



# **Alki Beach Academy**

## **Family Handbook 2020**

### **Child Care**

**5 weeks - 6 years old**

2414 SW Andover Street  
Suite F-102  
Seattle, Washington 98106

**Monday through Friday**  
**7:00am – 6:00pm**

Updated January 1, 2020

# **Alki Beach Academy**

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Giving all children an opportunity to grow



## **NON-DISCRIMINATION POLICY**

In recruitment, hiring, enrollment, and behavior toward others, Alki Beach Academy (ABA) and its employees will not discriminate against any person because of race, nationality, creed, sex, gender, LGBTQ+, marital status, religion, age, or ability. ABA is an equal opportunity employer. Any individual meeting the standards maintained by the State of Washington may apply.

## **CONSISTENT CARE**

ABA strives to preserve consistency in care. Having consistent educators helps children and their families build long-term, trusting relationships with their caregivers. We will do our best to assign the same early childhood education professionals to the same group of children for a majority of the day.

## **ADMISSION**

To reduce the normal separation fear a child may have when entering a new environment, we ask that you bring your child or children to visit ABA prior to the first day of care.

Families are required to complete and submit the following forms prior to the first day of care:

- Registration Paperwork
- Certificate of Immunization Status
- USDA Income Eligibility Application
- Payment/Service Contract
- Annual Registration Fee

Unless prior arrangements have been made with ABA, families who remove their children from care for a period exceeding 89 days must complete and submit a new set of forms in order to re-register for care.

There is a two-week transition and review period for the child, their family, and ABA following registration. We offer this transition period to ensure all parties are satisfied and all expectations have been met.

## **GUIDANCE POLICY**

We strive to create an interesting and exciting environment wherein your child can grow. We aim to guide children's behavior to help them gain control of themselves and appropriately interact with others. Occasionally, we need to correct a child for inappropriate behavior. We use guidance techniques that are appropriate for their age, developmental level, ability, and language skill. They are also fair, consistent, positive, and relate to the child's behavior. We do not administer cruel, unusual, hazardous, frightening, or humiliating discipline. We use methods such as redirecting, problem solving, and understanding to correct child behavior.

When a child acts in ways that may be unsafe for others (i.e. kicking, hitting, biting) they will be temporarily and briefly separated from the larger group with employee supervision. The incident will be documented with a copy sent home to the family. If the behavior continues, the Director may contact the family directly.

There are children who need more than we can provide. If we feel that the child's behavior is a safety issue, we



will work with families to address the behavior. If the issue persists, we will provide or direct families toward resources that may be of assistance.

We will take the following steps if a child's behavior becomes an issue:

1. Conference between Director, Lead Teacher, and the child
2. Conference between Director and family
3. Conference between Director, family, and a nurse consultant
  - a. Family will be asked to sign a Health Department screening form, agreeing to participate in an observation process to determine necessary accommodations
4. Termination of care (if unresolved)

## **CHILD ABUSE, NEGLECT, and EXPLOITATION**

Abuse and neglect is recognized as a serious threat to the lives of children. As childcare professionals, it is mandatory that we report suspected child abuse. Staff will document and report any signs of physical or mental injury, sexual abuse, and neglect. If an ABA employee uses any physical force with a child, they will be immediately terminated and a report will be filed with Child Protective Services.

## **FIRST DAY**

Please bring the following items labelled with your child's name (if applicable):

- Formula
- Bottles
- Diapers / Pull-Ups
- Baby food
- Pacifiers
- 1 change of clothes
- 1 favorite blanket
- 1 favorite stuffed toy
- Necessary medications / ointments (with completed forms)

ABA provides wipes, blankets, and bedsheets.

## **ARRIVAL**

Please follow these steps when you drop off your child or children:

1. Arrive no later than 9:30am (if you would like them to eat breakfast at ABA).
2. Sign in your child or children on the appropriate form in the lobby.
3. Wash your own and your child's hands in the cafeteria before entering the classroom.
4. Escort your child or children to the appropriate classroom(s) and put their belongings in their designated cubby.
5. Ensure the teacher is aware of your child's or children's arrival.



## DEPARTURE

Please follow these steps when you pick up your child or children:

- Pick up no later than ten hours after your drop off time.
- Sign out your child or children on the appropriate form in the lobby.
- Wash your hands prior to entering the classroom or playground.
- Ensure your child's or children's teacher is aware of their departure.
- Escort your child from the classroom or playground to your vehicle. **Never leave your child unattended! Especially in the parking lot!**

Children will not be released to anyone who does not have written consent from a custodial parent or guardian and does not have photo identification on file with ABA. The person must be over the age of eighteen and be able and legally allowed to drive (or have another safe means of transportation). If the person attempting to pick up any child appears under the influence of drugs or alcohol, we cannot legally stop them from leaving with the child. However, law enforcement will be notified and the person will be reported. ABA is not liable for children once they have left our property with authorized person(s).

## MEALS

Our goal is to serve predominantly organic meals that are nourishing, promote brain function, and boost the children's ability to learn. Our menu choices include naturally sweetened options (i.e. fruit) and all organic milk, eggs, fruits, and vegetables. Please visit the *Menus* page on our website, or the ABA lobby, to see current menus.

Our meal times are:

	<b>Breakfast</b>	<b>Lunch</b>	<b>Snack</b>	<b>Final Snack</b>
Pre-K/Toddler I/Infants	8:30-8:50am	11:30-11:50am	2:10-2:30pm	5:15-5:45pm
Preschool	8:50-9:10am	11:50-12:10pm	2:30-2:50pm	5:15-5:45pm
Toddlers II	9:10-9:30am	12:10-12:30pm	3:00-3:30pm	5:15-5:45pm

Your child must arrive by 9:30am to be fed breakfast. If they choose not to eat a certain item, that will be their choice. We will do our best to encourage the children to taste each item they are served. We ask that you **DO NOT** bring your child into the building with food in hand (i.e. fast food, chips, and cookies). This is not fair to the other children in the classroom.

## FOOD ALLERGIES, DIETARY NEEDS, and OTHER RESTRICTIONS

If your child has a documented food allergy or intolerance, you will be required to submit a *Report of Food Allergy / Intolerance form* signed by your child's doctor. We must have this form on file before the first day of care. If your child may not consume certain food because of religious reasons, please document these foods and provide the list to ABA. We will make substitutions for your child for meals during which food they may not consume is served. For any other dietary needs or restrictions, please notify the Director. Bringing food for your child's consumption is an acceptable alternative to school provided meals



## ITEMS FROM HOME

All children must have a change of clothes in their cubby at all times. If we do not have any extra clothing for your child to wear, we will call you to bring some in. You must provide formula, baby food, pacifiers, and diapers or pull-ups as needed. Items such as candy, junk food, and toys should be left at home at all times. We will provide blankets, sheets, baby wipes, and bottle (unless you choose to provide your own). If you choose to bring your child's own blanket, you will need to take it home every Friday to be washed and returned the following Monday (if you are unable to do so, let us know and we will wash it for you). All items must be labelled with your child's name—**we are not responsible for lost or stolen items.**

## MEDICATION POLICY

Medication (including diaper creams, sunscreen, and other ointments) must be accompanied by a completed authorization form, labelled with your child's name, in its original container, and unexpired. Medication will only be administered in accordance with the label or physician instructions, if applicable. For some medications, a doctor's note is required to determine dosage for children twenty-four months or younger. If this is the case, a doctor's note must be submitted prior to administration.

## HOLIDAY and BIRTHDAY CELEBRATIONS

We are open to celebrating all holidays and birthdays. If at any time you do not want your child to participate in an activity, please inform us as soon as possible. We will plan a different activity for your child during that time. For unscheduled closures due to weather, emergency, or disaster, families will be notified as soon as possible.

In recognition of federal holidays, ABA will be closed:

- Winter Break 2019 (Tuesday, December 24th – Wednesday, January 1st)
- Martin Luther King, Jr. Day (Monday, January 20th)
- Presidents Day (Monday, February 17th)
- Memorial Day (Friday, May 22nd & Monday, May 25th)
- Independence Day (Friday, July 3rd)
- Labor Day (Friday, September 4th & Monday, September 7th)
- Veterans Day (Wednesday, November 11th)
- Thanksgiving (4:00pm Wednesday, November 25th – Friday November 27th)
- Winter Break 2020 (4:00pm Wednesday December 23rd – Wednesday, January 1st)

## COMMUNICATING WITH STAFF

Please communicate with your child's teachers on a daily basis to hear about how their day went. If at any time a staff member has a concern regarding your child's behavior, they will inform the Director who will then speak with you. The Director has an open-door policy and we encourage our families to communicate any questions, comments, and concerns with them.



## **INDIVIDUAL CARE PLAN**

In line with the Washington Administrative Code (WAC) 110-300-0300, early learning providers are required to develop an individual care plan (ICP) for each child with special needs and notify the Department of Children Youth & Families (DCYF) when a child with special needs is enrolled or identified in the program. Our ICPs will include documentation regarding your child's diagnosis and related health concerns, applicable education/health/504/family service plans, and all records related to our curriculum-based assessments. Please speak with the Director for more information.

## **FIELD TRIPS**

All field trips will be planned in advance. For all field trips, ABA will provide a permission slip specifying date, departure and return times, location, and mode of transportation. Nature walks and trips to nearby parks will be conducted according to ongoing consent. If field trip destinations are not within walking distance, public transportation will be used. If you do not sign the form, or fail to submit the form, your child will not participate in the field trip—instead, they will remain in the care of another classroom.

## **TERMINATION OF CARE**

If a family chooses to terminate enrollment, they must provide written notice two weeks prior to the effective date and are responsible for tuition due through the effective date. ABA reserves the right to terminate care for reasons including, but not limited to; unpaid bills, inappropriate behavior toward staff, administrators, or children, and unsafe behavior in the vicinity of the program space. Should ABA choose to terminate care, the family will be given notice of immediate termination and is responsible for tuition due through the effective date. The termination will be reported to Washington's Department of Children Youth and Families (DCYF).

## **EXPULSION**

ABA reserves the right to expel a child from care if the child exhibits behavior that presents a serious concern for their safety or the safety of others and we cannot otherwise reduce or eliminate the safety concern through reasonable modifications. If a child is expelled, ABA will review this policy with the family of the child, provide a record to the family about the expulsion and steps taken to avoid expulsion, and provide the family with community-based resources that may benefit the child. The expulsion will be reported to DCYF.

## **REGISTRATION AND PAYMENT**

Upon registration, a \$100.00 fee is added to the first tuition payment. Following enrollment, all tuition payments are due by the 5th of each month prior to the month care will be provided. On the 6th of each month, a \$10.00 fee will be charged and care will be postponed until full payment is received (unless prior arrangements have been made with the Director). All families are required to sign a payment contract. For any child left in care beyond the allotted ten hours per day, or if a child is left in care beyond 6:00pm, the family will be charged a fee of \$1.00 per minute.



## ABSENCES

If a child will be absent for any reason, the Director must be notified as soon as possible. If absent due to illness, please note the illness and any symptoms so employees and other families can assess other children. Tuition will not be reduced for absence. If your child shows any of the following symptoms prior to their arrival at ABA, or is sent home with any of these, they are required to stay home for twenty-four hours after the symptoms stop (this does not apply if cleared to return to care by the child's doctor):

- Fever of 100.1°F
- Diarrhea 3+ times within 24 hours
- Vomiting 2+ times within 24 hours
- Eye discharge or Pink Eye
- Draining rash
- Open or oozing sores
- Lice or scabies
- Fatigue that prevents participation in regular activities

## EMERGENCIES

In the event of a life-threatening emergency, ABA will assign an employee to remain with the child while another activates emergency medical services (EMS). Once EMS is dispatched, the child's family will be notified of the situation. A report will be completed and signed by all parties and filed with the child's other paperwork. In the event of a minor injury, a report will be completed by an administrator and provided to the family upon pick up. If large bruises or marks are present, the Director may call the family to notify them immediately.

## DISASTER RESPONSE

The main office keeps all emergency and disaster response policies on file in the office for review by families and employees, including; missing child/kidnapping, mandatory reporting, fire, earthquake, flood, power outage, bomb threat, storms, lockdown, shelter-in-place, and evacuation. If an emergency or disaster forces us to evacuate the building and leave the program site, our planned off-site location is:

**Delridge Fire Station #36 • 3600 23rd Ave SW • Seattle, WA 98106**

## PESTICIDES POLICY

We have a record of the Department of Agriculture requirements on file, including the following: posting, licensing, disposal, commercial application, record keeping, storage, and child care center requirements. ABA will notify all families forty-eight hours prior to any pesticide application.

I, (Print Name) \_\_\_\_\_, have read, understand, and agree to follow all rules, regulations, policies, and procedures outlined in this handbook.

Signature \_\_\_\_\_ Date \_\_\_\_\_