Enrollment during quarter breaks** is unavailable. This allows the center time for staff training, classroom preparation and planning, and teacher vacations.

A 30 day notice will be given if rates are to be increased.

## CHILD CARE SCHEDULE CHANGES

The child care center must follow state licensing regulations regarding staff/child ratios. Your child is considered in our ratio from the time they are dropped off until they leave the building. It is very important for families to adhere to the schedules that they have signed up for. Please consider your needs when you request your hours for the quarter.

If a schedule change is necessary within the first two weeks of the quarter, a request must be submitted to the Program Manager in writing and will be accommodated depending on space availability.

If a schedule change is requested after the second week of the quarter, the request will be evaluated for space availability. **If space is available, a \$10.00 schedule change fee will be charged.** An exception to the \$10.00 schedule fee charge will be if the college changes an employee's work hours or a student's class after the second week and the student or employee has no other option but to change their schedule. The schedule change request would still have to be evaluated for space availability.

If a family needs extra hours on a "one-time" basis, these hours must be arranged in advance with a written request and are subject to approval by the Manager depending on space availability. In these cases, the hourly drop-in/extra hour fee will be charged for extra hours used.

## WITHDRAWALS

If a parent is unable to complete the entire quarter, and is withdrawing his/her child from the center, written notice must be given to the Program Manager 1 week prior to the child's last day.

No refunds will be given on already paid bills. If the current bill has not been paid by the time of written withdrawal notice, the parent will be responsible for paying for all reserved time in the center up to the point of withdrawal (child's last day) and 1 week beyond. If a parent notifies the Program Manager at the end of a month that his/her child will not be returning the following month, the parent will still be responsible for paying for 1 additional week.



## DROPPING OFF AND PICKING UP CHILDREN

We ask that parents adhere strictly to the hours that have been reserved in the Center for their child. SSC students & employees are allowed 15 minutes prior to class/work start time for drop off and 15 minutes after class/work ends for pick up (exclusive of center opening and closing time).

**\* DROP-OFF AND PICK-UP: Parents must sign children IN & OUT each day.**

Attendance sheets for each child will be placed in the notebook outside of the child's classroom. Parents need to write the time of arrival and departure each day and sign with a **full signature** each time (initials are not accepted). Children are not permitted to sign themselves in or out. Children being picked up or dropped off at the center by a school bus will be signed in or out by a staff member.

**\* AUTHORIZED ADULTS TO PICK-UP CHILDREN**

Children in the program are never released to an adult not authorized by the parent on the registration form. If someone other than the parent is to pick up the child, the center staff must be notified ahead of time and the person's name must be listed in the registration packet. This is for the child's safety and protection. Staff may ask for verification of identity.

**\* LATE PICK UP/EARLY DROP OFF**

**Mid-Day:**

If a parent is more than 15 minutes early dropping off his/her child, or more than 15 minutes late picking up his/her child from their regular schedule (exclusive of center opening and closing time), the full hour drop-in fee will be charged to the parent. Parents will be reminded that any extra hours must be requested and pre-approved. If a parent continues to come early and/or late mid-day without a pre-approved schedule change, child care services may be terminated.

**At Closing:**

Children must be picked up before closing time of 5:00 PM (or an earlier closing time if this has been established for a particular day of the week or quarter). After closing time, the first time a parent is late picking up, they will receive a written warning. Upon the second offense, an **"After Hours Fee"** of \$10.00 plus \$1.00 for each additional minute after 5:00 PM will be billed. Upon the third offense, the parent will be charged the "After Hours Fee" and child care services will be terminated.

If a parent is late picking up their child, and emergency contacts cannot be reached, the following procedure will take place:

- After 20 minutes past closing time, Student Services Administrative staff and/or the campus evening administrator and campus Security will be notified that a child has not been picked up.
- If at 45 minutes past closing time no family contact has been made and no emergency contact can come to get the child, Child Protective Services (CPS) will be called for determination of placement of the child. Campus Security, CPS or police personnel will be asked to sign the child out on the sign-out form noting the time authorities took responsibility of the child.

Timelines may be shorter if child care staff is not able to remain after hours.

**\*SSC PARENTS MUST BE ON CAMPUS WHILE CHILDREN ATTEND THE CENTER.** The only exceptions to this are off campus class or work related activities. Please notify us ahead of time so special arrangements can be considered. **Community families** must provide us with daytime parent contact information and emergency numbers.

## HOW TO HELP YOUR CHILD ARRIVE AND LEAVE EACH DAY

We need your help to get your child settled and ready to start their day. We ask parents to help their child with coat and belongings on arrival and departure. Please bring them into their classroom and get their belongings situated in their cubby. Encourage them to use the toilet, or check to assure that they are arriving with a dry diaper.. All children are asked to wash their hands before beginning their day. **Please make sure the teacher in your child's classroom is aware of your child's arrival and departure each day.** As you leave each day, check your child's cubby for art work, etc. and check your parent mailbox for important handouts and notices!!

Teachers would like to be in contact with you regarding your child's needs. Please be aware that when the teachers are in the classroom, their first priority has to be working with the children so must keep conversations to a minimum. If you have information for the teacher, and the teacher is unable to talk with you at the time, please use one of our communication sheets located by the sign in books to write the teacher a note. If you have questions that need additional time, please request a meeting time with the teacher or ask when the teacher may be available to talk with you by phone. This will assure that your questions can be addressed in a confidential manner and appropriate setting.



Also, we ask that **cell phones** are not used while you are in the classrooms or dropping off or picking up your child. This allows us to focus the attention on you and your child. Thanks!

## **PROGRAM AND CURRICULUM DESCRIPTION**

Each child is urged to build a positive self-image through his/her intellectual, social, emotional and physical development. Language, concept, and social skill development are given high priority in activities. There is also planning for group time where educational goals (shapes, numbers, language, motor skills, songs, creative expression, etc.) can be met. Individual differences are noted and activities planned accordingly.

Curriculum consists of pre-academic skills such as recognizing likenesses and differences, concepts of numbers, shapes, letters; awareness of the world around them; self-help programs; art activities consisting of experimenting with paint, play dough, collage materials, and other miscellaneous materials; science and nature projects; music and creative expression; and dramatic play. One main goal is to try to make children aware of the world around them through daily life and curriculum that is of interest to, and geared to, their individual development and skill level.

Each child brings with him/her a unique ethnic and cultural background that is a valuable contribution to the preschool group. Each child's language and traditions are respected and shared with the group. Cross-cultural materials (books, music, pictures, etc.) are incorporated into the preschool curriculum. Children are able to value both the similarities and differences of their friends and teachers as being positive strengths.

**The classrooms contain many different curriculum areas. Here are some examples of the play/learning that occurs.**

**COGNITIVE:** Activities emphasize pre-reading, pre-math, pre-writing and thinking skills. Concepts of color, size and shape, classifying and sequencing, and matching and pairing are introduced

**MANIPULATIVE:** Activities are designed to develop small muscles, perception and eye-hand coordination.

**PUZZLES:** Puzzles of varying size, shape and difficulty levels are available.

**LANGUAGE/DRAWING:** Children can enhance their creativity and express thoughts and ideas through drawing, writing and cutting. Language development is emphasized.

**BOOK CORNER:** Children can discover topics of interest through books, pictures, flannel board activities, cassette story tapes and discussion.

**ART:** Activities are planned for children to explore a wide range and variety of art experiences and media, such as: paint, glue, play dough, collage, printing, drawing, cutting. Emphasis is placed on the experimental "process" rather than the finished "product".

**SENSORY TABLE:** A wide range of materials is used to provide children with sensory experiences. Children gain experience in scooping, pouring, measuring, and gain a sense of texture and feel, as well as, weight, empty, full.



**SCIENCE:** In this area children will discover more about the world around them as they develop skills of scientific inquiry, refine problem-solving skills, understand cause and effect, and develop concepts of measurement, weight, magnets, texture and observation.

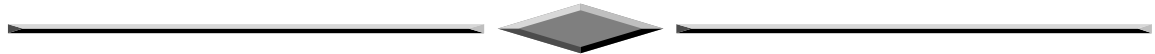
**INDEPENDENT PLAY:** This is an area where activities are put out for use by ONE child at a time. He/she can work on and explore the activity independently.

**BLOCKS:** A combination of activities includes large and small blocks as well as other building and transportation activities. This area provides activities for skill development in large and small muscle development, eye-hand coordination, balance, shapes, proportions. Cooperative play is emphasized.

**CREATIVE PLAY:** This area provides an opportunity for children to participate in dramatic play while using dress-up clothes, dolls, kitchen and housekeeping materials, and a variety of miscellaneous situations (Veterinary Office, Hair Styling Salon, Restaurant, Library). The children have an opportunity to role play and pretend.

**OUTDOOR PLAY:** An opportunity for large muscle and coordination skill development through climbing, running, trike riding, gardening, woodworking, sand play, etc.

**CIRCLE AND SMALL GROUP TIME:** These consist of music and songs, stories, discussion, games, concept and language development.



## **PARENT EDUCATION**

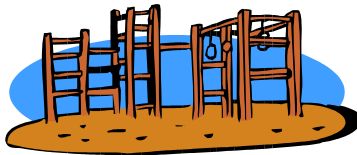
Parenthood is an occupation that requires education and experience just like any other occupation. However, unlike other occupations, it is an around-the-clock job, one in which training has usually not been provided! As it is the parents' job to help their children develop into healthy, mature, responsible adults, acquisition of parenting skills will make the job easier and more rewarding.

In order to assist parents in this job, we will be offering opportunities throughout the year for parent involvement and education. The SSC Home and Family Department provides seminars, workshops and events that you may attend. The child care center will be scheduling events that your family can participate in. You are also welcome to visit and/or participate in your child's classroom and may arrange to do so by speaking with your child's teacher or the Program Manager. Please feel free to discuss with us any child-related or family concerns you may have. We look forward to sharing ideas and resources with you.

# DAILY SCHEDULE - PRESCHOOL

The preschool/child care day consists of a variety of organized and free choice activities. Check your child's classroom for a posted daily schedule that is specific to that classroom. The general day includes:

|                  |   |
|------------------|---|
| 6:30 - 9:00 AM   | CHILDREN ARRIVE - Free Choice - as children arrive, they put their belongings away, hang up coats, and decide which open activity in the room they would like to participate in.  |
| 9:00 - 9:30 AM   | CLEAN-UP - toilet, wash hands - BREAKFAST   |
| 9:30 AM - Noon   | Preschool Activities include: small group time, circle time, blocks, creative play, manipulatives, art, sensory table, science, puzzles, books, self-expression, etc. There will also be a chance for indoor & outdoor large motor development. |
| 12:00 - 12:30 PM | LUNCH   |
| 12:30 - 2:45 PM  | REST TIME begins for nappers. Children staying up will have a short relaxation time followed by quiet activities, which may include, stories, free choice, circle time or outside.  |
| 2:45 - 3:15 PM   | Toilet, wash hands - SNACK  |
| 3:15 - 5:00 PM   | Free choice from a variety of preschool activities, special interests or outside play.  |



# Daily Schedule - TODDLERS



## Children's Program

We have selected equipment and toys that are developmentally appropriate for toddlers. You will see that each classroom has a variety of play opportunities for your child. Children will also have an opportunity for outdoor play.

|              |   |
|--------------|---|
| 6:30-9:00 AM | CHILDREN ARRIVE: As children arrive, they put their belongings in their cubbies, parent informs staff regarding last diaper change or toilet trained children use toilet, wash hands, then participate in free choice activities.                             |
| 9:00-9:30    | Clean up for BREAKFAST-<br>Hand washing. Diapering/Toileting as needed  |
| 9:30-12:00   | Toddler activities include: Circle time, blocks, creative play, manipulatives; art, sensory table, puzzles, books, self-expression, etc. There will also be a chance for outdoor play and/or indoor large motor development.<br>Diapering/Toileting as needed |
| 11:45-1:00   | LUNCH<br>Diapering/Toileting and hand washing   |
| 1:00-3:00    | Preparing for Nap Time, stories, quiet activities.<br>NAP TIME  |
| 3:00-3:45    | Diapering, toileting, washing hands, SNACK  |
| 3:45-5:00    | Free choice from a variety of activities, special interests, or outside play.   |

## **BEHAVIOR MANAGEMENT AND DISCIPLINE STATEMENT**

The attitude of adults toward an erring child is expected to be helpful, not punishing. Staff members respect each child as an individual person who can develop the necessary inner controls to build self-respect and peer acceptance.

**Staff shall never use any form of corporal punishment, which includes, biting, jerking, shaking, spanking, slapping, hitting, kicking, or any other means of inflicting physical pain. Corporal punishment is not permitted on the premises of the child care center (inside or outside) by anyone, including parents.**

Staff members need to be consistent in behavior guidance and aware of the child's developmental level. Preschool aged children are encouraged to handle their own problems, except when they are in danger of getting hurt, hurting another child or destroying property.

### **The following basic rules apply:**

1. When children are in danger of getting hurt: staff will suggest a safer way, or remove the child from the activity.
2. When a child is hurting another child: staff will separate and give words to use instead of actions. If the child continues the harmful action, the child will be removed to another area of the center for a cooling off time until the child is ready to rejoin the group in a more socially acceptable manner.
3. When a child is damaging or destroying property: staff will remove the child to another activity and show him/her the right way to use the equipment. If the child is unable to settle down, the same method will be used as in number 2 above.
4. In extreme and/or emergency situations, a staff member may use limited physical restraint when:
  - Protecting a person on the premises from serious injury
  - Obtaining possession of a weapon or other dangerous object, or
  - Protecting property from serious damage

Staff who uses limited restraint will complete an incident report and a copy of the incident report will be placed in the child's file and a copy given to the parent.

### **General Guidelines:**

1. Use positive statements: The blocks are for building (if throwing, etc.) The chairs are for sitting. Your feet belong on the floor.
2. Give appropriate praise for acceptable behavior. You put all the toys on the shelf! I noticed you remembered to walk in the classroom.
3. Withdraw attention from action you wish to discourage. Negative behavior is extremely "contagious", especially in a large group of children. If the action disrupts the class or group activities or promotes disruptive action by other children, remove the child from the situation as above.

4. Try to keep children involved in activities. If a child is wandering around try to suggest an activity in which the child will be interested. Redirect the child to a constructive activity.
5. Let the children know you understand and approve of constructive efforts. Do not make idle threats for non-constructive behavior. Always follow through.
6. Use words and tones, which will help the child feel confident and assured of your meaning. Avoid sarcastic or put down tones or words. Avoid labeling the child. All people are many things.

**If a child displays behaviors that become an issue of concern, the following steps will be followed:**

1. Classroom teachers will document observations of classroom behavior in the classroom log and consult with the Program Manager.
2. A conference will be scheduled with the parent and child care staff to discuss the child's behaviors and classroom observations.
3. A plan of action will be determined and goals will be set involving both the child care staff and parent(s). This will include a discussion of ideas to try both in the classroom and at home. A timeline will be established and check back conferences will be held to discuss and evaluate the child's progress. The timeline will be established based on the issue of concern, the individual child's age & stage of development, & parent level of support & involvement.
4. Staff will monitor the child's behavior and a progress report will be compiled based on the agreed upon timeline. Parents will receive a copy of the report.
5. If the child's behavior results in an injury to another child, or staff member or exhibits other safety concerns, the child's parents will be notified IMMEDIATELY to pick up the child. Written documentation will be placed in the child's file and a copy will be given to the parent.
6. If the staff feels that additional services and/or resources are needed, the program may, with parental approval, refer the child for evaluation. This may include:
  - a. Referral/observation by the Public Health Child Care Health Team (Public Nurse, Nutritionist, and/or Child Psychologist) or another appropriate community resource such as the Public Schools "Child Find" program.
  - b. If a family is working with a private counselor or therapist, we will work with the parents to arrange for that person to come to observe the child in the classroom (at parent's expense).
  - c. If the parental permission is refused and problem behavior continues, the continued enrollment of the child will be reconsidered in accordance with the provisions in paragraph 7 below.
7. If the behavior problem persists and our plans are unsuccessful and we are unable to meet the needs of the child and/or the child is unable to function successfully in a group setting, then the parent(s) of the child shall be informed in writing by the Manager that the child will be dismissed from the Child Care Center with two weeks notice (14 calendar days). The exception to this is if the child's behavior is causing injury to other children or staff, or creating other safety issues that would result in termination sooner than 14 days.

---

## CHILD PROTECTION REPORTING LAWS

If your child has sustained any physical injury (bruises, cuts, burns, etc.) please bring this to the teacher's or Program Manager's attention.

The Center staff is required by Washington State Law and Child Care Licensing, to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual or emotional child abuse, or child neglect, child endangerment, or child exploitation.

We may not be able to notify parents when the police or Child Protective Services are called about possible child abuse, neglect or exploitation. This depends on the process and procedures that Child Protective Services and/or law enforcement follow.

Please feel free to talk with the Program Manager about this law and our responsibility under it. We appreciate the open communication we have always enjoyed with each parent and we want that to continue.

---

## SMOKING, VAPING ALCOHOL, CANNABIS & ILLEGAL DRUGS



- There will be **no smoking or vaping** of any substance on site or in outdoor areas within 25 feet of an entrance, exit, operable window, or vent in the building.



The use of **alcohol, cannabis and illegal drugs are prohibited in the center**. For the child's safety, if a staff member feels that a parent, guardian, or designated pick up person is impaired, they will request that an alternate pick up person be designated and contacted to pick the child up.

# MISCELLANEOUS INFORMATION & HELPFUL HINTS

## UPDATING FILES AND CONFIDENTIALITY

It is very important that your child's file is updated on a regular basis. We need to know if your address or phone number changes, if your emergency numbers are current, and if your child has been to the doctor or dentist or had an immunization.

The child care center staff will keep all family and children's records confidential. If there is a need to exchange information regarding your child with an outside agency, we will ask for you to sign a consent form for the release of information. All children's files and immunization records will be kept on-site for a minimum of one year after the child leaves the program. When files are no longer being archived, they will be shredded.

We are unable to share individual family or staff contact information (phone numbers, addresses, etc.) with other families. If you have questions regarding our confidentiality procedures, please ask.



## MEALS

We participate in the Child and Adult Care Food Program (CACFP). A Federal program that provides healthy meals and snacks to children receiving child care. This institution is an equal opportunity provider.

All meals are prepared by FareStart in Seattle and delivered to our center. Meals are then warmed up and served to the children. Breakfast will be served at 9 AM, Lunch at Noon and Afternoon Snack starts between 2:45 and 3:00PM. We feel that a child's food program should not only provide the most wholesome food possible, but should contribute positively to a child's mental and social development. Nutrition education is incorporated into the food service.

Menus are also posted outside the kitchen. Individual copies will be available for families who would like to have a copy at home. Meals will be served family style. Allowances can be made for some dietary restrictions. Please notify us if your child has food allergies, if you prefer a vegetarian option, or if your child has any other food related restrictions. We will need a doctor's written verification of food allergies or restrictions.

Children aged 24 months and older will be served 1% milk. Children 18-23 months will be given whole milk; unless the child's parent/guardian **and** health care provider has requested low-fat milk or a non-dairy milk substitute in writing (low fat diets for children under age 2 may affect brain development).

Children will eat from plates and use utensils and cups. We understand that this is a learning time for the toddlers. The curriculum in the classroom will be helping the toddlers gain self-help skills.

**We ask that children not bring food to the center (including candy & gum.)**

**PLEASE NOTE: We often have children in the center who have allergies to nuts, including peanuts. Because this can be a life-threatening allergy, our center is nut and peanut free. Please do not bring any nut or peanut products (including peanut butter) into the center.**



## **REST TIME**

Rest time begins after lunch. Children are not required to sleep but are expected to lie quietly and listen to quiet, relaxing music and/or story records. If your child has a special blanket, please feel free to bring it to school. It can be left on the child's cot or brought back and forth daily. We ask that you take it home on a regular basis to launder and that it is marked with your child's name.

For children who do not sleep, a relaxation time is planned followed by quiet activities.

If you pick up your child during rest time, we ask your cooperation in maintaining a quiet atmosphere so other children may sleep or rest undisturbed.

## **NAPPING PRACTICES FOR TODDLERS**

Children 29 months of age or younger must follow their own individual sleep schedule per licensing requirements. Alternative, quiet activities will be provided for the child who is not napping. All children will be assigned a cot. Sheets and bedding will be stored separate from other children's cots.

## **TRANSPORTATION**

Each parent will be responsible for bringing her/his child to the center and picking up the child at the appointed time. The center is unable to provide transportation service for children to or from the center or other schools. Children will only be removed from the premises in emergency situations. In this event the parent shall be responsible for transportation. In the event that parental transportation is not available, emergency transportation will be provided at the parent's expense.

## **INSURANCE**

All enrolled children in the SSC Preschool and Child Care Center will be covered by accident insurance. This is an excess coverage accident policy that covers enrolled children while they are participating in child care activities sponsored and supervised by the SSC Preschool & Child Care Center.



## SNOW AND/OR HAZARDOUS ROAD CONDITIONS

Here is information you will need in the event that there is snow or other inclement weather, or other emergency situations, and the college decides to close.

1. If South Seattle College closes, the child care center will also be closed. If the college decides to open late, then the child care center will also open late. **See exceptions in # 3 below.**
2. **We will change our voice mail message on our main number (206) 934-5348 to reflect the college and center decision.** We will do this as early in the morning as we can. The college tries to make a decision between 5AM and 6AM. If there is not a message when you first check, please try back. If there is a problem with the phone system (power outages, etc.), our message may not be available.
3. If there is snow, or other inclement weather related situations, and the college remains open, or has a late start, please be aware that our staff members must travel a distance to get here. **If child care staff is unable to make it in, then we would need to close the child care center or open later than usual.** We will update messages to reflect our operational decisions. **(206) 934-5348.**

**If a limited number of staff members are able to make it in, we will only be able to serve the number of children that our state licensing ratio allows. If this occurs, we will serve children on a space availability basis.**

**If snow or inclement weather begins during the day, the college and/or the child care center may need to close early. Please keep an eye on the weather and make sure that we have all of your contact information in the event that we need to contact you to pick up your child. If you hear an announcement that the college is closing early, please come immediately to pick up your child.**

We apologize for any inconveniences this may cause. We want to make sure that our staff is able to commute to and from the campus in safe conditions.

---

### General information to find out if South campus is closed:

1. Visit <https://www.flashalert.net/>  
Click on Seattle on the map  
Either enter South Seattle College in the search box OR  
Select "Colleges and Universities" from the Organization Category list  
Click on the college's name and look for a message in the first box  
Take note of the message and confirm the "active dates" and time.  
If there is no message, South is open and classes are running.  
FlashAlert.net transmits messages to local television and radio stations.  
You may sign up to receive alerts directly to your email address.
2. Call the college main telephone at 206.934.5300 for recorded information. (Note: in a power outage, the campus phone system could be impacted). Child Care = 206-934-5348
3. Website homepage – [www.southseattle.edu](http://www.southseattle.edu) (Note: in a power outage, the website could be impacted) and also on the official South Facebook and Twitter accounts
4. Sign up for [Campus Alerts](#) to receive a direct email or mobile text message  
Learn more about the system at <https://www.getrave.com/login/seattlecolleges>



## **. CLOTHING**

All clothing should be clearly marked with your child's name. Children should dress appropriately for participation in all preschool activities (messy art projects, outdoor play - coats and hats are necessary during cold weather). Children should have clothing that they can easily remove themselves when using the toilet. Complicated belts, suspenders, or wraps can frustrate and ruin a child's day.

**It is a requirement for each child to have a change of clothes that can be left in their cubby.**

## **TOYS FROM HOME**

As a general rule, toys from home are better left at home. The staff cannot assume responsibility for each child's toy, and often they are easily lost and/or broken. Also, we have limited shelf space. If your child would like to "show" special items from home, please talk with your child's teacher about the possibilities.

## **OFF DUTY CHILD CARE**

It is not the mission for the Center to provide childcare for its clients in any location other than at the Center during regular operating hours. Any arrangement for childcare which does not take place at the Center is strictly a private arrangement between the parents and the individual staff member. No such private arrangements shall be made for childcare during the work shift of the individual staff member, and no such arrangements may interfere with the operation of the Center or the individual staff member's job performance. Parents and staff should understand that such arrangements are not within the course and scope of the staff member's job duties and that staff members are free to either accept or reject such requests from parents. Children enrolled in the child care center shall not be picked up or dropped off by a child care center staff member.

## **SPECIAL ACTIVITIES**



- \* Once a month, the Seattle Public Library Bookmobile comes to campus for the children's use. Children help select books for use in the Book Corner at school.
- \* On occasion, videos are planned into the curriculum. Some videos relate to topics we are currently discussing with the children, while others are favorite children's stories.
- \* Occasionally the children are able to visit and tour other departments on campus (Aviation, Bakery, etc.). The children are also able to participate in some campus events (performances, etc.). The children also go on walks on campus and out to the campus Arboretum. We have Bye-Bye Buggies for the toddlers which make it easier for them to get out and see the campus! We do not have off-campus field trips.
- \* Occasionally guest speakers or visitors (from campus or off-campus) come to the center to share information with the children on special topics, give presentations, or read to the children. Child care staff members are with the children during these times.

## **HOLIDAY/BIRTHDAY POLICY**

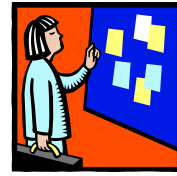
At the SSC Preschool & Child Care Center we serve a culturally diverse population. Current educational information supports the idea that children absorb the most by experiencing their own unique traditions and celebrations with family members in the home. In order to avoid exclusion of any child or culture, the teaching staff has developed a holiday policy for our program.

When developing curriculum, the staff will not focus on holidays, nor lead or promote religious activities, but will plan an all-inclusive program that will support and emphasize the child's developmental achievements and social awareness.

The goal of our developmentally appropriate curriculum will be to provide all the children with a wealth of opportunities to explore and appreciate experiences relevant to their daily lives: {i.e. October (harvest and the changing season), November (families), December (sharing and contributing to others), etc.}. The teaching staff will continue to include the celebrations that emerge from the children.

The staff and center will honor children's birthdays through an acknowledgment of each child's development, growth and accomplishments. The staff welcomes family members to be a part of the group time focused on your child.

Parents are asked not to bring to school any food items or party favors as this may exclude some children.



## PARENT NOTICES

You will find parent notices in your parent mailbox located in the center. These pertain to billing, events in the center or parent education materials relating to you and your child. We urge you to read these as well as notices posted by the sign-in books and front door. In this way you will keep current on the center "happenings".

We also use email to communicate with our families. Please make sure that we have your current email address.



## LET US HELP YOU AND YOUR CHILD

Please keep us informed of special circumstances in your family that may be upsetting to your child. We can help a child deal with his/her worries and fears about marital problems, a death in the family, changes in living situations, etc. if we know that this has been happening. If you have questions, problems, concerns, or suggestions please feel free to approach the Program Manager, or your child's teacher.

We are here to help and we do have access to referral or resource information that may be useful to you and your family. We work with a team of professionals from The Department of Early Learning, the City of Seattle, and the Public Health Department. Representatives from these agencies observe our program and assist the child care staff to assure that we are up to date on policy and procedures. They also offer suggestions for improved classroom operation, answer staff questions, and provide resources that will assist our staff and families. Our Child Care Public Health team includes a Public Health Nurse, a Nutritionist and a Child Psychologist. They are available for classroom consultation with staff as well as work with individual children and families.

If you need to leave us a message, there are parent communication forms located near the sign-in books.

**Please let us know if you have additional questions or comments. We look forward to building a relationship with you and your child and having your family part of our program.**



## HEALTH CARE POLICIES AND PROCEDURES

In order for our center to be a safe & healthy environment for children and staff, we:

- \* Encourage frequent hand washing  
(Please remind your child to wash hands on arrival)
- \* Sanitize toys on a regular basis
- \* Clean the center daily
- \* All staff and volunteers have had TB tests
- \* Staff & volunteers receive training in HIV/AIDS education & Blood borne Pathogens
- \* Staff trained in CPR/First Aid is always on site

### **Emergency Policies and Procedures:**

1. The Program Manager and/or Specialist coordinate the emergency care program.
2. A person having completed a first-aid course approved by D.C.Y.F. **AND** training in cardiopulmonary resuscitation (CPR) shall be present at all times.
3. Child will be kept calm, and as comfortable as possible; his/her needs will be assessed and first-aid or CPR will be administered if appropriate.
4. Call 9-911 immediately if the child requires emergency medical services. Notify the parent immediately after calling for emergency aid.
5. If child is not in immediate danger, but still should see a doctor, consult with the parent. Use parent's class schedule to locate parent on campus. If parent cannot be reached, use emergency form in child's file to contact designated emergency numbers. If parent and designated persons cannot be reached, the child's doctor will be called for direction.
6. The Child's Emergency Information and Consent Form will be pulled from the child's file to be ready for emergency personnel or if a child needs to be transported. A staff member will remain with the child until parent/designated person takes over.

### **HOSPITAL USE**

In a medical emergency, the hospital that will be used (if a choice is possible) will be Children's Hospital and Medical Center, 4800 Sand Point Way NE, (206) 987-2000. Or 866-987-2000 toll free. <http://www.seattlechildrens.org/contact/>

If your family has a preference of another hospital, please notify the child care center. The request will try to be accommodated if possible.

If a choice is not possible, the child will be taken to the closest hospital determined by emergency personnel.

## **Non-Emergency Care:**

1. If a child shows symptoms of illness while at the center, the child's temperature will be taken (under arm or with head strip). If warranted, the parent will be notified to pick up the child. If parent cannot be located, the designated emergency number will be called. If neither can be reached, and symptoms persist, the child's physician will be called for directions. Ill children will be separated from other children until the parent arrives (within the classroom or the office).
2. If a communicable illness or skin condition is suspected, the program will request a physician's diagnosis before accepting the child back into the center.

## **REPORTING OF ACCIDENTS/ILLNESS/INCIDENTS**

All accidents, illnesses or incidents will be written up on the Accident/Incident report form. Parents will be given a copy, a copy will be placed in the child's file, and one copy will be placed in the main accident/incident file. The Licenser will be notified if necessary.

**MEDICATIONS:** Medications will not be administered internally or externally by the child care staff. Parents will be instructed to administer medication between classes or at their convenience. Parents may store medication in the refrigerator if staff is notified of their need (please mark with name and date for identification).

The only exceptions to this would be for **chronic conditions such as asthma or allergies and sunscreen and diaper cream**. If your child needs this exception, please talk to Lisa to discuss your request. All guidelines established by the Seattle-King County Health Dept. would need to be followed. This would include prior written consent of the child's parent/legal guardian, and use of the center's Medication Authorization Form or Diaper Cream or Sunscreen Form. A licensed Health Care Provider's consent, along with parent/legal guardian consent, will be required for prescription medications.

For chronic conditions (such as asthma), the parent/legal guardian written consent must be renewed monthly. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given.

## **Emergency supply of medication for chronic illness**

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case of an earthquake or other disaster.

**CONTAGIOUS DISEASES:** If a child contracts a contagious disease including but not limited to chicken pox, conjunctivitis, mumps, measles, viral infections, lice, or is exposed to one, the parent is to inform the center immediately. The center will post a notice to alert other parents. The ill child must remain at home until danger of infecting others is over. If necessary, the health department will also be notified.

## HEALTH RECORDS

Per child care center licensing regulations, each parent will complete a comprehensive child health record that will contain the following information:

- Health, developmental, nutrition and dental histories or conditions
- Date of last physical and dental exams
- Name, address and phone number of health care provider and dentist
- Consent for emergency care
- Current "Certificate of Immunization Status"(CIS), "Certificate of Exemption" (COE), or a current immunization record from the Washington state immunization information system (WA IIS)
- Preferred hospital for emergency care

If Applicable:

- Allergy information & food intolerances
- Individualized care plan for special needs or considerations (medical, physical, developmental or behavioral)
- List of current medications
- Any assistive devices used (e.g.: glasses, hearing aids, braces)

1. If a child has not been under regular medical supervision or has not had a physical examination within one year prior to admission, we request that parents arrange for a physical exam for their child.

2. Before the child's first day of attendance, Children are required to be vaccinated or show proof of acquired immunity against the following vaccine-preventable diseases:

- Diphtheria, Tetanus, Pertussis (DTaP/DT)
- Polio (IPV)
- Measles, Mumps, Rubella (MMR)
- Hepatitis B
- Haemophilus influenzae type b (Hib) *until age 5*
- Varicella (Chicken Pox)
- Pneumococcal bacteria (PCV) *until age 5*

2. If a parent/guardian chooses to exempt their child from immunization requirements, they must complete and sign the Certificate of Exemption (COE) form, which accompanies the CIS form. The child's health care provider must also sign the COE form for a medical, religious, or personal/philosophical exemption. No health care provider signature is required for a "religious membership" exemption.

**As of July 2019, state law prohibits personal and philosophical exemptions for the MMR vaccine.** Medical and religious exemptions are allowed for children.

3. Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.

4. Parents may review their child's health records upon request.

5. The program will respond to all requests for health records from agencies that send release information signed by the parent.

6. Our complete Health Care Policies and Procedures are available to review and are located in your child's classroom. If interested, speak to the Program Manager or your child's teacher.

## POLICY AND PROCEDURE FOR EXCLUDING ILL CHILDREN

We follow the advice of the Seattle-King County Health Department in preventing children with certain symptoms of communicable diseases from attending our school. Children with any of the following symptoms are not permitted to remain in care: All children are observed for signs of illness when they arrive at the early learning program and throughout the day.

Children with any of the following symptoms are not permitted to remain in care:

- **Fever:** of 101<sup>o</sup> F or above, as read using a digital forehead scan thermometer (temporal scan) or digital thermometer placed under the arm (axillary method), **accompanied by** one or more of the following:
  - Diarrhea or vomiting
  - Earache
  - Headache
  - Signs of irritability or confusion
  - Sore throat
  - Rash
  - Fatigue, crankiness, or illness that limits participation in daily activities
- **Vomiting:** 2 or more occasions within the past 24 hours
- **Diarrhea:** 2 or more loose or watery stools more than normal for the child in a 24 hour period; or any blood or mucus in stool
- **Rash:** Body rash (not related to allergic reaction, diapering, or heat)
- **Open or oozing sores** (unless properly covered with a waterproof dressing **and** 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary) or mouth sores with drooling
- **Lice:** Children may return after they have received their first treatment. Parents should consult with a child's health care provider for the best treatment plan for the child. The life cycle of a louse is about 25 to 30 days, so sometimes treatments need to be repeated 7 to 12 days after the first treatment to kill newly hatching lice.
- **Scabies or ringworm:** A child with scabies may return after he/she has received his/her first treatment. Children should see their health care provider to be assessed and get an appropriate prescription for treatment and instructions on its proper use.
- **Sick appearance, not feeling well, and/or not able to keep up with program activities.**

**If children develop any of the above signs and symptoms during the day, we will contact parents to pick up their child.**



We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. When a child has illness symptoms or a condition, individual confidentiality is maintained, as not to single out children and/or families.

Following an illness and exclusion, children will be readmitted when they no longer have any of the above symptoms, and/or Public Health exclusion guidelines for child care have been followed and are met, no longer have significant discomfort. **We may require a doctor's note establishing what medical care was provided, what medications (if any) were prescribed and documentation that the child is no longer contagious and able to return to school.**

**While we regret any inconvenience this may cause, we need to enforce this policy to protect all the children in our care and our staff from unnecessary exposure to communicable disease. If you have any questions, please ask us. However, our Program Manager reserves the right to make the final decision.**



## DIAPERING

For children enrolled in our toddler program, we ask that each child arrive with a fresh diaper. On arrival staff will ask parents when child's diaper was last changed. Our staff will check diapers every 2 hours for toddlers or as needed. Diaper change times will be charted and recorded in each classroom. Diaper changing stations are located in the back area of both classrooms 3 and 4. Staff will follow procedural guidelines for diapering children - please see procedures below.

**Diapers and wipes:** Parents will supply diapers and wipes. We ask that you bring in 2 containers of wipes at the beginning of the quarter. We ask that these wipes are fragrance free. Each child has a storage place for diapers and wipes in their cubby — we will notify you when your child's supply is getting low.

**Diaper rash ointments and lotions:** A parent/legal guardian will be the sole consent to this type of medication being given, without the consent of a health care provider, **if and only if** the medication meets all of the following criteria:

- ❑ The medication is over-the-counter and is one of the following:
  - Ointments or lotions intended specifically to relieve itching or dry skin
  - Diaper ointments or non-talc powder intended for use in diaper area. Must follow the directions/duration on product label. If needed for extended periods, physician signature is required.
- ❑ The medication is in the original container and labeled with the child's name; **and**
- ❑ The medication has instructions and dosage recommendations for the child's age and weight; **and**
- ❑ The medication is not expired; **and**
- ❑ The medication duration, dosage and amount to be given does not exceed label-specific recommendations for how often or how long to be given.

Written consent for diaper ointment is valid for up to 6 months. Please note: *As with all medications, label directions must be followed. Most diaper ointment labels indicate that rashes that are not resolved, or reoccur, within 5-7 days should be evaluated by a health care provider.*

## DIAPERING PROCEDURES

The child will not be left unattended on the diaper-changing table. Safety belts will not be used (They are neither washable nor safe).

**The diaper-changing table will only be used for diapering.** Toys, pacifiers, papers, dishes, etc., will not be placed on diapering surface.

The diaper-changing surface will remain impervious to moisture and intact (no tears, rips, duct tape).

The following diapering procedure will be posted (Department of Health poster) and followed at our center:

1. **Wash Hands**
2. Gather necessary materials.
3. Put on disposable gloves, if desired.
4. Place child gently on table and remove diaper. Child is not left unattended.
5. Clean the child's diaper (peri-anal) area from front to back, using a clean, damp wipe for each stroke.
6. Dispose of diaper in container with cover (foot pedal type preferred)
7. **Wash Hands. If wearing gloves, remove gloves and wash hands.** A wet wipe or damp paper towel may be used for this hand washing only. *Do not leave child unattended.*
8. If parent/guardian has completed a medication authorization for diaper cream/ointment/lotion, put on gloves and apply to area. Remove gloves.
9. Put on clean diaper (and protective cover, if cloth diaper used). Dress child.
10. **Wash child's hands** with soap and running water or with a wet wipe for young infants.
11. Place child in a safe place.
12. Clean diaper changing pad with soap and water, rinse with water, and then disinfect with bleach solution. Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
13. **Wash Hands.**

*Please note: Even if gloves are used, all of the above handwashing must still be done...*



## Stand-Up Diapering for Older Children

When developmentally appropriate, diapers are changed standing up. - This form of diapering may be used for children so that they can gain some self-help skills and independence.

Stand-up diaper changing takes place: in the children's bathroom.

Diaper changing procedure is posted in stand-up diaper changing area. Stand-up diaper changing procedure is followed:

1. Wash hands.
2. Gather necessary supplies (diaper/pull-up/underpants, wipes, cleaner and sanitizer, paper towels, gloves, plastic bag).
3. Put on disposable gloves, if desired.
4. Coach child in pulling down pants and removing diaper/pull-up/underpants (and assist as needed).
5. Put soiled diaper/pull-up/underpants in plastic bag (or assist child in doing so).
6. Coach child in cleaning diaper area front to back using a clean, damp wipe for each stroke (and assist as needed).
7. Put soiled wipes in plastic bag (or assist child in doing so).
8. Close and dispose of plastic bag into hands-free covered trash can lined with a plastic garbage bag.
9. Remove gloves, if worn.
10. Wash hands (in sink or with wipe) and coach child in doing the same.
11. If a signed medication authorization indicates, apply topical cream/ointment/lotion using disposable gloves then remove gloves.
12. Coach child in putting on clean diaper/pull-up/underpants and clothing and washing hands (in bathroom/handwashing sink).
13. Close and put any bag of soiled clothing or underpants into child's cubby.
14. Use 3-step method on floor where change has occurred:
  - a. Clean with soap and water.
  - b. Rinse with water.
  - c. Disinfect with bleach solution Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
15. Wash hands (in bathroom/handwashing sink).

## TOILET TRAINING

Toilet training is a major milestone in a young child's life. We want to work together with the family, to help make toilet training a successful and positive experience for your child.

- When the child is ready for training, we will discuss toilet training procedures and develop a toilet training routine that is developmentally appropriate in agreement with the parent or guardian.
- We will share successes and concerns with the family.
- We will want to follow the same procedure in child care as in the child's home. Use the same words (pee-pee, poop, etc.), so the child does not become confused about what is required.
- We will develop routines that encourage toilet use. Watching for those non-verbal signs that suggest a child has to use the toilet. Suggest bathroom visits at set times of the day, before going out to play, after lunch, etc.
- We encourage the family to dress the child in easily removable clothing and to keep an extra set of clothing on hand for accidents.
- We can expect relapses and treat them matter-of-factly. We praise the child's successes, stay calm, and remember that this is a learning experience leading to independent behavior.
- We will offer help to the child who may need assistance in wiping, etc. We will coach them through this until they become more independent.

# DISASTER & EMERGENCY PREPAREDNESS



## Overview:

It is important for you to know how we are preparing for emergency situations in the South Seattle College Child Care Center. We continue to work with the college on developing, updating and implementing a Disaster and Emergency Preparedness Plan for our center. We hope we will not have to deal with an emergency situation, but want you to know that we are preparing our center in case it is needed. We will work with the campus throughout the year to further develop our plan. We will keep you informed as we gain new information.

The child care center follows the emergency guidelines established for SSC as outlined in the South Seattle College Disaster Plan. Each classroom has a binder with the complete plan in it. Each classroom also has bright orange quick reference flip charts on Emergency Procedures (located by phones). There are emergency numbers posted by each telephone in the center. If you would like to review the flip chart or the college plan, please let your child's teacher or the manager know.



## Building Monitors and their role:

SSC has building monitors for each building on campus. The Program Manager and one Teacher are designated building monitors for child care.

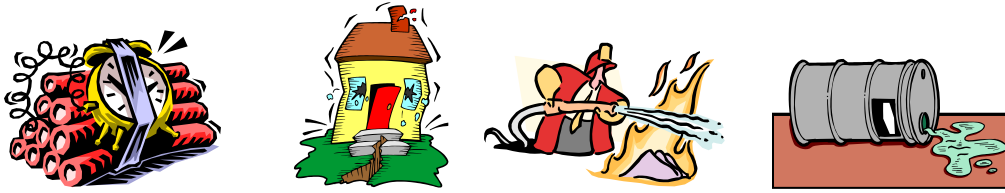
- They coordinate the emergency plan for the center and will designate duties for other staff members when/if an emergency occurs.
- They attend college safety meetings with other building monitors on campus and bring this information back to the rest of the child care staff.
- The child care staff review procedures and policy on an annual basis (or more often if needed).
- Staff members are trained in CPR/First Aid and the use of the fire extinguisher.
- Emergency supplies are checked on a regular basis for expiration dates.

**Drills are held** so staff and children will be prepared if an emergency occurs:

- Monthly fire drills take place with the coordination of campus security
- Quarterly disaster drills will take place
  - Example: practice of drop/cover/hold in case of an earthquake
- All drills are documented and evaluated afterwards

**Emergency exit diagrams** are posted by each door.

## Types of Emergencies the College is Preparing for:



- Bomb Threat/Suspicious Package or Object
- Earthquake
- Fire
- Hazardous Materials
- Crime in Progress
- Disaster Event – Shelter in Place or Evacuation

### Emergency Evacuation:

If there is an emergency that requires us to evacuate the building we will follow campus procedures:

- Evacuation will occur when an alarm sounds and/or upon notification by college officials.
- Teachers will take class lists with them to make sure all children are accounted for.
- Once outside we will need to proceed to a clear area that may need to be up to 500 feet away from our building. We will need to be instructed by a campus official as to the best location on campus to evacuate to. We will not return to our building until we are told it is safe to do so by a college official or campus security member.
- We will try to post our evacuation location as close to the building as possible. Campus security can be called for more information at (206) 934-0911. If possible, we will change our voice mail message on our phone to notify parents of our location. Please keep in mind that phone lines and connections may be interrupted.
- We will take family emergency contact numbers with us and will try to reach parents as phone connections allow.
- We have radio communication possibility on campus to keep in contact with security and campus officials.

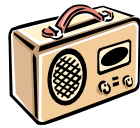
### Shelter in Place

- There are some emergency situations where the safest course of action is to stay where you are. If we are notified by campus authorities or emergency personnel to shelter in place, or if we determine that this is the safest course of action, we will close and if possible, lock the doors and windows. We will close blinds and stay away from windows
- We will wait for further instructions and will not evacuate the area until told to do so, or if it is determined that evacuation is the safest course of action.

## Please Pick Up Your Child Immediately & Emergency Contacts

- In the event of a disaster, and you are on campus, please come to pick up your child as soon as possible. **Do not leave campus for any reason without your child! In the event of a lockdown, we will not be able to let anyone in or out of the building (including parents) until we are given the all clear.**
- If you are a community family, and it is a campus only emergency, we will call you and ask for you to come to pick up your child. If it is a city-wide emergency, we ask that you come to pick up your child as soon as possible.
- When filling out the emergency contact numbers, please consider contacts that are as close to the college as possible. Consider contacts in the West Seattle area or within walking distance of the college. In the event of an emergency, they may be able to pick up your child sooner than you can.
- It is also important that you completely and accurately fill out the health and emergency information in your registration packet. This includes the consent for emergency medical treatment. The more information we have about your child, the better able we will be to help them in an emergency situation.

## Emergency Preparedness Supplies:



The center has Emergency Preparedness Supplies on site in case of emergency situations. The supplies should last for 3 days in case of a wide-spread disaster. Supplies are located in each classroom in cupboards marked “Emergency Supplies”. The following is a list of the supplies that we have:

|   |                       |
|---|-----------------------|
| Flashlights with batteries and whistles | Emergency Toilets     |
| Light sticks                            | Toilet Paper          |
| Emergency blankets                      | Bio-Hazard Bags       |
| Rain Ponchos                            | Garbage Bags          |
| Dust Masks                              | Water                 |
| Radio with batteries                    | Food Rations          |
| Trauma First Aid Kit                    | On-campus 2-way radio |

As mentioned in our Health Policy - **Emergency supply of medication for chronic illness** - For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case of an earthquake or other disaster. Please talk to Lisa about this so that proper procedures are followed in the directions, authorization and storage of the medication.

Thank you to your attention to these details! Let us know if you have questions!



SOUTH SEATTLE COLLEGE  
PRESCHOOL & CHILD CARE CENTER

**PESTICIDE NOTIFICATION POLICY**

This policy outlines the steps that South Seattle College will follow when pest control is needed at the SSC Preschool & Child Care Center.

1. Parents/Guardians and employees shall be notified at least 48 hours before a pesticide application is performed at the SSC Preschool & Child Care Center. The notification system shall include posting of the notification in a prominent place in the center (by main office and sign-in areas).
2. All notifications shall include the heading "Notice: Pesticide Application" and at a minimum, shall state:
  - a) The product name of the pesticide to be applied
  - b) The intended date and time of application
  - c) The location to which the pesticide is to be applied
  - d) The pest to be controlled
  - e) The name and phone number of a contact person at the school
3. A school facility application must be made within 48 hours following the intended date and time stated in the notification or the notification process shall be repeated.
4. At the time of application, a marker will be placed at each primary point of entry to the school grounds (minimum size = 4" x 5" & printed on colors contrasting to the background).
5. If the application is performed by a certified applicator, the marker will have the words: "THIS LANDSCAPE HAS BEEN TREATED BY \_\_\_\_\_" and "FOR MORE INFORMATION PLEASE CALL \_\_\_\_\_"
6. If the application made to school grounds is done by school employees, notification signs will be placed at the location of the application and at each primary point of entry to the center grounds. Markers shall include the words: "THIS LANDSCAPE HAS BEEN RECENTLY SPRAYED OR TREATED WITH PESTICIDES BY YOUR SCHOOL" and "FOR MORE INFORMATION PLEASE CALL \_\_\_\_\_"
7. Notification signs for applications to the center other than center grounds shall be posted at the location of the application and shall state the information outlined in #2 above. (Signs shall be a minimum of 8 ½" x 11" and shall include "Notice: Pesticide Application")

8. Notification signs shall remain in place for 24 hours from the time the application is completed. If a particular product requires a longer notification time for restricted entry, the notification sign will stay in place as required by the product label.
9. A school facility application does not include the application of antimicrobial pesticides (intended for use as a disinfectant or sanitizer) or the placement of insect or rodent baits that are not accessible to children.
10. Pre-notification requirements do not apply if:
  - The application is made when the school is not occupied by children for at least two consecutive days after the application.
  - There is a need for an emergency application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects. Notification shall occur as soon as possible after the application.
11. The school will maintain records of pesticide applications. The pesticide operator will provide a copy of the records within twenty-four hours of when the pesticide is applied. Records will be maintained by the Campus Services Department on Campus.
12. A school is not liable for the removal of signs by unauthorized persons. A school that complies with these regulations cannot be held liable for personal property damage or bodily injury resulting from signs that are placed as required.



## WHO TO SPEAK TO

SSC Preschool & Child Care Center – (206) 934-5348

If you have a concern about:

Speak to:

Your child's

- progress in school
- behavior
- sleeping and eating
- special problems at home or in school

1. Your Child's Teacher  
or
2. Program Manager

Physicals, Immunizations,  
Medication, Allergies, Other  
Health and/or Registration Records

Program Manager

Absence

- child's

Your Child's Teacher  
or  
Program Manager

Billing

- incorrect charges
- difficulty in meeting deadline
- larger payments (quarter, etc.)

Program Manager

Parent Education Program

- parent meetings/seminars
- visits to the center
- special interests

Program Manager

Concerns about general operation  
and administration of the center.

Program Manager

Complaints/Concerns that are not resolved by the child care center staff can be reviewed by the Dean of Student Life

Dean of Student Life  
Student Life – JMB Bldg.- Room 135  
(206) 934-6749

Notebooks with our Policies and Procedures are located in each classroom near the Exit door and are available for your review.

