



# EARLY LEARNING CENTER



# FAMILY HANDBOOK

The mission of the Early Learning Center at Everett Community College is to provide a safe, nurturing, and stimulating environment that values whole child development through our play-based learning curriculum.



Dear Parents and Families,

Welcome to the Everett Community College Early Learning Center! We are so glad to have your family

Our goal is to provide a welcoming, safe and developmentally appropriate environment for every child and family. This handbook is designed to ensure that your family has a rewarding experience with the program. In the handbook we have tried to anticipate many of your questions about the program. The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communications and a sense of trust between parents and teachers are vital to the experience of the child.

Our purpose is to provide the highest quality care and education for children and to ensure that parents are valued and respected. To accomplish this we depend on parents to be responsible and active child care consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program. We welcome your comments, questions, concerns and suggestions about your child's experience and the program. We understand that nothing is more important than your child's early education and care experiences. Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice in your mailbox. In addition, the handbook will be updated as needed. Come and talk with us should you have any suggestions, questions or concerns.

Warmly,

Kristina Saunsaucie

Director

425-388-9120 or 425-388-9121 – phone

ksaunsaucie@everettcc.edu

Everett Community College is committed to equal opportunity in its educational programs, activities and employment policies regardless of race, color, gender, creed, religion, age, ancestry, national origin, differing ability, sexual orientation, gender identity, pregnancy, political affiliation, parental status or Vietnam veteran era status, and pregnancy. This facility is operated in accordance with the U.S. Department of Agriculture.

## **CENTER INFORMATION PHONE NUMBERS, EMAIL AND LOCATION**

The Early Learning Center is located at 820 Waverly Avenue Everett WA on Everett Community College's main campus off Tower Street.

## **HOURS, DAYS & DATES OF OPERATION**

**Monday through Thursday 7:15am to 5:15pm**

**Friday 7:15am-3:15 pm.**

### **Main Email address:**

elc@everettcc.edu

### **Our mailing address is:**

2000 Tower Street MS #18 Everett, WA 98201

### **Director: Kristina Saunsaucie**

425-388-9120

### **Assistant Director: Amie Waters**

425-388-9302

### **Front Desk: Jody Nardis**

425-388-9121

### **Family Support Specialist: Alex Wood**

425-388-9122

### **Fax Number:**

425-388-9124

**DEPARTMENT OF SOCIAL AND HUMAN SERVICES (DSHS) PROVIDER ID #:  
688151**

**DEPARTMENT OF EARLY LEARNING (DEL) LICENSEE # (DBA The Early Learning Center): 128634**

DEL LICENSOR: Wendy Lin, MSW /Center Licensor

Dept. of Early Learning

840 N. Broadway, Bldg. B, Ste. 510

Everett WA 98201

425-339-1835 / fax: 425-339-1900

**THE FEDERAL TAX ID# FOR THE EARLY LEARNING CENTER: is 91-0759103**

Please keep this number for your tax records. Upon request the Early Learning Center will prepare an end of the year statement of payment on EVCC letter head for the family

**MISSION STATEMENT:** The mission of the Early Learning Center at Everett Community College is to provide a safe, nurturing, and stimulating environment that values whole child development through our play-based learning curriculum.

#### PLAY-BASED LEARNING...

- Allows children to be in an environment that invites them to explore all aspects of development.
- Balances child-directed and teacher supported activities for active learning.
- Arises out of children's interests and natural curiosity and involves open ended play and intentional interactions and conversations.
- Guides teachers to observe, document, and reflect on children's development to create meaningful experiences for children.

**PROGRAM PHILOSOPHY:** The Early Learning Center incorporates the most current practices in Early Childhood Education and fosters children's social, emotional, cognitive, and physical growth. The Early Learning Center serves EvCC students, staff, and community member's children and provides high-quality care and education. We foster the larger mission of the college by supporting student success from our youngest learners through college completion.

The staff at the Early Learning Center believes that children learn best in a respectful, supportive and nurturing environment where they are encouraged by caring adults who observe and learn beside them. We believe that children should be given time and appropriate materials to engage in hands-on exploration, problem-solving, and experimenting. Knowing each child is unique, teachers create custom lesson plans and classroom environments to nurture the child's creativity. With our small group sizes and low child-to-teacher ratios, children experience the joy of learning in an environment that fosters self-esteem and individuality. Our teachers are advocates for children who support and encourage them to develop academically and socially. As they listen to and learn with each child, they assess and guide the learning process and empower children to make sense of their world.

We know that families are the child's first and most important teacher. Family involvement and connectedness is an integral piece of what makes our program strong. Families are always welcome and their role in informing and partnering with teachers is what creates the best possible learning environment for the child.

#### **STAFFING:**

Each classroom has an early childhood education teaching team consisting of a lead teacher with assistant teachers who work together to plan and provide the children's educational program.

We are fortunate to have highly professional staff with experience and educational training in child development and early learning theories. Our staff is aware of the vital role families have in assuring quality care for children and is committed to working with you to provide the best

environment for your child. We encourage you to talk to your child's teachers about questions or concerns, and to keep in touch through frequent communication.

We maintain ratios that exceed state licensing minimums and meet the criteria for NAEYC accreditation. We know that young children learn best in small flexible play groupings for most of their day, so to provide support and achieve low ratios we encourage other important sources of classroom support:

- **Adult family members** of enrolled children who spend time helping in their child's classroom.
- **Work-study students** who are awarded funds as part of a financial aid package, and who work with the children under the supervision of the classroom teachers.
- **Early Childhood Education Practicum students and interns** who are studying to be teachers of young children and spend time working with the children to gain experience and skills. They are supervised by college faculty and are guided by the lead teacher.
- **College and Community volunteers** who share their time and interests with the children alongside the regular staff.



## ENROLLMENT

We are licensed for children 12 months through 5 years. Everett Community College students have priority enrollment, followed by EvCC staff and faculty. Student rates have been made possible through the generous support of the EvCC Student Association. EvCC students must be enrolled in at least 3 credits to receive student rates. Full time EvCC employees are not eligible for student rates. The ELC welcomes community families on a space available basis.

The ELC offers ECEAP (Early Childhood Education Assistance Program) for families with 3-5-year-old children who meet income eligibility requirements.

**ENROLLMENT PROCESS:** The ELC offers Quarter and Academic Year enrollment options to families. Enrollment is ongoing throughout the year and offered on a space available basis. In addition to regular tuition payments, we accept DSHS child care subsidies as payment. A family using DSHS to pay for services must have their authorization in place prior to being placed in a classroom.

Enrollment Packet to be completed prior to enrollment includes:

- Family Information Form
- Emergency Consent
- Health History
- Developmental and Health History
- Immunization Record
- Childcare Agreement
- USDA Form
- TSG Permission Slip
- Registration fee of \$25 per quarter paid at cashier's office

**ORIENTATION:** Orientation sessions are held each quarter to familiarize parents and volunteers with the ELC and to ensure that all adults at the ELC understand licensing regulations that keep the children healthy, safe and happy. Attendance is required.

**CLASSROOMS:** We have eight classrooms at the ELC. Children are placed in classes based on age, developmental needs and composition of the group. We keep children and teachers together for an entire school year, September through June, unless extenuating circumstances arise suggesting it would be advantageous to the child to move on a different schedule.

### **CLASSROOM TRANSITION PLANNING:**

Children move from one classroom to the next depending on their developmental stage. This is determined through parent teacher conferences, ASQ assessment, and careful classroom observation. When it has been determined that a child is ready to move to the next classroom, teachers arrange short visits to the new classroom and attend the visits with the child. After a few visits, the family is encouraged to begin the drop off routine in the new classroom. During the first two weeks, families are invited for a "Getting to Know You" Conference. Within a quarter the new teacher will schedule a family conference with the family to check in on progress.

**TUITION AND CO-PAYMENTS:** Tuition or Copayments are due the first business day of every month for the month of service. For children beginning after the first of the month, families will pay the tuition for the remaining days of the month prior to the child beginning school. Tuition and fees are evaluated every fiscal year. Raises in tuition and fees will typically take place with the beginning of the new fiscal year with the beginning of Summer Quarter in early July.

**STUDENT STATUS:** In order to qualify for student rates, students must be enrolled for three credits in a quarter and have paid a student activities fee. EvCC employees attending school on a waiver do not qualify for student tuition rates. If a parent graduates or decides to reduce credits or no longer attend school, their billing status is changed from student status to non-student status. Upon graduating, the parent then becomes a non-student parent and is billed at non-student rate. If a student decides to drop out of school for whatever reason within the quarter but wishes to keep their child(ren) at the center, a revised bill will be generated. The new bill will reflect the change in status and the date of that change will be verified by the Registrar's office.

**LATE FEES:** Tuition or Copayments which are unpaid by the fifth business day of every month will result in a late fee of \$10 being applied to the family's account.

**BILLING ERRORS, QUESTION, OR CONCERNS:** Although every effort is made to insure that no errors are on bills, sometimes mistakes do occur. If this happens, please bring the bill to the office at the Early Learning Center to remedy the problem.

**SIGN IN AND OUT EVERY DAY:** The family member must sign the child in at the computer or on the paper attendance sheet when child is brought into the building. The family member must sign the child out of the program at the end of the day. The family member should check the child's cubby and the mailbox in the classroom each day to pick up announcements or communications that may be sent from the Director or the teachers.

**CHILDREN MUST ARRIVE BY 9:00 AM:** We require that all families drop their child off no later than 9:00am each morning. Please plan ahead for the congestion that happens in the drop off parking. **Any arrival after 9:00 am must be pre-approved by the Center Director or Assistant Director** and will be reserved for limited special circumstances such as appointments, and we expect that this will happen infrequently.

**SCHEDULES/NEED FOR CONSISTENCY:** Children need consistency in their daily schedule to feel safe and secure in their environment. We would like to encourage families to bring children at the same time each day (or as close as possible). We realize that there are appointments that will sometimes interfere with drop-off times. However, we cannot emphasize the difference it makes in a child's day and their development when they are consistently brought to the center at the same time each day.

**ARRIVAL:** Parents are required to accompany their child into the center and into their child's classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher, about their child's temperament that particular day, how he/she slept the night before, whether he/she has eaten that morning, etc. Most children go through periods of difficulty with separating from their parent(s). This is common and developmentally appropriate.

Try these tips for a successful drop-off:

- Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.
- Separate once. If you come back into the classroom again and again, it will

increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.

- Be reliable. Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

**DEPARTURE:** Our program day begins at 7:15am and ends at 5:15pm Mon-Thurs and 3:15 on Fridays. Be sure to say good-bye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, The Early Learning Center is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.

**WHERE TO PARK FOR DROPPING-OFF AND PICKING-UP OF CHILDREN:** The Early Learning Center has a circle drive in front of our building for pick up and drops off. If you need to be in the Center for longer than 15 minutes, please notify the office so we may print you a parking pass. We do ask families to not park in the circle drive while conducting other campus business as security may ticket you and it interferes with other family's ability to use the parking.

**USE OF 'NO-PARKING/FIRE ZONE':** The 'No-Parking/Fire Zone' in front of the Early Learning Center is being used for drop-off parking. When the 'No-Parking/Fire Zone' is used, it restricts traffic from advancing to the next available parking stall or when necessitated, access by First Responder Vehicles. Campus Safety & Security Office will issue warning notices to vehicles parked in the 'No-Parking/Fire Zone' the first two week of the quarter after which parking tickets will be issued. As part of the grace period an 'A'-Frame board will mark the 'No-Parking/Fire Zone'. When you are in the drop off zone, please do not let your car idle as it sends exhaust directly into the building.

We feel confident that you would agree that the safety of your child as well as all of the children here at the Early Learning Center is our top priority. This is only one piece of a safe operation but it is as important as the rest of what the staff does to keep the children safe at Everett Community College's Early Learning Center.

**LATE PICK UP POLICY:** Children are required to be picked up at the scheduled time. **Our last pick up time is 5:00 to ensure that the building is closed by 5:15 Monday through Thursday and 3:00 pick up on Fridays with the building closing at 3:15 pm..** If you anticipate being late, we ask that you call 425-388-9121 and let us know you will be late. If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director and/or Assistant Director will be notified and she will then notify the Child Protective Services and/or the Everett Police Department.

Families who arrive to pick up after 5:15 pm Mon-Thur and 3:15 Fridays will be given one written warning. On the second late pick up, families will be billed \$1.00 per minute, per child, with a minimum charge of \$15. After the third late pick up families will be required to meet with the Director to develop a written plan. If late pickups continue to happen, the program reserves the right to dis-enroll the child from the program.



**AUTHORIZED EMERGENCY CONTACT AND PICK UP PROCEDURES:** Families are asked to provide the names, addresses and phone numbers for their emergency contact people along with the person's driver's license or state identification card number. We ask that all pick up people be over the age of 18. If this is not possible we ask for a written note from a legal parent/guardian. Please instruct your pick up person to always have photo identification available.

Children are never released to a parent/legal guardian or other authorized pick-up person if the staff is concerned about the safety of the child. Examples of when the child would not be released are:

- -parent/legal guardian/pick-up person appears too ill to drive
- -parent/pick-up person has been drinking alcoholic beverages
- -parent/pick-up person appears under the influence of any type of drugs

If any of the above situations occur, another authorized pick-up person is contacted. Although, we understand that these could be sensitive or potentially embarrassing situations, our main concern is the safety of all of the children and families at the Center.

**ABSENCE:** Children missing five consecutive days without notifying the Early Learning Center may be dis-enrolled and the family will be charged an additional week of tuition. (*ECEAP parents please refer to ECEAP Attendance Policy*)

**VACATIONS:** In order to keep our valued teachers, vacation time is billed at our standard rates.

**WITHDRAWAL OR REDUCTION IN SCHEDULE:** Two weeks written notice is required for billing purposes. If you are moving, please leave us a forwarding address so children and teachers can write to your family.

**PARENT COMMUNICATION:** We believe that cooperation and a positive relationship between home and the Early Learning Center builds the foundation of quality care. It is important that parents and staff communicate freely with each other. There are many events in the life of your family that may have a positive or negative effect on your child. We can respond to and accommodate changes in your child's behavior if we are kept informed about the factors that may be contributing. Please be aware that teachers keep information shared with them confidential. When you have a concern about your child, please refrain from a lengthy conversation at pick up time. The teacher's responsibility is for the remaining children. For situations that require a longer conversation, conferences can be set up via telephone or a personal meeting. If you would like to set up a meeting with a teacher, please contact the office and we will help find a time for a conference. If you are having a problem with a particular teacher, please discuss it with them first. If you see no improvement or need additional support, please contact the office.

#### **CUSTODIAL & FAMILY SAFETY CONCERNS:**

Children of parents/legal guardians who are divorced/separated must legally be released to the non-custodial parents under Washington laws; this also includes releasing information to the non-custodial parent. The only way we cannot do so is if we have a signed court document in the child's file stating otherwise. If there are any problems or questions, please see the office. In cases where a child has parents/legal guardians that were not married, we still ask for a copy of any custody arrangements to be kept in the child's file. In the event there is an individual in the

child or family's life who poses a safety risk we ask families to provide us with any restraining or no contact orders. If at all possible we also request a photograph of the person. We will contact Everett Community College Campus Safety for assistance in honoring these court orders and in keeping you and your child safe at EvCC & the Early Learning Center

**CHILDREN WITH MORE THAN ONE RESIDENCE:** Please let us know if more than one copy of center information (handbooks, newsletters, etc.) is needed or if information needs to be sent to more than one address. The Early Learning Center is happy to send multiple copies of information to all parents and/or guardians of enrolled children.

**SMOKE FREE ENVIRONMENT:** Everett Community College is a smoke free environment. This includes Vape pipes, cigars, cigarettes, marijuana, and e-cigarettes.

**DRESSING FOR SCHOOL:** Children should wear comfortable clothes that allow him or her to move freely. We believe in messy hands on exploration and play! We ask for children to wear sturdy closed toe shoes that permit climbing, running and jumping. If a child wears Crocs or other water shoes, we ask that they not fall off the child's feet. We suggest that children not dress in anything that would upset the child or family if it were stained or soiled. Smocks are provided by the center but do not fully cover the child's clothing.

We ask that each child bring at least two to three additional sets of labeled clothing. Please check the clothing occasionally to make sure it still fits and is seasonal. For children who are beginning to use the toilet, we suggest several changes of underwear and bottoms. Whenever we need to change a child at school, please be sure to bring extra clothes for the following day. If your child goes home with borrowed school clothes, please return as soon as possible.

In our program we go out in all types of weather, including rain. If possible, please send your child with extra shoes and/or rain boots on wet days. Donations of outgrown rain boots are much appreciated. In the winter, children need: boots, warm coat, mittens, hat, and extra socks (all labeled). Children are required to keep on their coats when the temperature dips below 40 degrees Fahrenheit. The cubbies in the classroom are used for extra clothes, and artwork. Please ask one of our Family Support Specialists if you need assistance with warm clothing or boots.

Please label your child's clothing and belongings with the child's name so that we can make sure your child's items are not misplaced.

**TOYS FROM HOME:** The Early Learning Center has a large variety of toys and requests that children not bring toys from home, as these may be lost, broken, or cause difficulty in sharing. However, we also understand that children enjoy bringing special items and many of our classrooms have Share Days set aside for children. Items that we encourage children to bring include books that are culturally diverse or reflect anti-bias or social learning experiences, and nap-time cuddle toys (soft toys or stuffed animals) or other comfort item. If any problems occur in relation to a toy brought from home, the item will be placed in the child's cubby and returned when the child is picked up. Please note: The Early Learning Center is not responsible for any lost or broken toys brought from home.

## CURRICULUM AND ON-GOING ASSESSMENT:

We strongly believe in hands-on exploration, problem-solving, and experimenting. Each child is unique and teachers are encouraged to create custom lesson plans and classroom environments. With our small group sizes and low child-to-teacher ratios, children experience the joy of learning in an intimate environment that fosters self-esteem and individuality.

The most important goal of our early learning program is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We are teaching them how to learn, not just in preschool, but all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them.

We know that children learn best when they have strong, trusting relationships with caregivers; we focus on creating environments where children feel secure. Through warm, positive interactions with their teachers, children develop a trusting relationship, allowing them to become confident learners.



**CREATIVE CURRICULUM:** All classrooms in the Early Learning Center use the Creative Curriculum based on the philosophy that children learn best by doing. Learning is not restricted to repeating what someone else says, instead, true learning requires active participation, thinking, and experimentation. Play is the foundation upon which academic learning is built. Through play, children learn abstract concepts, such as letters as symbols for sounds, and numbers as symbols for numerical concepts.

At the heart of The Creative Curriculum is knowledge of child development theory and careful consideration of the latest research in the field of early childhood education. Used to inform and shape the Creative Curriculum and the guidance offered to teachers, the research base ensures that teachers know not only what and how to teach children, but why particular practices are effective. The Creative Curriculum highlights the important balance between applying a general

knowledge of child development with the particular knowledge a teacher gains by forming a relationship with each child and family.

Our curriculum identifies goals in all areas of development:

- **Social:** to help children feel comfortable in school, trust their new environment, make friends, and feel they are part of the group.
- **Emotional:** to help children identify their own and other's feelings, to help children experience pride and confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** to help children become confident learners by letting them try out their ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical:** to help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give the children a successful start in school.

#### **EXAMPLE OF DAILY SCHEDULE FOR CLASSROOMS**

*Diapering & bathroom time are offered based on individual needs and age group. Diapers and Pull Ups are changed every two hours or as needed whichever is shorter.*

- 7:15 – 8:00..... Arrival/Choice Time/ Centers
- 8:00 – 8:30.....Breakfast (Young Toddlers have breakfast at 7:30 am)
- 8:30-8:45.....Morning Meeting
- 8:45 to 10:00.....Choice Time/Learning Centers open
- 10:00 to 10:30.....Snack
- 10:30-11:30.....Outdoor/Large Motor Play
- 11:30 to 12:00.....Transition Inside; Circle Time and Preparation for Lunch
- 12:00-12:30.....Lunch
- 12:30 – 1:00..... Story time/Quiet Time/Diapering/Bathroom
- 1:00 – 1:30..... Everyone Rests
- 1:15 – 2:30..... Sleepers Sleep/Awake Children participate in quiet activities
- 2:30 – 3:00..... Afternoon Snack
- 3:00 – 3:15..... Afternoon Meeting
- 3:15 – 4:15..... Choice Time
- 4:15– 5:15.....Depending on Children...Large Motor/Outside/Gym

**AUTHENTIC ASSESSMENT OF CHILDREN:** When we assess children it simply means that we observe your child over time and gather information about what he/she is doing and how she/he is progressing in relation to developmental milestones and our program goals. We use a variety of tools to do this. We ask you many questions about your child when you first enroll in our program. You know your child best and the information that you give us is incredibly helpful as we start to become acquainted with your child. While your child is involved in

ordinary everyday work and play in our center, we collect evidence. Evidence may be art or a writing sample, notes of words or conversations your child has said, photographs, voice samples, or observations of your child at work and play. The information we gather has developmental and educational significance. This evidence is collected continually so that we can compare what we've seen or recorded today with what we've seen in the past. This allows us to gain a good understanding of your child and to look for growth over time. It also helps us, as teachers, to plan, design and establish our curriculum and environment.

All information that is gathered concerning your child's growth and development is kept in an area accessible only to center teaching and administrative staff. All children's records are kept confidential. Access to this information by anyone other than a parent or guardian is done only with the parent/guardian's written approval.

## **ASSESSMENT TOOLS**

**ASQ (AGES AND STAGES QUESTIONNAIRE):** All families will receive an Ages and Stages Questionnaire upon initial enrollment and at the beginning of every new school year (typically Fall Quarter). We ask families to complete this questionnaire with their child. The questionnaire helps us to know where your child is at in their development and how to plan activities based on the information you provide. If we can be of any help to you in completing the questionnaire or you have any concerns, please let the center director know as soon as possible. We are happy to provide you with resources or literature on the process. Once we have received your completed questionnaire we will review the information and work with you within 30 days of the return of the questionnaire to develop goals for your child for their upcoming school year. Your child's teacher may also complete an Ages and Stages Questionnaire based on what they are observing in the classroom.

**TEACHING STRATEGIES GOLD (TSG):** The State of Washington Early Learning & Development Guidelines, along with the Washington State Grade Level Expectations and Common Core Standards for Literacy and Math in the Washington Public Schools Kindergarten through the 12<sup>th</sup> grade is aligned with Teaching Strategies Gold. Full time teachers receive training in using this assessment tool and participate in ongoing continuing education. At the time of enrollment, you will be invited to participate with TSG and by accepting the email invitation you will gain access to your child's confidential online portfolio. For the portfolio, teachers will document your child's progress through photographs and videos, written observations of what they see your child doing and saying and collect samples of their work.

Teaching Strategies GOLD was formerly known as the Creative Curriculum Developmental Continuum. This assessment tool looks at thirty-eight different Objectives for Development and Learning in nine different Content Areas from Birth through Kindergarten. At no time will we "test" your child's skills or abilities throughout their day. We use authentic assessment by observing and documenting what your child says and does, who they play with, and what activities pique their interest. We use these content areas and the objectives found within the content areas to help us organize your Child's Online Individual Portfolio. The information collected in this portfolio will also help to guide us, along with your input, to set developmental goals for your child. You will be invited to meet with your child's teacher prior to their beginning a new classroom and once per quarter during parent conferences to help us set these goals.

With the family's permission we will act as a partner with your child's future kindergarten to share the information we have collected through Teaching Strategies Gold transition report with the kindergarten teacher.

**FAMILY/TEACHER CONFERENCES:** On the last day of each academic quarter we close our center for child care and hold Family/Teacher Conferences. Families who are unable to attend these conferences may arrange a separate time with their child's teacher. During these conferences we set goals with our families for their children and we review their child's Teaching Strategies Gold online portfolio. During the school year, you are welcome at any time to request a conference with your child's teacher and/or the director to discuss your child's development and/or any concerns you might have.



**BIRTHDAYS:** Birthdays are special days in preschool. We enjoy being a part of your child's birthday celebration. Each classroom has an activity to recognize birthdays. Because of licensing requirements, we cannot serve home baked foods to our groups of children. If you would like to arrange a special baking project using our recipes in our kitchen, please talk to the director or teachers. Please do not send party favors or presents. We ask that gift opening be reserved for home. Please do not bring party invitations to the center unless you are including everyone in your child's room. Also, we ask that you not bring balloons as they pose a safety hazard.

**HOLIDAYS:** The Early Learning Center respects each individual's right to their own beliefs. To that end, no major emphasis is placed on holidays. This does not mean that the children and families are not free to share their own experiences of what a holiday means to them. The Early Learning Center does not participate in any religious activities.

**FAMILY SUPPORT SERVICES/FAMILY NIGHTS:** The Early Learning Center is a place to not only know that the children are being cared for, but is also a place to meet other families, learn of upcoming college and community events, find information about parenting, relationships, child development, etc., and a place that offers support when needed. We will offer Family Activities and Parent Education opportunities each quarter. Upcoming events that may be of interest to parents are posted on the Family Information Boards in our reception area and outside the classrooms; in the children's cubby or on the classroom clipboard and through e-mail. Your classroom teacher and the Director are also here as a form of support for your family. Should you need resources on a particular topic or have child development questions, do not hesitate to let us know how we can be of assistance to help your family. Please let us know if you can help us plan family events at the Center. Also please let us know when you would be the best time to schedule those events. Going forward there will be a time and talent survey.

**FAMILY ADVISORY COMMITTEE:** Families who are interested in joining can get more information from the Director. The Family Advisory committee meets monthly with the ECEAP Family Support Specialist & the Program Manager to discuss ELC policies, upcoming events, and to provide feedback to the Director on the overall program. Families are welcome to come to any of the meetings regardless of their membership on the committee. Meeting minutes will be sent out to all enrolled families. The Family Advisory Committee also assists the Director and Teachers in organizing family activities and educational experiences.

**FAMILY ACCESS TO CHILD'S RECORDS:** All staff at the Early Learning Center are committed to maintaining confidentiality and lending support to help families achieve their goals. Children's records are accessible to the parents of the child at all times and center policies are governed by parental/legal guardian's needs. The children's records are accessible to only the director, lead teachers, program assistants, to the parent/legal guardian of the child unless access denied by court order, and the state licenser.

**CONFIDENTIALITY STATEMENT:** All staff having access to the children's records will not discuss or disclose any personal information regarding the children or their family unless authorized by the parent/legal guardian. All of the Early Learning Center staff & Volunteers sign a Code of Confidentiality agreement before they start working with children and families.

**CHILD ABUSE AND NEGLECT:** All part and full time staff at Everett Community College are mandated by the State of Washington to report any suspected or known instances of child abuse or neglect to Child Protective Services. Providers are also expected to cooperate fully to protect the health and safety of children. The Early Learning Center staff receives in-service training on recognizing the signs of abuse and neglect and reporting procedures annually. If you would like further information on child abuse and neglect, contact the Director of the Early Learning Center.

**OPEN DOOR POLICY:** The Early Learning Center has an open door policy for families to visit and/or observe at any time during the center's hours of operation, unless access is prohibited or restricted by court order. Families are welcome to come into the center and visit at any time. Families are welcome to participate in our program in several ways. We enjoy having families join us for lunch, snack, special days, and field trips. Families are encouraged to share a hobby or interest with our children and an invitation always stands for you to read a book during story time. The center welcomes family members to help out in the classroom anytime.

**SIBLINGS/FRIENDS/RELATIVES OF CURRENT ENROLLED CHILDREN:** Often, when families drop-off or pick-up a child there are other children who are along but are not enrolled in the Center. It is essential that those children stay with the adult at all times. Siblings and family are welcomed to come into the classroom and play while you wait for the enrolled child to finish an activity providing they are under the supervision of the responsible adult or legal guardian. We also ask that you help the children you bring into the Center adhere to our policies: children use walking feet, inside voices, and people and materials are handled with respect and care.

**CHILD GUIDANCE & CONFLICT RESOLUTION:** We guide children's behavior so that they gradually learn to live and play well in a group. We want children to have internal self-control over their behavior so that they are cooperative, kind, fair, and safe, and can solve their disagreements peaceably, even when an adult is not around. This requires that we use only positive guidance techniques that build children's self-esteem as they learn acceptable group behavior. We accept and respect each child regardless of his/her behavior. The children are treated warmly and with care even when they make mistakes. We patiently teach young children how to behave successfully in school. They are not punished for not already knowing how. We believe discipline is an opportunity to teach new social skills. No child will ever be subjected to any form of physical discipline in our school.

We believe in consistent, age-appropriate, and understandable limits. When out-of-bounds behavior occurs, we believe it is important for children to understand why the behavior is inappropriate and how to modify it. If unacceptable behavior reoccurs frequently, parents will be contacted to discuss the problem and we will work together to find a solution, create an individualized behavior plan, and/or provide referrals.

**ADDRESSING CHALLENGING BEHAVIORS:** Every child deserves consideration and fair treatment, as well as a safe and healthy learning environment. Any child can have a bad day and feel sad or upset. When that happens, we try to help the child find things to do that are comforting to him or her. In our setting, children work independently, collaboratively, and under the direction of the teachers at an appropriate developmental level. The Early Learning Center is unable to provide long term one-on-one care for children needing extra support. Should your child be unable to work safely and successfully in our group setting and/or respond to teacher direction, we will meet with you to discuss options such as creating a plan with the teachers, reducing the child's schedule, or referring you to an appropriate community service for evaluation. We will re-evaluate the appropriateness of our setting for meeting your child's needs at the end of the two-week period. At this time, we will either continue with the plan or make modifications.

As a very last resort, a decision may be made which includes your child being unable to attend the Early Learning Center.

**Behaviors needing attention:**

- Physical Actions: hitting, kicking, biting, pushing, throwing things
- Verbal Actions: intimidating, shouting, growling, threatening, screaming, demanding, or controlling
- Excessive Emotional Behavior: upsetting to other children or teachers
- Destructive Actions towards things: own, others, or school property



**Things adults can do if they observe these behaviors:**

- Redirect the child to appropriate or different activity
- Show (describe) appropriate behaviors
- Sit or stand near the child
- Be accepting of and nurture the child, not the behavior
- Remove the child from the situation

**Action Steps:**

- Document behavior
- Report to parents
- Make action plan with parents
- Follow up conference to evaluate action plan

In conclusion, our goal is to help your child be successful and to support your family in determining the most appropriate plan to work with any challenging behaviors. We appreciate our partnership with you and your family.

**UNRESOLVED PROBLEMS:** The Early Learning Center prides itself on being an environment where families and staff discuss concerns that arise. However, there can be times when it may be difficult to resolve a concern. It is our hope that when there is a problem that the people involved directly can work it out. If that is not possible, please refer to the organizational chart on page 28 of this handbook.

**TERMINATION OF ENROLLMENT:** We reserve the right to cancel the enrollment of a child for any of the following reasons:

1. Non-payment from parents and/or lack of adherence to Center tuition payment policies.
2. The child has special needs which the Center cannot meet, including disruptive behavior which requires a disproportionate amount of one-to-one attention or is putting the safety of themselves, other children, or teachers in jeopardy.
3. Failure to provide the required forms for enrollment.
4. Abusive behaviors and/or verbal threats by the family toward program staff, other families and/or children.
5. Non-compliance with the Early Learning Center's policies and procedures.
6. Lack of cooperation from the family in adhering to policies and procedures relating to child's arrival and pick-up.
7. Unwillingness to work with the center staff on issues relating to the child.

In the case of a Center termination, a one week, written, dated notice will be given to the parent/legal guardian.

## HEALTH AND SAFETY POLICIES

### WHEN TO KEEP A CHILD AT HOME / EVCC Early Learning Center Illness Policy:

Below is a list of symptoms that indicate a health concern because of which the child is not well enough to be at the center. If a child displays any of these symptoms during the day, the parent/guardian is contacted to take the child home so as not to expose the other children to the illness. **Please note this is not an all-inclusive list.**

- **Fever** Forehead temperature of 100 degrees or higher
- **Respiratory Symptoms** Difficult/rapid breathing, severe coughing, high-pitched croupy or whooping sound after coughing.
- **Diarrhea or Vomiting** Two or more times within 24 hours without an explanation from the doctor. Observe for other symptoms like fever or abdominal pain.
- **Eye/Nose Drainage** Yellow or green thick mucus or pus draining from nose or eyes. Constant clear drainage from the eye.
- **Skin/Rash Problems** Wet rashes, open sores – crusty, yellow green drainage which cannot be covered, lice, ringworm etc., rashes which spread and/or intensify while the child is in care with us.
- **Unusual Symptoms:** Eyes or skin is yellow. Stool is gray or white. Urine is dark colored.
- **Lethargic/unable to participate in regular activities.**

Children have to be symptom-free (fever free without the use of medications) or on prescribed medication for 24 hours prior to coming back or, have a doctor's note permitting them to return to school prior to 24 hours to avoid possible exposure to other children. We are required to ask for a doctor's release in the case of certain illnesses.

In the event that a child is brought to school with any of these symptoms or we observe any of these symptoms, we are required to have the parents or someone on the child's emergency list to come to the center and take the ill child home. Parents need to make sure that we have emergency numbers on file with the location, phone numbers and times of classes and/or work contact information. If a child becomes ill while at school and the parent or emergency person is contacted, that person will need to pick up the child within one hour. Please be sure that your emergency contact people are aware of this.

If a parent feels that their child is too sick to go outside, then the child is too sick to be at the center. All of the children who are at the center go outside, weather permitting.

If a child has a communicable disease, it is necessary for the parent to notify the center immediately so we can communicate the information to the other families and report the illness to public health if required, and Department of Early Learning. The names of the children (and families) that have communicable disease are held confidential but it is required by Department of Early Learning that other parents are aware that a child in the center has a contagious disease. Notifications will be sent out to the families by e-mail and posted outside the classrooms.

**DIAPERING:** The families of children who wear diapers are responsible for having an adequate supply of diapers and wipes at the Center. Diapers should be clearly labeled with your child's name to avoid mix-ups. If your child wears cloth diapers, we ask that you send enough diaper wraps so a fresh one can be used each time your child is changed, and the diaper can be changed as a single unit. Plastic pants do not meet health and safety standards for group care. Cloth diapers cannot be rinsed by staff, as state health codes prohibit rinsing diapers in public toilets. They will be placed in a plastic bag and placed in your child's cubby space out of their reach or in a designated space in the diapering area. Please take these home on a daily basis.

All children are changed every two hours, after nap time, and as needed whichever is shorter. There is a diaper changing area and/or toilet in every classroom. Children requiring a diaper change on a changing table in the Willow, Pine or Cedar Room will be changed in the hallway bathroom between the three rooms. Staff will follow the changing procedures posted in the diaper changing area, and the changing table will be cleaned and sanitized after each child's use. Soiled diapers will be put into the foot operated, lidded container next to the changing table. The container is kept closed and contents are not accessible to the children.

If you want staff to apply ointment, please label the ointment with your child's full name and fill out the medication form. If you are out of diapers and the room uses one from an emergency supply, please be sure to return one to them.

**TOILET TRAINING & CLOTHING CHANGES:** Learning to use the toilet is an important self-help skill for young children. It's a process that requires much encouragement and patience. The best possible toilet training experience for young children (and the adults helping) happens when the child shows some signs of being ready for this training. In an effort to keep the family fully informed on what we can and can't do at the center, we have written materials to share before beginning the toilet training process. Sharing these materials will also help us cooperate with each other so that the toilet training routine is consistent between the Center and home. When the time comes to begin this process at home and here, please speak with your child's teacher.

When you and your child are ready for your child to begin to learn to use the toilet, please let us know. A cooperative effort between home and the Center is most effective. For the first couple of weeks, continue to send diapers in addition to extra underpants and clothes. Staff will wash hands before and after assisting children with toileting. Staff assists children in learning and carrying out habits of personal hygiene. Independence and the development of self-help skills are encouraged. As with diapers, rinsing soiled underwear is not possible (per licensing regulations). Please take the underwear home on a daily basis.

Children learning to use the toilet at the Center are taken to the bathroom more frequently. Learning to use the toilet can be a difficult time for children and is handled sensitively with patience, praise, and positive reinforcement. Any suggestions that you can give us in regard to your child's individual needs are much appreciated.

When changing diapers, going to the toilet or changing soiled clothing we change children in the bathrooms. We do not separate children by gender when changing their clothing, toileting or changing diapers. During our summer program and days over 80 degrees in Early Fall and Late Spring we may participate in Sprinkler play. For the safety of children, we do not allow more than one child in a bathroom at a time without an adult present. If a child is in a bathroom alone there is

always an adult who can either visually or auditory supervise a child over three years of age.

Under three years of age there is always an adult physically present in the bathroom. When changing children in and out of swim clothing, we do not separate children by gender in our toddler, young preschool, preschool or pre-kindergarten programs.

The Center believes in developing positive attitudes about our bodies. In keeping with our educational goals for the development of positive self-concept, teachers help supply children with the correct anatomical names for all body parts. In response to children's curiosity about their bodies, questions are answered in an age-appropriate and matter-of-fact way. In a group setting, it is important for staff to have consistent approach in this area.

In addition to the information below please refer to the ELC's 2017 Health Policy reviewed and approved by the Snohomish County Health District.

**MEALS:** The Early Learning Center provides all children with a breakfast, a morning snack, lunch and an afternoon snack. Breakfast and lunch will always contain fluid milk. Meals & snacks which contain perishable foods such as cheeses, meats, cut fruits or cooked foods cannot be out for longer than one hour from beginning of preparation. Meal times are no longer than one half hour if they contain fluid milk.

**DIETARY RESTRICTIONS & ALLERGIES:** If your child has an allergy or restriction to fluid milk or a food we serve at the Early Learning Center please notify the Director at the time of your orientation and you will be provided with the appropriate paperwork to document the dietary restriction or allergy. In some cases, we may be required to have a letter from the child's doctor. Our chef will do her best to accommodate your child's dietary needs at our school.

**HANDWASHING:** The Early Learning Center washes hands to maintain a healthy and safe child care facility. We ask families dropping off their children to wash their hands and their child's hands for twenty seconds with soap and running water upon entering the classroom and teach their child to use a paper towel to turn off the water faucet when they are done.

**TEETH BRUSHING:** The children's health is important to us including their dental health. Children who are here for a full day will be offered the ability to brush their teeth once a day after a meal. The center will supply your child with a toothbrush which will be disposed of and replaced every three months. The teachers help with this process and encourage it. The toothbrush is maintained in a hygienic manner in a holder labeled with their name and kept under a splash cover which is cleaned and sanitized daily.

**MEDICATIONS:** Administering medications is a very serious responsibility. Whenever possible, parents should schedule the times that their child receives medications in such a way that they, the parent(s)/legal guardian(s), are giving the medication.

Only in cases where it is impossible for a parent/legal guardian to give medications because of their schedule, the Director or Program Manager will administer prescription medication in its original container with the prescription label and a dispenser with dosing markings provided by the parent. Medication will be administered in the office with the exception of Epi Pens, inhalers or other medications required to be given immediately.

If the required medication form (The Authorization to Administer Medication Forms can be found in the office) is completed,

- the medication must be in the original container and labeled with the child's first and last name and the date that either the prescription was filled or the recommendation was obtained from the child's doctor (licensed health care provider).
- name of the licensed health care provider, and the expiration date of the medication or the period of use of the medication, and the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.

The Early Learning Center will not administer over the counter medications such as Tylenol, Benadryl, Neosporin, Advil or Cortisone creams without a signed note from a doctor indicating the times, the amounts to be administered and how the medication is to be dispensed. A written record, including type of medication given, dosage, time, date and the name of the person administering the medication will be made in the child's medical log immediately after the medication is administered.

**Please do not put medication in backpacks.** Other than inhalers or Epi-Pens, the medications will be kept in locked container at the Early Learning Center Office. Please remember to take the medication home at the end of the day. Teachers would be happy to assist you getting the medication out of the locked medication box or locked cabinet.

**SUNSCREEN, DIAPER CREAM, CHAP STICK & OTHER LOTIONS:** From April through October, the center will provide sunscreen with a minimum SPF 50 to children. The Center uses a lotion sunscreen for children from Rocky Mountain. If you prefer your child to use their own sunscreen, we will need a separate permission form and keep a separate medical log when applying the sunscreen.

If your child requires diaper cream, we ask you to supply it and fill out a permission slip with instructions and we will log the application of this cream on their diapering chart. Children requiring Chap Stick or lotion will also need to fill out a permission form and we will log whenever we apply this to your child's body. Children cannot carry nor have lotions, chap sticks or hand sanitizer in their back packs or in their pockets.

**HELMETS:** We require that the children wear helmets while riding trikes, riding in wagons, and other vehicles at the Early Learning Center. Although the trikes do not go very fast, we think that it is an excellent practice for the wearing of helmets to become a habit. This way when the children start riding a bike, it will become a habit and not seem strange to wear a helmet. It is essential that the helmets fit snugly and that only one child use each helmet. We will provide the helmet for your child.

**WATER PLAY:** Water table play is available to the children on a daily basis at the Center. Water play is closely supervised by teachers, so children do not drink the water. Children with open sores on their hands are not permitted to participate at the group water play and will be offered an individual water container. Children wash their hands before and after playing at the water table. Water is changed and the water table is sanitized between groups of children or daily.



**BEDDING AND NAP POLICIES:** The Center has a nap policy that is the same for all classrooms with children under age six. Children who are in care for more than four hours are offered a rest period. We require children to rest for a certain period of time based on their age. It is not required they sleep but they do need to lie down and rest. Children who do not fall asleep after this period of time are allowed to engage in quiet activities.

All children who are at the center after lunch, have a rest time or nap. Each child may bring in a small blanket and are welcome to bring in a transition object for rest such as a stuffed toy. These items need to be labeled and taken home weekly for washing by the family. If a child is sent home sick we ask the family to take their bedding home on this day.

**FIRST AID:** If a child has a minor injury at the Early Learning Center, the staff wash the injury with soap and water, apply bandages and ice packs as necessary and a copy of what is written in the Incident/Injury/Illness Report will be put on the child's cubby to explain the details of the incident. If the injury leaves a mark or we believe a mark will appear afterwards a teacher may call you in addition to this report. Soap and water are the only first aid applications that the State allows our staff to use unless we have a signed medical authorization. We cannot apply antibacterial cream, peroxide, etc. If the injury is more serious than we can handle, 911 will be called and parents will be notified immediately. Any injury that requires a doctor's visit will be documented on an accident and medical form. If your child requires medical attention for an injury at the Early Learning Center please notify the Director immediately. If your child comes home with an unexplained or undocumented bruise, bump, scratch or scrape, please notify the Director immediately.

Every classroom and the office are equipped with a first aid kit in a backpack called the "GO" Bag. At least one staff member in each classroom at all times has successfully completed a Pediatric

First Aid; CPR & AED course (that included managing a blocked airway and rescue breathing for infants/children).

**ALLERGIES & CHRONIC ILLNESSES:** In the event your child has an allergy requiring an Epi-Pen or has a Chronic Illness (such as Diabetes or Asthma) requiring regular monitoring or treatment while the child is at school, we request that the family and the child's doctor complete a Medical Action Plan. The Center can provide the family with this form or use one the doctor has provided. Once this form is complete the Director, the Teacher and the child's family will meet to discuss the details of the plan. Training will then be provided to all staff to ensure the child's good health and safety while at school. Because of the number of student teachers and volunteers in our program, we request that this Action Plan with child's photo be posted in all classrooms the child visits (and the child's photo is on this Action Plan). If you do not wish for your child's photo to be used please notify the Director immediately. We require this plan to be updated at least annually by the child's doctor and for the child's family to notify us immediately to any changes in the plan.

**EMERGENCY PLANS AND PROCEDURES:** Upon request the Early Learning Center will provide any parent/legal guardian with a copy of the Emergency Procedures Guide for the College and for the Early Learning Center. This detailed plan goes over what the center will do in the case of an Evacuation, Earthquake or Shelter in Place and other emergency situations that might be encountered on campus. This plan was developed with the Director, Early Learning Center Staff and the EVCC Campus Safety Department and is on file with the City of Everett. ALL staff are trained on these policies and procedures during orientation. Retraining takes place annually.

**FIRE/EVACUATION, DISASTER DRILLS:** Fire/Evacuation Drills are practiced monthly without prior notice to children or teaching staff. Disaster Drills are held quarterly. Teachers review procedures for both drills at the beginning of each semester. A drill log is kept in the Center Office.

**MAINTAINING A HEALTHFUL ENVIRONMENT:** The ELC follows a routine of cleaning and sanitizing all surfaces in the facility as is indicated in the Classroom and Custodian's Cleaning and Sanitation Frequency Tables. The Early Learning Center uses a three step cleaning process of soapy water, water and bleach water for all daily cleaning of non-porous surfaces and in the diaper changing area. When teachers are washing dishes or toys that have been mouthed, the dishes and toys are soaked/sprayed in bleach water for a minimum of two minutes after being cleaned in dishwashing solution and hot water. We also have two clothing washers and two clothing dryers we use to launder items weekly or as needed.

Procedures for standard precautions are used and include the following:

- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious disease.
- When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing and appropriate disinfectant is used.
- After cleaning, the Custodian sanitizes nonporous surfaces with bleach and water.
- Staff cleans rugs and carpeting by blotting, spot cleaning with a detergent- disinfectant, and shampooing or steam cleaning.
- Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

A toy that a child has placed in his/her mouth or that is otherwise contaminated by body secretion or excretion is either to be (a) washed by and using water and detergent, then rinsed, sanitized with bleach, and air dried or (b) washed and dried in a mechanical dishwasher before it can be used by another child. Staff maintains areas used by staff or children who have allergies or any other special environmental health needs according to the recommendations of health professionals.

**TRANSPORTATION/FIELD TRIPS:** The Early Learning Center does not provide transportation for children. We may go on walking field trips on campus and will ask for help from families to chaperone. Our older classrooms may also choose to do an Everett Transit Bus Field Trip. If a bus field trip were to be a part of our learning day, families would be asked to chaperone and we would require a signed permission slip from each child in attendance.

**PHOTOGRAPHS:** Teaching Strategies GOLD online does rely heavily on the use of photographs and videos. Your child's image may appear in another child's online portfolio. Each classroom has a documentation panel with children's photographs in our hallways and our front office area. If you do not want your child to be videoed or photographed please let the front office know immediately.

In the event we are asked to participate in a research study or would like to use an image of your child in anyway other than classroom and individual assessment you will be provided with a detailed consent form. Please know you are under no obligation to sign these forms and can remove your consent in writing at any time.

**MEDIA IN THE CLASSROOM:** The use of media, such as television, films and videotapes, is not permitted in any way as part of the Early Learning Center curriculum without prior approval of the Director. The Early Learning Center follows the guidelines of the American Academy of Pediatrics and believes that children should not be exposed to any media prior to the age of two and a half years. Teachers have I Pads to help them capture photos and videos of children's learning during the day. Children gain both joy and knowledge from seeing their images in video or on the screen. With preschool children we may also use the I Pad when researching a particular animal or something educational in a non-fiction photograph or video clip.

**YEARLY PROGRAM EVALUATIONS:** Once a year you will have the opportunity to formally evaluate our Early Learning Center. This evaluation will typically occur in April and you will receive written feedback concerning the results of the evaluation in May. In May, we will hold staff and family meetings to discuss the results of the evaluation and set program goals for the upcoming year. If you have a concern or a compliment, you do not need to wait until April. Please feel free to speak at any time to our Director.

**OUTDOOR PLAY:** Children at the Early Learning Center participate in daily outdoor activities in all types of weather. Our goal is to provide no less than one hour per full day of school of outdoor learning through play and exploration. There may be occasions when teachers feel that the weather is not appropriate for outdoor play. Examples of this would be when the temperature is above 90 .F/32 .C (With the heat index) or below 20 .F/-12 .C (With the wind chill factor), and on days with heavy thunder or lightening.



**INSIDE TEMPRATURE:** At the Early Learning Center the inside temperature may not be less than 67 F degrees, or exceed 80 F degrees.

**CENTER CLOSURES:** If Everett Community College closes for any reason then the Early Learning Center will also close. Please sign up for the RAVE alert system on the College website and check the local news stations for closure information and the Everett Community College website at:  
<http://www.everettcc.edu/emergency/>

When possible the Early Learning Center will also change the center voice mail to provide information about a closure.

If the ELC or EvCC were to close during the day, we require all children to be picked up within no more than one hour of the closure announcement. If Everett Community College closes, the Early Learning Center also closes.

It may be necessary to close the Early Learning Center if and of the following conditions occur: Building service loss including, but not limited to: no heat, no air conditioning, no water, no electricity, plumbing problems, no telephone, major construction repairs and any other situation that jeopardizes the health and safety of the children and staff.

In the event that children are at the center when building services are lost, parent/guardian or emergency contacts will be notified and children should be picked up within 1 hour.

**PEST POLICY:** The impact of pesticides on children's health can range from irritation to skin and mucous membranes, to difficulty breathing, rash or vomiting. Long term exposure may lead to developmental delays, immune or endocrine system disruption, or cancer. In addition, children with special needs, asthma and allergies can be highly sensitive to pesticides and suffer from mild to severe reactions to pesticides and pesticide residue. We are dedicated to using the least amount of chemical control of pests in our program in order to provide the healthiest environment possible for our children.

Whenever possible, non-chemical methods of pest control are used. When pest problems persist, we may choose to use chemicals to control pests. We may use such products such as rodent baits, weed killers, or insect sprays. When chemical pest control measures are taken, they will not be applied while children are present and will not be placed in a location accessible to children. All surfaces will be wiped down and rooms aired out before children are allowed to enter them. Families will be notified 48 hours in advance of the application, unless the pesticide is used to control pests that post an immediate risk to children's health or safety.

**PET POLICY:** Generally, the Early Learning Center does not have any pets on-site. Parents/families are discouraged from bringing their pets on site, unless they have permission and enough time to inform families.

**SAYING GOODBYE:** We hope to spend many years with all of you watching your children grow. A strong bond is created between families and the Early Learning Center and when it comes time to move on, we hope to continue our relationship with your family. We welcome and appreciate visits from children and families. If you are moving, we like to send “letters” from the children and teachers, please be sure to leave your new address with the office.



**In addition to this document please also refer to the Everett Community College Early Learning Center website, The Early Learning Center Emergency Policy, and The Early Learning Center Health Policy.**

## **EvCC EARLY LEARNING CENTER ORGANIZATIONAL CHART**

The ELC is a department within Everett Community College under the Division of Communication and Social Sciences. Everett Community College is a Washington State Agency. Our program uses a team teaching model.

### **The following is the Organizational Chart for the Early Learning Center**

Dean of Communication and Social Sciences  
Supervises...  
The ELC Director  
Supervises...  
ELC Program Manager & ELC Curriculum Specialist (Early Childhood Specialist 4)  
Administrative Assistant  
ECEAP Family Support Worker  
Cook  
Lead Teachers (Early Childhood Specialist 3's)  
Asst Teachers (Early Childhood Specialist 1's)  
Part Time Hourly Teacher Assistants (Early Childhood Specialist 1's)  
Part Time Hourly Classroom Aides  
Volunteers

Each classroom is led by at least one Early Childhood Specialist 3 & at least one Early Childhood Specialist 1 Assistant teacher.

Volunteers and Classroom Aides are never left without the supervision of an Early Childhood Specialist 1 and/or Early Childhood Specialist 3 at any time.

Volunteers spending more than 15 hours in a quarter are required to complete a Department of Early Learning Portable Background Check.

Volunteers spending less than 15 hours per quarter in the classroom but having interaction with children are required to have results of a negative tuberculosis screen on file and have completed a background screen through EvCC Human Resources.

All full and part time paid staff is required to complete a Department of Early Learning Portable Background Check and cannot begin work without tuberculosis screening showing a negative result.

At all time, children are with at least one staff member who has a valid First Aid and Infant/Child CPR-AED certification.