

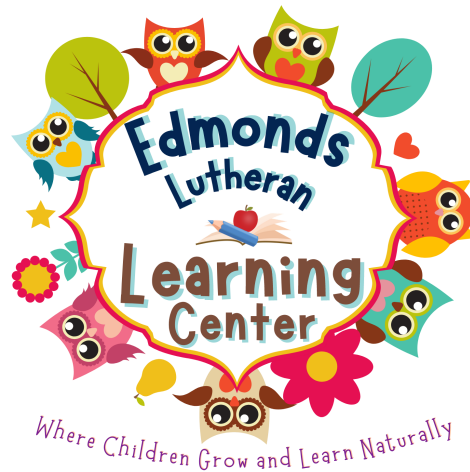
Where Children Grow and Learn Naturally

Family Handbook 2025

23525 84th Avenue West
Edmonds, WA 98026
425-776-2601

www.edmondslutheranlearningcenter.com

Welcome to Edmonds Lutheran Learning Center



Hours of Operation

Monday-Friday

7:00am - 6:00pm

All children must arrive no later than 10am

ELLC will have **ONE** Early Dismissal Day *on the last Friday of each Month* for cleaning, staff training and family event. **(3:00pm Pick-Up)**

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ELLC Center Culture

This section will introduce you to our Learning Center's values, mission, & goals



Salutations From Your Director:

Welcome to Edmonds Lutheran Learning Center! We are excited to have you join our small but mighty community. I have been in the Child-care Industry for over 14 years and I became ELLC'S Director in February 2023. A lot has changed since then, both expectedly and unexpectedly, but ELLC's determination to serve its community has been the driving force in these weird times.

The Learning Center has been a part of the church for over 10 years and although it is a separate entity, there are many areas of shared spaces and it is definitely a place where you can expect to see familiar faces week in and week out. I believe strong communication is the foundation of any good relationship and my door is always open for any questions, comments, or concerns, venting, sharing concerns or happy moments. I also encourage this communication with your child's homeroom teacher. They are going to be your biggest support system during your time at ELLC.

This handbook should serve as an Onboarding Guide to help you familiarize yourself with how ELLC operates, what you, as a family can expect. Welcome to our community and we look forward to getting to know you and your children.

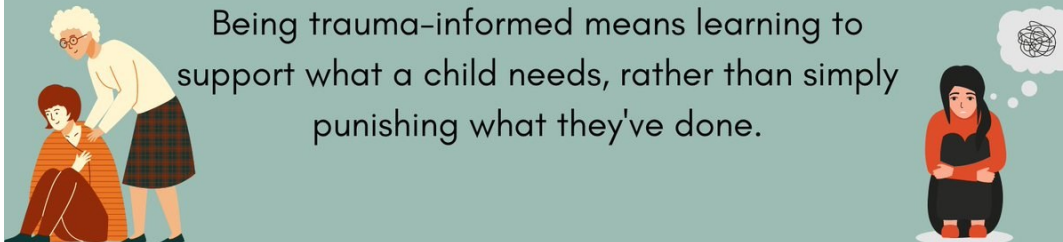


Edmonds Lutheran Learning Center (“ELLC”) mission is to provide an authentic, nurturing, safe, stimulating, and spiritual learning environment where all children and their families feel welcome. We provide high quality care to children in our community while maintaining our low ratios and by creating an enriching social emotional play based learning environment.

What does it mean to be Trauma-Informed?

Being trauma-informed means understanding people through the lens of experience and taking the time to look beyond behavior.

Being trauma-informed means learning to support what a child needs, rather than simply punishing what they've done.



At ELLC, we strive to provide a supportive homelike environment and develop the "whole child" by focusing on and encourage the development of each child’s individual creative, social, emotional, intellectual, spiritual, and physical growth.



Core VALUES



is a two way street, we are more likely to be shown respect if we show it first. Listening and valuing the opinion of others, even when we don't agree with them is the heart of respect.

Growth helps us learn to believe in ourselves and the people around us. It gives us strength to try new things. Through determination, flexibility and creativity, we resolve all obstacles that cross our path.



is when we are open and honest with ourselves, and in our dealings with others. We take pride in doing what we say we will do. This creates an environment trust and confidence.

Diversity provides a range of experiences for children and families to celebrate differences and cultures

AUTHENTICITY allows us to take pride in doing what we say we will do. This allows us to develop our own paths and help the children to be their own architects to their own lives.

OWNERSHIP is taking personal responsibility for what we do, being proactive, making decisions and taking pride in our work. We believe there is only one failure, the failure to own ones actions.

TEAMWORK allows us to take the time to get to know each other well and we trust each other to do the right thing. We bring out the best in others through praise, recognition and appreciation. We consider the impact of our actions on others and build trusting relationships.

Edmonds Lutheran Learning Center

does not discriminate



based on **race, color, gender, sexuality, special needs, religion, nationality or ethnic origin.**

Children who are **physically challenged or who have behavioral or emotional difficulties** shall be admitted to the extent that we are **equipped and staffed to provide the necessary accommodations and special attention** per that **child's unique needs.**

Edmonds Lutheran Learning Center
Non-Discrimination Policy

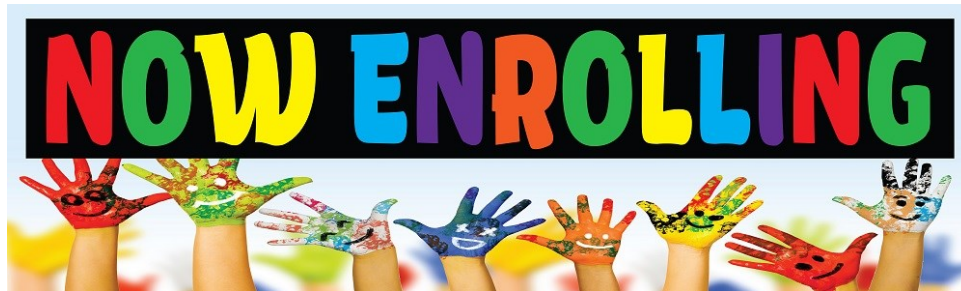
Admission:

We do not discriminate in our admissions policies based on race, gender, religion, place of national origin, physical or mental abilities. Children with special needs will be considered for admission on an individual basis.

***\$250 Registration Fee is
Non Refundable***

Our **Tuition Deposit is \$200** and is applied to last months tuition if we receive 30 days notice of withdrawal.

Any offers of care made by **ELLC must be accepted within 72 hours** or we will withdraw the offer and move on to the next family on our waitlist.



By enrolling a child, **Caregivers are agreeing** to participate in the program in accordance with the details of this handbook. **All handbooks** are available **via PDF electronic copy or a paper copy** upon request.

Handbooks will be sent via Brightwheel when updated.

We accept payments from DCYF Subsidy payments on a limited basis. Care may not begin until we have received confirmation from DCYF that you are eligible and we are listed as your provider.

Families are responsible for ELLC tuition costs if DCYF revokes the child's coverage and care may be immediately temporarily suspended until payments and payment arrangements can be made.

If Care is terminated due to DCYF revoking subsidy status, care must be restarted within 14 days or ELLC Reserves the right to fill your space.

Church Connection



Edmonds Lutheran Learning Center is a mission of Edmonds Lutheran Church. The Learning Center is a non-profit organization that is subsidized by the Church. There is an Advisory Committee that supports the Learning Center Director in setting policies, procedures and promoting the ministry of the center to the congregation and to the community. The Advisory Committee consists of church members, caregiver representatives, and a church leader liaison. If you do not have a church home, we invite you to join in the life of this place.

Please call the church office (425-744-8090) or speak with Pastor Tim or Church office staff for more details and information.

Pastor Tim ~ *Church Pastor*

Pastor Tim Oleson is one of the friendly faces you will see around ELLC. He is the Head Pastor at Edmonds Lutheran Church. He has been here in the Pacific Northwest for more than a decade and started out as at4 Youth Director before continuing his seminary education at Seattle University. He has a deep passion for serving his community and likes to incorporate music and dynamic worship in his service. He is also the one to contact if you need help facilitating discussions to directly resolve any issues that the director might be at fault for.



Pastor Tim Email: pastortim@edmondslutheran.org

Christian Teaching:

The Learning Center takes pride in being an inclusive environment by welcoming all members of the community. Our curriculum is value-based and we integrate the spiritual teachings of acceptance, equality and empathy with secular teachings. We include and celebrate the religious aspects of known holidays such as: Halloween (All Saint's Day), Thanksgiving, Advent/Christmas, Valentine's Day, and Easter. In our classes we say grace before all meals, but it is optional, as is the weekly chapel service.

Weekly Children's Chapel with Pastor Tim

Once per week Pastor Tim will invite the children into the sanctuary once a week at 11:30am, for a 15 minute story and singalong revolving around child bible stories on friendship, hope, kindness, empathy, standing up against wrong doers. This is optional for children and staff will be made aware which children will not participate. Classroom Teachers are required to stay with their class. If your beliefs would be opposed to your child's attendance, please speak with the director.

ELLC Board

Edmonds Lutheran Learning Center is governed by a board that consists of Learning Center Parents or Adult Family Members, the church Pastor, the Learning Center Director, and a staff representative. We also open the board to church and community members.

The LC Board is a voluntary position that meets 8 times each year. We govern by committee. The board helps the director in setting the budget, helping to guide during difficult situations or when setting new policies. The director has the purview to supersede the boards vote 3 times per year.

If you are interested in joining the board, please speak with the director at your earliest convenience.

Board year runs September - August of each year. Members are only required to serve 1 year terms.

Current Learning Center Board

Caitlin Gomez - LC Director

Staff Ambassador - LC Program Supervisor

Pastor Tim Oleson - ELC Pastor/LC Parent

Lauren Eves - LC Parent

Kelsey Boyce - LC Parent

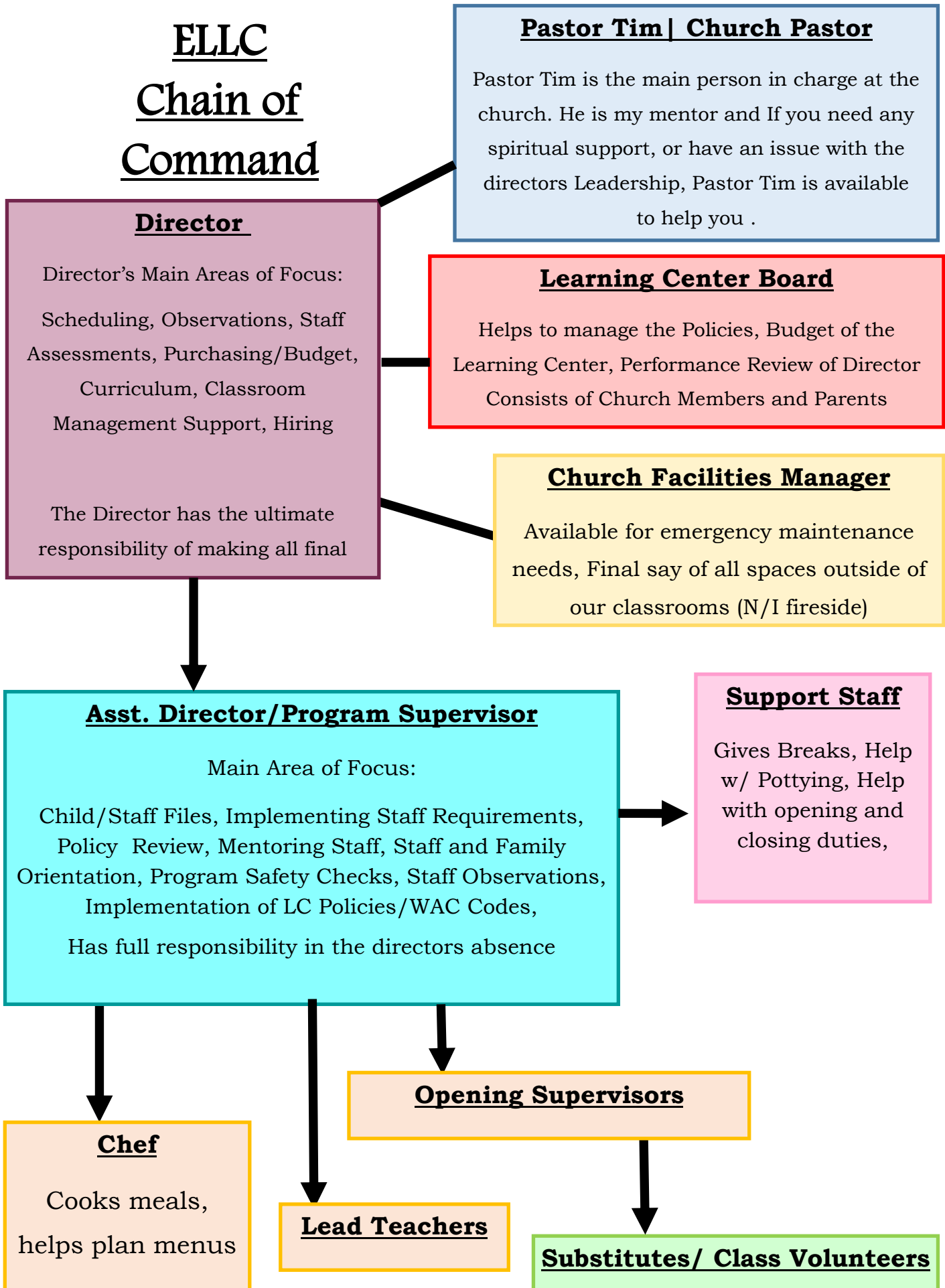
Dawn Burke - Community Member

Michelle Sorenson - Community Member

Lydia Nebeker - Annie's Kitchen Volunteer



ELLC Chain of Command





ELLC Closure Dates

Closure List

2024-2025 Scheduled Closures

Mid Winter Break	December 23, 2024— January 1, 2025
Martin Luther King Jr Day	Monday, January 20
Presidents Day	Monday, February 17
Memorial Day	Monday, May 26
Juneteenth	Thursday, June 19
Independence Day	Friday, July 4
Labor Day	Monday, September 1
In-Service Day	Tuesday, September 2
Indigenous People Day	Monday, October 13
Thanksgiving	Thursday, November 27
In-service Day	Friday, November 28
Mid Winder Break	Monday—Friday, December 22– 26
New Years	January 1, 2026

2024 Inservice/ Cleaning Days—Closed

December 26, 27, 30 & 31



2025 Inservice/ Cleaning Days—Closed

September 2



December 22—23 & December 26

We have multiple in-service days a year. These days are dedicated to refreshing classrooms, completing assessments and to complete continuing education trainings for staff.



ELLC

Enrollment

This section will go over the process of enrolling your child for care, and getting to know the classrooms, and how you can best be prepared to start childcare at Edmonds Lutheran Learning Center

Tuition

Classroom	Full-Time	Part-Time 3 Days (M,W,F)	Part-time 2 Days (Tue./ Thur.)
Lil Lambs <i>4 weeks - 1 year</i>	\$2451	N/A	N/A
Lil Sprouts <i>1 year - 30 Months</i>	\$2176	\$1813	\$1252
Lil Llamas <i>2.5 - 3 Years</i>	\$1958	\$1677	\$1262
Honey Bees <i>3 - 5 Years</i>	\$1800	\$1462	\$1153

Paying Tuition

Payments are due the 5th of each month unless otherwise noted on Financial Contract

There are a few different of ways to pay tuition:

1) Via Check or Money Order

- Make Payable to: “Edmonds Lutheran Learning Center”
- Ensure Memo Line Includes: Child’s First & Last Name, Tuition Month & Year
- Place in Envelope w/ Child’s Name and hand to Teacher or Drop off at the Office

2) Via Credit Card through our App: Brightwheel

- You have the option of setting up a card for Monthly Tuition Payments

3) Via Bank through our App: Brightwheel

- You have the option of setting up your account and routing number and linking your bank directly

No tuition credit is given for holidays or days closed due to natural weather or national disaster, power outages or unforeseen reasons for closures.

Additional Fees:

Credit Card/Direct Debit Fees - All fees associated with credit card transactions will be paid directly by the families.

Families can choose to pay by direct debit from your bank account, which is a reasonable \$0.90 per transaction.

2. **Late Tuition Fee:** Failure to pay in advance will add a late tuition fee of \$10.00 per day payable by the following Friday. If the tuition has not been paid by then, the student will be denied attendance to the program until the balance of the account has been paid.

4. **Updated Early Arrival Fee:** Beginning January 1, 2025 ELLC will not except any child into care prior to 7am. If your family arrives prior to 7am, please wait in your car. Staff arrive early to prepare the classroom and it can be difficult having children around while doing so.

3. **N.S.F. Check**

Charge: There will be a \$30.00 charge for all N.S.F. checks received for any reason. We will not process checks twice. If more than two checks are returned, it will be necessary to make future tuition payments by credit card or money order. This will be in effect for 1 year from the date of returned check.

5. **Late Pick-Up Fee:** Our center closes at 6pm. If you pick up and sign out your child after 6:00pm you will be charged \$2 per minute you sign out late. This is automatically charged through our parent portal. This fee will be billed on your next invoice. All payments are paid to the staff member or members who accepted responsibility for the child.

Working Connections Child Care

Working Connections Child Care (WCCC) helps eligible families pay for child care. When a family qualifies for child care subsidy benefits and chooses an eligible provider, the state pays a portion of the cost of child care. Parents may be responsible for a copayment to their provider each month.



Basic Eligibility Requirements

for Child Care Subsidy Benefits

- ✓ The child must be a U.S. citizen, legal resident, or otherwise eligible for federal benefits

- ✓ The family with whom the child resides must live in Washington State

- ✓ The family's income must be at or below 60% of the State Median Income (SMI) at application or 65% of SMI when reapplying

- ✓ The family must have resources under \$1 million

- ✓ Child Care Subsidy helps pay for child care while the parent, or parents in a two-parent household, participate in an approved activity. Approved activities include:
 - Employment or self-employed in legal, income-generating, taxable activities
 - Activities approved under the parents WorkFirst or BFET plan
 - Education activities include:
 - High school or high school equivalency programs for parents ages 21 and younger
 - Attending community, technical, or tribal college full-time and seeking an associate or vocational degree
 - Attending community, technical, or tribal colleges part-time and seeking an associate or vocational degree AND working 20 hours per week

- ✓ Families experiencing homelessness may be approved for up to 12 months to help resolve issues surrounding homelessness

If you would like copies of this document in an alternative format or language, please contact DCYF Constituent Relations (1-800-723-4831 | 360-902-8060, ConstRelations@dcyf.wa.gov).

DCYF PUBLICATION EPS_0075 (05-2022)



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Income Eligibility

The maximum household income is 60% of the State Median Income (SMI).

The maximum monthly income limit by household size is listed below:

Family Size	0 to 20% State Median Income NO COPAY	More than 20% to 36% State Median Income \$65 COPAY	More than 36% to 50% State Median Income \$90 COPAY	More than 50% to 60% State Median Income \$115 COPAY	More than 60% to 65% State Median Income \$215 COPAY	More than 85% State Median Income INCOME LIMIT
1	\$0-\$928	\$929-\$1,671	\$1,672-\$2,320	\$2,321-\$2,784	\$2,785-\$3,016	\$3,944
2	\$0-\$1,214	\$1,215-\$2,185	\$2,186-\$3,034	\$3,035-\$3,641	\$3,642-\$3,944	\$5,158
3	\$0-\$1,499	\$1,500-\$2,699	\$2,700-\$3,748	\$3,749-\$4,498	\$4,499-\$4,872	\$6,372
4	\$0-\$1,785	\$1,786-\$3,213	\$3,214-\$4,462	\$4,463-\$5,354	\$5,355-\$5,800	\$7,585
5	\$0-\$2,070	\$2,071-\$3,727	\$3,728-\$5,176	\$5,177-\$6,211	\$6,212-\$6,729	\$8,799
6	\$0-\$2,356	\$2,357-\$4,241	\$4,242-\$5,890	\$5,891-\$7,068	\$7,069-\$7,657	\$10,012
7	\$0-\$2,409	\$2,410-\$4,337	\$4,338-\$6,024	\$6,025-\$7,228	\$7,229-\$7,831	\$10,240
8	\$0-\$2,463	\$2,464-\$4,433	\$4,434-\$6,157	\$6,158-\$7,389	\$7,390-\$8,005	\$10,468
9	\$0-\$2,517	\$2,517-\$4,530	\$4,531-\$6,291	\$6,292-\$7,550	\$7,551-\$8,179	\$10,695
10	\$0-\$2,570	\$2,571-\$4,626	\$4,627-\$6,425	\$6,426-\$7,710	\$7,711-\$8,353	\$10,923

Use the chart above to determine if your family may be eligible for WCCC and to determine your approximate copayment. Example: If your household consists of yourself, your spouse, and two children, your household size is four. If your income is \$4,100, your copayment would be \$90 per month.

- Copay Calculation Table - Effective April 1, 2022:
www.dcyf.wa.gov/sites/default/files/pdf/copay_calculation_table.pdf

Application Process

The parent must complete the WCCC application and verification process.

- Families can apply by contacting the Child Care Subsidy Contact Center at 1-844-626-8687 or online at www.WashingtonConnection.org
- DCYF gathers and reviews information to determine a family's eligibility
- Families will need to provide DCYF with the name and phone number of the child care provider. You do not have to have a provider before applying for child care subsidy

Questions?

Families or parents with questions about their copayment may call the **DCYF Child Care Contact Center** at 1-844-626-8687.

More information on WCCC eligibility can be found online at www.dcyf.wa.gov/services/earlylearning-childcare/getting-help/wccc.

Child Time Off Credit

ELLC families receive 5 child time off credits each year. Each credits will provide a 75% credit of your daily rate to your next months tuition. These days may not be used for planned holiday/Inservice closures or emergency/weather related closures. Days maybe used for any other days off including sick days, covid closures, long weekend, vacation, etc....

For credit to be approved:

- for sick day, families must notify the center by 8am the day of illness, their child will not be attending that day
- for all other requests, families must request prior to monthly invoice is added to your account on either the 23rd or 24th of each month, ELLC may not apply a credit for a day off that was taken more than 30 days prior to day of request.
- Families must make request in writing via Brightwheel or email
- Request are applied to your next months tuition, if you provide 4 week notice of termination of care, you may not apply credits after notice has been given.
- Credits renew January 1 of each calendar year. New families will lose 1 day for every 2 months they enroll after January. Example, enroll in July and you would receive 6 credits

Discount for Siblings/Multi-Child



Full-Time Families:

10% discount from total deducted for

2 or more kids enrolled

Part-Time Families:

7% discount for 4 days a week

5% for 3 days a week

3% for 2 days a week

Start Date/ Proration

Tuition for students enrolled after the beginning of the month will be prorated and charged for the weeks attended during the month, if the family schedules this prior to enrollment. If a family delays enrollment after confirming their enrollment date, payment may still be due for the full tuition amount agreed upon at enrollment, and will not be prorated.



Starting Care/Visit Days:

We are excited to have you join our community. Thank you for choosing ELLC as your childcare provider. We look forward to helping you onboard and get you started.

First step is to register with Brightwheel. You will receive a registration link within 48 hours of submitting enrollment form. Enrollment forms will be sent through Brightwheel and must be fully filled out before you leave your child in our care. Paper copies are available upon request.

At ELLC, we like to provide families with the option of a tapered start date. This is a service we provide at no extra cost. This is not required, but we have found that it helps the transition to feel more safe, secure, and comfortable as it helps everyone involved get in the flow of things from the caretakers, to the kids, to the classroom teachers.

Visit Days are 3 days that you get prior to the first day. Ideally they are 3 consecutive days, but there is a flexible option depending on what works best for your family and your start date. provide a rough daily schedule (infants only) and we'll give you a list of what things to bring on your first day and how best to be prepared for the new classroom.



Visit Days



	Duration	Purpose
1st Visit Day	Approx 1 Hours- In Classroom 30	<p>First 60 Mins:</p> <ul style="list-style-type: none"> • Get to know the Teachers • Get to know the Classroom • Child watches primary caregiver interacting and trusting new adults and soon to be secondary caregivers
2nd Visit Day	Approx 2 Hours	<ul style="list-style-type: none"> • You will visit with your child for 20-30 minutes then try to leave the classroom and building. • We will send an update through our communication app • If needed, we will ask you to return to help your child calm down, if our teachers are unsuccessful • Usually we ask you to leave for 1-2 hours, but stay close, this way you can return quickly • Usually scheduled for 9am—11am or 230pm—430pm
3rd Visit Day	Half Day (4 hours)	<ul style="list-style-type: none"> • Ideally get into your scheduled routine (Drop off at what would be your normal drop off time) • Stay no more than 5 mins/ come back 4 hours later for pick-up • We will send an update through our communication app • If needed, we will ask you to return to help your child calm down, if our teachers are unsuccessful

Rain Suit - Waterproof material that has elastic wrists and ankles that goes over children’s clothing to protect their clothes from the wet weather. We go outside everyday. Infants go outside each day as schedules allow. **Search for a rainsuit.** This is a popular brand and will help you find similar products.



Classroom	Items to Bring
Infant Classroom	<ul style="list-style-type: none"> • Diapers (2 weeks worth, We have the capacity to store 2 weeks worth of supplies in the classroom. The Teachers will reach out when your child is running low. Families can proactively check in as well if they are planning on making a supply run and need to know what inventory looks like) • Diaper Cream, optional, we can only apply if rash is present—Medication Authorization needs to be completed • 3-4 Extra Outfits labeled with name (can be kept in classroom storage or in diaper bag) [Onesies, Bottoms, Tops, Socks, Hats, Gloves] • Seasonal: Jacket, Mud Suit • Sleep Sack *sent home on Fridays for washing • Bottles - bring enough bottles for enough feeding you expect your child to need PLUS 1. This helps if your child is growing and needs an extra bottle that day. Bottles must be labeled with the child’s full name, date and contents of the bottle, amount, F=Formula, BM=Breast Milk • Baby food (Jar or homemade) - Jar food needs your child’s name, if it is pre-packaged, Homemade food needs the date packaged, and the exact contents

Classroom	Items to Bring
Lil Sprouts	<ul style="list-style-type: none"> • Diapers (2 weeks worth, Family Supplies Products) • Diaper Cream, optional, we can only apply if rash is present— Medication Authorization needs to be completed • 3-4 Extra Outfits labeled with child’s name (will be kept in Classroom Cubby) [Onesies, Bottoms, Tops, Socks, Hats, Gloves], • Seasonal: Jacket, Sun Hat, Swimwear for Water Play, Rain Suit • Crib sheet and small blanket labeled with child's name
Lil Llamas	<ul style="list-style-type: none"> • Potty Training Classroom • Diapers / Pull-Ups & Wipes (2 weeks worth, Family Supplies Products) • Diaper Cream, optional, we can only apply if rash is present — Medication Authorization needs to be completed • 3-6 Extra Outfits labeled with child’s name (will be kept in Classroom Cubby) [Bottoms, Tops, Socks, Hats, Gloves] • Seasonal: Jacket, Sun Hat, Swimwear for Water Play, Mud Suit • Crib sheet and small blanket labeled with child's name
Honeybees	<ul style="list-style-type: none"> • Nap Wraps if using • 2-3 Extra Outfits labeled with child’s name (will be kept in Classroom Cubby) [Bottoms, Tops, Socks, Hats, Gloves], • Seasonal: Jacket, Sun Hat, Swimwear for Water Play, Mud Suit • Crib sheet and small blanket labeled with child's name

Withdrawal/ Termination of Care:

30 Days **WRITTEN** notice of your intent to withdraw is required. If this advance written notice is **NOT** received, you are responsible for four weeks payment from time of notification. Families giving less than a 30 day notice will not be qualified to have their tuition deposit applied to the last month's tuition. Future policies will not be applied after last day of care/withdraw date.

ELLC may only terminate the contract **without written or advance notice** under the following circumstances:

The Caregivers are over 4 weeks late with scheduled payments.

The Caregiver refuses to comply with ELLC policies or WA state child care regulations & laws.

Care will only be terminated after 1 verbal and 2 written warnings are given.

Child is repeatedly putting staff or other children in danger and our plan of action is unable to correct the behavior within 30 days

Child is presenting physical safety concerns that we are unable to provide care for, due to it being unsafe for staff or other children.

Caregivers may terminate the contract **without written notice or warning** if:

The provider fails to comply with ELLC Family Handbook Policies or WA state childcare regulations and laws the Caregiver may terminate the contract without written notice or warning. Termination must be provided in writing and include a description of the policy or regulation the center failed to uphold.

Changes to this contract by either party must be made in writing and signed by both parties 1 week in advance of the desired changes, unless prior agreement with the director.





ELLC Curriculum

This section will go over the Learning Center's Educational Philosophy , Play-Based Curriculum, What Daily Logs Look Like, & Classroom Schedules



Curriculum:

At ELLC, we pride ourselves in providing a value-based, multidimensional curriculum. We design activities geared to both independent work and group work. We will incorporate a Social Emotional Play based curriculum in Fall of 2022 which supports the Early Achievers Program standards and rules We also take elements from Montessori, Reggio Emilio, and Waldorf Philosophies- We believe in the holistic approach of Waldorf, the child-led and collaborative approach of Reggio Emilio and the individualization and independence of Montessori. Teachers will upload their curriculum for families to view each week. They will also add photos of children completing the activities.

Activities will be fun and developmentally-appropriate to build language, social, cognitive and physical skills. Reading and singing will be a regular part of the day, along with activities for developing large and small motor skills. During the summer and early fall, much of our days are spent playing outside. In the fall we will start spending a little more time inside, but we do go outside (playground and walks/ stroller) rain or shine



WHY PLAY MATTERS

The instinct to play is hard wired into the human DNA. When children play, they develop connections between the motor, perceptual, cognitive, social, and emotional areas of the brain. Critical thinking, communication, language, and emotional expression are also developed in play through trial and error. Impairments to cognitive, language, emotional, and physical development have all been linked to a deficit in play.



CREATING THE CONDITIONS FOR PLAY

FILL UP THEIR ATTACHMENT TANK

Playtime needs to be prefaced with contact and closeness from an attachment figure so that a young child's relational needs are satiated. A child under the age of 3 has high attachment needs and may not play on their own for a long time, needing to return to 'home base' often.

CREATE VOIDS TO BE FILLED UP

We need to create the time and space where there is no competing activities like screens, peers, entertainment, structured activities, so that a child is free to explore and express themselves.

PROVIDE STRUCTURE AND ROUTINE TO PROTECT PLAY

Set up rituals and rules to preserve play especially when it comes to screen time, playdates with peers, and instruction and schooling.

DON'T PRAISE OR REWARD PLAY

If you try to reinforce play you will diminish their desire to play. Let the child's interests take the lead when it comes to deciding what to play with.

VALUE PLAY – If an adult doesn't value play and pushes for performance, outcomes, and getting ahead, then it will be harder for a child to feel free to play.

CHILDREN WHO PLAY GROW UP TO BE PEOPLE WHO ...



Think for themselves and withstand peer pressure

Assume responsibility for their words and actions

Are able to see options and choices in their life

Want to be their own person with their own ideas

Value creativity and originality

Are full of their own plans and goals

Are self-directed learners

Are rarely bored

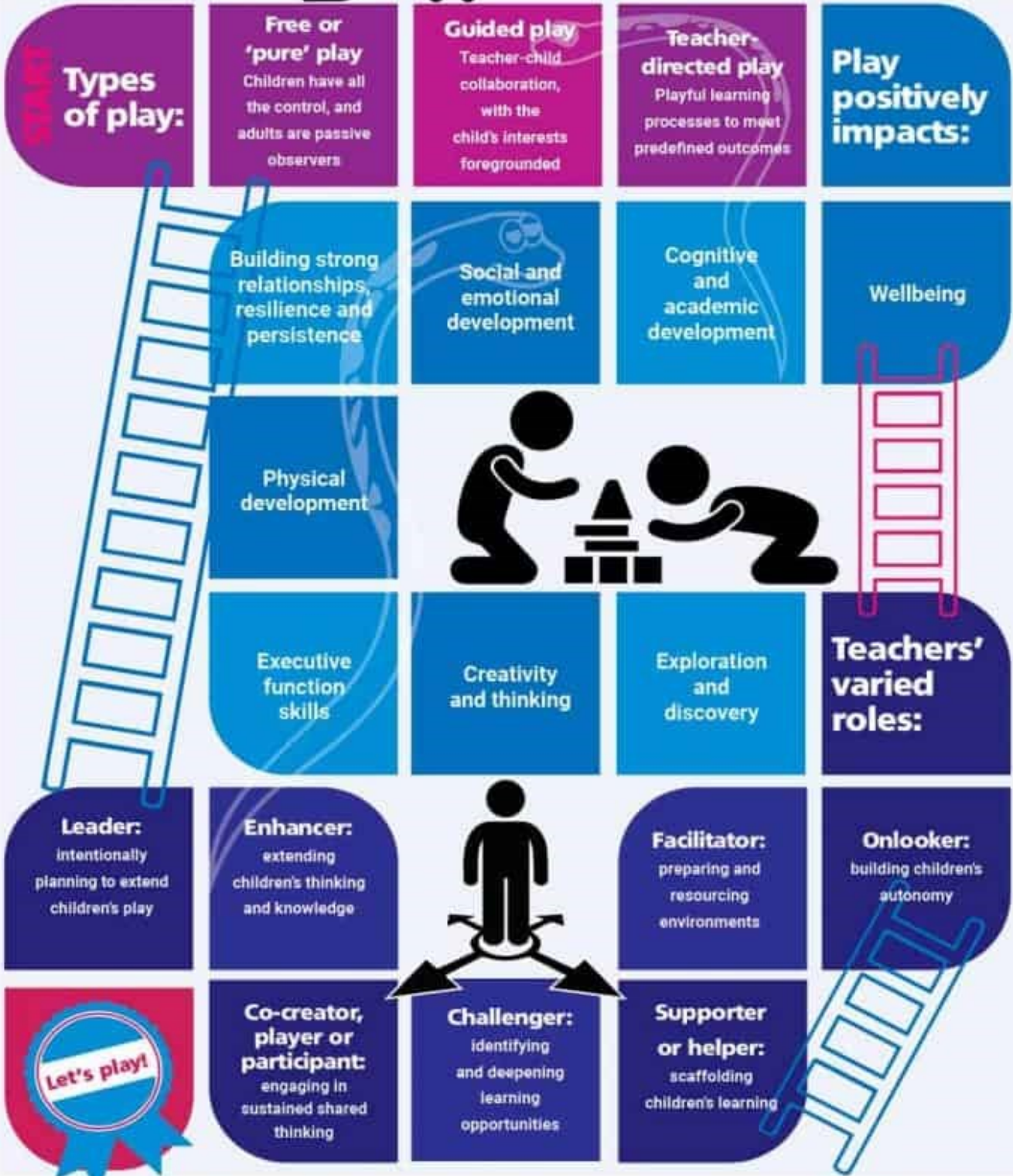
Are interested and curious



Play in ECE



the education hub



For more research-informed educational resources and information, visit theeducationhub.org.nz

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16 Play Types

Symbolic Play

Using objects, or actions to represent other objects, actions, or ideas, e.g. using a cardboard tube like a telescope.

Rough and Tumble Play

Discovering physical flexibility, generally friendly and positive.

Socio-Dramatic Play

When children act out experiences, e.g. playing house

Creative Play

Allows children to explore, try out new ideas and use their imagination.

Social Play

Any social situation where it's expected that everyone will follow the set rules - like during a game

Communication Play

Play using words, gestures e.g. charades, telling jokes, play acting, etc.

Dramatic Play

Play where children figure out roles to play, assign them and then act them out.

Locomotor Play

Movement for movement's sake, just because it's fun. Things like chase, tag, hide and seek and tree climbing

Imaginative Play

play where the conventional rules, which govern the physical world, do not apply, like imagining you are a bee, or pretending you have wings.

Exploratory Play

using senses of smell, touch and even taste to explore and discover the texture and function of things around them

Fantasy Play

child's imagination gets to run wild and they get to play out things that are that are unlikely to occur, like being a pilot or driving a car.

Deep Play

Play which allows the child to encounter risky experiences and conquer fear like heights, snakes, and creepy crawlies

Mastery Play

control of the physical and affective ingredients of the environments, like digging holes or constructing shelters.

Object Play

play which uses sequences of hand-eye manipulations and movements, like using a paintbrush.

Role Play

play exploring ways of being, although not normally of an intense nature, like brushing with a broom, dialing with a telephone..

Recapitulative Play

play that allows the child to explore ancestry, history, rituals, stories, rhymes, fire and darkness.

Infographic created by www.encourageplay.com,

Play Type Information from Hughes, B. (2002) A Playworker's Taxonomy of Play Types, 2nd edition, London:

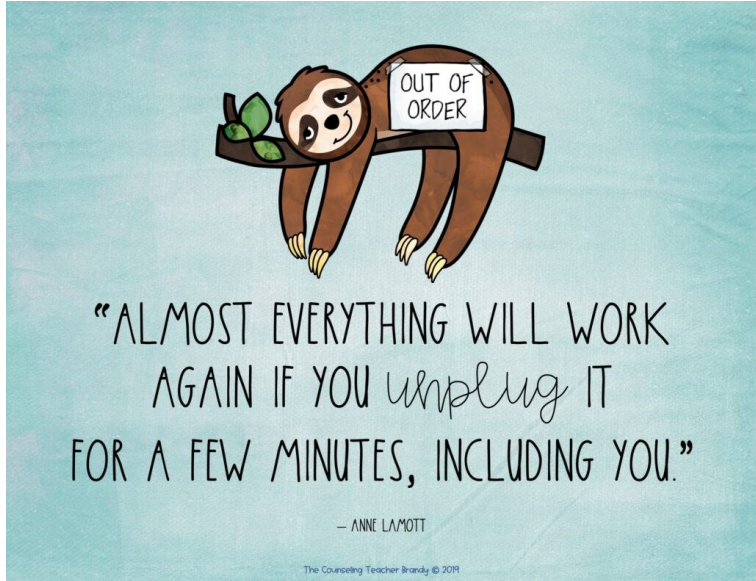
Social Emotional Curriculum

One of the biggest changes I have seen over the last 2 years is the amount of normal anxiety and social anxiety being exhibited in our children on a regular basis. We have had an uptick in children being diagnosed with one or both of these things on varying levels. This is concerning for me. My background is in Children's Studies, which is the best practices for children based off all the child's needs and environment and culture. As I have been seeing these changes, I realized the best thing we can do here at ELLC is change our curriculum model from a play based model to a Social Emotional play based model.



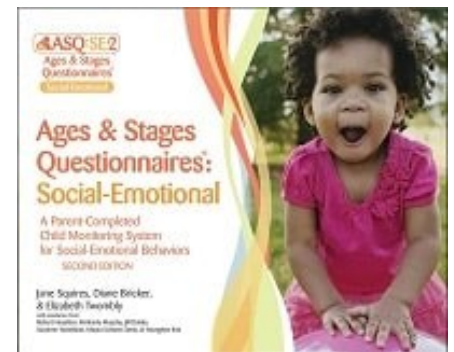
Our classrooms will have a theme each month to focus on that will help children learn new skills and language regarding social and emotional A Change to Social Emotional Curriculum learning. September, we focus on Me and My Feelings. This includes talking about how we as teachers are feeling, including in an age appropriate way, labeling our feelings when we are feeling sad, angry or frustrated, without putting those feelings on the children. Its important for kids to know that adults experience other emotions as well and are not always happy. We will also help children label their own feelings. In our younger classrooms this will include adding books and pictures of kids their age experiencing the emotion and talking about it and how we can help them. In the older classrooms we will begin to explore ways to manage our bigger feelings in appropriate ways.

SOCIAL AND EMOTIONAL LEARNING



Assessment of Children

At ELLC we use the Ages and Stages Questionnaire child monitoring system to conduct Assessment. ELLC also uses a developmental screening provided by the CDC on each child within 30 days of enrollment and then again every quarter. We use these questionnaires to determine our curriculum, and areas we should focus to help meet each child's individual developmental needs.

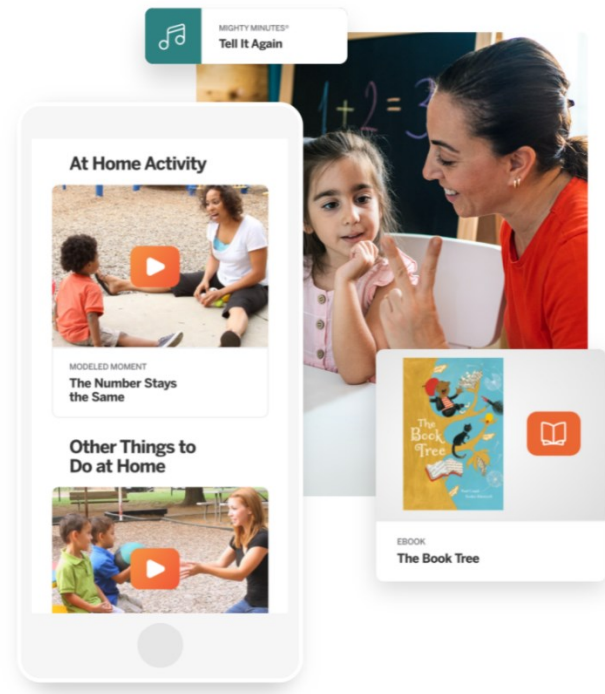


This is a two part system. The standard system checks for gross motor, fine motor, problem solving, communication and personal-social skills. The second part is for social emotional development. This assessment focuses solely on the child's social and emotional developmental levels.

We use this 2 prong approach to be able to track children's development and to monitor for any red flags or delays that maybe occurring. I have used both systems and I find when used tandem, teachers are able to provide the next level of care for children by tailoring the curriculum and classroom to meet the developmental needs of each child.

Observations/ Portfolios

We use Teaching Strategies gold for our teachers to regularly log observations of each child. Teachers are required to log observations each month. These observations are to help scaffold the child's learning, allowing teacher to connect the dots between activities and the developmental assessments.



Parent Teacher Conferences

At any time a parent can request a Parent Teacher Conference to discuss any issues they might be having with the classroom management or with their child. We believe in open communication, even if that is hard conversations. This allows us to have an authentic relationships and show each child our commitment to their education and family.



Daily Family Communication

What to expect:

Communication between home and childcare is foundational to the work of early educators. At Edmonds Lutheran Learning Center, we believe in providing educators with the tools they need to ensure their communication is both meaningful and easy. That's why we're excited to introduce you to our communication solution, Brightwheel! You will find Brightwheel easy to use and the best way to stay connected every day your child is in attendance. Our families find this tool easy to use and a great way to stay connected to their children while they are away.

You should also hear from your child's teacher daily in person about your child's day. Sometimes this can be hard to hear if the child is struggling with behavior that day, but we believe it's important to be honest and tactful. This allows us to partner and build a consistent plan for behavior and let the children know we are all a team.

Communication:

Here at ELLC we understand how important it is to communicate with our families in a clear, frequent, and friendly manner. We fully support family engagement and want you to be able to keep up with what your child is doing throughout their day!

You can expect to receive communication in 4 ways:

- **“Brightwheel” App Message**
- **Daily Reports (sent electronically via Brightwheel App and is updated regularly throughout the day)**
- **Email (ellcdirector@edmondslutheran.org)**
- **Phone Call: (206)-776-2601**



Meet brightwheel, a window into your child's day

Our center has partnered with brightwheel, the leading early education technology, to help us deliver an enriching childcare experience to our students and families!

What you can expect from brightwheel

- ✔ More, real-time visibility into your child's day with photos, videos, and updates
- ✔ An easier way to stay connected to your child's learning and development
- ✔ A safer environment for our students and staff through contactless check-in/check-out, entry screens, and health checks
- ✔ Easy online tuition payments
- ✔ A single app for you to stay connected to all aspects of our center

What's next

Be on the lookout for an invitation to join our center on brightwheel! The invitation will include a link for you to set up your account. See you there!



"My son just started daycare and I was so nervous, but being able to see the pictures and different notes about him from the teacher and being able to message them back gives me peace of mind. I love it!"

Infant Daily Schedules:

Our infants schedules are individualized and based on their developmental stages. Teachers will work with families to adjust schedules as your child grows over the first year.

Infants schedules tend to change about every 2-4 weeks. Our teachers are trained to adjust schedules as their needs change and base feedings and nap on the child's needs.

Infants needs can vary from home and school. We work very hard to create a cozy home like environment for our infants with low ratios that allow our teachers to better meet their child's needs, however there are multiple infants in the classroom and at times needs sometimes need to be prioritized.

Communication is very important between staff and families regarding any changes, intentional or developmental. Please always reach out to the teachers if you have any questions or concerns regarding your infants schedule, feedings, or napping. If you need further assistance, our Assistant Director and Director are always able to listen and help resolve any issues. But we can not always meet families requests.

Please provide a written schedule for your infant to your child's teacher on their first day, so that the teachers are able to best match that schedule during their first couple of weeks. This includes feeding, nap times, and any specific activities they might do, like tummy time.

General Toddler Daily Schedule:

Toddler Schedule will vary depending on Seasons and certain activities planned
This schedule (outside time is usually where the change happens due to heavy rain,
cold temperatures, or extreme heat, children's ages and temperaments)

7:30am - 8:30am	Welcome! Wash Hands, Diaper Changes, Free Play
8:30am - 8:35am	Clean Up
8:35 am - 9:05am	Breakfast, Wash Hands
9:05 am - 10:10am	Free play/Prepare to go outside
10:10am - 11:05am	Play Outside
11:05am - 11:10am	Clean Up Outside/Return Inside
11:10am - 11:20am	Handwashing
11:20am - 11:40am	Diapers, Story Time, Table Toys
11:40am - 11:45am	Clean Up, Wash hands
11:45am - 12:15pm	Lunch
12:30pm - 3:15pm	Nap / Quiet Activities/ Diapers
3:00pm - 3:05pm	Wash Hands
3:05pm - 3:25pm	PM Snack, Wash Hands
3:25pm - 4:30pm	Outside Play
4:30pm - 4:40pm	Wash Hands
4:40pm - 6:00pm	Free Play, Diapers, Table Toys, Evening Snack @445pm

General Preschool Daily Schedule:

Preschool Schedule will vary depending on Seasons and certain activities planned
This schedule (outside time is usually where the change happens due to heavy rain,
cold temperatures, or extreme heat)

7:30am - 8:20am	Welcome! Wash Hands, Free Play with Pre-K
8:20am - 8:55am	Clean Up/Outside
9:00am - 9:25am	Breakfast/Wash Hands
9:35am - 9:55am	Free Play
9:55am - 11:10am	Split into Groups/1 Group outside, 1 Group prepared activities, Circle
11:10am - 11:20am	Clean Up Outside/Return Inside
11:20am - 11:40am	Handwashing
11:40am - 11:45am	Pottying/Diapers, Storytime, Tabletoys
11:45am - 12:30pm	Lunch
12:30pm - 3:00pm	Nap/Quiet Table Activities/ Stories, Pottying/Diapers upon waking
3:00pm - 3:05pm	Wash Hands
3:05pm - 3:25pm	PM Snack
3:25pm - 3:45pm	Prepare to go outside
3:45pm - 4:45pm	Outside Play *cleanup @435pm
4:45pm - 5:00pm	Wash Hands/Pottying/Diapers
5:00pm - 6:00pm	Free Play, Diapers, Story Time, Table Toys, Evening Snack @5pm, Good-byes

General Pre-K Daily Schedule:

Pre-K Schedule will vary depending on Seasons and certain activities planned
This schedule (outside time is usually where the change happens due to heavy rain,
cold temperatures, or extreme heat)

7:30am - 8:20am	Welcome! Wash Hands, Breakfast, Free Play with Pre-School
8:20am - 9:25am	Clean Up/Outside/Wash Hands
9:35am - 9:55am	Breakfast
9:55am - 11:10am	Kindergarten Readiness Learning Activities
11:10am - 11:20am	Ready to go Outside/Clean up
11:20am - 12:00pm	Outside Play and Activities
12:00pm - 12:10pm	Pottying, Handwashing
12:10pm - 12:40pm	Lunch
12:40pm - 1:00pm	Classroom Story time
1:00pm - 2:45pm	Nap/Quiet Table Activities/Stories
2:45pm - 3:00pm	Clean up
3:00pm - 3:05pm	Wash Hands
3:05pm - 3:25pm	PM Snack
3:25pm - 3:45pm	Prepare to go outside
3:45pm - 4:45pm	Outside Play *cleanup @435pm
4:45pm - 5:00pm	Wash Hands/Pottying/Diapers
5:00pm - 6:00pm	Free Play, Diapers, Story Time, Table Toys, Evening Snack @5pm, Good-byes

Naps:

State law requires a nap or rest time for all children under 5 years old. Rest time will be approximately from 12:00 p.m. – 3:00 p.m. daily. We will provide each child a clean and safe crib/cot. Naps will be recorded daily on “Brightwheel” so you can view your student’s schedule.



Sleeping cots are provided in accordance with state regulations.

Sheet and blanket will be washed at the Center every week.

All Children will have their own bedding.

Resting Hour

Some kids outgrow nap earlier than others, but their brain and body still need rest time. We have all children lay down for at least 20 mins- 30 mins. In that period if they are still wide-eyed and awake, we will invite them to get up and come to the table for a quiet activity or they have the option of reading books on the their cot

We are required by licensing to provide a quiet rest time for all children until age 6. If a child falls asleep we can not immediately wake them, nor prevent them from napping. We are mindful that some children’s naps can disrupt their bedtime. We will work with families to come up with a reasonable length of time, generally 45 mins—1 hour, that we will attempt to wake your child. If they do not wake up, we will try again every 10 minutes if they don’t wake the first time.

Toys from home:

We allow children to bring a lovie from home for naptime.

We discourage children from bringing other toys or items from home, unless specifically asked, because teachers cannot keep track of additional toys and it often causes issues with sharing of the home toy.

ELLC staff is not responsible for any lost toys from home.



Technology in the Classroom

The kids we are raising are growing up in a Digital World. They are and should be exposed to the various ways technology can be helpful and useful, both at home and outside of the home. We use technology in many different ways throughout the Center. We use it for our Family Communication (Daily Logs, Messaging), we use it to communicate with each other, and we use it for transitions and entertainment. Sometimes the classrooms Alexa Device will be served as a Timer, other times the Alexa Device will tell jokes, tell a story, or play some nap time music.

We do not allow regular tv time, but will allow teachers to host a pre-approved movie day or share a short segment with the kids if it applicable to the lesson and the curriculum.

Teachers do use their phones regularly for logging daily communication with families and other staff. Please speak with the director if you have any concerns regarding teacher cell phone use.

Children are not permitted to bring in personal electronics or hand held devices.

Cellphones for school children will be considered on a case-by-case basis

Classroom Birthday Celebrations—Kids

For those that celebrate birthdays, we encourage a little party and a little treat on that special day. During COVID we are asking families to only bring in treats that are pre-packaged/tore bought and not made at home. If your family does not celebrate Birthday's, please share that with us upon enrollment. Kids will also receive a small gift from the Center along with a birthday card signed by all their teachers.

Treats from Families

In addition to those 2 times a year events, Families have also in the past wanted to bring in treats to share with the Staff. It is never required, but is greatly appreciated. Some of these items have been Starbucks Drinks, Panera Breakfast, or Sponsoring a Lunch.

Gifts and Celebrations for Staff

Classroom Holiday Celebrations

For major Holidays, the Teaches plan a classroom party that the Parent's are always welcome to attend. We also like to expose the kids to other cultures and celebrations and will generally do a mini gathering or exposure activity such as a discussion, craft, or coloring images relating to that specific event.

Families like to often time show appreciation for the hard work Childcare Providers do. Edmonds Lutheran Learning Center likes to coordinate with families on days like "Teacher Appreciation Day" and during Christmas Time. We will purchase and send out cards so you can write memorable notes that the Teachers and Staff can keep forever. You are more than welcome to make a donation during Teacher Appreciation Week or slip a gift card in if you'd like. We ask that you not pay teachers directly or give them things like a tip.

Transitions to new Classroom:

Due to licensing requirements we are slightly restricted to when we are able to transition children to the next classroom. We try to focus on when the child is developmentally ready, but usually we must transition a child when they turn 1 years.

Transition plans are passed out to parents 2 weeks in advance of beginning transition.

Visiting Schedule

Day 1 & 2 - visit from drop off - 11am

Day 3 & 4 - visit from drop off - after lunch

Day 5 - visit new classroom all day



Tuition:

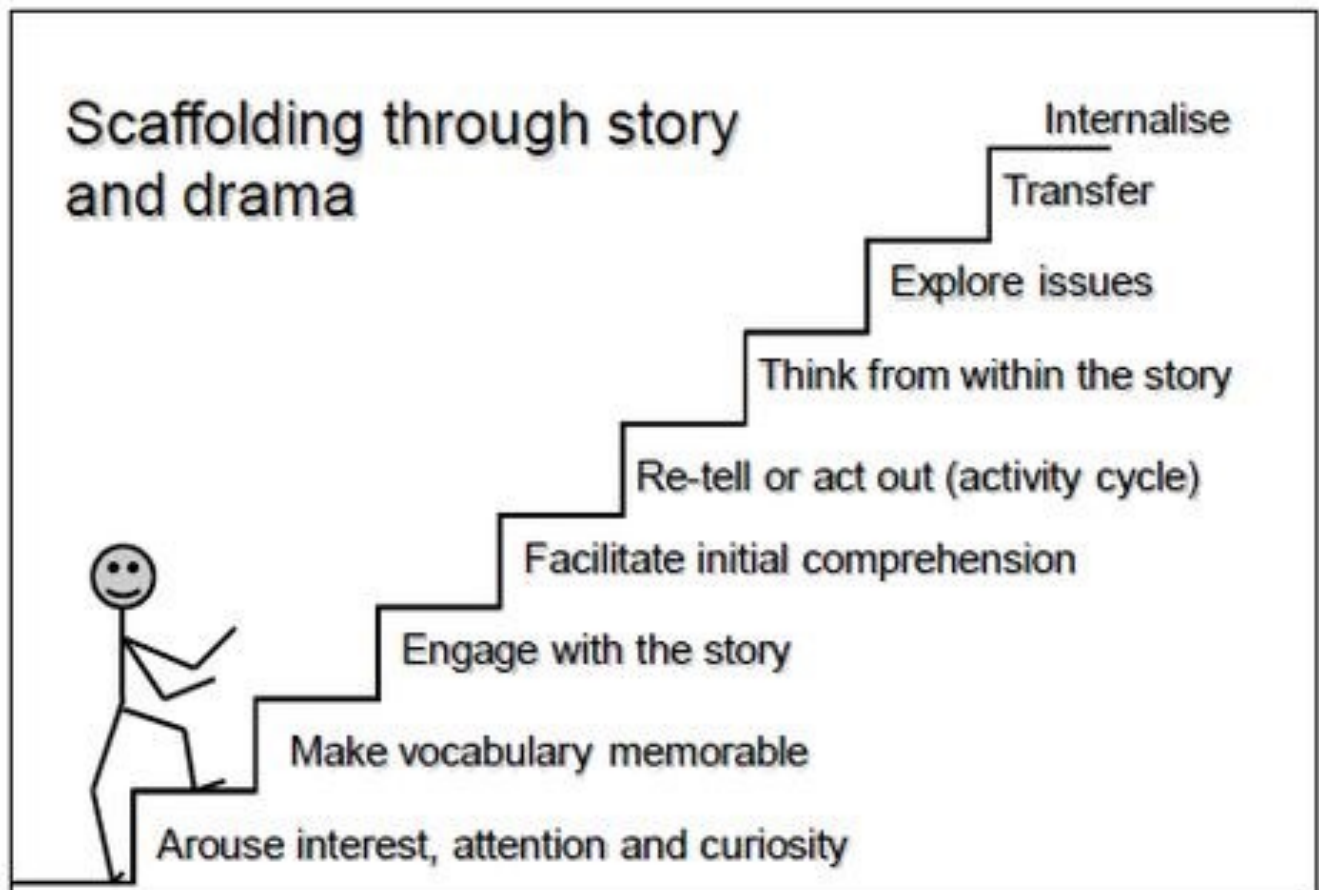
Tuition will be prorated the as a credit the following month after moving up.

Classroom Transition Milestones

Using Washington State Developmental Milestone guidelines, we have developed a list of milestones each child should complete to help scaffold their learning and ready them for their next classroom.

Example:

Toddlers should be able to hand feed themselves at meals. Using the idea below, we first start allowing them to explore the food with their hands, while they are spoon feed bites. As they gain more motor control of their arms and develop their pincer grasp, they will begin to move the food to their mouth. This may look like they are playing with food and making a mess but these early feeding stages are what will lead to them being able to use a spoon when they are 1 years old or a fork when they are 2 years old.



Health and Safety



This section will go over the Learning Center's Health and Safety Policy , what we do to meet the first level of Maslow's Hierarchy of Needs: Security, Nutrition and Healthy environments.

Food & Meals at the Center

Meals

We believe nutritious meals is the fuel for learning. Our menus are planned by the Director and Chef with the teachers providing feeding back on any menu items the children really like or dislike. We try to incorporate many different cultures and foods in our menu. The director is trained in childcare menu planning and bases all menu off the USDA food program.

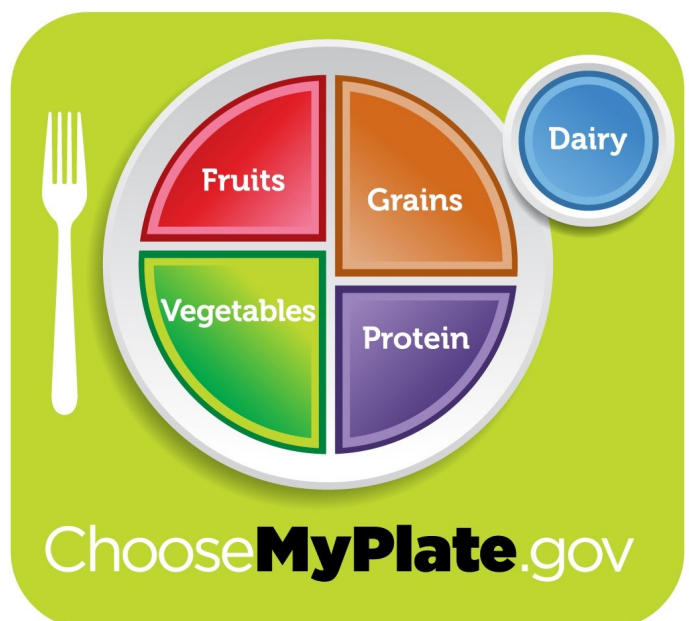
The Menu is posted on our Family Communication App (Brightwheel) and a physical copy is posted in the Classrooms and on our parent boards.

Sometimes due to a shortage or grocery error, we may have to change the menu to an equivalent item in the moment. These changes will be reflected on your child's daily report.

We provide the following:

Times are approximate

- Breakfast
(830am-900am)
- Lunch (11-1130am)
- PM Snack (2:30pm)
- Evening Snack
(approx. 4:30pm)



Allergies/Dietary Restrictions/Food Preferences:

Please include any known allergies/dietary restrictions/food preferences in your Onboarding/Enrollment Forms.

For Allergies, we will need a Doctor's Note if there is medicine at the Center for a Reaction to treat it. All of our Teachers are qualified by taking the Medication management Training offered by DCYF. Medicine is kept safely in a locked bag so the children may not access it.

For Dietary Restrictions and Food Preferences we will have a form families need to fill out so we can follow your requests. We will work with each family on a case by case basis when it comes to substituting items on the menu.

Example of Weekly Menu - Menu's are shared weekly with families through Brightwheel by Sunday Evening.

Week of: October 24 - 28, 2022						ELLC Menu					
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday						
Am Snack	Mini Monster Pancakes Ghost Bananas	Spider Sandwiches- sunflower butter, strawberry jelly, pretzels Cantaloupe	Egg Salad on whole wheat bread Cucumbers	Kix Greek Yogurt Mixed Berries	Scrambled tofu with Soyrizo breakfast burritos						
Lunch	Mummy Dogs French Fries Peas and Carrots Pears Milk	Vegan Black bean & Quinoa Chili (Black beans, Tomatoes, corn, Quinoa) Peaches Roasted Broccoli Milk	Chicken Boo-dle Soup- Pumpkin Shaped Carrots, chicken, bowtie pasta, celery Mandarins Milk	Cheese Pizza California Mixed Vegetables (Cauliflower, broccoli, carrots) Pear Slices Milk	Pumpkin shaped charcuterie board (pepperoni, Cheese , Ritz, Olives, Carrots, Cantaloupe, blueberries, cucumbers) Milk						
PM Snack	Guacamole Frankenstein (Guacamole,vegan sour cream, olives) Spooky Baked Halloweens Tortilla chips - Older Pita - Toddlers	Apple & Celery nachos (apples, celery, sunflower butter, chocolate chips) Milk	Candy Corn fruit cup Yogurt , Pineapple, mandarins)	Pumpkin shaped Veggie tray (Cucumbers, carrots, peppers, celery, dairy free Ranch dip) Saltines	Class Party!!!						
Evening Snack	Turkey slices Snap pea	Graveyard Dirt Cups-avocado chocolate pudding with soy milk, chocolate chips Graham cracker crumbs	Granola Bars Orange Slices	Cucumbers Ghost String Cheese	Closed at 3:00 unless you are attending a Class Party						

ELLC Substitute for allergy Family will supply alternative from home

Water is served at every snack

Health & Safety

Illness/Exclusion Policy

We do our best to keep all children healthy with our vigorous cleaning protocols, illnesses do happen. Sometimes it's a bug that lasts 24 hours, sometimes it's something that lasts what can feel like forever and a week. It is important for all our families, that if your child is exhibiting any of the below symptoms, that you keep them home.

If your child begins to exhibit symptoms while in care we will contact you and ask that you or someone you authorize pick up your child within 1 hour.

We do not require siblings to be picked up at the same time, unless all siblings are exhibiting symptoms.

If we do not receive a response, we will proceed to call emergency contacts for pick up. If we are unable to reach anyone for more than 1 hour we may call CPS for guidance.

Symptoms for Exclusion

- Vomiting 2 or more times in a 24 hour period
- Diarrhea 2 or more times in a 24 hour period
- New Cough/Congestion
- Unable to Participate *
- Unknown rash
- Goopy Eye
- Fever 99.5 or higher with other symptoms
- Fever 100.4 without other symptoms
- Sore Throat

Unable to Participate

Children must be able to participate in our daily activities and for babies/toddlers not need to be held all day. Our teachers must be able to help all children as it can put a hardship on our teachers if 1 child needs one on one care, beyond the first couple weeks as your child adjusts. The director must approve this exclusion.

Stop the Spread of Germs

Help prevent the spread of respiratory viruses like COVID-19 and flu.

Does Your Child Have Any of the Following Symptoms? Stay Home

- Fever 99.5 or higher with other symptoms
- Fever 100.4 without other symptoms
- Vomiting 2 or more times in a 24 hour period
- Diarrhea 2 or more times in a 24 hour period
- New Consistent Cough/Congestion
- Green Runny Nose with other symptoms
- Unable to Participate *
- Unknown rash
- Lice
- Goopy Eye
- Sore Throat
- Diagnosis or Symptoms of other communicable diseases



***Unable to Participate**

Children must be able to participate in our daily activities and for babies/ toddlers, they not need to be held all day. Our teachers must be able to help all children as it can put a hardship and we are out of licensing compliance if 1 child needs one on one care.

Symptoms lasting more then 24 hours may will require a covid test.

ELLC reserves the right to exclude any child, regardless of Doctor clearance.

When can my Child Return?

- Fever free for 24 hours **WITHOUT** medication
- Not vomited in 24 hours, no complaint of upset stomach, able to eat food
- No Diarrhea in a 24 hour period
- Cough/Congestion must be improving and less then 2-3 incidents per hour, on antibiotics for at least 24 hours, if prescribed and no other symptoms
- Unknown rash - is able to be fully covered and not contagious
- Lice must be fully treated with no nits present
- Goopy Eye must be mostly improved and if applicable received antibiotic drops for at least 24 hours
- Sore Throat needs to be improved and able to swallow without pain
- For all diagnosis and symptoms we will follow the CDC or Snohomish County guidelines.

Early Closure Cleaning

On the last Friday of each month we will close at 3pm so our staff are able to complete a deep cleaning of the classrooms. These deep cleaning includes washing all toys, cleaning all surfaces, washing all linens and pillow covers, and shampooing carpets.

2025 Early Closure Calendar Dates

- **Friday January 31**
- **Friday February 28**
- **Friday March 28**
- **Friday April 24**
- **Friday May 30**
- **Friday June 27**
- **Friday July 25**
- **Friday August 29**
- **Friday September 26**
- **Friday October 24**
- **Wednesday November 26(Due to Holiday)**
- **December - No Early Closure**

Common Illness and Required Exclusions

Chickenpox: Until all blisters are crusted over (usually 5 to 6 days after the rash started) and no new lesions have appeared for 24 hours.

Cold Sores: Exclude children who have sores with drooling that a child is unable to control or if the child is unable to participate due to mouth sores.

Diarrhea: Exclude when there are more than 2 stools per day above the normal for that child, stool is not contained in the diaper or there are toileting accidents.

Covid: Excluded for 5 days after positive test and after 24 hours of being fever free.

Fever: Exclude if temperature is 100.4° or higher under the arm; return 24 hours after fever resolves without the use of fever reducing medications. (see note below)*

Hand, Foot, & Mouth Disease: Exclude until fever is resolved without the use of fever reducing medications and sores are healed.

Head Lice: Exclude, allowed to return after treatment.

Impetigo: Exclude until 24 hours after antibiotic treatment is started and sores are healed.

Pinkeye: Exclude until 24 hours after antibiotic treatment is started .

Rashes: Exclude until it is determined the rash is not a symptom of an infectious disease.

Ringworm: Exclude until treatment is started; keep area covered.

Scabies: Exclude until treatment is started.

Strep Throat: Exclude until 24 hours after antibiotic treatment is started and fever is gone.

Vomiting: Exclude when there are 2 or more episodes in 24 hours; exclude until vomiting has resolved or until determined that the vomiting is not a symptom of an infectious disease.

Medications:

All ELLC staff is trained in medication management. We can give medication doses to children either orally or topical.

In order for our staff to administer medication, we must have the medication in its original container and our medication forms completely filled out BEFORE we can administer any medication.

Any over the counter medication must be age appropriate, or we will need a doctors authorization to administer.

Injury / Incidents

At ELLC we do our best to keep all children safe and incident free, but occasionally injuries may happen. When they do, we will write an incident report for you describing the details of the incident, the date, time and place it occurred and how we helped your child with the injury. We will require a signature on the form and will provide an electronic copy of the form.

Occasionally children's emotions get the better of them and they act out and hurt someone. If this happens, you will receive a report describing the incident and what we did to help your child to reregulate their emotions. You will need to sign this form and we will provide an electronic copy.

If your child is having repeated injury or incidents we will begin a log and work with you to try and find a solution.

Diapering

Children's diapers are changed every 2 hours or sooner if overly wet or your child has a bowel movement.

All diaper changes are recorded in our Brightwheel app for families to monitor as needed.

We ask families to provide enough diapers for your child's full day at the center. Teachers will send notification through the app when your child's supply runs low.

If you ever need help with supplying diapers or wipes please reach out to the director.

Potty training/Toileting

When a child is showing developmental signs of being ready to start potty training then we will work with your family to help begin this journey.

Sometimes this journey is short other times it's a long trek. We ask families to provide a lot of extra clothes when you switch to underwear.

We will utilize pullups for children switching to underwear, but might need extra assistance during, nap and outside time.

Health Nurse

We have a Nurse Consultant that visits once per month in our infant room. She checks in on the health and wellbeing of our infants for 1 hour per month.

She is also available to consult for older children if we have any developmental concerns.

Handwashing

When Should Hands Be Washed?

STAFF:

- ❖ Employees shall wash hands upon arrival at the child care center.
- ❖ Immediately before handling food, preparing bottles, or feeding children.
- ❖ After handling food.
- ❖ Before handling clean utensils or equipment.
- ❖ After using the toilet, assisting a child in using the toilet, or changing diapers.
- ❖ After handling of body fluids (e.g., saliva, nasal secretions, vomitus, feces, urine, blood, secretions from sores, pustulant discharge).
- ❖ After handling soiled items such as garbage, mops, cloths, and clothing.
- ❖ Whenever hands are visibly soiled.
- ❖ After removing disposable gloves.

CHILDREN:

- ❖ Children shall wash hands upon arrival at the child care center.
- ❖ After each diaper change or visit to the toilet.
- ❖ Immediately before eating meals or snacks.
- ❖ Before and after water activity.
- ❖ After playing on the playground.
- ❖ After handling animals or animal cages.
- ❖ Whenever hands are visibly soiled.



How to properly wash hands:

- (1) Always use warm, running water and a mild, preferably liquid soap;
- (2) Wet the hands and apply a small amount of liquid soap to the hands (dime to quarter size);
- (3) Rub the hands together vigorously with the soap and tempered water for 15 seconds;
- (4) Be sure to wash all surfaces of the hands, including the backs of hands, palms, wrists, under fingernails, and between fingers;
- (5) Rinse hands well for 10 seconds, leaving the water running;
- (6) Dry hands with a paper towel;
- (7) Turn off the faucet with the paper towel.

Emergency Drills

Once per month we will conduct a fire drill for all classrooms. This is our way of practicing if a fire is ever to break out. We treat all drills as if it is a real event. We quickly gather/move the children to a safe place, as if the event was really happening. We do this at random times of the day and week to make sure by the end of the year each child has participated no matter their schedule.

We also conduct quarterly drills for lockdown, stay in place and earthquakes. These are done in the building to help the children and staff to know what to do in case of any of these incidents occurs. If you would like more details on these drills please contact the director. Staff act in accordance with all emergency and safety trainings provided by DCYF.

Emergency/Weather Related Closures

Snow Closures or late opening of ELLC will be decided based on predicted weather conditions, road conditions, and availability of staff to cover ratios. The Director has final say on all center closures, delayed openings or early closures..

If facility loses electrical power or if weather conditions change through out the day, the center may need to close. Parents will be notified by phone call or text from the director or ELLC staff and will be required pick up within a specific time frame. Failure to pick up your child within the time frame given, will result in late-pick up fees and possible warning notice from the center.

Any closures or changes to our opening time will be communicated by 6am of the day of closure, sooner if possible. Delayed openings will be notified with at least one hours notice, when possible.

There will be no credit or refund for the days the center is closed due to emergency/ weather related closures or power failure.

Open Door Policy

ELLC has an open door policy for all families and children. If you or your older child (3 and up) ever have an issue please stop by the directors office any time they are available and in the building. If the director is unavailable for any reason, you are welcome to speak with the program supervisor/Assistant Director or send the director with an email to schedule a convenient time to speak. The director is usually available between 930am and 330pm, with morning and evening hours varying depending on center needs.



Mandated Reporting

ELLC staff are Mandated Reporters. What this means is if we suspect any children in our care or visiting our center is in danger, we are required to report this violation to CPS. We will not inform families when we make this call. We understand this maybe frustrating for you, but please know our interest is in advocating for children who don't often have a voice. We only want the best for your child.

We are required to participate in any investigations with DCYF and depending on circumstances, we may act as a representative for your child, giving permission for the social worker to speak with your child without your permission. We are required to do this by law. If the investigation does not involve you or your spouse/partner, we will inform you and ask your permission for them to speak with your child.

If you ever feel we are putting children in harm please call (866) 829-2153

Biting/Aggressive Behavior Policy

Children are still in the early phases of emotional control. Young children and older babies are gaining experience through physical interaction.

Sometimes these interactions can cause a child to get hurt. It is almost always unintentional, with the children not understanding cause and effect.

Part of our curriculum is to help children learn this emotional control. We scaffold their learning to help each child from an early age to learn that hitting/biting or hurting someone is not a good choice and we will teach them better choices when they are upset. This is all done at a level appropriate to each individual child's development. A one year old will need multiple steps of redirection and talking about how their actions hurt the other person. A five year old will need to take a break from the other children and be given a safe place to reregulate their emotions so that they may rejoin the rest of the group.

Any child that exhibits regular aggressive behavior as defined below, will require a team approach with families, creating a plan of action that is consistent between school and home. If the child is putting children or staff in harms way from repeated physical aggression, ELLC will work with the family to find a better fit for their care. Please see pages 58-61 for more information

Aggressive Behavior is defined

as repeated incidents of the following behaviors over a short measured period of time: These incidents are tracked through ELLC Accident/incident reports.

- Biting that causes skin to break
- Intentional injury to another child/staff
- Bullying of another child
- Throwing/Striking/Punching/Kicking
- Hair Pulling
- Spitting on someone

ELLC Expulsion Prevention Policy

In an effort to prevent expulsion and suspension of children, ELLC shall adopt the following, in policy and practice and in a consistent and non-discriminatory manner.



Guidance for prevention of expulsion and suspension:

ELLC Classrooms and staff will:

- Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age-appropriate expectations, small group activities, teachable moments and knowledge of research-based evidence and best practices in child development, early learning, and education.
- Invest in professional development, training, and education to ensure educators have the competencies to support children's social and emotional health.
- Develop and implement classroom schedules that meet the needs of the children.
- Adapt learning environments to promote healthy social interactions with others.
- Develop healthy and nurturing relationships with children.
- Develop strong partnerships and relationships with parents.
- Develop and implement classroom expectations that are developmentally appropriate, clear, and consistent.
- Provide family engagement opportunities.
- Ensure fairness and equity.

Stage 1: Initial Documentation

Once a disruptive behavior becomes consistent staff will document every incident on a Behavior incident report. Once there are 3 reports of the same behavior on different days; Lead teachers will be asked to reach out to family.

Stage 2: Initial Family Communication

Lead teachers are required to bring their concerns of a behavior to the family via Brightwheel. This should be a two-way discussion with the intent of coming up with

-Is the family seeing the same behavior at home?

-Are there any changes happening in the household that could be triggering this behavior?

-What is the consequence at home for the behavior? Share what consequences you have tried at school and if any of them seem to work. Try to come to an agreement on one consequence for the behavior that will be the same for school and home.

-Let the family know that if the incidents keep occurring, we will move on to create a plan of action. Explain to them that this would be for teachers to come up with ideas to prevent the behavior and evaluate if the plan had any effect on the behavior.

Stage 3: Documentation

Continue to document the disruptive behavior on the Behavior incident report. Once there are 4 more reports of the same behavior on different days, lead teachers will be asked to create a plan of action

Stage 4: Plan of Action

Create a plan of action that reflective of the child's age and development. If needed contact ELLC Director and/or Assistant Director for assistance creating a plan of action. This plan will be shared with the child's family. During the week you should be taking notes on what is and is not working using the Plan of Action Worksheet. After 1 week of enforcing the plan of action, evaluate how things went. If the behavior continues make another plan of action. If behavior is continuing after creating 3 plans of action and you have been following the Guidance for prevention of expulsion and suspension, reach out to the ELLC Director.

Stage 5: Meeting with the Family/Intervention:

Once all appropriate documentation has been completed the ELLC Director will schedule a meeting with the child's family. This meeting will address the behavior we are noticing and the plan of actions that were set in place previously. Intervention at this time may include:

- Identify and engage mental and behavioral health consultants and community resources.
- Reduce the number of days or amount of time in care for a specified amount of time.
- Behavior will be limited to an X amount per a day/week before being sent home. The number of days a child is asked to remain home will be at the discretion of the ELLC Director.

Challenging kids are lacking the skills of flexibility, adaptability, frustration tolerance, and problem solving, skills most of us take for granted.

Ross W. Greene

Stage 6: Documentation

During this time continuing documenting all incidents. Report each incident to the director and the child's family.

Stage 7: Follow up

One month after the family meeting the ELLC Director will contact the child's family to follow up. This will include discussing services they may have started, any new incidents, and if the child can continue with ELLC. Another follow up may be needed before making a final decision.

Stage 8: Expulsion

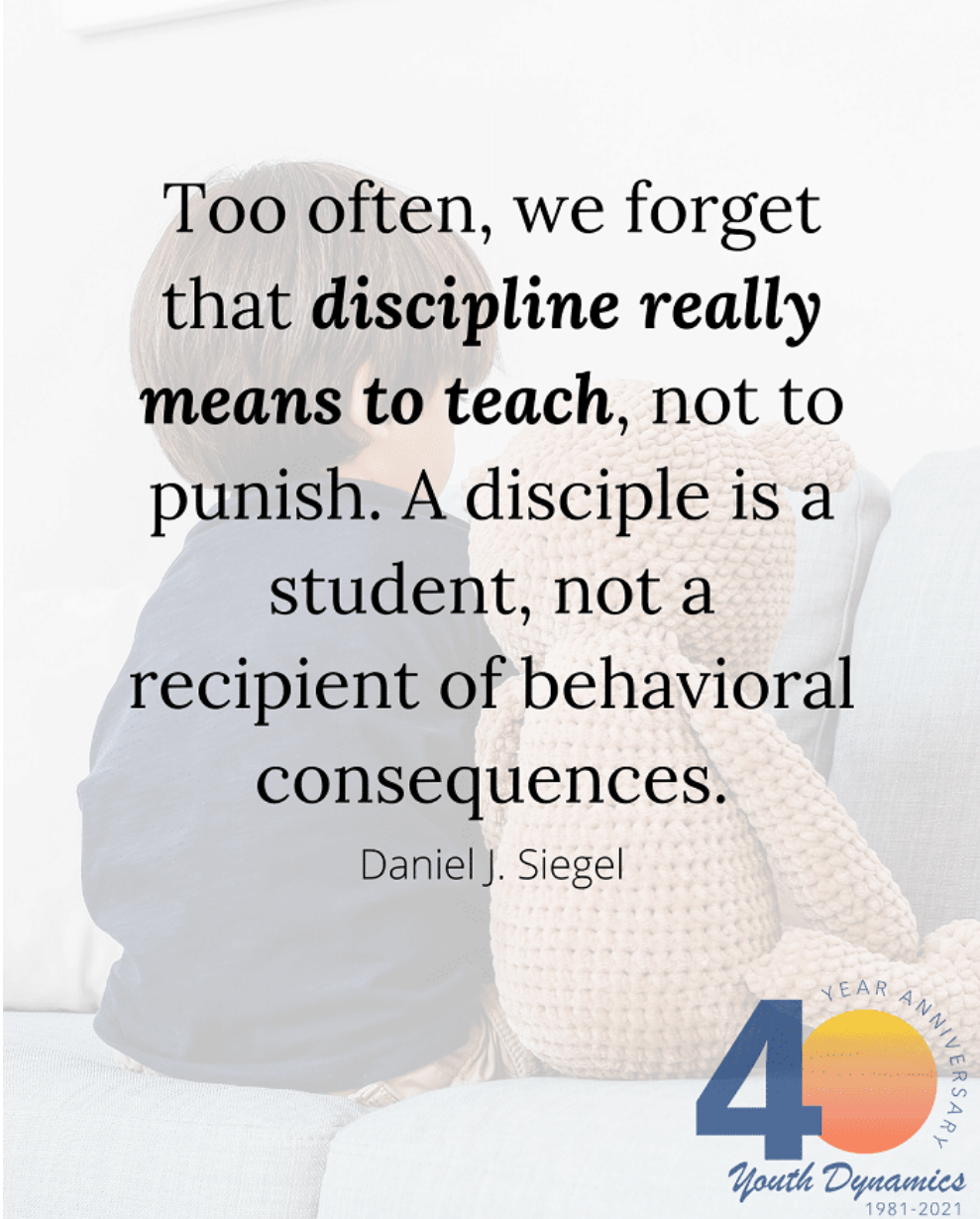
Expulsion will be considered if the behavior is continuing after all the above steps have been taken. The ELLC Director will take into consideration any intervention from outside sources and family engagement when dealing with the behavior. If it is decided, it would be best to end care at ELLC a transition period will begin.

Stage 9: Transition Period

If an expulsion must occur, ELLC will assist the child and family in transitioning to another program by identifying and engaging mental / behavioral health consultants and community resources to assist in determining the most appropriate placement for the child. The transition period will be up to one month, depending on the severity of the behavior.

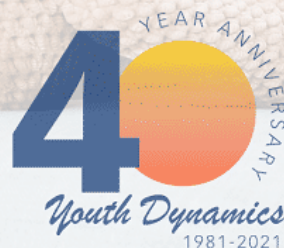
Special Instances:

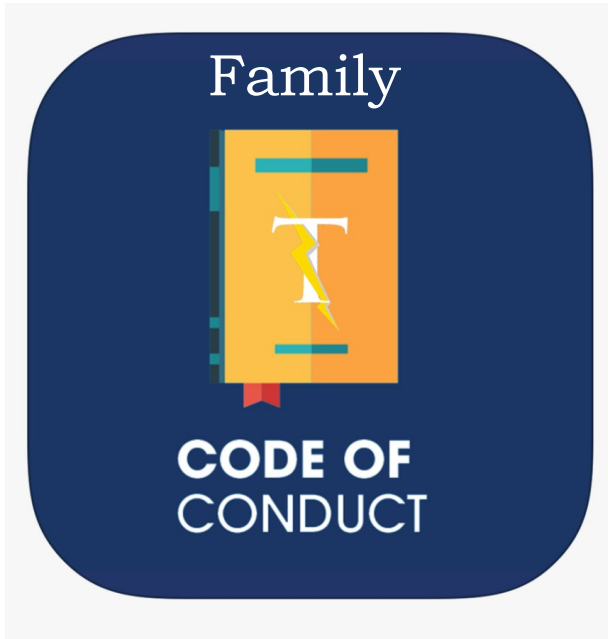
These steps may be sped up if the behavior is causing significant harm to other children and/or teachers. This is a case-by-case decision that is solely at the discretion of the ELLC Director.

A child with dark hair is sitting on a light-colored couch, seen from the back. A large, light-colored, textured stuffed animal is sitting next to them. The background is a plain, light-colored wall.

Too often, we forget
that ***discipline really
means to teach***, not to
punish. A disciple is a
student, not a
recipient of behavioral
consequences.

Daniel J. Siegel





Edmonds Lutheran Learning Center expect our families to act in a manner consistent with decency, courtesy, and respect. One of the goals of ELLC is to provide a respectful learning environment in which a child can grow, learn and develop. Achieving this environment is not only the responsibility of the employees of ELLC, but is also the responsibility of each and every parent or adult who enters the center. Families are required to behave in a manner that fosters this environment. Parents/Guardians who violate the Family Code of Conduct may not be permitted on ELLC property thereafter.

Swearing/Cursing/Harassment/Degrading Language

No parent or adult is permitted to curse or use other inappropriate, harassing, degrading language on ELLC property at any time, whether in the presence of a child or not. Such language is considered offensive, inappropriate in a child's learning space and will not be tolerated. If a parent or adult feels frustrated or angry, they may ask to speak to the teachers or administration in a respectful tone, away from the children.

At NO time shall inappropriate or degrading language be directed toward members of the staff. Threatening of employees, children, other parents or adults associated with ELLC will be not be tolerated and require immediate removal from the premises.

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.

While apologies for such behavior are appreciated, the center will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.

Violation of this policy will result in immediate dismissal from the program.

Edmonds Lutheran Learning Center adheres to strict confidentiality of all persons associated with each center. Parents must understand the implications of this responsibility. Confidentiality not only applies to their child or family, but all children, families and employees associated with Edmonds Lutheran Learning Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

ELLC is unable to inform parents of what if any disciplinary actions are taken against any staff member, due to privacy laws.

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapon on ELLC property for any reason.

For the health of all ELLC employees, children and members, smoking is prohibited anywhere on ELLC property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of ELLC. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Edmonds Lutheran Learning Center does not support or condone corporal punishment of children and such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally or physically abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss behavior issues with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, parents to direct their concern to the classroom teacher and/or Director. Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue.

Family Code of Conduct Termination Prevention

Step 1:

Initial Warning - Families will receive a written warning via email and a paper copy will be sent home in a sealed envelop.

The form will contain information regarding which ELLC policy was violated, a plan to prevent this in the future, 3 available meeting times, to discuss in person, and a place for signature. We will ask for the paper copy to be signed and returned.

Then families are expected to attend a formal meeting with the director. The purpose of the meeting is determine if ELLC is the best place for your family and resolve any issues that maybe arising, usually due to communication issues. However, sometimes ELLC can have policies, or practices that are not compatible with families and they need to look for alternative care. We will support the families decision. If families choose to continue care with ELLC, Families will sign an agreement that they understand if they can't follow ELLC's policy they will have their care terminated. We will arrange a follow up meeting within 30 days if needed. A written report of the meeting will be submitted to ELLC's board.

If family refuses to attend the meeting, ELLC board will review the case and possible termination of care maybe expedited.

There are exceptions to this policy that would result in immediate termination of a family from ELLC. These circumstances include but are not limited to:

- Physical Violence or Direct Threats of Physical Violence against any staff or child
- Bringing a weapon of any kind and brandishing it towards staff or children
- Families maliciously spreading confidential information about the center, staff, other ELLC families, or children.

All determinations for immediate termination will be approved by ELLC's board.

Step 2:

Final Warning - Families will receive a letter via email and a paper copy will be sent home in a sealed envelop.

The form will contain information regarding which ELLC policy was violated, a final warning, Three available meeting times, to discuss in person, and a place for signature. We will ask for the paper copy to be signed and returned.

Families are expected to attend an formal meeting with the director and at least one member of the ELLC board. The purpose of the meeting is to determine if your family can agree to follow the policy. A signed agreement will be put in place, with the understanding that any further violation of ELLC's policies will result in immediate termination.

Step 3:

Termination - Families will be notified in writing and with a phone call that their care is being terminated immediately. If care is terminated after the child arrives for the day, the child maybe allowed to finish their day, if the parents do not pose a threat or immediate danger to staff and children.

Families will receive a written termination agreement that has approval signature from ELLC's board.

Children's belongings will be gathered and given to the families. Any items not picked up within 14 days of Termination will be donated. 3 efforts will be made to contact the family and notify them of the belongings.

Other Information



Family/ Caregiver Involvement:

Families/ Caregivers are encouraged and invited to actively participate in the school life of your early learner. We invite you to stop in for a short visit or to spend some time volunteering in the classroom whenever you can. We will provide opportunities for participation outside the school day at playground clean-up days, potlucks, and other events, as well as opportunities for virtual involvement, especially during Covid-19.

Feel free to share a special skill/ talent with us or reach out if you want to get involved in any shape or form!. If you are interested in setting up time to volunteer, please contact the director: elcdirector@edmondslutheran.org



Ways to Volunteer:

- Schedule some time to Volunteer in the Classrooms
- Assist with Playground Renovation
- Help organize our storage and office supplies
- Lead a story time or music time for the children
- Sew new curtains or toys for our classroom
- Help organize and run a fundraiser (movie night, shoe drive, etc..)
- Organize and manage Teacher Appreciation Celebrations
- Organize Birthday Celebrations
- Volunteer for our Advisory Board
- Teach an activity

Staff Babysitting Policy

ELLC staff is allowed to babysit for families at our center.

Any request to any ELLC staff to babysit for your family in your private home is a separate and private agreement/contract between you and said staff. ELLC is not liable for any incident or accident that may happen during that agreed upon time.

You are responsible to pay staff at an agreed upon rate that is at least equal to minimum wage in your home area.



Important Contact information Sheet

Caitlin Gomez - Director

ellcdirector@edmondslutheran.org

Office - 425-776-2601

DCYF—Reporting -

(866) 829-2153

Center Address

23525 84th Ave W.

Edmonds WA 98133

Brightwheel Support -

help@mybrightwheel.com

You can also contact them
through your app

Local Resources

CHILD CARE AWARE OF NORTHWEST WASHINGTON

Opportunity Council

360-734-8396



Childcare Subsidy/Working Connections

Families can apply by contacting Child Care Subsidy Contact Center

1-844-626-8687 or online at www.WashingtonConnection.org