

# **SAND POINT CHILD DEVELOPMENT CENTER PARENT HANDBOOK**

(Rev. 8/19/2025 by Kechelle Jackson)

**5837 56th Avenue NE Seattle, WA 98105  
206.522.2827 ~ [spcdc.org](http://spcdc.org)**

## **AGES SERVED**

18 Months through 6 years and not yet enrolled in kindergarten

SPCDC is fully licensed by the State of Washington, Department of Children, Youth and Families, and we meet or exceed all licensing requirements.

SPCDC is a nonprofit organization (Federal ID: 91-1332055). Donations are tax-deductible to the full extent of the law

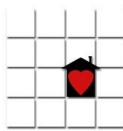
## **CENTER HOURS**

The Center is open between the hours of 7:45 AM and 6:00 PM\*\*, Monday through Friday, year-round. We are closed the following holidays\*:

New Year's Day	4 <sup>th</sup> of July	Thanksgiving
Martin Luther King Jr.	Labor Day	Day after Thanksgiving
President's Day	Veteran's Day	The week of Christmas Eve
Memorial Day	Independence Day	Christmas Day
Juneteenth		

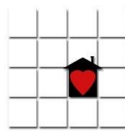
We are also closed the last week of August and for staff in-service training the same days as scheduled state in-service days followed by Seattle Public Schools (typically second week in October, although that is subject to change), plus one day in the spring. You will have a minimum of 30 days' notice for the fall and spring in-service closures. You will have a minimum of 30 days' notice for all in-service closures.

\*If the holiday falls on a Saturday, we will be closed on the preceding Friday. If the holiday falls on a Sunday, we will be closed on the following Monday.



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## **WELCOME to SPCDC!**

Dear Parents,

Welcome to Sand Point Child Development Center. This handbook is your reference to our Center's philosophy, policies, procedures, and requirements. You are expected to read this handbook carefully before your child's first day in the program and be sure any questions you might have, are answered by the Director or staff. We recognize you as your child's first and most important teacher, and we hope this handbook will foster mutually respectful and open communication between you and our staff here at SPCDC.

### **SPCDC Director, Staff and Board**

#### **MISSION AND PHILOSOPHY STATEMENT**

Sand Point Child Development Center has chosen a homelike setting to provide high quality preschool and childcare experiences for the children in our care. We accept children ranging in age from 18 months to six years. Our safe, supportive environment and educated, trained, and experienced staff provide a variety of experiences to promote healthy growth, development, meaningful learning, and the acquisition kindergarten readiness skills.

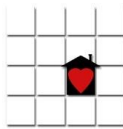
Our program supports children to learn and progress at their own pace through developmentally appropriate materials and activities. We recognize the importance of nurturing the whole child, including social-emotional, physical, and cognitive/language skills. Additionally, we focus on creative development and moral/ethical development. The program offers a wide variety of opportunities for the children in language skills, number concepts, science, cooking, fine muscle/hand-eye coordination, large muscle, problem solving, health and safety, cooperative play, movement, art, music, creative dramatics and cultural awareness.

There is a large body of research that informs us that children learn best through concrete, hands-on, child-initiated experiences, i.e., play. Play is children's work, and we plan our classroom environments, curriculum, and daily schedule to be conducive to meaningful learning through play. Our curriculum is activity-based and often extends into the community, including neighborhood walks, field trips to places such as the fire station, pumpkin farm, parks, and more. We plan our field trips to meet a purposeful goal and positive experiences for the children.

#### **DONATIONS**

Sand Point Child Development Center is a private nonprofit business, and donations are tax deductible to the full extent of the law. If you or someone you know (friends, business acquaintances or employers) are looking for a beneficiary for charitable donations, please think of SPCDC. Donation checks should be made out to Sand Point Child Development Center.

Donated items are also welcomed. Some examples of such equipment are age-appropriate, sturdy large motor toys, children's books and games, tools and maintenance equipment, etc. Due to our non-profit status donations are tax deductible, and an acknowledgement letter will be provided by us for tax purposes.



## **NONDISCRIMINATION AND DIVERSITY POLICY**

Sand Point Child Development Center strives to be an environment of goodwill, tolerance, respect, and celebration of differences. We enroll children and hire staff without regard to race, color, ethnicity, national origin, family structure, religion, creed, age, gender, sexual orientation, or disability status. We invite all our families to join us in being truly inclusive to every unique individual child and adult who is part of our SPCDC family.

This Policy applies to all aspects of our program, practices, and activities. Our Policy is consistent with Titles VI and VII of the 1964 Civil Rights Act; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975 and the Age Discrimination in Employment Act of 1967; the 1974 Vietnam Era Veteran Readjustment Assistance Act; the Governor's Executive Order 85-09; and the Washington State Laws Against Discrimination, RCW 49.60, and Americans with Disabilities Act (ADA) guidelines.

## **RELIGIOUS ACTIVITIES**

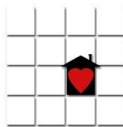
SPCDC is committed to being a culturally sensitive, anti-bias program. We strive to provide an interesting, inviting learning environment where all the children in our care and their families feel welcome and included. As a private, nonprofit childcare center, SPCDC does not promote any religious belief system. As a part of cultural education and social studies, however, we do celebrate various holidays. You will be informed about holiday celebrations coming up. We encourage you to share your family's traditions with the children. Please speak with your child's teacher.

## **PARENT PARTICIPATION**

Our Center has much to offer you and your child. As a parent-run corporation, this Center relies on your support and participation. Enrolling your child in our program includes your commitment to active involvement.

We rely on parent time and energy to help make our Center the highest quality possible. You may volunteer to serve on our Board of Directors, and /or help as a Fundraising Coordinator, support special projects in the classroom, assist with field trips, help with maintenance, cleaning and building projects, and other projects as the need arises. In addition to regular parent participation and tuition, we rely on fundraising to meet our operating expenses, so you will be asked to participate in fundraising activities.

Each family is expected to contribute the following amount of time (regardless of number of children in attendance at SPCDC): Full time attendance = 24 hours/year and/or \$250; Part time attendance = 15 hours/year and/or \$150. The hours will be tracked September 1 to August 30 each year. These amounts will be pro-rated for families starting mid-period. The Director will track volunteer hours. A suggested list of activities is available from the Director.



### HOME-SCHOOL COMMUNICATIONS

We recognize that you are your child's first and most important teacher. We also recognize the importance of positive, respectful, open communication between home and school. Some of the ways we communicate with you include email, Brightwheel App, written policy and procedure handbooks (this parent handbook, health policy, emergency/disaster plan, bloodborne pathogens exposure plan, pesticide policy, etc), information posted on the parent information boards, informal conversations, conferences, family social events and more.

Our goal is for you to feel comfortable discussing any questions, concerns, comments, or suggestions you might have about our program with any of our staff members. If you would like to visit the center, please schedule a time with the Director. Please be aware that teachers are responsible for supervising the children, and they are not able to engage in lengthy or sensitive conversations without prior notice given. If you wish to speak with your child's teacher, please call ahead and make an appointment so we can arrange for coverage in the classroom.

### ADMISSION

Enrollment is available year-round on a first come, first served, space-available basis. Priority is given to siblings of currently enrolled children, children of staff members and returning families. To schedule a tour and/or observe in a classroom, please call the Director in advance. Our website provides additional information about our school.

### TUITION, FEES AND PAYMENT INFORMATION

SPCDC tuition and fees are as follows:

Registration Fee: \$200.00 (charged at enrollment and re-enrollment)  
Enrichment/Materials Fee: \$200.00 (annually in OCTOBER)  
Monthly Fees:

<b>2024-2025</b>	<b>Full Time</b>	<b>3 Days / Week</b>	<b>2 Days / Week</b>
<b>Toddler (1.5-3yrs)</b>	\$2,550	\$1,970	\$1,330
<b>YPK (3-4yrs)</b>	\$2,140	\$1,570	\$1,150
<b>PK (4-5yrs)</b>	\$2,020	\$1,470	\$1,050

Drop-In Rate:  
Toddler \$136.50  
YPK/PK \$126.00

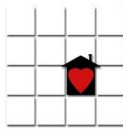
Late Payment Fee: \$30.00

Late Pick-Up Charge (within one-month period):

- 1<sup>st</sup> time - \$30/15 minute increment
- 2<sup>nd</sup> time - \$60/15 minute increment
- 3<sup>rd</sup> time - \$90/15 minute increment

Returned Check Handling Fee: \$25.00

- **Monthly Tuition Payments** are due on the first of each month for childcare during the month. Unpaid balance after the 10th of the month will be subject to a \$25.00 late payment charge. Parents who enroll their child during the middle of the month will be charged a prorated amount.
- **Late Pick-up Charges** will be automatically added to your tuition. The charge is assessed to anyone in the center after the center closes.
- **Tuition Increases:** Tuition adjustments occur on an annual basis. For the 2025-2026 academic year, a tuition increase of 5-10% is anticipated.



**ENROLLMENT**

- **Registration Fee** is due at the time of registration. To hold an available space parents must pay the required registration fee (\$200 as well as half the first month’s tuition.)
- **Enrichment/Materials Fee** This annual fee will be added to your October tuition statement. This will allow us to continue our dance class and curriculum enrichment activities and ensure that we always have plenty of art supplies for the kids. This fee will be pro-rated if you start mid-school year.
- **Checks** should be made payable to **SPCDC** (Sand Point Child Development Center). If a check is returned to us for insufficient funds, a \$25.00 Handling Charge will be assessed.
- **Absences and Vacations:** There are no refunds for absences, including extended absences, or vacations. We must maintain our regular staff and meet our expenses regardless of whether your child is here. If your child is absent for some reason, we cannot provide another day for them to make-up time that was missed.
- **Intention Letters:** To effectively accommodate both our current members and prospective families, we request that enrolled families indicate whether their child(ren) will be attending SPCDC for the upcoming summer and fall terms. Intention letters will be distributed each January and must be returned by March 31<sup>st</sup>

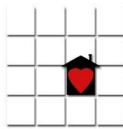
**Re-Enrollment:** Parents who are re-enrolling their child in our center will follow the procedures stated above under Enrollment. The Registration fee is due at the time of re-enrollment. Re-enrollment will be made only as space allows. To hold an available space parents must pay the required amount of tuition.

**Withdrawal or Decrease in Schedule**

In the event your child is withdrawn from enrollment, or you wish to request a decrease in your child's regular schedule, the Director must be notified in writing at least one month in advance. Disenrollment can only be processed at the end of the month. Parents failing to give proper notice will be charged for one month at the current monthly rate.

**TYPICAL DAILY SCHEDULE**

<b>Toddler Group</b>	<b>3-4 yr. old</b>	<b>4-5 yr. old</b>
7:45	<-----All center free play----->	
9:00	<-----Clean up, snack----->	
9:15	<----- Guided free choice activities, Music----->	Journal
9:45	Diaper changing-----Circle Time----->	
10:00	<-----Guided free choice activities----->	Circle Time
10:30	<-----Guided free choice activities----->	Group Activity
11:00	<-----Outside Play----->	
11:30	<-----Lunch time----->	
12:00	Diaper changing, stories----- Circle Time ----->	Lunch Time
12:30	<----- (1pm) Nap Time----->	
2:45	<---Naptime over. Toileting/Diaper changing. Prepare for snack----->	
2:50	<-----Snack Time----->	
3:15	Diaper changing-----Story Time----->	
3:30	<----- Guided free choice activities----->	
4:00	<-----Outside Play----->	
4:30	Diaper check----- Project Time ----->	
5:00	<-----Clean up, snack----->	
5:30	<-----All center free play ----->	
6:00	<----- Center closes----->	



## **SIGN-IN AND SIGN-OUT PROCEDURES**

*Licensing requires signing in and out with a complete signature.* SPCDC uses the App Brightwheel to sign in and out your children. When you enter the center, there will be a QR code on the outside of the door that you can scan through the Brightwheel app. Follow the prompts on the screen. You are responsible for signing in and out your child daily.

**Please let us know at drop-off if someone else will be picking up your child through the Brightwheel app.** If that person is not authorized on your child's registration forms, please email the Director with the date, the name and description and cell phone number of the person. For your child's safety we require a picture ID from people we do not know.

## **INCLEMENT WEATHER POLICY**

In the event of severe weather conditions, we follow the Seattle Public Schools. If the Seattle Public Schools are closed due to snow, we are closed. If the Seattle Public Schools are delayed in opening, we will be opening late, too. If there is an early dismissal from the Seattle Public Schools, we close early, too. **Please call or email the Center to find out.** In the event of snow when the Seattle Public Schools are on a break, please check your email for an update. A decision to close the center will be based on driving conditions and recommendations made by the state highway patrol and the local U.S. weather service. We will follow this policy for the first two days of snow. On the third day, we will reassess the situation. Make sure to recheck your email for further updates. If you have a question on whether we are open, **please call to make sure a staff member is at the center before bringing your child.** Also, please understand that in the event of severe weather conditions, it is possible that one or more staff members will not be able to make it to work. Therefore, please consider keeping your child at home if you do not absolutely need childcare that day.

## **ILLNESS**

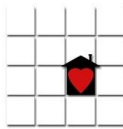
Your child should stay home with any of the following symptoms, and you will be contacted to pick him/her up within one hour if the following symptoms develop while at the center:

- A fever of 100.4°F or more with or without other symptoms
- Presence of a fever and one or more of the following: Diarrhea, vomiting, earache, headache, sore throat, rash, irritability, confusion, lethargy, or fatigue that limits participation in regular daily activities
- Any of the following symptoms with or without a fever:
  - Vomiting: 2 or more times within the past 24 hours.
  - Diarrhea: 2 or more watery stools within a 24-hour period or any bloody stool.
  - Rash (not associated with diapering), especially with fever or itching.
  - Eye discharge or conjunctivitis (pinkeye), until clear or until 24 hours of antibiotic treatment.
  - Head Lice, until no nits are present.
  - Scabies, until completing treatment.
  - Sick appearance, not feeling well and/or not able to participate fully in program activities, including outdoor play.

***Note:** No rectal or ear temperatures will be taken; Only digital thermometers are used*

***Note:** Children should be symptom-free without the use of symptom-masking medication for 24 hours before returning to childcare.*

***Note:** A health care provider can overrule the policies about when to send an ill child home. If the parent can provide a note signed and dated by the child's healthcare provider stating that your child is not contagious and is well enough to participate in school activities including outside play, then we will readmit them.*



### **REPORTING ILLNESS**

If your child is diagnosed with any of the contagious illnesses listed below, please notify the school Director immediately. Sharing this information helps us minimize the spread of illness. Please note that SPCDC is obligated to inform the community when such illnesses are reported.

CHICKENPOX	HAND, FOOT, MOUTH DISEASE (HFMD)	NOROVIRUS	STREP THROAT / SCARLET FEVER
COLD SORES		PINWORMS	
COJUNCTIVITIS	HEAD LICE		SCABIES
	IMPETIGO	RESPIRATORY SYNCYTIAL VIRUS (RSV)	
COVID-19	INFLUENZA		
		RINGWORMROSEOLA	
CYTOMEGALOVIRUS	MOLLUSCUM CONTAGIOSUM		
FIFTH DISEASE		SHINGLES	
	MRSA		

### **MEDICATION**

Medication: a trained staff member can give your child medication with the proper Authorization Form. Ask the Director for the Authorization Form. Medications must also be in their original packaging, labeled with first and last name and clearly have the expiration date displayed.

Sunscreen: SPCDC buys sunscreen in bulk for children. A Sunscreen Authorization Form is Required. Parents can provide their own sunscreen as well; an Authorization Form is still required. The sunscreen must be labeled with first and last name, and clearly have the expiration date displayed.

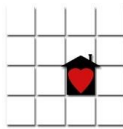
Toothpaste: SPCDC provides a toothbrushing opportunity once daily. The Center provided toothbrushes and toothpaste. You will be asked to sign a Toothpaste Authorization form. Children under 2 years will not be given toothpaste with fluoride.

Per WAC 110-300-0215 (2Biii) the following are considered non-medical items that need an Authorization form for administration: lip balm, lotion, diaper cream/ointment, and hand sanitizer.

### **FIELD TRIP TRANSPORTATION POLICY**

All groups take field trips throughout the year. These trips often require transportation by car. Washington State requires that volunteers (including parents) in preschools have a Portable Background Check. SPCDC requests that you begin this process upon enrollment in the school.

In addition to the portable background check, you must have a current CPR/first aid card and a clean driving record. Your vehicle must be in safe operating condition, you must possess a valid driver's license and present proof of insurance with a minimum liability limit of \$100,000/\$300,000. You will be required to fill out our transportation insurance form prior to driving on a field trip and leave a copy of your license and current proof of insurance with the Director. One adult supervisor, in addition to the driver, will be present in any vehicle carrying more than four children. Seat belts and car seats must be used for all children, and seat belts may



not be shared. Each care will have a Grab-and-Go Backpack which contains a first aid kit, emergency information about the children riding in that car, and rescue medications if applicable (asthma inhaler, Epi-en, etc.) SPCDC will abide by all legal requirements regarding car seats. The Center's insurance policy covers your child from the time s/he leaves home until s/he returns there. Drivers must accept liability for their car and themselves, but the children are covered by school policy. The driver is also considered to be a supervisor at the site of the trip.

### **BEHAVIOR MANAGEMENT AND DISCIPLINE POLICY**

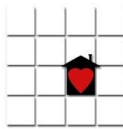
Regarding behavior management and discipline, SPCDC complies with Washington State Law and the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct, which includes: *Above all we shall not harm children. We shall not participate in the practices that are disrespectful, degrading, dangerous, exploitative, intimidating, psychologically damaging, or physically harmful to children.* Corporal punishment of any kind, including spanking, slapping, pinching, shaking, etc., is prohibited by law, and is not permitted on school premises by anyone (including parents with their own children). Name-calling, teasing, blaming, embarrassing, frightening, or yelling at children are also prohibited. Disciplinary procedures are never connected to eating, sleeping or elimination.

We strive for an environment where children respect each other and their surroundings. We work to empower children to learn how to gain control of themselves, problem solve and develop conflict resolution. The adults supervising the program use positive role-modeling, redirection, and gentle reminders to aide in the development of these skills/ create a harmonious environment. Discipline is fair, consistent, and age appropriate.

Inappropriate physical behavior (shaking, hitting, biting, pinching, punching, pushing, or kicking) is unacceptable. Teachers will intervene to restore a safe environment. If a child is not able to regain composure, a teacher might take the child aside to help him/her process feelings and calm down. If a child is truly out of control and at risk of hurting self or others, the Director or teacher (trained in safe physical restraint) will gently restrain him/her until composure has been regained. If a child must be physically restrained, written notice will be provided to his/her parent at the end of the same day.

Open communication between home and school is an important key to effective behavior management. SPCDC expects parent support in handling inappropriate behavior. If your child's behavior is problematic, especially if safety is a concern, the Director will schedule a meeting with your child's teacher and you to brainstorm ideas as a team. To facilitate clear communications, an individual staff member may be designated as the primary 'point person' to tell you about your child's day at pick-up.

The Director and teacher work to provide reasonable accommodations to help every child participate successfully. If reasonable accommodations are not successful, then the Director may request your consent to have your child observed in the classroom by an outside specialist, and/or to have him/her assessed by your health care provider or other specialist, at your expense. If your child's behavior is unsafe to self or others and he/she is unable to regain or sustain composure, you may be asked to pick him/her up *within one hour*. If good faith efforts to accommodate your child's needs have been implemented without an acceptable amount of sustained improvement (as determined by the Director) and/or, if you are unwilling or unable to cooperate with the program to help your child be successful, then he/she may be disenrolled from the program. The decision to disenroll the child, with or without notice, and with or without a refund of tuition, is at the discretion of the Director and the Board President.



## **CHILDREN WITH DISABILITIES OR SPECIFIC DEVELOPMENTAL NEEDS**

SPCDC will make good faith efforts to provide reasonable accommodation as appropriate for any child with a disability. The staff (and when appropriate, outside agencies) will work closely with you to create a program that addresses your child's specific developmental needs. A written plan will be created with specific goals and procedures that our staff will implement. These will be established with your participation and consent and changed or updated as needed.

It is important for you to communicate your child's special needs to us in writing so there are no misunderstandings about expectations and procedures.

## **DIAPERING**

SPCDC provides diapers (Costco, Huggies, or comparable brand, Size 4 & Size 6) and wipes for our toddlers. If you prefer, you may bring in another brand, size, or cloth diapers\*. All soiled cloth diapers will be returned to you at the end of each day for disposal at home.

*\*Note: We are not allowed to empty soiled diapers into the toilet or rinse or launder cloth diapers.*

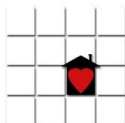
When your child begins to show readiness indicators for toilet learning, we will work with you to develop a routine that is consistent between home and our center. You need to supply several complete changes of clothes including underwear, socks and shoes. While your child is learning, accidents are expected and are treated with sensitivity and encouragement. Clear communication between home and school is important. Our staff will keep you posted as to the progress here at SPCDC, and we appreciate hearing about how your child is doing at home.

## **TOILET TRAINING**

Learning to use the toilet is a major milestone for most young children, and like other milestones, it is easier for some children than others. Toilet training should begin when the child is *both* physically and emotionally ready. The following are some readiness indicators to watch for:

- Your child can raise and lower his/her pants unassisted. (*\*Note: Please dress your child in clothing that is easy for him/her to handle, i.e., loose stretchy waistbands, short shirts, and no coveralls, suspenders, or belts*)
- Your child urinates several times a day, emptying his/her bladder each time.
- Your child can stay dry for 2-3 hours.
- Your child comprehends the words his parents and teachers use in connection with toilet training, such as "potty" and "wet."
- Your child appears to understand the concept of using the toilet and is interested and willing to try.
- Your child can follow simple directions such as "Please sit on the potty."

Consider waiting for 2-4 weeks after your child meets all the above criteria. This provides a "safety margin" in case you have overestimated his/her abilities and avoids frustration. It is important for you to work together with your child's teacher during the toilet learning process. It is not reasonable to expect the teacher to toilet train your child if you are not willing to follow up at home, and the other way around. Sometimes a child will exhibit readiness indicators at home before he/she is ready to do so in the group environment. It is a lot more difficult for a child to put down what he/she is doing or separate from playing with his/her friends to use the toilet at school. It is important for you and the teacher to agree about the child's readiness before they begin the process of toilet training.



Choose a time that is otherwise uneventful to begin the toilet training process. If your child is sick, there is a new baby, you have houseguests, etc., this is probably not the best time to begin toilet learning.

We do not pressure a child to learn to use the toilet. Punishment nor shame is ever used to reinforce toilet training. Regressions are common and handled sensitively.

Please reference the detailed handout on toilet training provided by the Toddler Lead Teacher outlining specific goals and steps to take towards having your child be fully toilet trained.

### **BOTTLE POLICY**

If you have a young toddler who still needs a bottle at naptime, you may send one dated, labeled bottle daily. Please note that, as per licensing regulations, only water can be given in a bottle to a reclining toddler, and it must be removed when the child falls asleep; We can give milk in a bottle to a toddler while sitting at the lunch table. Juice cannot be given in a bottle.

### **MEALS AND SNACKS**

Sand Point Child Development Center offers two healthy, low sugar snacks daily, mid-morning and afternoon. Every snack has two of the five components: milk, vegetarian protein, vegetables, fruits, or grains. Whenever possible, we choose organic and seasonal produce. We believe that overly processed or refined sugar rich foods do not support healthy growth or the development of healthy eating patterns. Therefore, we use the United States Department of Agriculture (USDA) guidelines in selecting and serving foods for our snacks. Vitamin C foods are included daily, and Vitamin A foods are served at least 3 times a week. Milk or water will also be provided for snacks and lunch. A copy of our snack menu is posted at the entrance on the parent information board.

You are responsible for supplying a lunch for your child, appropriate for his/her age and eating ability. We will provide the milk for your child's lunch. If your child has a food allergy or specific dietary need, please notify the Center Director. **Do not send glass containers** in your child's lunch box – this is a safety issue as broken glass can cause severe injury.

*\*Note: It is a licensing regulation that children's lunches must include two fruit/vegetable servings, one serving of bread or other grain item, and a protein food.*

*\*Note: We cannot serve your child an alternative to cow's milk with lunch without signed and dated consent.*

*\*Note: Please refrain from packing candy, cookies, sweets, and/or junk food.*

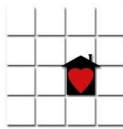
*\*Note: No homemade foods may be brought from home to be shared with other children. If you would like to bring a treat for the class, it must be prearranged with your child's teacher and it must be store-bought, pre-packaged and list the ingredients*

### **PEANUTS, TREE NUTS AND NUT PRODUCTS**

SPCDC is a peanut and tree nut and nut product free program. Any nuts or nut products sent in a child's lunch will be returned unopened.

### **CLOTHING**

Your child should come to school in washable play clothes and sturdy play shoes that are appropriate for the weather, plus appropriate outer wear. We believe learning and playing is MESSY! The children play outside in all types of weather and do hands-on art projects, science projects and exploration, so it is important that they are dressed appropriately. Your child needs to have an extra complete change of clothes, always including underwear and socks in his/her cubby (more if he/she is toilet training). All items must be clearly and permanently labeled with your child's name. The Center keeps a small supply of extra clothes on hand for emergencies. If your child is sent home in these items, please wash, and return school items as soon as possible.



### **PERSONAL BELONGINGS**

Your child should bring a *small* blanket and a crib size sheet for rest time. These should be taken home each week for laundering. These items will be kept in your child's cubby except for naptime. We ask that all children bring in an unbreakable water bottle with a sippy spout that they can take outside (preferably stainless steel). Please label it with your child's name and personalize it with stickers, so your child can identify it easily.

*\*Note: Toys and personal belongings other than those listed above should be left at home.*

### **CONFIDENTIALITY**

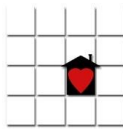
By licensing regulations and company policy, information about the children in our care, their families, our staff, and Board is confidential. We are not allowed to disclose the name of a child who has hurt another child, or the child who brought head lice or a contagious illness into the center. We are not allowed to discuss a child with special needs and/or challenging behavior with anyone other than his/her parents. Staff who disclose confidential information put themselves at risk of losing his/her job; a parent who asks a staff or board member to disclose confidential information puts their child's space at risk.

### **CHILD ABUSE AND NEGLECT**

Anyone who works with young children in the state of Washington is legally designated as a Mandated Reporter when there is a reasonable cause to suspect child abuse or neglect. This report will be made to the Child Protective Services or the Police. We are not obligated to inform you if a report is made.

### **POLICY REGARDING STAFF RELATIONSHIPS WITH PARENTS OF CURRENTLY ENROLLED CHILDREN**

SPCDC operates with a community mindset and does not have a policy prohibiting staff having working relationships with parents of currently enrolled children. Relationships defined as being a babysitter, nanny, mother's helper, or provider of childcare outside of scheduled hours. So long as the relationship does not negatively impact the teacher's ability to fulfill their responsibilities as an employee and both the teacher and parents abide by the confidentiality policy. Parents who are unable to meet these requirements while having a working relationship will risk having their services terminated without notice and any tuition paid will be forfeited. Teachers who fail to honor this policy risk termination of their employment.



### **RIGHT TO REFUSE SERVICE POLICY**

SPCDC reserves the right to refuse service for reasons that include, but are not limited to any of the following:

- If you fail to comply with the policies and procedures outlined in this Parent Handbook, and/or the Washington Department of Early Learning licensing regulations (WACs), and/or the King County Health Department guidelines.
- If your child's tuition is more than 30 days in arrears, or you demonstrate a pattern of failing to pay your child's tuition and fees in a timely manner.
- If you fail to provide and update complete contact information for you, your child's other parents, and for those people you listed on your child's enrollment form as emergency contacts and approved escorts.
- If you fail to pick your child up before closing time more than 4 times within any 30-day period.
- If you fail to come and pick your child up within one hour of being contacted because your child is ill, your child's behavior is out-of-control, and/or the center is closing for any reason (i.e., an unforeseen emergency, power outage, no water, inclement weather, etc.)
- If you use fever reducers and/or other medications to mask symptoms that would otherwise preclude your child from being in childcare.
- If there are concerns about your child's health, growth, development, learning and/or behavior, and:
  - You are unwilling or unable to work together with the Director and teachers and/or you fail to provide the program with requested information and/or requested support to effectively care for your child and/or
  - The director's and teachers' good faith efforts to implement reasonable accommodations and strategies to help him/her to be more successful have proven ineffective, and/or
  - It becomes apparent that meeting your child's needs requires so much one-on-one attention that the other children are not getting their needs met, and/or
  - Your child's behavior poses a significant safety risk to other children and/or the staff, as determined by the Director.
- If you interact with the Director, staff, other parents in a harsh or discourteous manner.
- If you interact with any child in a harsh or discourteous manner, including your own child, on school property.
- If you approach a staff member or Board member and ask him/her to disclose confidential information about a child, parent, staff, or Board member.
- For other reasons as deemed appropriate by the Director and Board President.

