

Young Child Academy Parent Handbook

MISSION STATEMENT

At Young Child Academy (YCA), our goal is to provide a safe, nurturing environment conducive to the emotional, physical, and cognitive development of infants and young children. We value all children and strive to respect their unique abilities and potentials. We realize the importance of the family-school connection and understand optimal growth is achievable through a true partnership with parents and guardians. We also acknowledge our place within the broader community and strive to develop purposeful relationships that prove mutually meaningful and rewarding.

NONDISCRIMINATION POLICY

At Young Child Academy, we serve children regardless of race, color, national origin, creed, religion, gender, disability, family make-up or status, socio-economic class, age or sexual orientation of guardians, or veteran status of guardians. We follow the guidelines of the American Disabilities Act (ADA) and we strive to accommodate any child when it is in their best interest to do so, and when we can effectively do so.

PROGRAM PHILOSOPHY

We believe that children learn best in a supportive environment that inspires exploration, discovery, and creative self-expression.

At Young Child Academy, we promote learning by providing a developmentally appropriate program that balances play with structured learning opportunities. Emergent literacy is nurtured through a language-rich curriculum that uses quality literature to engage learners and promote phonological awareness. We understand that involving students in dance, drama, music and art has a positive impact on brain development. Therefore, we incorporate daily arts-based activities in order to cultivate student creativity, while developing an awareness and appreciation for the visual and performing arts. Daily Spanish classes expose young children to foreign language at a time when they are most receptive.

At Young Child Academy, we acknowledge the artistic and cultural wealth in our community, and we believe parents are ideal resources to help tap that wealth. Therefore, we welcome opportunities to develop relationships within our community and we encourage family participation.

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HOURS OF OPERATION

Young Child Academy is open from 7:00 am to 6:00 pm. Parents agree to have their child to school by 9:30 am and picked up no later than 6:00 pm. After 6:00 pm, parents will be charged a fee of \$3 per minute.

Please note - In the event your child has an appointment, please be sure to let us know. We discourage mid-day drop offs, as these can be extremely disruptive. Children may NOT be dropped off after their scheduled lunch time.

In addition, licensing policy dictates that children must not be in care longer than 10 hours per day. Consistent failure to abide by these rules may result in disenrollment.

Young Child Academy is closed for all federal holidays as well as a winter break. There will be several in-service days scheduled in which the school is either closed or closes early. Each family will be given a calendar of all scheduled school closures and special events.

SIGN IN/OUT

When a parent or guardian brings a child to school, he/she must sign-in in the notebook located on the table inside the main door, closest to the child's classroom. The drop-off time must be written down and the parent or guardian's signature must be clearly written in full.

When a parent or guardian arrives to pick a child up, he or she must sign-out in the same notebook that is used to sign the child in each morning. Once again, a parent must sign using a full signature; no initials.

No one can pick a child up if he/she is not on the child's pick-up list, unless we have been given written permission via email by a parent. Furthermore, even if an individual is listed on the list, if we have never met the person arriving for pick-up, we will ask to see current photo ID.

*Please note- 10 hours maximum policy

PAYMENT POLICY

By enrolling a child in Young Child Academy, parents agree to pay monthly tuition. If full payment is not received, parents forfeit their child's placement.

Tuition payments are due prior to the first day of the subsequent month (e.g. September 30th payment, for October tuition). Payments not received by the first day of the month are considered late. Any payment received on or after the 3rd of the month will accrue a late charge of \$50. If a family pays on or after the 3rd of the month, on 3 or more occasions, the family faces possible disenrollment.

*Please note – there will be a \$25 fee charged for any returned check.

Pro-rated tuition payments will only be accepted for a child's first month of enrollment and the last month, provided parents have given thirty days' notice prior to disenrollment.

Students enrolled part-time are not allowed to switch days or make up any missed days. In addition, Young Child Academy will not offer refunds or discounts for holiday closures or family vacations. However, parents may request an additional day of care. This request must be made two days in advance and the administration may approve or decline, based on expected attendance. The fee for each additional day is listed on current tuition rate sheet. The sibling discount does not apply to the additional day fee.

Young Child Academy accepts checks, money orders, cashier's checks and bank bill pay service. We do not accept cash, credit or debit cards. We do not offer automatic withdrawal at this time.

Payments should be placed in the drop box located outside the main office. Receipts are available on request. These will be sent via email.

*Please note – We offer a 10% sibling discount.

ENROLLMENT

To gain admittance into Young Child Academy, a child must be at least 5 months of age. We currently welcome children up to six years of age. We provide full-time and part-time enrollment. Part-time enrollment has limited options, and desired attending days may not be available.

As part of the enrollment process, parents must first complete a registration form and pay a one-time \$75 fee. This fee is NON-REFUNDABLE. Payment of the registration fee will place a child on our waiting list if space is not immediately available.

If space is available, and offered to a child, the first month's tuition must be paid in order to guarantee placement. This is collected in advance, securing future placement. This first month's tuition is NON-REFUNDABLE and NON-TRANSFERABLE, even if parents opt to forfeit their child's placement at Young Child Academy.

To complete the enrollment process, each family must complete and submit an enrollment packet, which includes a current immunization form, an emergency contact sheet, a walking field trip permission form, a dental and medical health history, health insurance information, and additional forms, if necessary. Parents must also submit documentation that they have been offered access to the Parent Handbook, Young Child Academy's Pesticide Policy, and Disaster Preparedness Plan, inclusive of the emergency contact for the school.

If parents wish to change their child's enrollment status (ex: change attending days, go from full-time to part-time, go from part-time to full-time), they may make a request. YCA cannot guarantee that changing enrollment status will be an option. Parents can opt to be put on a waiting list and notified when their request is possible.

*Please note – Tuition will be pro-rated if a student's first day is later than the first attending day of the month.

DISENROLLMENT

We request a 30-day notice when a family asks for disenrollment. When applicable, tuition for the final attending month may be pro-rated, provided the family has given the 30-day prior written notice (email ok).

On occasion, the administration may ask parents to withdraw their child/children from Young Child Academy. Certain circumstances warrant removal from our program. They include, but are not limited to, the following:

- If a family pays on or after the 3rd of the month, on 3 or more occasions, the family faces possible disenrollment.
- Consistent failure by the parent or guardian to pick his/her child up by 6:00 pm.
- Consistently leaving child at center for more than 10 hour a day.
- Consistent behavior from a child that creates a danger to the other children in care (biting, kicking, hitting, tackling, etc.).
- When a child's behavioral or developmental disability requires more attention than can be provided in a group situation, at our facility.
- When a child's special needs require financial expenditure that proves a true hardship to the institution.
- When a parent fails to respect the teaching professionals in the school and verbally, physically or sexually harasses a staff member.
- When a child's behavior continuously disrupts the learning environment for himself as well as for the other children.
- When the administration determines that Young Child Academy is not a good fit for a family.

COMMUNICATION

Each child at YCA (excluding infants) has a Daily Notebook. This is where parents can find short notes from the teachers about their child's day. Parents should read the notebook each day, as it will not only include evidence of development and learning, but will also include any teacher concerns or questions

Parents may email their own concerns or questions to the YCA email address. We will respond to your email and if necessary, arrange a meeting when appropriate. Each classroom has a white board where you will find a general summary about the group's day. Parents should read the white board message daily as it will include reminders about that week's activities.

Parents will also receive a monthly e-newsletter. The newsletter contains information about the latest month's school activities as well as any upcoming events.

YCA also provides Parent/Teacher conferences in the spring. These conferences are an opportunity for parents to meet with their child's teachers to discuss the child's development and progress. During the conference, teachers will provide parents with a Developmental Summary, as well as a portfolio which will include photos, art projects, and observational notes.

Each year in September, all families will be provided a YCA Calendar. It will list all holidays, school events and early closures.

SECURITY SYSTEM

There are key pads installed on our external gate and main building doors. Only enrolled parents will receive the codes via email. No one can get inside without using the appropriate code. We ask parents to refrain from sharing the code to past employees, parents, families or anyone not affiliated with YCA, inclusive of contractors, delivery people or neighboring offices. This is to ensure the safety of everyone at Young Child Academy. Codes will be changed when necessary.

VISITATION

Interacting at structured times can be disruptive for the teacher as well as for the students. If you plan a visit during Circle Time, special class, foreign language, etc., please be advised that you must sit and observe. Teachers are usually following a specific plan and young children are distracted very easily. For these reasons, we ask that your visits be non-obtrusive.

If you desire more interaction with your child, we suggest visiting during lunch, and/or during afternoon projects. Arranging a planned "special event" visit is another option. Please be aware, however, parental visits can be upsetting to a child, when at the end of the visit, the parent leaves the school without also taking the child.

Also, please respect the class by NOT letting your child's older or younger siblings disturb anything in the classroom.

PARKING

There is limited short-term parking available on the north and south sides of the building. Parents may park in either lot for the purposes of drop-off/pick-up only. Young Child Academy is not responsible for any ticket a parent receives if the lot is used for any other purpose (for example, leaving a car in the lot while shopping at QFC.)

*Please do not leave other children unattended in your car when entering YCA.

Young Child Academy also provides stroller/car seat storage, located next to the main office. This storage area is for day use only and stroller/car seats are not to be left overnight.

LEGAL CUSTODY

Unless YCA is provided legal documentation stating an obligation to do otherwise, both parents/guardians of a child will be given equal access to the center and to the child's classroom. Neither parent will be inhibited from removing their child from the school premises. Both parents will be placed on the mailing list and will receive all correspondence regarding school and/or classroom activities. As well, both parents will be informed on all matters concerning their child and both parents will have the opportunity to meet with teachers to discuss their child's progress.

Young Child Academy will not mediate any issues between parents, nor will we place any restrictions on either parent without a court order.

SCREENING TOOLS AND EVALUATIONS

In an effort to ensure that Young Child Academy is serving our children and families in the best ways possible, parents need to complete two parent-completed screening tools – The Age and Stages Questionnaire (ASQ-s) and the Ages and Stage Questionnaire: Social-Emotional (ASQ:SE) upon enrollment. Parents will need to re-submit the form again when child has birthday. For more information regarding the Ages and Stages screening tools, please follow this link: <http://agesandstages.com/>

Also, when we notice a child exhibits difficult behaviors that need additional evaluation, we will notify parents via email or if necessary, arrange a meeting. If a child is in need of special assistance from an outside specialist, Young Child Academy may allow a specialist on site, but cannot provide private space for private lessons or therapy. An outside specialist is only allowed to assist a child with social developmental issues. Young Child Academy reserves the right to not allow specialists on site who disrupt the classroom environment or use methods that feel counterproductive to our educational philosophy or child developmental practices.

CLASSROOM INFORMATION

Infant Class

Our infant program is structured around the individual needs of each child. We make no effort to force an infant to adapt to a center schedule. Each child's routine is given to the teachers and is updated by the parents as their child changes and grows. Infants will move to the Toddler one class when they reach their first birthday.

What happens in the Infant Room during the day?

- We create an environment that promotes appropriate child development
- We listen to music, dance, sing songs and rhymes
- We hold, rock and talk to the infants
- We read books, do finger plays and movement activities
- We go outside for fresh air

Infant feeding guidelines

Developmental Stage/Age of Infant	Type of Feeding
When baby can (at about 4-6 months of age): Sit with support Hold head steady Close lips over the spoon Keep food in mouth and swallow it	Serve only formula or breast milk unless you have a written order from the child's health care provider Begin iron fortified baby cereal and plain pureed fruits and vegetables upon consultation with parents.
When baby can: (at about 6-8 months) Sit without support Begin to chew Sip from a cup with help Grasp and hold onto things	Serve only formula or breast milk unless you have a written order from the child's health care provider. Start small amounts of water in a cup. Let baby begin to feed self. Start semi-solid foods such as cottage cheese, mashed tofu, mashed soft vegetables or fruits.
When baby can: (at about 8-10 months) Take a bite of food Pick up finger foods/get them into the mouth Begin to hold a cup while sipping from it	Serve only formula or breast milk unless you have a written order from the child's health care provider. Small pieces of cheese, tofu, chicken, turkey, fish or ground meat. Small pieces of cooked vegetables and peeled soft fruits. Toasted bread squares, unsalted crackers or pieces of soft tortilla, cooked plain rice or noodles. Only formula, breast milk, juice or water in cup.
When a baby can: (10-12 months) Finger Feed Chew/swallow soft, mashed/chopped foods Start to hold and use a spoon Drink from a cup	Serve only formula or breast milk unless you have a written order from the child's health care provider. Begin offering small sized, cooked foods. Variety of whole grain cereals, bread and crackers, tortillas, cooked soft meats, mashed legumes (lentils, pinto beans, kidney beans, etc.), and cooked egg yolks, soft casseroles.
When a baby can eat a variety of foods from all food groups without signs of an allergic reaction	Fruit pieces, cooked vegetables, yogurt, cheese Offer small amounts of formula, breast milk or water in the cup during meals.

Infant Diapering

Parents provide their own disposable diapers. Infants receive diaper changes approximately every two hours. However, if an infant is noticeably damp, he is changed more frequently. If the child experiences a bowel movement, the diaper is immediately changed. YCA currently doesn't provide cloth diaper service

*Please note - label all of your child's belongings. Labeling helps us keep track of individual items.

All Other classes

At Young Child Academy (excluding infant class), children stay with the same age group through PreK. Children are moved based on date of birth **ONLY**.

Class	Age range
Toddler 1	Spring 2018 – younger
Toddler 2	Summer 2018 – Winter 2017
Preschool 1	Fall 2016 – Summer 2017
Preschool 2	Fall 2015 – Summer 2016
PreK1	Fall 2014 – Summer 2015

*Please note- If a child's DOB is in spring 2018 he/she will move to Toddler 2 class in winter of 2020 if spaces are available. If a child's DOB is in summer 2017 he/she will move to Preschool One class in winter 2020 if spaces are available.

All Parents at Young Child Academy will be provided a welcome letter upon enrollment. At Young Child Academy, teachers use Washington State Early Learning and Development Guidelines (<https://www.del.wa.gov/helpful-resources/washington-state-early-learning-and-developmental-guidelines>) to create developmentally appropriate activities for the children. We plan those activities around a monthly investigation (theme) for students to explore. Preschool and Prekindergarten classes will also focus on a weekly letter or phonemic sound. All children will be offered special classes, such as music, drama, language classes, dance, etc.

Below is a sample class schedule:

Sample Class Schedule (excluding infant class)

7:00-8:30	YCA Opens/Free Choice Play
8:30-9:00	Story Time
9:00-9:30	Snack/ Science /Sensory Play
9:30-10:00	Special Class
10:00-10:30	Outside Play
10:30-11:00	Morning Circle/ Small Groups
11:00-11:30	Movement Activity
11:30-12:00	Lunch!
12:00-12:15	Books on Mats
12:15-2:30	Nap/Rest Time
2:30-3:00	Snack
3:00-3:30	Art/ Special Activity
3:30- 4:00	Outside Play
4:00-4:30	Spanish
4:30-5:00	Free Choice Play
5:00-5:30	Afternoon Group Activity
5:30-6:00	Free Choice Play/YCA Closes

MEALS AND SNACKS (YCA is Peanut and Tree Nut Free)

Lunch time and snack time offer opportunities for children to learn independence so, with the exception of certain special needs, designated by a physical or occupational therapist, children will be eating without the assistance of classroom teachers or staff, at YCA.

Early Snack: If a child arrives at school between 7:00 and 7:15 am a snack will be provided, such as cereal, cereal bar and/or fruit. Children arriving before 7:30 am may also bring breakfast items from home to eat at school. Early snack is completed by 7:45 am.

Morning snack: Snack is provided each morning. This snack includes at least two different food items and will vary. For instance, cheese slices with wheat crackers, pita bread with dried fruit, cucumber with rice cake, etc. This snack is not intended to replace a full breakfast served prior to arriving at school.

Lunch: Parents are required to provide a nutritional lunch each day. Foods need to be packed inside a labeled lunch bag. YCA encourages a balanced, healthy selection including foods from each food group. A good example might be: tuna sandwich on wheat bread, carrot slices and yogurt. Please include a protein, a fruit or vegetable, a dairy item and a wholesome bread product. We discourage processed sweets and excessive carbohydrates (pretzels and chips). In addition, no soda pop is allowed. YCA is peanut and tree nut free but parents are welcome to supplement with soy nut or sunflower butter. It's important to label your child's sandwich if it contains soy or sunflower butter. Also, we ask parents to pack plenty of finger foods for lunch for young toddlers. Squeezable pouches are a good addition to the finger foods.

Vitamin D milk is offered at lunch. If your child requires a special beverage such as Lactaid, soy or rice milk, parents must provide this as well as a written note indicating why their child cannot have Vitamin D milk. Additionally, if parents want their children to have milk with snack, they must provide their own. By 13 months, children will be using a sippy cup exclusively. Bottles will not be provided or offered.

In an effort to ensure that YCA is providing consistent developmentally appropriate child guidance, children will be allowed access to all items in their lunches and will be allowed to make their own choices regarding what and how much they eat.

YCA staff will reheat food parents wish to reheat if it's sent in a glass, ceramic or a microwave-safe marked container. Any lunch food which is NOT already in a container that is safe for microwaving will be served cold.

Afternoon snack: Snack is provided each afternoon. Like the morning snack, the afternoon snack will include at least two food group items. This can include fresh or canned fruits or vegetables, tortillas, raisins, graham crackers, etc.

*Please note- Snack menus follow the current CACFP Meal Pattern. Please see the YCA Health Policy for more information about meals and snacks.

*Parents need to fill out the Allergy Care Plan Packet (link: <http://www.kingcounty.gov/depts/health/child-teen-health/child-care-health/model-health.aspx>) if their child/children have food allergies. Also, ***parents of children with allergies need to pack snacks for their children to protect against possible allergens or allergen exposure.***

*Water is always available throughout the day. We encourage parents to send in a water bottle for their child to keep in their cubbies. They must be no more than 8 inches tall, non-spillable and labeled clearly with the child's name. Personal water bottles will allow children easier access to water and greater independence. Water bottles must contain WATER ONLY. No sweetened drinks or juice, please.

NAPPING POLICY

Washington State Minimum licensing requires that all students be given a chance for sleep every day. In all classes (excluding infant) the scheduled rest time follows lunch. Please do not request for a child to be kept awake during this time. During the rest period, teachers will not attempt to keep a child awake who is trying to sleep. Teachers will not wake a child before rest time is over. In some cases, if a child is in obvious need of more sleep, that child will be allowed to sleep beyond the usual rest time.

If a parent does not want their child to have a nap, it is suggested that pick-up occur right after lunch. For those older children that do not fall asleep, quiet time can include book reading or quiet activities on their mats.

Parents need to send a clean, fitted sheet and a blanket each day for their child. These items need to be packed in a washable tote bag. Our sheet size is 24 x 48 x 1 inch (WxLxH). All bedding needs to be washed at the end of every week, or more if necessary.

DIAPERING POLICY

Parents supply their own disposable diapers. Parents must provide four to five diapers per day. If preferred, parents may supply a larger quantity and keep them stored at school. However, space is limited. Parents are informed when the diaper quantity is low. YCA currently does not provide cloth diaper service. Also, we ask parents not to send in the non-Velcro straps pull-ups.

Diapers are changed prior to snack, before or after lunch and following the afternoon nap. This is approximately 9:30 am, 12:30 pm and 3:30 pm. However if a child has bowel movement or is obviously wet, the child is changed immediately regardless of the time.

* Please note- In order for teachers to apply diaper cream on a child, parents need to fill out the Diaper Cream / Ointment Authorization Form.

TOILET TRAINING

Toilet training starts in the Preschool One class when the children's verbal skills are usually developed enough to allow them to express their needs. Toilet training is done in cooperation with the parents. Those children demonstrating readiness to use the toilet are given the opportunity to do so. Children are encouraged to use the toilet several times a day. This process, however, is not forced.

Parents need to make sure extra clothes are stored in the class for children who are practicing toilet training. It's important that children are dressed in clothing that is easy to put on and take off. For example, "onesie" type underwear is not appropriate.

Children must be toilet trained in order to move to the Preschool Two classroom, unless a documented medical condition exists. In such situations, children will be evaluated on a case-by-case basis, taking into account other aspects of readiness.

SELF-DRESSING AND DRESS CODE

Children should come to school dressed in clothing that is simple, safe, and comfortable clothing which provides them the opportunity to easily participate in all of the activities throughout the day. Clothing should be weather appropriate. Clothing should not hinder a child's growing independence (too tight, difficult fastenings, one-piece outfits, etc.) Children should NOT come to school in clothing that is not easily washed, as the students get messy while doing sensory or art projects. Children should NOT come to school with jewelry that is unsafe or distracting (i.e. noise-making watches, long necklaces, dangling or hoop earrings). Children should NOT come to school dressed in a costume, unless it is a special day, as that type of clothing is not only distracting, but often unsafe (i.e. princess dresses, capes, masks, plastic princess shoes.) Most classes will offer opportunities for appropriate "dress-up" play in the classroom.

Children should also be sent to school with sturdy shoes that are easy to take off and put on. Flip-flop sandals are not a good choice for school, as children need to be able to run and climb on the playground. We also ask that parents not send a child to school in lace-up shoes that need to be tied, unless the child can manage tying without help. Slip-on or Velcro fastening shoes are not only more efficient, they allow for a great level of independence.

Toddler 2 and older children will need a pair of indoor shoes. The best indoor shoes are "croc-like" because they are easily washed with water. When a child arrives at center, parents need to help their child change into his/her indoor shoes before sending the child into the classroom. Each classroom has a designated spot for shoe storage. In addition, we ask that children always wear a pair of socks at school.

PERSONAL BELONGINGS

All students will be assigned a cubby to store bedding, extra clothes, water bottles, helmets, etc. Please keep all other unnecessary belongings at home (toys, etc.) unless for the purpose of a class activity, such as "sharing" (item must fit in cubby). Students are allowed to have a small comfort item at school, such as a stuffed animal for rest-time child, which should be kept inside the bedding bag.

FIELD TRIPS

Every child must have on file a blanket permission slip allowing Young Child Academy students to leave the premises for supervised walks. When a more specific field trip is scheduled, a separate signed permission slip will be required. Those permission slips will be provided when an event is arranged, and the specifics disclosed.

When needed, transportation to field trips will be provided by Young Child Academy staff as well as by parent volunteers. Every person volunteering to drive must have a valid Washington driver's license and carry liability and medical insurance.

Vehicles must have enough working seatbelts for every individual riding in the car. All children must leave their car seats at Young Child Academy the morning of a field trip requiring vehicle transportation. No child may travel, in a car, to a field trip, without an approved car seat or like restraint system.

No child shall ever be left unattended in a vehicle. Parents volunteering to assist on our excursions can only supervise their own child unless in the presence of a Young Child Academy staff person. When it's appropriate, Young Child Academy will also utilize King County Metro bus system as well as the monorail for transportation within the Seattle city limits.

BEHAVIOR MANAGEMENT AND DISCIPLINE

The Department of Health and Social Services sets up guidelines for fair and proper behavior management (WAS 295-2040). Their requirements are:

- Young Child Academy, based on an understanding of child development, shall guide the children's behavior, emphasizing self-control and respect for other people in the classroom.
- Young Child Academy shall insist behavior management and discipline practices are fair, consistent, reasonable and relevant to the child's behavior. Young Child Academy shall never utilize cruel, dangerous, frightening or humiliating punishment
- Young Child Academy shall be responsible for implementing this behavior management program at the center.
- Young Child Academy shall prohibit corporal punishment by any person on the school premises. Teachers, staff and parents are not allowed to bite, hit, spank, shake, slap, kick or cause physical pain of any kind. Such behavior by Young Child Academy staff is cause for dismissal. Such behavior by parents or guardians is cause for removal from the program.
- Young Child Academy shall never withhold food as punishment.
- Young Child Academy shall resist the use of physical restraint except when it is necessary to protect a person from physical injury, to obtain a dangerous item or weapon or protect property from extreme damage.

Young Child Academy practices Positive Child Guidance. The goal of discipline is not to control children, or to force them into obedience. Rather, the objective of child guidance is to provide children, the skills for making their own decisions. By doing so, we hope children develop the means for self-control and consequently, learn to take responsibility for their actions.

REPORTING PROCEDURES AND REGULATIONS

Young Child Academy is required to report immediately any death, accident or illness of a child that requires medical treatment or hospitalization. This notification must be made by phone and in writing to the parent, center licensor and child's social worker (if applicable).

Young Child Academy is required to report immediately an instance when we have reason to suspect the occurrence of physical, sexual or emotional abuse, child neglect or child exploitation. This notification must be made by phone to child protective services or to the local law enforcement agency.

Young Child Academy is required to report immediately an occurrence of food poisoning or communicable disease to the local public health department. This notification must be made by phone and is mandated by the State Board of Health. When a communicable disease occurs, parents are notified by phone and in writing.

These regulations are provided by the Department of Social and Health Services and are the minimum licensing requirements for child care centers (WAC 388-150-480).

RELIGIOUS ACTIVITIES

At Young Child Academy, we respect the religious and spiritual beliefs of our families. We realize each child comes to school with unique qualities, cultures and beliefs. We strive, therefore, to provide an open environment that allows the exposure of varying traditions. We do not, however, aim to teach any religious doctrine. We allow books that honor varying practices and we also allow visitors to share traditions enjoyed at specific times of the year within their cultures or families. We realize celebration is an important part of a young child's life, whether religious based or not. We try to honor that important component in the lives of our children here. When possible, parents will be notified in advance of any planned celebrations. Participation in such events is optional.

We do not tolerate the attack by parents, children or staff on another person's religious beliefs, provided those beliefs do not promote the persecution of other people in any way whatsoever. Verbal or physical persecution of others is cause for immediate dismissal from the program.

CRISIS AND DISASTER PLAN

Young Child Academy has a disaster plan set up which is practiced quarterly and subsequently reviewed with staff immediately following the disaster drill. The Crisis/Disaster Response Handbook is located in the Young Child Academy Program Book located by the sign-in desk and available for parental review. Parents will also receive a copy of the YCA Disaster Plan via email.

The fire drill is practiced monthly and the document reflecting such is posted near the main office.

OUT OF AREA PHONE CONTACT

After a disaster, the long-distance lines are more reliable than local lines. We have established a contact outside of WA State to be our “family contact”. After a disaster, this contact becomes a relay point to share information with YCA parents. Please put this number in a convenient and accessible place so that you are able to get information about your child, should local calling become challenging.

Our out of area contact is:

Name: **Julie & Ken Koziak**

Location: **Greenville, Delaware**

Phone: **302-892-2533**

We strongly encourage you to familiarize yourself with the disaster plan and policies established for our childcare facility.

Founder:

Tracy White

Director:

Chia-Pei Cheng

Associate Director:

Stacy Sando

Address:

557 Roy St. Seattle, WA 98109

Telephone:

(206) 282-7132

Cross Street:

Taylor Ave N.

Email:info@youngchildacademy.com**Website:**www.youngchildacademy.com**Emergency telephone numbers:**

Fire/Police/Ambulance: 911

C.P.S.: 1-800-609-8764

Poison Center: 1-800-222-1222

Animal Control: (206) 296-7387

Other important telephone numbers:DEL Health Specialist: **Lalaine Diaz**

(206) 760-2027

DEL Licenser: **Celestine Lanier-McClary**

(425) 917-7917

Public Health/Infant Room Nurse: **Anita Alkire, MS RN**

(206) 263-6928

Communicable Disease/Immunization Hotline

(206) 296-4949

Communicable Disease Report Line:

(206) 296-4774

Out-of-Area Emergency Contact: Julie & Ken Koziak

(302) 892-2533