

LITTLE ANCHOR CHILD CARE
PARENT HANDBOOK

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Welcome

Policy #1

Dear Families,

This handbook is designed to inform you of the educational philosophy and policies of Little Anchor Child Care Center. We think it is important for family to be involved in the program whenever possible. One important form of participation includes being a member of our Board of Directors. The role of the Board of Directors is to be involved in broad policy and financial decisions and to assist the Director in guiding the operation of the Center. Other ways that families can be involved in the program are also outlined in this handbook. We think the program can function smoothly and to everyone's satisfaction if specific policies have been outlined beforehand. Many of the policies are in compliance with legal and accreditation mandates for the safety of our children, staff and families. We hope you will use this handbook as an orientation when your child begins at the Center and then as a reference when questions come up in the future.

Little Anchor Child Care provides an excellent program of care and learning for our children. The program is self-paced with priority on providing a caring, nurturing environment. Communication is an important ingredient in the care process. Your communication with your child's teacher is essential. To ensure a positive environment for everyone, please check in with your child's teacher daily. If you have any questions not covered in this handbook or any concerns about your child's experience at the Center, please speak to your child's Lead teacher or to the Director.

Thank you for choosing Little Anchor and welcome to our community.

Sincerely,

Little Anchor Child Care Board of Directors

Let us assure you that we are committed to teaching social skills and an anti-bias curriculum. For that reason, we will do our best to provide your child with a safe physical environment and an atmosphere where they can feel both secure and free to grow at their own pace under our love and guidance. You can help us achieve these goals by giving us your comments, suggestions and daily interactions. Thank you for entrusting your child to us. We are looking forward to working with you.

Sincerely,

Director and Staff of Little Anchor Child Care

Mission Statement

Policy #2

Little Anchor Child Care Center (LACC) is operated by Little Anchor Child Care, Inc., a non-profit corporation. LACC strives to provide high quality care in a nurturing, safe environment and to establish the Center as a quality-learning Center for the children, parents, and staff.

We consider you, the parent, to be the ultimate authority on your child. We strive to work together and to be responsive to you and your child's needs. Ongoing communication is established between staff and parents through regular conversations, notes, conferences, journals, parent meetings, posted curriculum plans and center newsletters. Parents are welcome to visit the center at any time. We encourage you to be actively involved in our program, in the classroom, on field trips and in helping with fund raising efforts.

Program Philosophy

Policy #3

We believe that children learn best when they are loved, respected, and appreciated and we value each child as an important and capable individual. We believe that diversity enriches our cultural and social experiences and that the differences between children are to be anticipated and embraced.

Program Objectives:

The program and policies of Little Anchor Child Care Center have been designed to accomplish the following objectives:

- To provide your child with high quality care in a nurturing, safe environment.
- To help each child reach maximum self-expression in the areas of intellect, creativity, self-esteem, and self-reliance.
- To provide multi-cultural learning environments for children, which reflect a respect for individual differences.
- To provide activities which teaching nonviolence and enhance each child's social, emotional, cognitive, and physical developments which are appropriate to their social and maturational levels.
- To create a positive and mutually supportive working relationship with the families of the children in our care.
- To provide ongoing parent education on child development and parenting issues.
- To promote continual staff development based on self-development or continuing early childhood education.
- To conform to criteria and procedures established by Early Achievers.

Licensing Information

Policy#4

4.1 Licensing Information

Little Anchor Child Care is a licensed non-profit by the Department of Social Health Services (DSHS) and City of Seattle.

4.2 Accreditation Information

A Center Director and Assistant Director operate the Center. Each classroom is staffed with three lead teachers. Our staff members are required to have experience working with children or a degree and/or education in Early Childhood Development. We hire people not only based on their professional background, but with particular attention given to their philosophy in working with children. The center does not discriminate in employment practices because of race, creed, color, religion, sex, sexual orientation, national origin, citizenship, veteran's status, age, disability, marital status or political ideology. Caregivers are interviewed carefully and their references are checked. After satisfactory performance during a one-month trial period, a caregiver becomes a regular member of our staff, receiving ongoing training and evaluations. As the state regulations require, a background investigation is filed with the DCYF for each new employee. Furthermore, all staff members are required to undergo another investigation that is completed with the Federal Office of Personnel Management and a TB test. All staff members are also trained in food handler's, pediatric, child and adult CPR and first aid, HIV/AIDS and bloodborne pathogens, safe sleep, child abuse and neglect, 30-hour basic training, abusive head trauma, medication management, emergency and disaster preparedness, and immunizations. All staff are required to complete 10 hours of annual training each year.

High-quality staff and low employee turnover are of the utmost importance in creating a beneficial environment for the child. Staff salaries, benefits, training, and working conditions reflect a concern for

the recruitment and retention of high-quality personnel. Little Anchor Child Care provides ongoing in-service workshops and training to continue professional development.

Enrollment

Policy #5

Enrollment at Little Anchor Child Care is open to children from 6 weeks until they are eligible for kindergarten (born on or before August 31st). Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, national origin, gender, pregnancy or disability. Efforts are made to ensure that children are enrolled into age-appropriate classrooms. The Director makes enrollment decisions based on factors such as chronological age of the child, developmental stage of the child, the age of the child at the anticipated time of transition to the next classroom, the ages of other children in the classroom, the educational and social benefits to the children in the classroom, guidelines and rules of accrediting organizations, and other factors deemed relevant at the time of enrollment. If a child's enrollment will not be age-appropriate for a particular classroom, they will generally be moved to the waiting list for the next classroom

Parents can apply for enrollment of their child in Little Anchor Child Care by completing the waiting list application on our website and paying the \$75 fee which will be sent over via email. The application fee is non-refundable and does not guarantee enrollment. Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, and immunization records. The enrollment application and family agreements are not meant to serve as contracts guaranteeing service for any duration.

Little Anchor Child Care reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment at Little Anchor Child Care is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Little Anchor Child Care as outlined in this handbook including, but not limited to, timely payment of all fees and tuition, physical and/or verbal abuse of staff or children by parent or child.

Parents are required to notify Little Anchor Child Care immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

5.1 Enrollment Priority System

Employees of the federal government are given waiting list preference for center slots. At least 50% of the enrolled population must be children of federal employees, with waiting list preference given to employees of NOAA. ID must be shown as proof of NOAA or Federal status. Admission is on a first come, first serve basis within the following priority system:

1. Child of a NOAA employee with sibling currently enrolled in the center.
2. Child of a federal employee with sibling enrolled.
3. Child of on-site employee with sibling enrolled.
4. Child from the community with sibling enrolled.
5. Child of a NOAA employee
6. Child of a Federal employee
7. Child of on-site employee.
8. Child from the community.

5.2 Schedule and Schedule Changes

Definition of Schedules

The Center offers both full-time and part-time child care. Regular full-time and part-time care needs to be scheduled in advance. Scheduling options are noted below.

Full-Time Care- 4 or 5 days per week, no more than 10 hours per day.

Regular Part-Time Care- 2 or 3 days per week, no more than 10 hours per day. Part-Time care must be consecutive days AND include a Monday or Friday.

Drop-in care is available for regularly enrolled children. Drop in care is only granted in case of emergencies on a space available basis. Parents can make arrangements by calling the Center after 9:00 AM on the day care is needed. Effective January 1, 2021, the cost of drop in care is \$70.00 per child per day for the infant room, \$65.00 for the Toddler room and Junior room, and \$60.00 for the Preschool room.

Schedule Changes

Schedule changes include requests to change the number of days a child attends Little Anchor Child Care or the specific days of attendance.

- Families must give written notice of a request for a schedule change.
- Part-time schedules must include a Monday or a Friday and be a solid block of days (e.g. Mon.-Tues.-Wed., but not Mon.-Tues.-Thurs.)
- Families changing from full-time to part-time care will continue to pay full-time tuition until the remaining days are filled.
- Schedule changes will be limited to two changes per child per calendar year.

Priority for Schedule Change Requests

Priority will be given to requests for schedule changes in the order listed below:

1. Requests due to financial hardship - See "Tuition Assistance Programs" under Policy 6 for policies related to determining financial hardship.
2. Date of request
3. If more than one family submits a request for a schedule change within two weeks of one another, requests made to match the schedule of other siblings at Little Anchor Child Care will be given priority.

Tuition

Policy #6

All custodial parents and/or legal guardians are required to sign a fee agreement prior to enrollment of their child in Little Anchor Child Care. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Enrolled children's tuition is based on:

1. Room in which the child is placed (i.e. infant, toddler, preschool) and
2. For part time enrollment, the tuition is calculated on a daily basis.
3. Federal or non-federal employment.

Current fee schedules are available in the Little Anchor Child Care office and on the website at www.littleanchor.org.

6.1 Payment Schedule

An electronic statement will be issued monthly. You may also use a check or money order to pay tuition. Receipts will be given for tuition payments upon request. There will be a \$40 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If the bank returns a parent's check a third time, all future tuition payments must be made by certified check or money order.

Little Anchor Child Care's payment records are listed according to the child's last name. Make sure that your name accompanies all payment. Please explain what a payment covers, especially when the amount differs from usual. Try to keep each calendar month separate in your payments.

6.2 Late Payments

Tuition fees are payable in advance and are due on the 1st of the month. If received after the 5th, a late fee of \$25 is added. An additional \$25 will incur if tuition is paid after the 10th. (Exception: drop in care is payable on the day of use.)

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situation, inclement weather or government shutdowns.

Non-payment or refusal to pay tuition in a timely manner is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Little Anchor Child Care, however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

6.3 Subsidized Care

Little Anchor Child Care does accept child care subsidies from the Department of Social Health Services (DSHS) and City of Seattle. Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Little Anchor Child Care. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

6.4 Tuition Assistance Program

The Lana Antonelis Tuition Assistance Fund is designed to provide short-term assistance when an emergency situation happens to a family, such as severe illness or job loss. This program is supported by .25% of tuition. For a copy of the application and guidelines please ask the office.

6.5 Discount For Little Anchor Staff

Staff with children attending LACC (who have worked at LACC for at least one full year) may choose to take advantage of a 'staff discount' for child care tuition.

Confidentiality

Policy #7

Within Little Anchor Child Care, confidential and sensitive information will only be shared with employees of Little Anchor Child Care who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or

children will not be shared with parents, as Little Anchor Child Care strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Little Anchor Child Care.

Outside of Little Anchor Child Care, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Little Anchor Child Care, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding parent's right to immediate access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our Center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our confidentiality policy protects every child's privacy. Employees of Little Anchor Child Care are strictly prohibited from discussing anything about another child with you.

Mandated Reporting of Suspected Child Abuse and/or Neglect

Policy #8

Under the Child Protective Services Act, mandated reporters are required to report **any** suspicion or reference of abuse or neglect to the appropriate authorities. The employees of Little Anchor Child Care are considered mandated reporters, under this law. The employees of Little Anchor Child Care are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Little Anchor Child Care take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Little Anchor Child Care cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect may include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Physical abuse or threats reported by the child
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

The state of Washington defines abuse and neglect as follows:

Physical Abuse- 'Abuse or neglect' means the injury of a child by any person under circumstances that cause harm to the child's health, welfare, or safety, or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect.

'Severe abuse' means any of the following:

- Any single act of abuse that causes physical trauma of sufficient severity that, if left untreated, could cause death.
- Any single act of sexual abuse that causes significant bleeding, deep bruising, or significant external or internal swelling.
- More than one act of physical abuse, each of which causes bleeding, deep bruising, significant external or internal swelling, bone fracture, or unconsciousness.

Any use of force on a child by any other person is unlawful unless it is reasonable and moderate and is authorized in advance by the child's parent or guardian for purposes of restraining or correcting the child. The following actions are presumed unreasonable when used to correct or restrain a child:

- Throwing, kicking, burning, or cutting a child
- Striking a child with a closed fist
- Shaking a child younger than age 3
- Interfering with a child's breathing
- Threatening a child with a deadly weapon
- Doing any other act that is likely to cause and that does cause bodily harm greater than transient pain or minor temporary marks

The age, size, and condition of the child and the location of the injury shall be considered when determining whether the bodily harm is reasonable or moderate. This list is illustrative of unreasonable actions and is not intended to be exclusive.

Neglect - 'Negligent treatment or maltreatment' means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, that evidences a serious disregard of consequences of such magnitude as to constitute a clear and present danger to a child's health, welfare, or safety, including but not limited to conduct prohibited under § 9A.42.100 [endangerment with a controlled substance]. When considering whether a clear and present danger exists, evidence of a parent's substance abuse as a contributing factor to negligent treatment or maltreatment shall be given great weight. It is 'endangerment with a controlled substance' if the person knowingly or intentionally permits a dependent child to be exposed to, ingest, inhale, or have contact with methamphetamine or ephedrine, pseudoephedrine, or anhydrous ammonia, including their salts, isomers, and salts of isomers, which are being used in the manufacture of methamphetamine, including its salts, isomers, and salts of isomers.

Parent Code of Conduct

Policy #9

Little Anchor Child Care requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Little Anchor Child Care is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Little Anchor Child Care but is the responsibility of each and every parent or adult who enters the Center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the parent code of conduct will not be permitted on agency property thereafter.** Please refer to the policy on parent's right to immediate access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 Threatening of Employees, Children, Other Parents or Adults Associated with Little Anchor Child Care

Threats of any kind will not be tolerated. In today's society Little Anchor Child Care cannot afford to sit by idly while threats are made. In addition, 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 agency will not assume the risk of a second chance. *Parents must be responsible for and in control of their behavior at all times.*

9.3 Physical/Verbal Punishments of Your Child or Other Children at Little Anchor Child Care

While Little Anchor Child Care does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue 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. Of course, 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, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly 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 with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our confidentiality policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the Center.

9.4 Smoking

For the health of all Little Anchor Child Care staff, children and associates, smoking is prohibited anywhere on school property, including the front circle and overlook. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Little Anchor Child Care. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.5 Violations of the Safety Policy

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Little Anchor Child Care. Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, Little Anchor Child Care prohibits peanuts and/or foods

containing peanut products on Little Anchor Child Care property, and/or at Little Anchor Child Care sponsored events. Other food items may also be prohibited if it poses a severe health/safety risk to an enrolled child. Repeated (more than 2 violations per school year) violations of this policy are considered to be violation of safety policies and can result in dismissal from the program.

Please be particularly mindful of Little Anchor Child Care entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the Center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

9.6 Confrontational Interactions with Employees, Other Parents or Associates of Little Anchor Child Care

While it is understood that parents will not always agree with the employees of Little Anchor Child Care or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.7 Violations of the Confidentiality Policy

Little Anchor Child Care takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the confidentiality policy not only applies to their child or family, but all children, families and employees associated with Little Anchor Child Care. 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.

Parent's Right to Immediate Access

Policy #10

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Little Anchor Child Care, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Little Anchor Child Care must be provided with a *Certified Copy* of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Little Anchor Child Care, both parents shall be afforded equal access to their child as stipulated by law. Little Anchor Child Care cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Little Anchor Child Care suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Little Anchor Child Care staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Little Anchor Child Care will accompany visitors at all times, throughout the Center.

Little Anchor Child Care will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations,

Little Anchor Child Care cannot have a child at the agency when the child's parent is prohibited access. Little Anchor Child Care will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the Center. Such an agreement is a violation of the law and will not be entertained.

Dismissal

Policy #11

11.1 Little Anchor Child Care reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition one month of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Little Anchor Child Care will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and their parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Little Anchor Child Care.

11.2 Expulsion

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. It is our goal limit expulsion, suspension, or other exclusionary discipline unless absolutely necessary. These exclusionary measures should be used only as a last resort in where there is a determination of a serious safety threat that cannot otherwise be reduced or eliminated by the provision of reasonable modifications.

When a child is having a problem in the classroom

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision. Staff will always use positive methods and language while disciplining children. Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.

- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors. The parent will be given literature or other resources regarding methods of improving behavior.

Recommendation of evaluation by professional consultation.

Recommendation of evaluation by local school district professional.

Schedule of Expulsion

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action will then be put into place. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed about the expected behavioral changes required in order for the child by the end of the expulsion action. If these expectations are not met, an expulsion will be implemented and given to the parent/guardian in writing as well as verbally. The parent/guardian will be informed regarding the length of the expulsion policy at that time.

Withdraw

Policy #1

Four weeks written notice is required when withdrawing a child. Two weeks written notice is required for withdrawal due to financial hardship. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and their parents are required to call and request an appointment or visit if they wish to return to agency property following the last day of enrollment at Little Anchor Child Care. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Little Anchor Child Care, must submit a request to do so at least two weeks in advance of the proposed change. Schedule changes are subject to an undisclosed fee.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new parent agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks' notice required for withdraw.

Court Orders

Policy #13

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Little Anchor Child Care must be provided with a *Certified Copy* of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Little Anchor Child Care administration, both parents shall be afforded equal access to their child as stipulated by law. Little Anchor Child Care cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Little Anchor Child Care suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Little Anchor Child Care is obligated to follow the order for the entire period it is in effect. Employees of Little Anchor Child Care cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Little Anchor Child Care will report any violations of these orders to the court.

Arrival Procedures

Policy #14

Upon arrival at Little Anchor Child Care, the parents or the adult dropping the child off must sign their child in via the Tadpoles app with a unique pin (last four digits of cell phone number). Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents should help children put away their outerwear and get settled for the day.

Little Anchor Child Care discourages parents from sneaking out of the Center. Some children exhibit separation anxiety when it is time for their parent to leave. Little Anchor Child Care believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and/or say goodbye to the child. This will prepare the child for their departure. The teacher(s) present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child prolongs the departure, the more anxiety the child is likely to feel. The professional employees of Little Anchor Child Care are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the medication policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher and administration staff of any special instructions or needs for the child's day. The parent must present the special instructions in writing and verbally discuss them with either the classroom teacher or Administration Staff. These special instructions include but are not limited to: Early pick-up, alternative pick-up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

If your child leaves and returns during the day, please use the Tadpole app to sign in/out.

14.1 Notification of Absence

Parents are required to inform the Center by 9:00 AM if a child will not be at the Center on a scheduled day. This will enable the Center to more effectively maintain appropriate ratios and help the classroom teachers effectively plan for the day. Parents who fail to give proper notice of an absence consisting of five consecutive days or more may result in the child being dismissed from the program.

If your child is ill, we request that you notify the Center Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Administration Staff, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Little Anchor Child Care will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

Parents who know in advance that a child will be late, are required to notify the Center by 9:00 am so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

14.2 Agency’s Right to Refuse Admission

Little Anchor Child Care reserves the right to refuse admission to any child at any time with or without cause.

Little Anchor Child Care strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms may need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate staff to child ratios as determined by state licensing regulations.
2. The need to maintain compliance with licensing regulations.
3. Staff deems the child too ill to attend.
4. Domestic situations that present a safety risk to the child, staff or other children enrolled at Little Anchor Child Care if the child were to be present at the Center.
5. Parents’ failure to maintain accurate, up to date records.
6. Parents’ failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

Pick Up Procedures

Policy #15

Parents or other authorized adults are required use the Tadpoles app to sign their child out with their unique pin (last four digits of cell phone number). Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are encouraged to exit the building once they have signed their child out of care.

Parents must take home all papers in the child’s cubby and mailbox each day.

Parents or persons designated to act “*in loco parentis*” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference

may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the Center during the course of the day.

15.1 Late Pick Up

Please call the Center if an emergency prevents you from picking up your child and leaving the building before 6:00 PM. This will not release you from the financial obligation, but it will allow the staff to plan for the care of your child. The front door at Little Anchor Child Care is automatically locked at 6:00 PM requiring the authorized pick-up person to ring the doorbell.

The first time a family is late picking up (arriving at or leaving the Center after 6:00 PM), it is considered a warning and no fee is charged. Parents arriving or leaving late more than once after we close at 6:00 PM will be assessed a late charge. The fee is paid directly to the care provider at the time of pick-up. The fees are as follows:

\$5.00 for each five-minute period from 6:00 - 6:15 PM.

\$2.00 for each additional minute thereafter.

Please make alternative arrangements in case you are unable to pick your child up on time. Your children's teachers have worked a long day and are entitled to leave the Center at closing time. For this reason, a pattern of late pick-up may lead to termination of your child's enrollment at Little Anchor.

15.2 Person Appearing to be Impaired by Drugs/Alcohol

The staff of Little Anchor Child Care will contact local police and/or the other custodial parent should a parent appear to the staff of Little Anchor Child Care to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Little Anchor Child Care staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Little Anchor Child Care to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Little Anchor Child Care will contact the child's parents, local police and Child Protective Services to notify them of the situation.

15.3 Emergency/Alternate Pick Up Forms

At enrollment, parents will be presented with an emergency/alternate pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Little Anchor Child Care. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the emergency contact form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

By naming persons on the emergency/alternate pick-up form you are assigning them the right to act “*in loco parentis*.” In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child’s day including but not limited to, incident/accident reports, and behavior issues.

The persons on the emergency/alternate pick-up form will be required to provide government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the emergency/alternate pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Little Anchor Child Care reserves the right to refuse/ban any person listed on the emergency/alternate contact form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the emergency/alternate form of the policies/procedures contained herein.

Parents are not permitted to give keycards or auto decals to persons listed on the emergency/alternate contact Form for any reason. This may result in the repossession of keycards and/or auto decals.

School Calendar

Policy #16

The Center is open from 7:00 AM to 6:00 PM, Monday through Friday, twelve months a year. The Center will be closed for the following dates:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Veteran's Day
Presidents' Day	Columbus Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
In-Service Day (August)	

These holidays will be included in the monthly fees and no credit or reduction will be applied for these closures. Some days, such as the day after or before Thanksgiving and Christmas, are popular vacation days for teachers and children. Parents wanting their children to attend on these days are asked to let the Center know, on a sign-up sheet provided, so we have adequate coverage. A minimum of five children is required to attend for the Center to be open. Hours of operation may be reduced to 8 AM to 5:00 PM.

Emergency Closing and Inclement Weather Information Policy #17

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by calling the Little Anchor Child Care office recording at (206) 526-6352 after 6:00 am the morning of said emergency/weather. Little Anchor Child Care may close independently of NOAA. Parents must call the Center office directly. The information provided on NOAA’s Hazardous Weather line may not pertain to Little Anchor.

Likely reasons for independent closure include but are not limited to:

1. Lack of staff to maintain appropriate staff to child ratios as determined by state licensing regulations.
2. The need to maintain compliance with licensing regulations.

Should the Center need to close in the middle of the day, the Center staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated and must show photo ID.

Should the Center need to close for any reason, tuition will not be refunded or reduced.

Curriculum Information

Policy #18

Daily Schedule of Activities

Young children learn best through a "hands on" approach that encourages play oriented, active involvement with tangible materials. Through play the child meets new situations, sets out to understand the circumstances, and, in the process, gains understanding and skill in problem solving.

We will provide your child with a wide variety of developmentally appropriate activities while considering his/her individual needs. The daily activities provide a balance of opportunities for individual and group experiences, which incorporate such activities as art, music, reading, play, and sensory learning. Programs that promote interaction between staff and children and between groups of children are encouraged. To promote a community-based environment, we have an "open door policy." We encourage parents to observe, to visit and to be active participants in their child's classroom at anytime.

Curriculum at the Center provides a structured, yet flexible learning environment that allows for self-directed as well as teacher-directed activities over a wide range of educational experiences. In addition, the curriculum creates a stable environment in which children feel safe, nurtured, and stimulated to learn at their own pace.

Daily schedules include programs designed for various size groups. Activities are age-appropriate and encourage development of positive self-concept; social, physical, and language skills; creative expression; and respect for individual and cultural differences. We have designed our learning programs to teach love, caring and respect for all, regardless of cultural background or religious affiliation.

Our approach to the introduction of academic subjects is based on the philosophy that children learn by doing. Children first form concepts from first-hand experience. Each level has curriculum goals.

Infants

The Infant Room accommodates children six weeks of age until they are walking stably and are able to interact in a structured environment. Accommodations will be made if a child has special needs. The infant environment is designed to maximize sensory-motor experiences. The Infant Room schedule is varied. Eating, sleeping, and planned activity times are individualized to meet each infant's unique rhythms and rates of development. We will make every effort to accommodate your baby's special needs. Interactions with each infant take place in accordance with their own level of maturation and unique temperament. We provide a variety of activities including exercise and movement, fine and gross motor skills, language development and more.

Our main priority will be to provide your baby with a warm and loving environment. We will keep daily charts on each child and this information sheet will be given to the parent each day to keep them informed. Parental communication is vital and information that the parent can share about the child's routine, personality, eating habits, etc. will be most helpful.

Toddlers

The Toddler program is designed to maximize sensory-motor experiences with informal structure conducive to exploration. The one year old is always on the go and we recognize this level of development by working on gross motor skills and by providing activities to explore their environment. We focus on language development and vocabulary expansion by practicing known words and learning new ones. Your child will enjoy singing, story time, dancing, walks around the NOAA campus, and many sensory exploratory activities.

Juniors

The Juniors program provides a more structured environment with a focus on themes and learning centers. We continue to expand vocabulary while learning early social skills. The child's developmental activities will include experiences such as painting, gluing, music and movement activities and exploring various mediums such as oatmeal or "slimy goop." We provide care in small groups when possible in order to give each child more personal attention and to prevent under or over stimulation. Our overall goal is to promote a loving and nurturing environment that provides comfort for children at this age as they begin to toilet train and transition away from the toddler stage towards being more independent.

Preschool

The Preschool Room serves children until they are eligible for kindergarten. The classroom is arranged in learning centers providing structured activities with choices and weekly themes. Our approach remains play oriented and provides the children with the opportunity to become involved in decision-making skills by offering more choices. The learning environment is set up into various areas including a dramatic play area, science area, construction, quiet/book area, etc. Small group teacher directed activities will still be included as will large group times to enjoy such activities as music, story time, dancing, math, reading/whole language, cooking, science, or field trips.

Special Activities

Walks

The NOAA facility and the adjacent Sandpoint Magnuson Park provide numerous options for walks and special play. When the weather allows, classes will visit the Sound Garden, the Dome or take a walk to the Junior League Playground at Magnuson Park. These walks are not always scheduled and happen at various times all year round. If your child is on a walk during a pick up or drop off time, you will be instructed where you can go to meet your child's class.

Water Sports

When the weather is nice, it is fun for the children to play in the water. We provide sprinklers for such activities. During the summer please label and keep a swimsuit, towel and water shoes at the Center for use in the water.

Bike Days

During the Spring and Summer, the Juniors and the Preschool Rooms hold bike days on the average of once a month. Children are encouraged to bring their tricycle or bicycle and helmet. The quiet NOAA campus makes a perfect setting for this fun activity.

18.1 Class Assignments

We recognize that transitions and classroom assignments are one of the most difficult challenges in a Center. Many factors are taken into consideration when deciding to move a child to the next classroom:

1. Available space.

2. Length of time the child has been in her/his present classroom.
3. Social/emotional, physical, and verbal development of the child.
4. Chronological age of the child.

The child in one group ready to move up has “in house” priority over people interested in enrolling or on the waiting list. We prefer to move children as a group or partial group when possible, i.e., Juniors group moves into Preschool during season turnover as some preschoolers move on to kindergarten. When spaces become available, the procedure for changing a child's classroom is as follows:

1. The Director, with the teacher, determines which children are ready to move.
2. The Director contacts the parents.
3. A moving date is set.
4. Arrangements are made between teachers for the child to visit the new classroom.

The child visits her/his new classroom gradually several times over a period of 1-2 weeks depending on whether they are enrolled full-time or part-time. Variations to this schedule are made to meet specific needs. Parents should visit the new classroom with the child during these visits or at any time throughout the year in anticipation of a move. Arrangements for these visits can be made through the office.

18.2 Staff to Child Ratios

The following chart shows the approximate age grouping and ratios of the state minimum licensing requirements and the usual ratios maintained at Little Anchor Child Care Center.

State Licensing / LACC Ratio

Infants (1-12 months+)	1 teacher: 4 children
Toddlers & Juniors (12-36 months+)	1 teacher: 7 children
Preschool (3-5 years)	1 teacher: 10 children

18.3 Nap/Rest Time

A quiet area and time are provided for the children's nap. Time for napping is dependent on the children's ages and individual needs. Please send a blanket and cuddly toy for naps. Children who do not sleep have an hour and a half quiet time when they read or do quiet activities.

18.4 Diapering and Toilet Training

Diapers

Little Anchor Child Care makes every effort to be environmentally conscious. Parents may bring their child to the Center in a disposable or cloth diaper (soiled cloth diapers will be sent home in a tightly secured bag). Parents are responsible for supplying diapers as needed.

Toilet Training

Toilet training is a mutual effort by teachers and parents that typically begins in our Junior classroom (Toilet training in our Toddler room is rare based on the age and development of the children and dynamics of the classroom). A general procedure will be to suggest that a child use the toilet at certain times and be given assistance with clothing only as needed. Guidance in toilet training will be gentle and sensitive to the individual child's needs.

When children appear ready for toilet training (frequent dry diapers, indicating that they want their diaper changed, asking to use the potty, etc.) a plan for success will be developed. A meeting between parents and teachers should be arranged to discuss the child's readiness, developmental abilities needed to be successful (ability to dress one's self), expectations and an explanation of the following policies:

- There must be a mutual agreement about the child's readiness between parents and teachers. If not, the toilet training process will not begin at school.
- Children who express interest in using the potty while wearing diapers will be encouraged to do so whenever possible (more difficult in the Toddler room).
- Accidents happen and will be given minimal attention.
- Teachers will inform parents of the child's successes and accidents.
- Once the family has committed to underwear, the child will not be allowed to return to diapers while at LACC.

Toothbrushing

Tooth brushing decreases the colonization of bacteria on teeth by disrupting the formation of plaque. Little Anchor only uses water during tooth brushing. If you would like to provide fluoridated toothpaste for your child, please fill out a medication form and bring it to the center. Tooth brushing in the classroom improves the child's oral health, teaches the child basic hygiene and health promotion, and helps establish a lifelong prevention habit.

Tooth brushing is supervised to ensure:

- A routine which enhances learning
- Good tooth-brushing technique
- Toothbrushes are not shared and are handled properly
- Children do not walk with toothbrushes in their mouths
- Prevention of cross contamination

Toothbrushes:

- Each child has their own toothbrush with their name clearly marked on the handle. No sharing is allowed.
- Small toothbrushes with soft, rounded nylon bristles that are short and even are brought from home by parents/guardians.
- Toothbrushes are replaced every 3 months or sooner if the bristles become splayed or the toothbrush is contaminated
- Toothbrushes are not sanitized or put in the dishwasher.
- Toothbrushes are stored to decrease cross-contamination:
 - Open to air with the bristles up
 - Unable to drip on one another
 - Not in contact with each other or any other thing

We use the following procedure for tooth brushing at Little Anchor Child Care:

- Tooth-brushing at the table:
- Teacher(s) assisting with tooth-brushing wash hands.
- As children finish eating, they are given a small paper cup with a small amount of water in the bottom and their toothbrush.
- Child begins brushing on the biting surface, and then moves from area to area (left-to-right and top-to-bottom) around the mouth.
- Brushing continues for at least one minute.

- If desired, child may then be given a cleansing drink of water from another cup.
- Child rinses toothbrush in the sink.
- The child hands the toothbrush to the teacher, who replaces it in the drying rack.
- Child throws the paper cup away.
- Table is cleaned with the 3-step process (clean, rinse, disinfect).

18.5 **Birthday/Holiday Celebrations**

We will celebrate your child's birthday at LACC with songs and special activities.

If you would like to do something special to commemorate your child's birthday, please consider purchasing a children's book that could be added to the Center's library. Parents are encouraged to come and read the book to their child's class. This makes for a memorable, long-lasting birthday celebration that all the children can enjoy. We try to avoid celebrating birthdays with food – specifically store-bought treats – but welcome cooking projects so long as the ingredients are pre-approved by the office. Birthday invitations do not need to be distributed to the entire class, but we do ask that you if you choose to invite one classroom teacher that you extend the invitation to all three.

Children enjoy celebrating holidays and special events and Little Anchor will do projects and activities related to the secular aspects of many holidays from various cultural and religious backgrounds. We welcome participation from parents who wish to help us celebrate these and other special traditions. We highlight other cultures on a regular basis and we welcome parents to share in the presentation of their cultural backgrounds.

At no time will we teach religious doctrine or participate in any religious activity. If parents have objections to their child's participation in secular holiday activities, they are encouraged to notify the teachers and the Director and every effort will be made to provide alternate activities.

18.6 **Parent/Teacher Conferences and Communication**

Our teachers keep confidential records of regular observations and bi-annual assessments on each child in the classroom. These observations and assessments are used to guide curriculum and to develop individualized goals for each child during conferences. Parent-teacher conferences are held twice a year. Our teachers are always willing to discuss your child's day with you. It is important that we get to know each child as an individual. Through our observations and close contact with parents, our staff plans activities that will encourage the growth and happiness of your child. Program goals and daily schedules are posted for each classroom and curriculum sheets are distributed monthly to keep the parent informed of our activities.

Communications

Tadpoles App: Every day communication with teachers. We will post pictures, reminders and messages on this app. Please use this app when you need to give information directly to us throughout the day.

Email (info@littleanchor.org) – Office

Classroom emails:

laccinfantroom@gmail.com - Infants

lacctoddlers@gmail.com - Toddlers

laccjuniorroom@gmail.com - Juniors

laccpreschool@gmail.com - Preschool

littleanchorboard@gmail.com – Board of Directors

Newsletter: Comes out at the beginning of every and is passed out individually and via email. The newsletter recaps what each room did for the month and what they plan for the new month. Here you will find center wide information, reminders as well as some funny kid quotes.

Door Notices: We will post front door notices about early closures and other reminders as they arise.

File Folders: Each child has a file folder on the wall outside of their classroom door. Handouts, newsletters, art work, and other information will be sent home via this folder.

Parent Boards: Each classroom has a parent board that contains curriculum, class calendar, menus and posted notices. Infants are on the wall above the sign in sheet; Toddler's board is above the cubbies; The Junior and Preschool boards are on the wall to the left when you walk into the classroom. Please write on the calendar if your child is going to be absent or dropping in. The center wide parent board is located outside of the Director's office. Here you will find menus, newsletters waitlist, family resources, board meeting notes and other center wide information.

Website: There is a calendar with upcoming events and posted menus on the Little Anchor website (littleanchor.org).

Family Resource Page: littleanchor.org/family-resources. This page is a one stop information board for families with resources, information and more.

Preschool Communications

Tadpoels: Every day communication with teachers. Teachers will post pictures, reminders, and messages on this app. Please use this app when you need to give information directly to teachers.

Folder Files: Each child has a folder on the wall to the right of our classroom door. Artwork and other center wide notices will be sent home in this folder.

Cubby Handouts: For field trips and other urgent communications, handouts will be clipped to the top of cubbies to be sent home.

White Board Calendar: The white board is either on our door or on the wall to the left of our door. This board will show special days (i.e. costume day, bike days, etc.).

Parent board: Our parent board is on the wall to the left when you walk into the classroom. Our parent board includes menus, curriculum, nap sheet and a (dry erase) class calendar. Please write on the calendar if your child is going to be absent or dropping in.

Field Trip Permissions: Permission slips will be attached to our sign in sheet when we are planning a field trip in order to obtain signatures from all parents before the trip.

Junior Communications

Tadpoles: Every day communication with teachers. Teachers will post pictures, reminders, and messages on this app. Please use this app when you need to give information directly to teachers.

Folder Files: Each child has a folder on the wall to the right of our classroom door. Artwork and other center wide notices will be sent home in this folder.

Bulletin Board: The bulletin board is located on the wall to the right of our door. This board will show special days (i.e. costume day, show and share, etc.) as well as posted notices of communicable diseases when they appear in the center.

Parent board/wall: Our parent board is on the wall to the left when you walk into the classroom. Our parent board includes menus, curriculum, nap sheet, bathroom log and a class calendar. Please write on the calendar if your child is going to be absent or dropping in.

Cubby Handouts: Accident/Illness reports and other urgent communications will be clipped to the top of cubbies to be sent home.

Toddler Communications

Tadpoles: Every day communication with teachers. Teachers will post pictures, reminders, and messages on this app. Please use this app when you need to give information directly to teachers.

Folder Files: Each child has a folder on the wall to the right of our classroom door. Artwork and other center wide notices will be sent home in this folder.

Daily Notes: Daily notes are sent home every day in the folders mentioned above. These daily notes home contain meals, naptimes, items needed, and a short summary of the day's activities.

Bulletin Board: The bulletin board is located on the wall to the right of our door. This board will show special days (i.e. costume day, show and share, etc.) as well as posted notices of communicable diseases when they appear in the center.

Parent board: Our parent board is on the wall above the cubbies. Our parent board includes menus, curriculum, and a class calendar. Please write on the calendar if your child is going to be absent or dropping in.

Cubby Handouts: Accident/Illness reports and other urgent communications will be clipped to the top of cubbies to be sent home.

Infant Communication

Tadpoles: Every day communication with teachers. Teachers will post pictures, reminders, and messages on this app. Please use this app when you need to give information directly to teachers.

Folder Files: Each child has a folder on the wall to the right of our classroom door. Artwork and other center wide notices will be sent home in this folder.

Daily Notes: The day sheet that you fill out in the morning is to be clipped onto the dry erase board above the classroom radio at drop-off, and taken home when you pick up at the end of the day. These daily notes home contain meals, naptimes, items needed, and a short summary of the day's activities.

Parent board: Our parent board is on the wall to the left when you walk into the classroom. Our parent board includes menus, curriculum, and a class calendar. Please write on the calendar if your child is going to be absent or dropping in.

18.7 Family Engagement Plan

Little Anchor Child Care offers a family centered approach to services, meaning the family is viewed as "the expert" on their child's and family's needs. Families are active participants in all aspects of services and are the ultimate decision makers. Little Anchor Child Care's role as professionals is to work together collaboratively with parents/legal guardians to enhance the strengths of the family and to support the child. To understand the

family centered approach to services, it is necessary to define what strengths and needs are. All families have strengths that can be simply defined as abilities (things we know), capabilities (things we can do), and values (things that have significant meaning/worth). Strengths are what we use to get needs met. Needs are defined as something that is desired or lacking but wanted or required to achieve a goal or outcome. Having needs is not perceived as a deficiency or weakness. It is being aware that something should or could be different or knowing that there are resources that are available. With that, families truly are the experts in knowing what their strengths and needs are. We hope we can provide assistance to help locate resources that can assist families with their identified needs. If your child needs services that we do not have readily available, we will try to help you find these services.

18.8 Dual Language Learners

- We recognize and welcome the diverse community and world in which we live. In efforts to include all families who are served by our program, here are some of the ways Little Anchor Child Care supports dual language learners:
- Inviting families to come in to the program to share elements of their culture with children and staff
- Preparing peers prior to enrollment with discussions about the new child and family enrolling and providing opportunities for the children to learn a few key words of the child's native language
- Using the classroom visual schedule paired with the English word for activities and routines
- Utilizing peers to help promote assimilation into the program
- Sharing with families some of the English songs that are sung in the classroom, so they can participate with their child in their home routine singing their child's favorite English songs
- Encouraging the English language learner to share their culture with the staff and children (e.g. counting to 5 or 10 in English and allowing the child to count to 5 or 10 in their home language)

Child Guidance

Policy #19

Little Anchor Child Care staff use guidance and positive behavior management/reinforcement techniques in the classroom. Positive guidance will help your child to manage inappropriate behavior while learning correct responses. Staff should never use any form of corporal punishment or belittlement with any child. Strict measures will be taken against any staff member found to be using harsh, extreme, or physical methods of punishment. Our teachers are reminded to maintain a nurturing, caring tone of voice and to be thoughtful of what each interaction communicates to the child.

If we find that a child continues to display inappropriate behavior we will, with your help and input, implement a behavior plan. A meeting may be required to prepare the plan together, and recommendations for referrals to behavior specialist may be a result of the plan. To ensure the effectiveness of the behavior plan, it should also be implemented in your home.

We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how-to problem solve in the event of the conflict. We encourage children to empathize with one another's feelings and see the results of their actions. We discourage inappropriate behavior and explain to the child what correct behavior is expected. No child is subjected to corporal punishment or physical discipline at any time. The use of physical force as a discipline measure is prohibited. This includes spanking, slapping, pinching, shaking, biting, jerking, pulling hair or limbs, etc. Discipline shall never be related to food or toileting.

Behavior of children that disrupts normal classroom group activities on a frequent or extended basis may indicate physical or emotional problems requiring the attention of a professional specialist. We take behavior problems very seriously and will make every effort to work with parents of children having difficulties in child care. Parents will be apprised of problems at their onset. Repeated conferences will be scheduled with parents,

screenings arranged, and outside resources recommended. The cost of the outside resource will be the responsibility of the family.

The parents of a child who chronically bites or intentionally injures a classmate or teacher will receive written notification (if not a phone call). This will aid our documentation as we attempt to identify the source and correct the behavior. Undesirable behavior is divided into three categories/consequences:

1. Redirection with an appropriate consequence at school - Hitting, pushing, tackling, pinching, kicking, spitting, inappropriate language (name calling, potty talk), inappropriate use of toys/equipment, etc.
2. Written Notification - Hitting/punching/pushing/kicking/tackling/scratching with intent to harm, hitting/punching/scratching/kicking a teacher, spitting on a teacher, verbal threats, repeating items from category 1 over the course of the day.
3. Child will be sent home (at the administration's discretion) for - Throwing furniture/equipment with intent to harm, hitting another child or teacher with an object with intent to harm. The severity or repetition of items in category 2 may qualify as category 3. For instance, a child may be sent home for repeatedly (throughout the day) or maliciously punching or kicking a classmate or teacher.

*Biting may fall in any of these categories depending on the severity of the bite, the circumstances of the incident, and the age and development of the child.

Children displaying chronic disruptive behavior that is upsetting to the physical or emotional well-being of another child or the classroom will require a Plan of Action (see full policy, available in the office).

Toys from Home

Policy #20

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Little Anchor Child Care staff for safety and appropriateness, and may be prohibited at the sole discretion of Little Anchor Child Care.

Dress Code

Policy #21

21.1 Children

Clothing

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, regardless of weather. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Coats, hats, gloves, and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors and sometimes upon arrival. Be sure that your child's rain boots fit comfortably and are not too small or too big. Rain boots tend to run large. If your child wears a size 10 shoe, they may require a size 9 boot.

Children are required to have at least two seasonably and size appropriate complete change of clothing at the Center at all times. A complete change of clothing includes: shirt, pants, underwear, socks, and shoes (one extra pair of shoes is sufficient). Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes: coats, hats, gloves, scarves, and boots. Little Anchor Child Care is not responsible for lost or damaged items of clothing.

Jewelry/Accessories

Children are not permitted to wear jewelry of any kind in the infant or toddler room. This includes amber bead bracelets and necklaces. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Little Anchor Child Care will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry in the infant or toddler rooms, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of safety policies and can result in dismissal from the program.

Hair beads are allowed for children in the toddler, junior and preschool rooms. Hair beads and ties have to be in the child's hair or it will be placed in their cubby. Bobby pins are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Little Anchor Child Care.

Little Anchor Child Care is not responsible for damage to or loss of and articles of clothing.

21.2 Parents

Clothing

Parents are required to be dressed in appropriate clothing while at Little Anchor Child Care, or involved in any Little Anchor Child Care sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents entering the infant room must remove their shoes. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom. Socks, booties, or "inside only" shoes must worn at all times while in the carpeted portion of the infant room.

Jewelry

While volunteering in the classroom or at any Little Anchor sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.

Field Trips

Policy #22

The Preschool is very active and always working on a project or planning for an event. The monthly or quarterly theme will often include at least one field trip to places such as (but not limited to) the Burke Museum, Matthew's Beach, Pacific Science Center, the Seattle Children's Theater or to one of the many unique places on campus. They regularly take the bus to the NE Public Library on 35th Avenue, and walk to the Magnuson Park Junior League Playground.

Parents will be asked to sign a permission slip for all off-campus field trips except walks to Magnuson Park (a blanket permission slip for walks to Magnuson will need to be signed when your child first enters the Preschool class).

A field trip protocol form is completed the morning of all off-campus trips. This form includes the destination address, phone number, and name and number of the contact person (if applicable). It also includes the travel information including when and what bus is to be boarded, departure and arrival times, number of children in attendance, and the names and cell phone numbers of the teachers and volunteers in attendance.

Field trips will be announced in the monthly newsletter, in the monthly curriculum, on the printed monthly Preschool events calendar, and on the white board outside of the classroom door. *Please note that walks to Magnuson Park may be impromptu and will not always be scheduled or announced in advance. Parents will be notified by email when impromptu walks to Magnuson are taken.

We will do our best to make field trips consistent and predictable. For instance, (weather permitting) every Monday the Preschool is likely to walk to Magnuson Park. Also, trips to the Library are almost always on the second Tuesday of each month (unless otherwise posted).

Many (if not all) field trips to busy/popular destinations such as the Pacific Science Center or the Woodland Park Zoo will be split over the course of two days (e.g. half the class will attend the trip while the other half remains at school). This gives parents the option of opting-out of the field trip and also ensures that part-time students have an opportunity to attend.

We will not schedule off-campus field trips (with the exception of possible walks to Magnuson Park) during transitions unless the trip can be split over the course of two days.

If parents do not want their child to attend a particular field trip, Little Anchor is not obligated to provide care at the Center until class returns.

Parent Participation/Volunteers

Policy #23

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to undergo criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in any capacity.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Little Anchor Child Care reserves the right to make Volunteer assignments. Little Anchor Child Care does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

The Lending Library

There are multiple books, DVDs, and other resources available for parents and families to check out from the center at any time. A list of resources and a form to check out items is available at littleanchor.org/family-resources.

23.1 Involvement Opportunities

The following lists some involvement opportunities:

1. *Board of Directors* - LACC is operated by a nine-member Board of Directors that is elected by LACC parents. During your two-year term as a member of the board, you are able to make policy and financial decisions that assist the Director in guiding the operation of the Center. You are involved in organizing and implementing programs that support the staff, enhance the Center, and provide interaction between LACC families. Minutes from the monthly Board of Director meetings are posted outside the Center office. The elections for the new Board members happen every September.
2. *Special Committees and Projects* - Committees are formed to accomplish specific goals or projects such as identifying playground enhancements or updating this handbook. Let the Director or any Board member know if you would like to be contacted when assistance is needed.
3. *Participating in the Classrooms and Center Activities* - Parents are encouraged to participate in classroom activities. Sharing your knowledge or special talent with the children enhances the curriculum opportunities. Parents have talked at circle time about their occupations or hobbies or played an instrument. Talk to your child's teacher or the Director about classroom activities.
4. *Activities to Show Staff Appreciation* - Parents are notified of the birthdays of their child's teachers. Small gifts or a special note or card are appreciated. Treats in the staff room are always appreciated. In May the Center holds its annual appreciation week. During this week all of the staff members are treated to lunch out and other activities that show how important they are to our children. To show their appreciation, parents are encouraged to donate money, bring in treats, volunteer in the classroom or help coordinate the week.
5. *Work Days* - Every spring the Center hosts an annual parent work day. Parents spend a Saturday at the Center working on projects inside or outside. Child care and lunch are provided. Typical projects include adding new chips to the playground, weeding and tending the gardens, updating the emergency

supplies, mending books, organizing stockrooms, washing the windows and small building projects. Watch for the sign-up lists to be posted.

6. *Open House/Orientation* - At least once a year the Center holds parent meetings. Open House/Orientation focuses on what you and your child can expect in his/her new classroom. The teachers will cover the daily schedule, curriculum, plans for the year, and more. Orientation typically occurs during the summer *before* children transition to the next classroom. Open House is typically in October. Each classroom (excluding Infants) will have either an Orientation or Open House, but not both.

7. *Surveys and Evaluations* - Each year parents are surveyed on their opinion of the Center and its operation. Parents are an important part of the Center Director's annual performance evaluation. Every family is asked to fill out an evaluation sheet covering all areas of the Director's performance. Families are strongly encouraged to use these opportunities to express their thoughts and concerns.

8. *Summer Picnic* - August is the time of the annual picnic. This gives parents an opportunity to interact with other parents and their children. The Center provides the meat, buns and beverages. Parents sign up to bring salads and desserts. There are games for the children and an annual raffle.

9. *Fundraising* - We have two big fundraising events each year: typically, a wreath sale and the summer raffle. The proceeds for these events support our Tuition Assistance Program, staff bonuses and other special projects.

Health and Safety

Policy #24

All children are required to have an evaluation screening form called the CDC filled out by Little Anchor staff within the first 90 days of enrollment. The CDC, indicating the child's development, must be shared with parents/families within 30 days after evaluation completion. Parents/Families are required to sign and date the CDC and return to the Director.

24.1 Pre-enrollment Requirements

Each enrolling family is required to complete a pre-enrollment packet of information that will be sent to the emails you provide via docusign. This packet is to be fully completed by the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Little Anchor Child Care. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Center Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Center Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the Center can maintain compliance with licensing regulations.

24.2 Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the office.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases Little Anchor Child Care from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided Little Anchor Child Care exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

24.3 Communicable Diseases

Little Anchor Child Care follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC) 800-424-2460.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick his or her child up within 45 minutes, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics (see Table at end of Policy 24). Children must present a doctor’s note stating they are no longer contagious and can return to the program. Little Anchor Child Care reserves the right to refuse a child to return if the Center Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, they are not permitted to return to the program for a minimum of 24 hours. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm or on the forehead.

Children are required to be excluded from the program for loose bowels or diarrhea. Infant children will be sent home after the first such bowel movement, all others will be sent home after the second episode. Children may return to the program when normal bowel movements resume. Absence of diarrhea and/or a note provided from the child’s pediatrician stating that diarrhea is a side effect of medication are not qualifiers for return to group care.

If your child will be absent due to illness, we request that you notify the Center Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Little Anchor Child Care will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued

enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

24.4 Biting

Little Anchor Child Care recognizes that biting is a developmentally appropriate behavior for children in the infant through 3-year-old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations that, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The parents of the biter will also receive an incident/accident report. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Little Anchor Child Care cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

24.5 Dispensing Medication

Little Anchor Child Care will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Little Anchor Child Care will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found in the white folder on the main hallway bulletin board or online at littleanchor.org/family-resources. Medication Forms, doctor's notes and medication are to be turned into the office.

Little Anchor Child Care will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency

contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Nonprescription medications such as anti-itching ointments or lotions, diaper ointments and powders, and sunscreen, can only be given when medication is in the original container, with a method of administration specified on the manufacturer's label. In addition, the medication must not be expired. The parent/guardian must fill out a Medication Form and initial the form monthly to allow staff to administer these medications.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

24.6 Fire/Emergency Drills

Little Anchor Child Care conducts monthly fire/emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designate will inform each classroom that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call. The exception to this rule occurs when the emergency is located in one of the NOAA buildings. If this occurs, access to the NOAA campus may be restricted to emergency vehicles. The security force stationed at the front gate will grant access to parents or authorized pick-ups systematically. If there is damage to or a threat near the LACC building you will likely be directed to an alternate location to pick up your child. The Center has emergency supplies in storage in case a disaster occurs and parents are unable to pick up their child in a timely manner.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the LACC and NOAA staff as they are trying to maintain order during an often hectic and dangerous situation. If the Center is having a real fire/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and Center administration during these important and critical situations.

In the event of an earthquake, phone lines may be down. Do not rely on telephone communication. *Remember, if the earthquake caused significant damage or there is a threat of damage, access to the NOAA campus may be restricted to emergency vehicles. The security force stationed at the front gate will grant access to parents or authorized pick-ups systematically. If there is damage to or a threat near the LACC building you will likely be directed to an alternate location (on the NOAA campus) to pick up your child. The Center has emergency supplies in storage in case a disaster occurs and parents are unable to pick up their child in a timely manner. We request that each child have a blanket at the Center at all times and a letter from parent to child perhaps with a family photo to make the child feel comfortable at the time of crisis.

Bomb Threat Procedure

Bomb threat evacuation procedures are also included in Little Anchor Child Care's emergency protocol. If the NOAA facility receives a bomb threat, the following actions will be taken:

1. We will follow the same evacuation procedure as we do during a fire drill.
2. Parents will be notified to pick up their children immediately.
3. In the event a parent cannot be notified, all children remaining on site will be transported by staff members to an alternative authorized location.
4. The Director will resume contacting parents or other authorized people to pick up the child.
5. Access onto the NOAA campus will strictly be granted systematically.

24.7 Alternate Safe Location

Should the administration of Little Anchor Child Care or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to Building #9 (located next to Building #1) unless directed elsewhere. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.



24.8 Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete and copy an Incident/Accident Report. One copy will be to keep for your records, and the second is to be signed and returned to the office.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day if the parent(s) is unable to meet at the Center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the Center Director within 24 hours.

In the event of a medical emergency, 1) staff will administer immediate first aid using standard First Aid procedures and/or CPR and call an additional staff member to help as needed, 2) staff will call 911 and security stating the nature of the emergency and the location of the Center, 3) staff will notify the Center Director, and 4) the parents, guardians, or emergency contact listed in child's file will be called.

24.9 Foods

Health and nutrition are important to us at Little Anchor Child Care. The Center will provide breakfast, lunch and a mid-afternoon snack for all of the children, beginning at age 12 months. Menus that emphasize whole foods and do not rely on artificial ingredients, preservatives, high sugar or high-fat ingredients are distributed at the beginning of each month. The cost of providing snacks and lunches is included in the cost of tuition. At a minimum, all meals and snacks meet the recommendations of the U.S. Department of Agriculture and the DSHS Day Care Licensing Division.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, use of a service animal, Veteran or Military status, disability, age, reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

All Age Groups

All food items must be labeled with your child's name. Little Anchor Child Care does not permit children to share or exchange food items. We have children enrolled in our Center that have food allergies. For the safety of these children, all food and beverages must be consumed before you enter Little Anchor. When bringing items into the Center for children that require alternative foods or beverages or food for the infant's daily meals, the containers should be covered, dated, labeled and taken directly into the kitchen refrigerator or infant room refrigerator upon arrival.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (E.g., lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Infant to 1-year-old age groups

Children enrolled in the infant classroom must have all food items for consumption prepared and labeled with the child's full name and date each day the child is in attendance. This includes formula/breastmilk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a bottle warmer prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Breastfeeding mothers are welcome to come to the Center during the day to feed their child. Appropriate feeding locations will be made available. Please discuss your desire to come to the Center to breastfeed your child with the classroom teacher.

12 months and older classrooms:

Little Anchor Child Care offers children a morning snack at approximately 9:00 am, a half-hour lunch at approximately 11:30 and an afternoon snack at approximately 3:30 pm.

During all meals staff and children will be seated at the tables to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

Little Anchor Child Care will provide a healthy morning and afternoon snack for all children over the age of 1, including water and/or milk. A list of the daily snacks available to the children will be posted in the classroom on a monthly basis.

24.10 Peanut Free Center

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, Little Anchor Child Care prohibits peanuts and/or foods containing peanut products on Little Anchor Child Care property, and/or at Little Anchor Child Care sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone’s breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are peanut and peanut product free for their child’s lunch and/or snack. We have included for your reference a list of acceptable food items that are peanut, and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut, and peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, “may contain traces of peanuts.” For example, Plain Chocolate M & M’s have this statement on the label.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), Little Anchor Child Care does not allow homemade snacks at the Center unless intended for staff only and taken directly to the staff lounge. While Little Anchor Child Care understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Little Anchor Child Care.

Since Little Anchor Child Care is a peanut free environment, parents can purchase the items to make homemade snacks and make arrangements with the classroom teacher to make the snacks as part of a classroom lesson. Only Little Anchor Child Care utensils, bowls, and bakeware may be used to prepare these foods.

24.11 Firearms and Weapons

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

Illness	May Child Attend Center?	When Child May Return to Care
Chicken Pox	May not attend	When all pustules have scabbed over.
Diarrhea – First instance for infants, second instance for all others	May not attend	When stools are back to normal. Diarrhea lasting more than one week MUST have a stool culture done to determine cause.

Eye Inflammations or Drainage	May not attend	Return when on medication for 24 hours and without drainage.
Fevers – Axillary temperature above 100F.	May not attend	Fever is below 99F not influenced by medication for 24 hours prior to return.
Fever Due to Immunizations -- Immunizations such as DTP and MMR may cause fever of up to 102F	May attend daycare	Fevers resulting from immunizations should last no more than 24 hours.
Fever Due to Teething	May attend daycare	Teething can cause a low-grade fever and discomfort. The center encourages the parent to confer with the health care provider to get a medication order to relieve the symptoms.
Head Lice	May not attend	Return when on medication for 24 hours and no nits.
Impetigo	May not attend	Return when on medication for 24 hours or the sores stop draining.
Lethargy/Listlessness/Irritability – Child is only able to be consoled with one to one attention by staff	May not attend	When child can fully participate in program.
Ringworm	May not attend	Return when on medication for 24 hours.
Scabies	May not attend	Return when on medication for 24 hours.
Sore Throat or Cough – continues, severe	May not attend	Return when on medication for 24 hours.
Thrush	May not attend	Return when medication has begun.
Undiagnosed Rash/Blisters	May not attend	Return when rash disappears, on medication for 24 hours, or with a Physician’s note stating that the child is not contagious.
Vomiting – Two or more occasions of vomiting within 24 hours with no other symptoms, or lethargy or fever after the first instance.	May not attend	When free of vomiting for 24 hours and resume a normal diet.

Forms and Records

Policy #25

All forms within the enrollment packet need to be completed. Remember to keep Little Anchor Child Care informed about any changes in the information listed on the forms and keep the Center updated on immunizations.

All records regarding a child are confidential and will not be released to any party unless required by court order. Only the Center Director, Assistant Director and the current Lead Teacher have access to these records. Parents can review their child’s records upon request.

The Center publishes a yearly address and phone list that is distributed to all Little Anchor parents. This is intended to aid families in scheduling play dates, birthday parties or other activities. Please let the Director or Assistant Director know if you would prefer to have your name withheld from this list.

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