



**Family Circle Learning Center
Parent Handbook**

Table of Contents

Our School

| | |
|--------------------------|---|
| Philosophy and Statement | 3 |
| History | 4 |
| Teacher qualifications | 4 |

Our Programs

| | |
|----------------------|-----|
| Daily schedule | 5 |
| Infants and Toddlers | 5 |
| Preschool | 6 |
| Pre-kindergarten | 6 |
| School-age | 6 |
| Van contract | 7 |
| Summer program | 7 |
| Field trips | 7-8 |

Our Policies and Procedures

| | |
|--|-------|
| Items to bring to the center with your child | 8 |
| Dress code for children | 8 |
| Arrival and Departure Procedures | 8-10 |
| Safety, security, and disaster preparation | 10 |
| Emergency Preparedness Plan | 10 |
| Behavior Policy and Discipline Plan | 11 |
| Naptime Policy | 11 |
| Snacks and meals | 11-12 |
| Birthday celebrations | 12 |
| Outdoor play time | 12-13 |
| Television and videos | 13 |
| Enrichment Programs | 13 |
| Diapering and toileting | 13-14 |
| Toothbrushing | 14 |
| Communicating with FCLC | 14 |
| Family visits, photo/film policy | 14 |
| Classroom transitions, kindergarten enrollment | 14-15 |
| Enrollment Policy | 15 |
| Tuition/fees | 15-16 |
| Holidays, vacation and in-service | 16 |
| Policies for DSHS clients | 16 |
| Sick Child Policy | 17 |
| Administering medication, immunizations | 18-19 |
| Medication Authorization Form | 20 |
| Medication Record Form | 21 |
| Late Pickup Policy | 22 |
| Snow/Ice and Power Outage Policy | 22 |
| Pesticide Policy | 22 |
| No Smoking Policy | 23 |
| Termination of child care (disenroll/withdraw) | 23 |
| Licensing | 23 |
| Reporting of Child Abuse | 23-24 |

Special Services

| | |
|------------------------------------|-------|
| Visiting Nurse | 24 |
| Assessments | 24 |
| Essential Information | 24-25 |
| Amendment of Rules and Regulations | 25 |

Welcome to Family Circle Learning Center!

Our Philosophy

Family Circle Learning Center strives to provide a program that facilitates the growth and development of the whole child, including:

- Developing a positive self-concept
- Gaining independence and self-help skills
- Fostering creativity
- Acquiring social and emotional skills
- Building foundation skills and concepts for later school experience
- Developing and gaining control of physical abilities
- Ensuring health and safety

Programs include: auditory and visual training, memory building, math, reading readiness, language, health, safety, large and small muscle coordination, music, and arts and crafts.

To meet the diverse need of these rapidly developing children we have created a warm and friendly environment, rich with stimulating and creative materials to provide direct, hands-on experiences. We know that for a child, “doing is learning.” The adult’s role in this environment is one of facilitating and expanding on the child’s interest and readiness for work and play, as well as providing guidance to help children understand the natural consequences of their behavior.

We view our school as an extension of home and community, so we do all that we can to involve parents and community representatives in our daily program.

Statement of Anti-Bias and Cultural Relevance

Family Circle Learning Center is culturally sensitive, working against bias between people and toward more culturally relevant practices. Our custom is to support diversity in our daily curriculum. We are committed to a gender-balanced, non-stereotyping curriculum, where all children will be allowed and encouraged to participate in all activities.

The teachers at FCLC respect all cultures and their belief systems and encourage children to talk about their thoughts in an open and honest way when they bring up questions. We will then refer the child to the parent for further discussion of the family’s belief system.

Our center strives, through general practice and training, to improve the staff’s skills in our treatment of diversity within the center and in our world. Our goals have been to include items from many cultures in our environment, music, and literature, and to openly confront and diminish bias. We try to serve children from all populations to the best of our ability, and to access training and support from our trainer, nurse, and other resources when facing physical and behavioral challenges with the children in our care.

Family Circle Learning Center doesn’t discriminate based on race, color, sex, religion, nationality, creed, sexual orientation, marital status, age, economic status or the presence of any disability. Acceptance to our program is based on whether we feel our program can meet the child’s needs and whether there is space available.

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, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Our History

Family Circle is owned by Dan Russell and directed by Garnet Kutterer. Dan graduated from the University of Washington in 1972 with a degree in Elementary Education. Prior to graduation, Dan worked at the developmental laboratory on the University of Washington Campus with one to four-year-old children, understanding through this experience that early childhood learning occurs on a step-by-step basis. The educator must know the preliminary small skills involved in an advanced skill before a child can be successful in that area. Success and confidence come from the removal of frustration in early learning.

Dan taught Kindergarten in the Kent School District for eight years, helping to develop the Kindergarten Curriculum programs. In 1977 Dan studied with Dr. Madelyn Hunter at UCLA's University Elementary School. Children never stop learning, and teachers shouldn't either; Dan enjoys teaching teachers as he continues to learn also. Family Circle opened in 1982 in another facility off the Benson Highway. In November of 1987 we moved to the Renton Church of God, and since June of 2000 we have been enjoying the facility at our current address. Garnet Kutterer started working at Family Circle in 1991. She attended college from 1981-1985 and earned a bachelor's degree in Early Childhood Education (ECE) in Germany. For any questions you can reach Garnet by email at garnet@familycirclelc.com or through phone 425-228-9111 and 425-271-9119. The fax number is 425-271-9933. Our out of state contact is Dan Russell.

Teachers' Qualifications

We recruit and hire the best professionals available to work at our center. Teachers with degrees in early childhood education or child development are important to the development of appropriate curricula, learning centers, and programs. We believe it is also important that teachers exhibit a nurturing, warm manner which demonstrates that they love and value children, and that they treat them as they would like their own children to be treated. Our program specialists, who observe teachers frequently, both model appropriate teaching behaviors and provide feedback to help teachers continually hone their skills. In addition to our in-house training program, our staff is encouraged to be active in the early childhood associations in our area and to attend training seminars. Our teachers are also trained in CPR (including infant CPR) and First Aid, and complete annual training hours monitored by Department of Early Learning (now DCYF).

Our Program

Family Circle Learning Center offers several programs that accommodate children from the age of one month to twelve years. Placement in a particular program is based not only on age, but also on a child's physical, social, and intellectual maturity. We reserve the right to place a child in the program that we feel will best meet his or her needs. If you have any questions about licensing rules and regulations, you can find the answers at www.dcyf.wa.gov, or you can ask the office personnel.

Typical Daily Schedule

The following is a typical daily schedule:

| | |
|------------|---------------------------------|
| 6:00-7:00 | Arrival and morning activities |
| 7:00-8:30 | Breakfast |
| 8:30-9:00 | Children play outside |
| 9:30-10:30 | Group and structured class time |

| | |
|-------------|--|
| 10:30-11:00 | Area time and free play |
| 11:00-11:30 | Children play outside |
| 11:30-12:00 | Children eat lunch |
| 12:00-2:00 | Naptime (younger children); activity time (older children) |
| 2:00-3:30 | Snack, group and structured class time |
| 3:30-4:00 | Children play outside |
| 4:00-5:00 | Area time and free play |
| 5:00-6:00 | Closing and dismissal activities |

Curriculum for Infants and Toddlers

Long before they understand the words and pictures, infants benefit from the joy of sharing a book in the arms of a caring adult. Reading begins with young babies and gains momentum as the child matures. On laps, on the floor, and as they drift off to sleep, infants and toddlers experience the magic and wonder of books.

Infants and toddlers explore the world with their senses and developing motor skills. Far prior to understanding a concept like "under" or "far" with their minds, their bodies are learning to navigate the up and down, over and under, near and far physical world. Their perceptions are sorting out sizes, colors, and shapes. FCLC provides infants and toddlers' rich learning environment with appropriate learning centers planned and organized to maximize:

Large and Small Motor Experiences: For infants—reaching, grasping, kicking, holding, pulling and standing, creeping and crawling in, out, over, under. For toddlers—gripping, throwing, manipulating, walking, climbing, pushing, pulling, etc.

Sensory Experiences: Explorations of texture, color, patterns, size and shape, smell, taste, weight.

Cognitive Experiences: Object permanence, spatial relationships, classifying, collecting and dumping, cause and effect experiences, problem solving.

Language and Music: Adult-child conversations, reading and language play, explorations in music, rhyming and sound explorations.

Personal Expression: Art, movement, imitation and beginning dramatic play, doll and stuffed animal play.

Diaper changing policy:

- Parents must bring disposable diapers and wipes.
- Children's diapers are changed every two hours, or earlier if needed.

Bottle-feeding policy:

- Parents may bring formula or breast milk.
- Teachers will mix the formula for the child; we cannot use premade bottles of formula.
- Every bottle needs to have a cap and needs to be labeled with the child's name. We suggest 4-6 bottles per day, as babies must be fed on demand (please note: we can't allow exceptions to this policy).
- Bottles are rinsed here at the center and are to be taken home and sterilized daily.

Safe sleep: All Family Circle employees receive safe sleep training upon hiring, and Infant teachers and support staff renew this training annually. Infants are placed on their backs to sleep, and no loose items are placed in cribs with sleeping children. Babies define their own sleep schedule and are allowed to sleep throughout the day as needed. Infants are not confined to their cribs while they are awake.

Curriculum for Preschool (Explorers, Conquerors, and Navigators)

Because young children learn best through active interaction with the physical and social environment, the curriculum is focused on developing an experientially rich, developmentally appropriate environment that responds to the creativity of children and teachers. At the core of the curriculum are well-planned learning centers that allow for child choice and self-directed play, small groups, and supportive teaching. These learning centers result in experiences that encompass all the skills and understandings necessary for optimum development and success in school. Typical **learning centers include:**

- Library/Literacy
- Dramatic Play
- Sensory: Sand and Water
- Nature/Science
- Manipulatives
- Blocks/construction
- Math
- Art
- Music and Movement
- Outdoor Learning

Throughout the day, children plan and make choices about which aspects of the learning environment to focus on, participate in small groups, and join in circle-times with the whole group. Teachers build upon, rather than direct or control, the thoughts and actions of children by listening to what children say and by recording what is important to them. Children are guided to critical learning experiences that form the building blocks of healthy development. Teachers use their talent and expertise to design, adapt, and invent learning centers that best serve the children in the room.

The primary goal of our curriculum is to continue building self-esteem and an enthusiasm for the school years ahead. We work to prepare the child for a more structured learning environment by helping them learn to make responsible decisions and become more independent learners. We also facilitate pre-reading skills, auditory and visual perception, math concepts, and motor development. Our program fosters social-emotional growth with the development of a positive self-concept and a caring attitude toward others. In the afternoons, the schedule includes special activities, outdoor play, learning centers, and quiet times.

Curriculum for Pre-Kindergarten (Adventurers and Discoverers)

Our Pre-Kindergarten program provides a child with the necessary skills to enter Kindergarten. It is led by teachers with prior teaching experience. The program focuses on developing the skills, attitudes, and motivation a child needs to succeed in the upcoming school years. The Pre-K curriculum includes reading and language development, writing skills, math, science, music, art, and auditory and visual training. We place special emphasis on providing activities that increase each child's memory and listening abilities. We also aim to provide each child with the social and emotional skills they will need to succeed in large group situations. We encourage responsible decision-making and independent learning skills.

Curriculum for School-Age children

Elementary students in Kindergarten through 5th grade who need care before and after school enter our School-Age program. Those who arrive before their school day begins are provided with breakfast and time to finish homework and visit with friends. After school is out, our program consists of opportunities to take part in special activities, socialize with friends, play outdoors, and be involved in group activities. We aim to provide a balance between structured and unstructured time, so each student can relax at the end of the day. On the days when school is not in session (during school vacation periods), we schedule special trips and activities for the students. Our teachers encourage each student to help in the decision-making process regarding their chosen pursuits.

Transportation for the School-age Program

We provide transportation to and from the following schools in the Renton School District:

- Benson Hill
- Talbot Hill
- Renton Park
- Cascade
- Meadow Crest Early Learning Center

If a child is contracted for transportation both to and from school but is not taken to school by FCLC in the morning, they will be assumed ABSENT and the van driver will not be expected to pick them up from their school in the afternoon. To avoid this, the child's parent/guardian is responsible for contacting FCLC at least 2 HOURS before the afternoon van run to let us know your child will need our services. If your child is contracted for transportation from school but will not need our services that day (e.g. they are absent or picked up early), FCLC must be notified at least 2 HOURS before the afternoon van run.

A \$10 fee will be charged each time FCLC must make an extra trip to transport a child who has missed the van or bus.

Children transported in the Family Circle van must adhere to the following code of conduct:

Van Contract

1. No food may be eaten on the van, thus avoiding the hazard of choking and helping to maintain a clean environment.
2. Backpacks must be set on the floor underneath the seat OR in front of the feet of the backpack's owner, thus preventing crowding conflict and avoiding the danger of sharp pencils, etc. being used in a moving vehicle.
3. Seat belts must be buckled before the van becomes mobile and must remain on until the van comes to a complete stop at the destination, thus complying with State Law.
4. A normal conversational tone is to be used while on the van, i.e. no screaming, yelling, etc.
5. No fighting (physical contact or intentional acts to lower another's self-esteem through name-calling, teasing, etc.) will be allowed while on the van.
6. Disrespecting or disobeying the van driver's instruction will result in a van warning.
7. Children must go straight to the van upon dismissal from their school (not stopping to play on the playground, walking around looking for friends, etc.)

Failure to follow any of the above rules will result in a van warning sent home to be signed by the parent or guardian. Family Circle reserves the right to revoke a child's transportation privileges for a given length of time based on the seriousness of the transgression. If a situation warrants, a conference will be held with the parent or guardian, the child, the van driver, and the director of FCLC to discuss problems and/or solutions.

Summer Program

During the summer months, our School-age teachers shift to a summer camp program which focuses on field trips, arts and crafts projects, and less-structured activities. Our days are filled with exploring our community and encouraging children's creativity.

Each week, a notice of the trips planned is posted on the board by your child's classroom along with any special instructions for the week. Locations that we visit include educational excursions to places such as the aquarium, parks, zoo, museums, etc., but occasionally we will have a "just for fun" trip like the water park or skating rink. Our summer activities fee covers the cost of trips, food, and other fun summer specials like petting zoos, bouncy houses, and giveaways such as temporary tattoos and small toys.

Field Trips

We enjoy seeing children have the opportunity to learn about our community by providing exciting recreational and educational field trips. These activities are occasionally conducted for preschool children. In all cases, we need your signed authorization for each trip. Teachers are required to prepare and submit field trip plans prior to each trip. You will be notified of all scheduled trips in advance. If you do not wish for your child to participate in a trip, he/she may remain at FCLC, where it may be necessary for him/her to stay with another group. Temporary classroom assignments will be based on availability and in compliance with teacher-child ratios.

Every child's needs are different, and we will need to look at each child and field trip on a case-by-case basis. We reserve the right, in the best interest of the center and safety of the children, to keep a child at the center during a field trip off-property. This is not a decision we take lightly, and we will make every effort with the teachers and families to work out a way for the child to attend. This may include requesting an adult family member to attend to ensure the safety and well-being of the child. If it is decided to keep the child at the center for the field trip, we will make room for him or her in another classroom at the center during this time.

A licensed, insured vehicle equipped with seatbelts will be provided for those field trips that require transportation. All children will remain seated with individual seatbelts for the duration of the trip. Each vehicle will have an emergency information card for each child, first aid kit, flares, and fire extinguisher available for emergency use. Children will not be left alone in or near the vehicle. Attendance records will be maintained and checked upon reaching and departing from the field trip destination, and upon return to FCLC. On field trip days we may ask the children to bring a sack lunch.

Items to Bring to the Center with Your Child

FCLC will provide each family with a classroom "Welcome Letter" in their enrollment packet; this is yours to keep and details what your child needs at school, curriculum basics, how to contact teachers, and other relevant information as children transition into the program. Please review your Welcome Letter for classroom-specific material in addition to the items listed below.

There are a number of things you should bring with your child to the center. The first thing is two complete changes of clothes: 2 shirts, 2 pairs of pants, and 2 pairs of socks. **BE SURE TO LABEL** (with your child's name) each personal item brought to the center.

Parents of Infants, Waddlers, Toddlers, and Explorers are asked to bring disposable diapers. We change children often, so plan on 8-10 diapers for an infant per day and at least 6 diapers for the Waddler, Toddler, and Explorers rooms. One container of wipes needs to be brought at the beginning of each month, or as the teacher requests. In addition, infants will need at least four clean, sanitized bottles brought every morning.

We encourage you to bring a security item that your child finds comforting in times of stress. For children in all of the rooms *except* for Infants, we also need one crib sheet and one large receiving blanket for naptime (a thin blanket is best as it must fit in your child's cubby container and we have temperature controls for warmth). Please do not send larger coverings, as they are too difficult to store neatly. All bedding will be sent home every Friday to be laundered. We require that children leave toys, food, gum, pets, and money at home. Children, as part of the learning experience, share the learning materials at FCLC. When children are not concerned about their own toys being lost or broken, they are able to participate more fully in our educational environment.

For emergency preparedness, we need a gallon of water in a sturdy, clear (not semi-clear/frosted) container, like Crystal Geysir. This needs to be brought to the center only once, when the child first begins to attend.

Dress Code for Children

Busy, creative, educational play can be messy play regardless of the age of your child. We use smocks or shirts to cover clothing during art projects, and we use washable paints, but we cannot guarantee that spills or stains can be avoided. Please dress your child in play clothing that is washable and durable so that he/she can enjoy our activities without fear of soiling an outfit. If you have a special appointment directly after the child-care day, your child's teacher will be happy to see that your child's clothing is changed prior to pick-up.

Shoes must be worn in school. For your child's safety, we ask that children not wear flip-flops, open-toed sandals, or "jellies" at the center. Sturdy shoes, including tennis shoes, will protect your child from injury.

We request that you dress your child in modest, weather-appropriate clothing. Shorts are fine in the summer, but sweaters and jackets are needed for the rest of the year. Even in the summer, it is wise to send long pants and a sweatshirt. According to licensing standards, we are required to go outside in all weather. Remember that the weather in this area can change quickly, so it is better to bring extra clothing rather than not enough. All children under 6 should always have at least two changes of clothing at school. The extra clothing can be stored in your child's cubby or in a backpack.

Procedures for Arrival and Departure

Family Circle Learning Center is open Monday-Friday from 6:00 a.m. to 6:00 p.m. Our responsibility begins when you place your child in the care of a Family Circle employee. Parents must sign their child in and out at the front desk computer and must accompany the child to the classroom (your child may not be dropped off at the front door). If you drop off your child before 7:00 a.m., he/she may start the day in a classroom other than his/her homeroom, potentially in a mixed-age group. Otherwise, please bring your child directly to his/her classroom; we encourage you to schedule a tour with the front office if you would like to view the rest of the center.

A classroom teacher will greet your child, and he/she will help ease the transition from home to school. This provides for a smooth, safe adjustment for you and your child, and it also provides an opportunity for you to communicate with the FCLC staff. Please make sure your communication with the teacher is brief so that he/she can concentrate on the children. You are encouraged to schedule a meeting with administration in the front office if you are interested in an extended discussion.

FCLC values early learning instruction and our curriculum starts in the morning, typically around 9 a.m. We require that children be dropped off by 9:30 a.m. on their scheduled days. **Please call by 9 a.m. if your child has an**

appointment, needs to come later, or will be absent, so that we can adequately staff our classrooms. FCLC does not allow children to be dropped off between 9:30 a.m. and 2:00 p.m. without office personnel's approval. It is very hard for the children when they are dropped off during naptime, and we want to assure a sufficient rest time for your child and his or her classmates.

At departure time we ask that you begin by signing your child out at the front desk computer. By law, we need to have your digital signature at the time of arrival and departure (or your signature, child's name, and date and time of arrival and departure written on the printed paper at the front desk). We penalize each parent who does not sign in or out with a fee of \$5. Please note that if you pick up later than 5:00 p.m., your child may be moved to a classroom other than his/her homeroom, potentially in a mixed-age group.

Our center closes promptly at 6 p.m., and tuition does not cover anything past this time. All families will be additionally responsible for their time past 6 p.m. After-hours fees are \$5 for each five-minute increment past the center's hours of operation (e.g. \$5 for late pick-up between 6:01 and 6:05 p.m., \$10 between 6:06 and 6:10, etc.) which must be paid in cash to the front office on the business day following the late pick-up occurrence. An additional \$5 fee is incurred for each day that the original late fee is not paid. Exact change is encouraged as we do not keep cash on hand and may not be able to break a larger bill (in which case we cannot collect the fee, and additional late fees will be incurred). Please note that late fees are not payable through Tuition Express, money order, or any other payment method, and that recurring late pick-ups may be cause for disenrollment.

If you know that you will be late picking up your child, it is helpful to call the center to inform staff who will have to stay past their scheduled shift.

Everyone authorized on your child's enrollment paperwork can be registered in the system with an individual code and/or fingerprint that allows them access to the building through the security doors. If an authorized adult does not have a fingerprint, they must provide photo I.D. to be checked against the child's approved pick-up list in the front office. Children will be released only to the authorized adults on the registration paperwork. It is for the safety of your child that:

1. All persons entering the center must show I.D., if requested. In addition, all visitors must sign in and out of the center. All visitors will always be escorted through the building.
2. The center must be notified if someone who is not on the approved pick-up list is going to pick up a child. The parent or guardian must notify the center in writing (with a note that they provide ahead of time or to our email familycircle@comcast.net) of the adult's name and the day and time he/she will pick-up your child.
3. Any person who does NOT have fingerprint- or code-authorized access to the building must check the child out in the front office before proceeding to the child's classroom. His/her identity will be verified by viewing his/her driver's license or photo I.D. card. Please notify the person picking up your child that he/she must show I.D. before the child will be released.
4. Up-to-date emergency information is required on your child's records.
5. If an unauthorized person attempts to pick up a child and the center has not received permission as noted above, the parent will be called before the child is released and required to submit authorization via email. If this person acts suspiciously, is hostile, or we suspect substance use, security will be called. No child will be released to an unauthorized person without parent or guardian consent.
6. In the case of separated or divorced parents, the law stipulates that we cannot determine which parent may pick up the child. If both parents are on the approved list, we must release children to either parent regardless of which parent has enrolled the child *unless the custodial, enrolling parent has a court order*. In that case, we must retain a copy of the court order in our files. Parents should inform the center if there are any issues with custody of the child.

After signing your child out, you are free to go to their classroom and pick them up. Most students will have things in their cubbies to take home, and it is helpful to our teachers if you check this each day. We also ask you to keep in mind that the end of the day for you and your child may also be the end of the day for other children and teachers. We find it helps if you and your child are not rushed at this time.

Children will not be released from the premises without being accompanied by an adult. Our parking lots are frequently busy, and we want to ensure that the children are always safe.

Safety, Security, and Disaster Preparation

Our policies and procedures for dealing with emergencies and security are carefully drafted to ensure that your child will be safe with us. We conduct monthly emergency drills for evacuation. Evacuation plans are posted in each

area of the center. In the event of a sudden storm or emergency where parents are unable to reach FCLC, we are prepared to care for the children for extended periods. In the unlikely event that the center is severely damaged and declared unsafe, there are plans to evacuate children to safety where they will await your arrival. Should such an emergency occur, the Director will notify you and/or will post a notice at the center. A Comprehensive Emergency Plan is located just inside of our north foyer door and in the back of this handbook. It is designed to provide medical and nutritional needs for the children for three days or until we can reunite each child with an authorized person. Each classroom at Family Circle has a prepared “grab-n-go” emergency kit, which is located by the emergency exit.

It is Family Circle’s strict policy that no child is ever left alone in the center—children will always be under adult supervision. Before moving to or from different areas within the facility and outdoors, a head count will be taken to account for all the children within that group. Our staff does everything possible to minimize accidents through various safety programs, facility inspections, routine maintenance, and consistent policies and procedures, though minor injuries sometimes occur; should this be the case, staff will respond immediately to administer first aid. Parents will be notified in the event of significant injuries, which may include:

- Insect stings that result in questionable swelling or other possible allergic reactions or rashes
- Abrasions or minor cuts that cause concern
- Bites that break the skin
- Any severe bleeding
- Head injuries

Each injury will be considered on an individual basis to determine whether parents should (or would prefer to) be notified. If it appears that an accident is serious or may lead to complications, parents will be contacted immediately. We carry student accident insurance to cover expenses your medical plan does not cover. We will provide you with written documentation of the incident. We review any incident to determine preventive measures that could reduce the possibility of a repeat incident. FCLC continually strives to address and correct any deficiencies in the program concerning staff and student safety.

Upon arrival each day, parents are required to sign in and accompany their children to the assigned classrooms. Teachers will always also record each child’s arrival and maintain an accurate attendance log. Even when children are away from their classrooms on brief excursions or outside on the playground, teachers maintain possession of their classroom attendance sheets. When picking up children at the end of the day, parents are required to notify the teacher of the child's departure. Consistent parent/teacher communication is vital to determining exactly who is in the center in the event of an emergency or evacuation.

Children will be released only to the authorized adults you identify in your enrollment papers and must be accompanied by this adult into the often-busy parking lot areas. Please see “Procedures for Arrival and Departure” for more information regarding authorized pick-up.

Emergency Preparedness Plan

In the event of an emergency, a teacher will administer any needed first aid and then determine whether the child needs further medical attention. If we feel he/she does, we will contact the parent or guardian. If they cannot be reached, we will contact the child’s doctor for further instructions. If a child receives a serious life-threatening injury, 911 (Medic-One) will be contacted immediately. At the time of registration, you are required to complete an emergency consent form. This is honored by all hospitals and doctors and enables us to seek medical attention if needed. All accidents are recorded and kept in the child’s file.

Discipline Policy

During the early childhood years, children are learning to self-regulate. We believe in establishing consistent, understandable limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent, and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

At Family Circle Learning Center, we work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to skillfully direct behavior along

appropriate channels. Teachers establish predictable limits and help the children understand the consequences of their actions. For example, a child must learn that throwing a toy in anger may lead to injuries, and that this behavior is not permitted. Children are encouraged to verbalize their feelings to learn to work positively through strong emotions. Teachers act as role models and encourage children's appropriate behaviors.

We believe that it is our responsibility to provide children with positive guidance and, in our experience, most children respond well to our approach. In the event that a child does not respond, we will notify the parents via a behavior log or incident report, and we work closely with families to develop a plan to help the child gain self-control and a positive attitude toward his peers and teachers.

To ensure the safety of all children and staff, our policy for aggressive behavior sometimes requires a child's removal from school. We ask parents to come and pick up their child right away if he/she has bitten 3 times in a 24 hour period or one time if it breaks the skin. If a child 3 years or older physically confronts his/her teacher or classmates through aggressive contact (e.g. hitting, kicking, pinching, shoving, spitting, biting etc.), or otherwise disrupts the teachers' ability to attend to all children in their ratio, a parent may be called and expected to pick up the child within an hour of the initial call; if the child cannot be picked up within an hour (or if the incident occurred near the end of the day), the child cannot attend FCLC the next day. Likewise, if we feel physically or verbally threatened by a parent or other authorized appointed person on your list, we do reserve the right to withdraw with no notice. Please understand that this is a place of comfort and security for all children and families, and we would like it to remain as such. Corporal punishment is not permitted on the premises by anyone, including parents. It is a violation of center policy and state law for students to possess weapons on center property or center-provided transportation.

Should the child's continued negative behavior put himself, his peers, or his teachers at risk for physical harm or if the child damages center property, we reserve the right to suspend or disenroll the child from the center and hold the parent/guardian responsible for damages incurred. While we understand the developmental tendencies of many children to experiment with inappropriate language to shock others, dismissal may also be required for those children who are verbally abusive, including the repeated use of inappropriate language which other families consider offensive. Parent/guardians will be notified via phone call, email, and/or conferences to clarify and discuss behavior issues before withdrawal procedures begin. FCLC will work with family to create a team plan for the child with a focus on consistent communication. If the situation does not improve, disenrollment is the last resort. Upon disenrolling a child, Family Circle will provide community-based resources to the child's family which may benefit them in future placement and/or personal growth, including (but not limited to) referrals to special programs such as Meadow Crest's Inclusive Preschool. You will be asked to sign a Behavior Policy and Discipline Plan agreement upon enrollment.

Naptime Policy

All children need to have a sleeping mat, crib sheet, and light blanket for naptime. Every Friday, the sheet and blanket need to be taken home and washed. Please don't forget to bring back the sheet and blanket the next time your child comes to school, because we have a limited number of extras on hand.

We try to accommodate children who do not nap through use of a separate, supervised room in which children may play quietly when space and staff allow. Non-nappers may also rest on their cots with books, coloring projects, or other quiet activities provided by parents/guardians.

Snacks and Meals

Family Circle will offer breakfast, lunch, and two snacks a day included in the tuition. Parents of infants provide food according to their physician's instructions. Menus, as well as meal and snack times, are posted on each classroom Parent Board and can also be found on our website. The Washington State Department of Social & Health Services and the USDA require that the meals served to the children must meet their nutritional needs, so we have limited sweets and sweetened foods on our menus. The food served at the center provides 2/3 of the minimum daily requirements for nutrition. In addition, consistent meals/snacks provide a pleasant social context for learning.

Our center participates in the USDA Child and Adult Care Food Program. Meals are planned based on nutrition guidelines to ensure adequate nutrition to meet your child's needs. FCLC is a **No Outside Food center for children 12 months and up. If your child has dietary restrictions or allergies, we must have written notification from your child's physician in your child's file** (forms available in the front office) and FCLC will accommodate his or her needs. In the event of a suspected food allergy or intolerance, we allow 90 days to secure medical documentation as required by the USDA and King County Health Department. If you cannot secure documentation

prior to the 90 days, please see the front office for assistance. Families are responsible for updating allergies as needed.

If you wish to bring treats or other occasional food for a special occasion, we ask that you check with your child's teacher and adhere to our healthy food policy, using your creativity to provide children with nutritious food and drink. **Please be aware that we abstain of any nut products** in the foods we serve, and we also allow no foods with nuts to be brought to the center by parents to ensure the safety of children with allergies. Parents may take their child away from the center for lunch or, if they would like to eat with their child, may purchase the center meal for themselves by notifying the teacher of their intent to join the class.

Children show individual preferences for certain foods and even go on "food jags." Please do not be concerned if your child doesn't eat at certain times, for with several serving times, they will eat enough food to prevent hunger. Research shows that children will meet their physiological needs if offered a wide variety of appealing foods over time.

Birthday Celebrations

If you wish to celebrate your child's birthday at Family Circle, please check with your child's teacher before making your plans. He/she will explain the guidelines for parties and will give you a head count for the day of the party. We restrict the food based on allergy-related items in the classroom and the USDA standards for healthful food—we are a nut-free center, so please check bakery labels carefully for nut products for the safety of all children. We also ask that you do not bring cupcakes, cookies, or other high-in-sugar treats or drinks to the center. Fresh fruits, cheese, vegetables, muffins, etc. are appropriate. We ask that no balloons be brought to the center for the safety of the children in our care, but please feel free to bring small giveaways such as erasers, pencil toppers, stickers, temporary tattoos, etc. Please check with your child's teachers so you can decide what would be best for the class as a whole.

Physical Activity during Outside and Inside Play

We believe that for children to be healthy, they need fresh air and exercise. The licensing agencies require us to provide outdoor time for children every day. Parents are advised to be aware of daily weather conditions so that appropriate outdoor wear is sent to FCLC with the child. Appropriate clothing for rain includes rain boots and raincoats with hoods; for cold weather (including snow), please send children with a warm coat, winter boots, gloves or mittens, and a hat. Children will be taken outdoors in hot and cold/wet weather, and teachers will monitor the conditions and limit the time children are outside to assure that children are neither too hot nor too cold/wet.

Please be advised that during the months of May to October we will apply lotion sunscreens that you provide in the afternoon only. If you would like your child to have it on during the morning recess, please apply it at home before school time. We cannot allow aerosol sunscreen sprays as per our licenser.

It is our policy that if a child is too sick to go outdoors, the child is too sick to be at the center. Requests to keep a child inside while the rest of the class is outdoors can't be accommodated, as this would be problematic to the classroom's teacher-child ratio.

Daily physical activity promotes a child's gross motor development and provides numerous health benefits. These include improved fitness and cardiovascular health, healthy bone development, improved sleep, and improved mood and sense of well-being. In addition, physical activity can benefit a child's cognitive performance and social behavior. Some evidence suggests that children may be able to learn better during or immediately after bursts of physical activity, due to improved attention and focus.

However, some children spend up to 87% of their time, excluding nap time, in early care and education being sedentary, (i.e., sitting or lying down). Children may only spend about 2% to 3% of time being moderately or vigorously active. We address this at Family Circle by altering some sedentary lessons and adding plenty of active play!

Physical health and cognitive development are mutually supported through active play. Active play includes anything that increases the heart rate to above a resting heart rate. It promotes the fundamental movement skills important for school readiness; locomotion (examples: running skipping, galloping) object control (examples: kicking, throwing, dribbling) and stability/balance (examples: lifting, stretching, turning). Developing executive function skills, a critical element of Early Childhood Education, and educational concepts can be taught and nurtured through these activities. Lessons on various educational concepts such as math, science, art, music or reading can include fundamental movement skills like locomotion, stability and balance. For example, contrasting concepts, like the

different ways animals move, can be used for a stop and go game. This provides opportunities to teach a science concept, while promoting impulse control and balance.

The American Academy of Pediatrics recommends 90 - 120 minutes of vigorous play throughout the day. This includes adult-led actives and outdoor play.

These minutes do not happen all at once, nor do they occur in isolation. With the creative mind of an early childhood educator, these recommendations can be integrated into daily lessons, providing opportunities to promote each child's cognitive, social and physical well-being.

Television and Videos

As a rule, television shows/videos are not considered appropriate to our educational philosophy because they are not hands-on experiences for children. Center teaching staff may occasionally show television programs or videos which are developmentally appropriate and possess educational value; children may select an alternate activity if they do not wish to view the material. These forms of media will demonstrate the expansion of children's knowledge and the promotion of positive social values. All programs must be previewed and approved by authorized staff members prior to use within the classroom. If you wish to share an educational video with your child's class, it must first pass these criteria, and be appropriate for the age of the children and units they are studying. This may be extended based on the curriculum of the classroom and if the media pertains to a certain aspect of what the children are interested in learning about. The office personnel will look at these situations on an individual basis.

Enrichment Programs and Field trips

Our enrichment programs can add even more to your child's development. Services may include dental check-ups, hearing and vision screening, portraits, etc. We welcome ideas from parents for services or programs that fit their needs and busy schedules. We will provide programs only if they can enrich the developmental curriculum we provide. Each provider is interviewed, and references are required to ensure that the programs they provide fit our high standards. These services are optional, and while some are complimentary others are offered for an additional fee.

Diapering and Toileting

Diapering and toileting are routine tasks that are incorporated into the program as a means of furthering children's learning while developing self-help and social skills. Toilet training is an important part of your child's independence and self-awareness, as well as physical development. Each child's own bodily functions and rhythms establish personal care routines. Careful observation is given to definite signs of your child's interest and developmental ability, which is dependent on his/her developmental pace, and staff members respond to children in ways that enhance their self-perceptions and sense of identity. These routine tasks are handled in a relaxed and positive manner on an individual basis. Toilet training should be a cooperative and consistent effort between home and the center in order to provide maximum levels of success.

Children who are in the beginning stages of toilet training will be taken to the toilet regularly to assist in establishing the conceptual development of elimination into the toilet. More advanced children will be offered frequent opportunities for toileting, particularly after meals and before sleep periods. Staff members in the Infant, Waddler, Toddler, and Explorer program will document daily for parent's information until the child is toilet trained.

Vigorous attention is given to proper sanitizing of diapering and toileting areas, as well as consistent hand washing (for both staff and children) to prevent the spread of infection.

If your child is ready to be potty trained, please bring 5 pairs each of pants, shirts, underwear, and socks, as well as a second pair of shoes. Please note that if a child has a potty accident that exceeds our capability to adequately clean up with wipes (e.g. the child needs to be bathed), we will notify adults on the approved list to come and pick the child up within an hour of the initial call.

Toothbrushing

Family Circle teachers will assist children in brushing their teeth after one of the daily meals or snacks. Even for very young children, adjusting to the habit of routine dental care is vital to future oral health, and it's important for kids to develop the manual dexterity needed to eventually brush independently. Toothbrushes will be stored separately, and tooth brushing activities will be safe, sanitary, and educational. Fluoride toothpaste will be used for children aged two and older. Parents may opt out of daily toothbrushing activities by signing a written form (see the front office).

Communicating with FCLC

Communication between the center staff and parents/guardians is important. A newsletter and a parents' bulletin board are available in the center for general information. Parents may talk with the primary teacher daily during arrival or pick-up times concerning their child's day. In the Infant, Waddler, and Toddler room, teachers will post daily notes to tell you what the class activities were for the day, while all classrooms will contact children's homes if any supplies or materials are needed. All teachers prepare and post lesson plans, which you can review on each classroom's board, posted just outside the room. Talking with your child each day about his/her experiences and feelings will bridge your child's day between Family Circle and home.

Parent-Staff conferences are held as needed to discuss your child's progress, accomplishments, and difficulties at home or at the center. We encourage you to come to Family Circle and visit at any time. The supervision of your child's growth and training is our joint responsibility. We want to know and understand your child; feel free to discuss with us any special needs that your child may have. Specific instructions concerning feedback, health, medicine, etc., must be in writing and signed by the parent/guardian.

When you have questions or concerns, we ask that you communicate first with your child's teacher. It is usually best to take your concerns or questions to individuals in the center who can immediately respond. We do ask that you keep your discussions brief enough that the teacher's attention is not removed from the rest of her class for a prolonged period; if you require a longer dialogue with your child's teacher, ask the office administration to arrange for an appointment. If the teacher's response is unsatisfactory, please contact the Director who is familiar with the activities and procedures of your child's classroom. Be assured that no matter what your concern is, our staff considers your feedback extremely important and values the opportunity to work with you in offering the highest standard quality of care.

Should we need to contact you during the day, we appreciate your responsiveness! Please note that if FCLC calls home to have a child picked up from the center for any reason, an authorized pick-up person must arrive within one hour of the call (even if we have left a message without reaching someone), or the child cannot attend the following day. This is to ensure that sick children are quickly removed from the school's general population, children with serious behavior issues are seen to promptly by the family, etc.

Family Visits

Parents/guardians are welcome to visit their children. It is helpful to inquire about visiting ahead of time so that you may view or participate in the aspects of your child's classroom experience which interest you. From time to time, other visitors may be in the center briefly to tour or observe classroom activities. We encourage family members to check in with teachers at drop-off and pick-up, and longer parent-teacher conferences or meetings with administrators can be scheduled through the front office. Please also see the front office for permission to take pictures or video of your child at the center, as there is no unauthorized photography or film permitted on the premises for privacy reasons.

We ask that family visits and discussions with teachers be limited to brief intervals to ensure that classroom procedures can be observed as scheduled and so that teachers can effectively attend to the children in their care. Visiting a classroom for more than 15 minutes requires the visitor to be subject to the same background check and immunization verification procedure as center volunteers and staff, as per the Department of Children, Youth, and Families (DCYF); please see the front office if you'd like to begin this process.

Classroom Transitions

Family Circle strives to provide children with a sense of stability and security, even as they graduate from one classroom to the next. Before an official move to an older group is made, the transfer is assisted by a transition process in which children visit the classroom and spend increasing amounts of time there according to their comfort level. Parents/guardians will first fill out a transition form with the front office that details the changes to be expected. The child will then have the opportunity to meet and become accustomed to their new teacher and classmates over several weeks. We also encourage parents/guardians to confer with the child's new teacher to familiarize themselves and ask any questions. Once the child officially joins the new classroom full-time the tuition fee will change to reflect the cost of the new classroom.

For Pre-K children leaving our full-time program, Kindergarten enrollment in the Renton School District begins in mid-January. For information on Cascade, Talbot Hill, Benson Hill, and Renton Park Elementary Schools, please call the school for enrollment details. For those families who would like to remain at Family Circle for before and after school care, we service Cascade, Talbot Hill, and Renton Park. To assist Pre-K children as they transition to Kindergarten, the teachers utilize Creative Curriculum's "Getting Ready for Kindergarten" unit and take their classrooms on field trips to visit their future school. We also ask each family to sign a consent form agreeing to share their child's FCLC portfolio with their kindergarten teacher so that their new educator will have an idea of each child's developmental level.

Policies and Procedures

Enrollment Policy

Information regarding enrollment can be obtained at any time by calling our office. At the time of enrollment, we ask that you complete and submit the following:

- A Schedule and Fee Agreement Form (Contract): you will be asked to contract for the space your child will use. Your fees are based on this contract. This document will explain all of our fee payment policies.
- A Student Emergency Information & Medical Release: includes information about your child and authorized adults to pick up your child, an emergency consent form, etc.
- A Parental Expectations Form: states that the parent/guardian has read and understands the Behavior Policy and Discipline Plan.
- An Immunization Status Form: we require that all children are up to date on their immunizations.
- A USDA Child Nutrition Program Application: this application needs to be filled out in order for FCLC to provide free, nutritious breakfast and lunches.
- An Enrollment Checklist: you will be asked to initial a list of items to ensure that you received all of the necessary documents and information.
- An All About Me Form: this document details your child's likes, dislikes, and other personal information that may be helpful to the child's teacher as they acclimate to the classroom.
- An Ages and Stages Questionnaire: this survey provides the teacher with information about your child's strengths, areas of difficulty, and general abilities to assist in addressing his or her developmental needs.

Tuition/Fees

When you enroll your child, you will be asked to contract for the days and times that your child will be attending Family Circle. We provide personnel and space according to that schedule. Your weekly fee is determined by this contract. Because our costs do not change when your child is absent, you will not receive credit for missed days, including suspensions. Please check with office administration about extended vacation time during the months of June, July, and/or August. Our fees are based on an annual charge so there is no reduction in fees for holidays, snow days, or other days that Family Circle Learning Center is closed.

Tuition and other fees are due weekly, no later than Monday at 6 p.m. A late fee will be assessed for accounts with balances on Tuesday. Payments are via Tuition Express only.

If your account goes unpaid for two weeks, you will be asked to either pay immediately or find other means of childcare. If no payment arrangement has been made, the account will be sent to collection. At this time a fee will be added, and late payments will be assessed every time a payment was late. If a written payment arrangement has been made, a 15% surcharge will be added every 4 weeks until the balance is paid in full. A late fee will be assessed weekly if the payment arrangement is not met, and after two late fees will result in disenrollment.

For families on state assistance, the monthly co-payment is due no later than the 1st of the month to avoid a late fee. A non-refundable initial enrollment fee is payable at the time of enrollment. A registration fee is assessed every June for children attending our center in the fall. This amount is also a holding fee for your child's space and is non-refundable.

Parents may voluntarily withdraw the child from the center by giving two weeks' written notice prior to their last day (please email Trina@familycirclelc.com). Please give four weeks' notice, if possible, so that we can notify parents on the waiting list of the opening in time for them to change their current child-care arrangements. If notification is not received, the two-week tuition fee will be assessed. Our tuition rates take leave time into consideration. The payments you make should be thought of as installment payments toward an annual fee.

Please note that tuition must be paid in advance, in full without deduction for absences. Children who miss a scheduled day due to illness or vacation may not attend on an unscheduled date without prior approval from the Director. When possible, we will accommodate children on unscheduled days as long as the classroom will be in ratio. Your drop-in rate will depend on your contracted days of the week and classroom assigned.

For rates, please refer to the current tuition schedule. The tuition rates are calculated for children who are at our center for up to 10 hours per day. If your child needs to stay longer than 10 hours at FCLC, there will be an increase of tuition. Please ask the office personnel for details.

Holidays and In-service Days

Family Circle is closed during the following days of the calendar year:

- New Year's Day (January 1)
- In-service day for training (2nd Friday in February)
- Memorial Day (4th Monday in May)
- In-service day for training (2nd Friday in June)
- Fourth of July (July 4)
- Labor Day (1st Monday of September)
- In-service day for training (2nd Friday in October)
- Thanksgiving and the day after (4th Thursday and Friday of November)
- Christmas Eve (December 24th)
- Christmas Day (December 25th) and possibly December 26th

If one of the above holidays falls on a weekend, we will observe it on the day the federal government does. If Christmas or Christmas Eve falls on a Saturday or Sunday, we will be observing the holiday on the subsequent Friday or Monday. Please check our lobby screen, the monthly parent newsletter, and our holiday closures list for details on holiday closures. If in doubt, be sure to ask us.

We establish our fees on an annual basis, so there is no reduction in tuition for these holidays.

During school holiday periods (e.g. summer and winter break) we remain open and fill these days with special activities, field trips, and arts and crafts. For these periods of time we usually have you sign-up for the days you will need care. We staff our center based on the number of children signed up for those days.

Policies for DSHS clients

Your account is your responsibility. Please make sure you keep your coverage by turning in your reviews and paying your co-payment.

Co-payments are due by the 1st of each month. A late fee will be assessed every time your payment is not received by the 3rd of the month. If you have a high co-payment, please check with us to see if you can make weekly payments. Payment received will first go towards outstanding balances before being applied to co-payments. If your account is sent to our collection agency, you will be held liable for all fees accumulated and extra fees the agency will charge. All extra fees assessed are due as of the last day of the month or FCLC will terminate your child's care. We also want to remind you that we cannot accept your child if your contract with DSHS has expired (though you do have the option of paying all expenses out of pocket until coverage is guaranteed). Payment must be received in advance of service.

Please make sure you turn in your review early so that FCLC will receive approval in writing in plenty of time. DSHS will cover your yearly registration fee if you notify them; otherwise, you will have to pay out of pocket.

Sick Child Policy

State laws mandate that we are unable to care for children who are ill. If your child has an underarm temperature of 100.4° or higher or has any of the symptoms listed below, he/she should stay at home to help prevent possible transmission of communicable diseases. If the temperature or symptoms occur after you leave your child at the center, we will notify you. Your child must be picked up within an hour of the time you are called or they will not be able to attend the following day. For your child to return to FCLC, he/she must be 24 hours symptom-free without the use of medication and you must provide a doctor's note stating that the child may return to group care.

Symptoms:

- Temperature of 100.4° or higher
- Vomiting, nausea, or diarrhea
- Persistent cough and/or difficulty breathing
- Sore throat
- Headache
- Lethargic behavior, lack of appetite/refusal to eat or drink, extreme irritability, continual crying, or clearly unusual behavior for the child, which persists over time, indicating the likelihood of illness.
- Fine blisters on the face, scalp, or body, indicating the possibility of chicken pox.
- Swollen glands at the back of the neck, indicating the possibility of German Measles.
- A blotchy rash on the stomach and back or a fine red rash all over the body, indicating the possibility of measles or scarlet fever.
- Swelling over the jaw or in front of the ear, indicating the possibility of mumps.
- Discharge from the eyes or crusted eyelids, indicating the possibility of infectious pink eye.
- Body or head lice.

If your child is put on an antibiotic (other than for an ear infection), he/she must have 3 doses of it or stay home for 24 hours before returning to daycare. We will administer medication for which parents have filled out the required paperwork, but wherever transmission of communicable disease is still possible we will not administer medication to resolve symptoms so that the child can remain at the center.

For the following symptoms, you may be notified, but will not be required to take the child home immediately unless he/she cannot participate in class activities and play outdoors:

- A low-grade fever under 100.4° with no other symptoms.
- Small, crusty blisters that contain pus indicating the possibility of ringworm or impetigo. Teachers will cover the blisters completely with Band-Aids and wash their hands carefully to prevent the spread of the infection.
- Runny nose. Teachers will provide lots of tissue, remind children to wash their hands after blowing their noses, and provide appropriate waste receptacles for dirty tissues.

Remember that when children are ill, their immune responses may be lowered, leaving them vulnerable to other illnesses. If you feel that your child is too ill to go outside, please keep them at home. Additionally, when children come to the center ill, other children and staff are exposed to illness, thus creating an unhealthy environment.

In the event that a child contracts a contagious illness, it is the parent's responsibility to inform the center immediately. When contagious illnesses are identified among children who attend the center, a notice will be posted indicating the type of illness, symptoms to look for, and other information that may be of interest to parents, such as the incubation period for various diseases. Names of ill children are not made public. Family Circle will notify the local health department when specific communicable diseases have been diagnosed, as required by law.

In addition, parents are requested to notify the center of exposure to a communicable disease outside FCLC. At the discretion of the center administrative team, children who have been exposed to a communicable disease may be excluded from the center for the period of time recommended by the child's physician or by the local health department, CDC, or other public health officials.

Please note: the nature of our response to communicable diseases is continually evolving. We reserve the right to change requirements for attendance in accordance with current public health guidelines. For the most up-to-date information about when to keep your child home, please visit Seattle & King County's Public Health website for their "Keep Me Home If..." guidelines.

Medication Policy

Medication is accepted only in its original container, labeled with child's name. Medication is not accepted if it is expired. Prescriptions will only be given at our center if it is stated as needed 3 times a day or more. Medication is given only with prior written consent of a child's parent/legal guardian. The medication authorization form requires all of the following information for consent (completed by parent/guardian):

- Child's name
- Name of the medication
- Reason for the medication
- Dosage
- Method of administration
- Frequency (cannot be given "as needed"; consent must specify *time* at which and/or *symptoms* for which medication should be given),
- Duration (start and stop dates),
- Special storage requirements,
- Any possible side effects (from package insert or pharmacist's written information), *and*
- Any special instructions.

Parent /Guardian Consent

A parent/legal guardian may provide the sole consent for a medication (without the consent of a health care provider) if and only if the medication meets all of the following criteria:

- The medication is over-the-counter and is one of the following:
 - Antihistamine
 - Non-aspirin fever reducer/pain reliever
 - Non-narcotic cough suppressant
 - Decongestant
 - Ointment or lotion intended specifically to relieve itching or dry skin
 - Diaper ointment or non-talc powder intended for use in diaper area
 - Sunscreen for children over 6 months of age; and
- The medication has instructions and dosage recommendations for the child's age and weight; and
- The medication duration, dosage, amount, and frequency specified on consent do not exceed label recommendations

Written consent for medications covers only the course of illness or specific episode (of teething, etc.). Written consent for sunscreen is valid up to 6 months. Written consent for diaper ointment is valid up to 6 months.

Please note: As with all medications, label directions must be followed. Most diaper ointment labels indicate that rashes that are not resolved, or reoccur, within 5-7 days should be evaluated by a health care provider.

Health Care Provider Consent

The written consent of a health care provider with prescriptive authority is required for prescription medications and all over-the-counter medications that do not meet the above criteria. Medication is added to a child's food or liquid only with the written consent of health care provider.

A licensed health care provider's consent is accepted in one of 3 ways:

- The provider's name is on the original pharmacist's label (along with the child's name, name of the medication, dosage, frequency (cannot be given "as needed"), duration, and expiration date; or
- The provider signs a note or prescription that includes the information required on the pharmacist's label; or
- The provider signs a completed medication authorization form.

Parent/guardian instructions are required to be consistent with any prescription or instructions from health care provider.

Staff Administration and Documentation

All information related to medication authorization and documentation is considered confidential and is stored out of general view.

- The staff member who is giving medication documents the time, date, and dosage of the medication given on the child's medication authorization form
- Each staff member signs her/his initials each time a medication is given and her/his full signature once at the bottom of the page
- Any observed side effects are documented by staff on the child's medication authorization form and reported to parent/guardian. Notification is documented
- If a medication is not given, a written explanation is provided on the authorization form.

The parent/guardian of each child requiring medication involving special procedures (e.g. nebulizer, inhaler, EpiPen) trains staff on those procedures. A record of trained staff is maintained on/with the medication authorization form.

Immunizations

Family Circle complies with Washington State immunization requirements for schools and childcare facilities. An immunization exemption form is required for any child that is not fully vaccinated and current on all immunizations. Exempted children may not attend for the full duration of any outbreak from which they have been deemed exempt. All forms must be completed by the child's physician.

Medication Authorization Form

| | |
|---|---|
| Child's Name: | Date of Birth/Age: |
| Name of Medication: | Reason for Medication: |
| Start Date: | Stop Date: |
| Times to be given: <small>(*Can NOT be given "as needed")</small> | Amount to be given: |
| Possible Side Effects: | <input type="checkbox"/> Oral <input type="checkbox"/> Topical <input type="checkbox"/> Other |
| <input type="checkbox"/> Above information consistent with label? | Requires Refrigeration: <input type="checkbox"/> yes <input type="checkbox"/> no |

Special Instructions:

Parent/Guardian Signature

Date

Daytime Phone Number

Physician Signature

Date

Physician Phone Number

Late Pickup Policy

Family Circle Learning Center will open promptly at 6 a.m. so that you can get to work and will close promptly at 6 p.m. Please make arrangements to pick your child up before closing time. Parents/guardians who arrive close to 6 p.m. are asked to depart readily so that we may close the building in a timely manner. If you are going to be later than your scheduled time due to unforeseen difficulties, please notify the center as soon as you realize you cannot make it by closing time. As outlined in the fee policy, there is an additional charge to cover the additional staffing and administrative expenses. A late fee of \$5.00 will be assessed for each 5-minute increment that your child is here past 6:00 p.m. This payment will be due in cash on the following business day, with an additional \$5.00 charge for each day that the fee is late. The parent/guardian who enrolled the child is ultimately responsible for payment, regardless of whether an alternate pick-up person was the late party.

It is also recommended that you develop a backup system for pickup. Having an alternative when you are going to be late will help allay stress when you discover you can't make it in time. Other parents, relatives, neighbors, etc., are recommended as alternative pickup persons. If you plan to use backups, please be sure to list them as authorized persons to pick up your child; we will require picture identification from any unknown party. In addition, if you plan to use an alternate, please notify us in writing (e.g. via email) so that we will be aware of the change in plans.

We are tolerant of occasional, unforeseen tardiness, but we cannot be tolerant when parents are late repeatedly. Excessive tardiness will result in substantial late fees and/or termination of enrollment. This policy is necessary because we believe that our teachers need time to rest in order to be effective in the classroom. Many of our teachers have families that need them at home and other activities after work. We appreciate those teachers who agree to work the later shifts, and we try to show our appreciation by letting them go home at the scheduled time.

Two staff members will be assigned to check the center to ensure that all children have been picked up each day. If closing time arrives and center staff has not heard from parents in regard to a delay in picking a child up, attempts will be made to locate parents at work, home, and/or school. If the staff is unable to locate the parents, attempts will be made to contact one of the "authorized" persons, as listed on the child's emergency card, to arrange transportation for the child.

Tuition covers a maximum of 50 hours of care per week. If you are going to work overtime, please notify the management staff.

Inclement Weather and Power Outage Policy

Whenever possible, we try to remain open during snow and ice conditions, but we may be limited by the availability of staff, so we recommend that you call. Please listen to KOMO 1000 on the radio or KOMO 4 TV to hear about the time changes and school closures for Renton School District.

If Renton is late, we will be opening our center at 8 a.m. However, we might be limited by the availability of staff. Please ask about our hours for that day, as we may decide to close early for the safety of families and staff. If the Renton School District is closed, we will be closed also.

If Renton School district is closed for a prescheduled reason (holiday or teacher in-service), we will make a determination and post our status on the answering machine as to what our schedule or closure will be that day by 6 a.m. We may have to open late and close early. In addition, licensing states that if we are unable to prepare a meal or the inside building temperature drops below 68 °F we will need to close, and all children will be required to be picked up no later than 1 hour after we have given notice (even if a message is left on voicemail). If we close early and children are not picked up by the time given, \$5.00 per 5-minute increment will be charged as is with the past 6 p.m. policy.

Please call if there are any questions regarding our hours during snow days. If nobody answers the phone, continue to try. We will make an effort to keep the message machine updated with current information. We will also post the hours of operation on the FCLC Facebook page (to access, click the "Find us on Facebook" icon at the top of the FCLC website). There is no adjustment in tuition when we are closed or have shorter hours of service.

School-age Families

Your child's safety is our main concern. If we do not feel it is safe to travel on the roads for any reason we reserve the right not to transport the children.

Pesticide Policy

If it becomes necessary to spray chemical agents on the property to control unwanted pests, it will be done at a time when no children are on the premises and at least 24 hours prior to children returning. We also comply with the state requirement of a 48-hour notice of application.

No Smoking Policy

Smoking is not permitted in the center or on the grounds. For the safety of our children, please do not toss cigarette or cigar butts on the grounds or in the parking lot. We thank you in advance for your cooperation.

Termination of Care of Child

Parents intending to voluntarily withdraw their children from the center must submit notice of termination two weeks in advance or the tuition will be assessed for the two-week period; our Infant withdraw notice is 4 weeks in advance unless we can fill the spot sooner. Inform us of your last day via email to Trina@familycirclelc.com.

Family Circle may require parents to withdraw children from the center:

- When a parent abuses the Policies and Procedures of the center.
- Upon the advice of a physician.
- When the parent is unwilling to cooperate with the center staff in the best interest of the child, as determined by the Director and administrative staff members.
- When a child cannot comply with the behavior policies or is not a positive fit for our environment.

When withdrawal is deemed necessary, the Director will provide parents up to two weeks' notice of termination of care.

Licensing

The following are available for viewing at any time in the office or online at del.wa.gov:

- Minimum licensing requirements
- Copies of the most recent childcare center checklist for licensing renewal and monitoring checklist
- Facility licensing compliance agreement for any deficiencies noted

Family Circle is operated within the requirements of city and State health, fire, and building regulations. We adhere to State and Accreditation standards for room and playground space, staff-to-children ratios, and the type of program equipment and learning materials used. We are licensed by the State agency regulating child-care facilities.

The objectives and program of the center, the enrollment and health information sheets, this Parent Handbook, and a copy of the rules regulating child-care centers for this State, will be available upon request in the Family Circle office.

Family Circle has the following items available for review upon request:

- The current menu, including snacks
- The letter or compliance evaluation from the most recent licensing visit or investigation
- The most recent fire inspection report
- The most recent sanitation inspection report

The center will display the following in a prominent place where staff, parents, and others may review them:

- The license (licensing information is available for your viewing at any time during office hours)
- The letter or compliance evaluation forms from the most recent licensing visit or investigation, if the notification includes a requirement for posting
- Notice of requirement to report suspected child abuse
- Emergency evacuation and relocation plans
- Notice regarding any planned field trip

A copy of the State licensing standards is available for parents at the center. The Center Information Sheet that you receive with this booklet will include any additional information that may be required by the State-licensing agency.

Reporting of Child Abuse

An important factor in providing quality care to young children is ensuring their health and safety by protecting them from abuse and neglect. Adults who work with children are legally required to identify signs of suspected abuse and responsibly react to potentially abusive situations so that children may be protected. In order to safeguard the well-being of all children, it is the policy of Family Circle to report any signs of suspected abuse to the appropriate

authorities. We are not obligated to inform parents if the police or Child Protective Services are called about possible abuse, neglect, or exploitation.

Special Services

King County Childcare Health Program (KCCHP)

Family Circle Learning Center has a certified Pediatric Nurse Practitioner who visits our center monthly. She provides support and information to our staff, monitors health policies, and sees children who are sick (for which parental consent must be given beforehand). If you would like more information about the services she provides, please ask the office.

We also have access to a child psychologist, who can assist us with behavior and classroom modifications and assist with questions or concerns we may have.

Assessments

Some of our staff has gone through training to assess children for developmental milestones. We assess children periodically via the Ages and Stages Questionnaire and the Center for Disease Control and Prevention's "Act Early" milestones. This collected information is available to you and is designed to help you better understand your child's learning styles and strengths.

Center Resources and Outreach

Family Circle offers several informational resources that families can check out and borrow free of charge. A sign-out sheet for Dr. Thomas Phelan's book and DVD *1-2-3 Magic: 3-Step Discipline for Calm, Effective, and Happy Parenting* can be found in the front lobby. We also offer Dr. Phelan and Tracy M. Lee's *1-2-3 Magic for Kids*, an illustrated guide to the original text, the *1-2-3 Magic Workbook: An Interactive Parenting Resource*, and Jim Fay and David Funk's *Teaching with Love and Logic*, a staple of the education community for over 20 years. Please see the front office to obtain any of these materials that interest you.

There are multiple opportunities throughout the year for families to join their children in the classroom or on organized outings, during which we encourage you to connect with other parents, your child's teachers, and our community. We often have small class celebrations for occasions such as Mother's and Father's Day or multicultural potlucks, we host a kindergarten graduation, and you are always invited to chaperone field trips, for which we have visited local parks, neighborhood businesses, the pumpkin patch, and more! These events will be posted on your child's classroom's Parent Board and/or in the front lobby, and often appear in our monthly newsletter. We welcome you to join us!

Essential Information

Prior to enrollment, Family Circle will need:

- Enrollment fee
- The initial tuition payment, if applicable
- Contract
- Current award letter from CSO office, if applicable
- A completed enrollment record, including parent's signature wherever needed
- Custody papers, if applicable
- Parental Expectations
- Allergy Alert, if applicable
- Child Immunization Record
- Food Program Income Eligibility Form
- Enrollment checklist
- All About Me form
- Ages and Stages Questionnaire

On your child's first day, you must provide:

- Two complete changes of clothes, including shirts, pants, underwear, and socks
- One crib sheet and large receiving blanket (except for Infants)

- A 1-gallon sealed water jug; a sturdy, clear (not semi-clear/frosted) container like Crystal Geyser
 - A reusable plastic water bottle with a spill-resistant, covered lid
 - Infants: in addition to the above—diapers, 1 container of wipes and formula, minimum of 4 bottles, and jar food if applicable
 - Waddlers and Toddlers: in addition to the above—diapers and 1 container of wipes
 - Explorers: in addition to the above—diapers or pull-ups as needed and 1 container of wipes
 - A family picture (suggested—many children are comforted by the presence of a family photo in the classroom)
- Please remember to label your child's possessions with his or her name.

Every few months you must ensure that:

- Your child's enrollment form is current, including correct phone numbers, addresses, and release authorizations
- Your child has a clean and fresh set of season-appropriate clothing
- Your child has an up-to-date immunization record, listing any new shots
- Your child had his/her yearly physical and that record is on file

All children enrolled Family Circle require an updated child enrollment form and a fall registration fee in June.

Amendment of Rules and Regulations

The rules and regulations contained herein are not all-inclusive. Other rules and regulations may be posted in and about the facility and shall be binding as if set out herein in full. FCLC, from time to time, may adopt and/or amend the established rules and regulations or policies not herein covered, and all enrolled participants will be obligated to observe these policies.