Welcome to The Evergreen State College Campus Children’s Center. We have provided licensed care for Evergreen Families since 1987. We provide care to Evergreen and community families regardless of race, creed, national origin, sexual orientation, or gender identity. We do not engage in religious activities at the Children’s Center. We include families regardless of their physical, mental, or sensory disabilities to the best of our abilities.

The Evergreen State College, The Evergreen Student Activities Fund, and the USDA Child Nutrition Program all provide either financial or in-kind support. We are governed by Washington State Department of Early Learning minimum licensing requirements, regulations, and Thurston County health codes. We accept NACCRRA subsidy and DSHS subsidy for student, faculty and staff families.

Please feel free to ask any of the core staff or administrative staff if you have questions about this handbook or would like to have it more fully explained.

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**Vision:** We are committed to creating an environment of joy where the talents of children and adults are recognized, nurtured, and celebrated.

**Mission:** We provide the highest possible quality of care for the children of students, staff, faculty, and the community. We provide employment and the best possible on the job training to student staff.

**Program Philosophy:** We believe in learning through sensory and discovery experiences that are both challenging and enjoyable. We provide an environment that encourages each child to develop physically, intellectually, emotionally and socially. This is accomplished in a relaxed play and learning environment that balances structured and unstructured time, planned and emergent curriculum.

We provide developmentally appropriate activities based upon child growth and development theories, recent research in child development, and the time-tested culture of childhood. We recognize that as we all learn and grow our thinking must be flexible and open to review, modification and change.

We view parents as partners and we strive to support the family through involvement and educational opportunities at the Center.

**Program Goals**

~ We strive to create a program that is all-inclusive, non-sexist, and anti-bias in approach. We want every child to build a positive self-image.

~ We encourage children to try new things, ask questions and express what they think and feel.

~ We want children to be confident, independent, cooperative and eager to learn. We provide experiences that offer legitimate opportunities to develop problem solving skills, respect for themselves and others.

~ We aspire to create an environment that fosters emotional literacy, social competence, healthy habits, respect for all life and the environment and a natural curiosity.

**~** We guide student staff as they grow professionally. We train them in child development, class management, and in appropriate work conduct. We set realistic, appropriate expectations. We honor when they meet or exceed these expectations and we hold them accountable when they do not.

**Hours and Days of Operation**

The Center is open year round Monday through Friday, 7:30am to 5:30pm. We close for state holidays, staff in‑service days, and emergency closures. Our calendar, including, the planned days of closure, is available on our website.

**Licensing**

We are licensed by the Washington Department of Early Learning (DEL) to provide care for children who are four weeks through 7 years of age, although we only provide care until children enter kindergarten. All aspects of our program including administration, facility, curriculum, health, and safety practices are periodically inspected. The results of any and all licensing visits are posted in a notebook on the counter in the lobby, along with a copy of the DEL minimum Licensing Requirements. We are accountable to the Washington Administrative Code (WAC) for licensed child care facilities.

## Center Design

Our Center is designed with two wings; an infant/toddler wing and a preschool wing. The infant/toddler wing has three classrooms: Little Lambs, Bunnies and Owls. The preschool wing has two classrooms: Foxes and Geoducks.

Each classroom has a variety of activity centers that change according to program plans and developmental ages of the children. Activity areas may have items for dramatic play, blocks and construction, floor and table toys, literacy, art and creative expression, sensory exploration, and places for privacy. Each classroom also has places where a child can play privately.

The curriculum is planned with the class and playground environments, children’s needs, and children’s interests in mind. Children have ample opportunities to play and work in mixed age groups because classrooms have adjoining doors and play yards.

## Staff

The Children’s Center meets or exceeds the state’s required ratios of 1:4 infants, 1:7 toddlers, and 1:10 preschoolers at all times. We generally maintain ratios of 1:3 infants, 1:5 toddlers, and 1:8 preschoolers. The Children’s Center is staffed with a director and ten childcare professionals. All professional teachers have a minimum of 30 hours of basic MERIT training in Early Childhood and 10 hours continuing Early Childhood training annually.

All of the lead teachers have a Bachelor’s degree in early childhood education or a related field. All of the supporting teachers have an Associate’s degree or higher.

We also hire Evergreen students as part-time classroom aides, substitutes, administrative assistants and food handlers in the kitchen. Evergreen students work at two levels: senior and apprentice. Apprentices are entry level staff whose primary responsibilities are attending to small groups of children and light housekeeping, always under the supervision of either professional staff or senior student staff. Senior student staff are more experienced, have completed 30 hours of child development training, and whose work performance indicates they can work more independently. They will occasionally be responsible for the class; generally this will be for short periods of time such as lunch breaks, etc.

Your child’s teachers will be in the room to greet and set the tone for the day during the important morning hours, and to assist with the transition from Children’s Center to home in the equally important afternoon hours as well.

The office staff assists with enrollment, updating family information, childcare contracts and billing arrangements. Please notify the staff, in writing, when your family or child pick-up information changes. Of course, if you have an urgent concern, please talk to your child's teacher or the Center Director immediately. Classroom direct numbers are:

Lamb Room 867-7001

Bunny Room 867-7002

Owl Room 867-7003

Fox Room 867-7004

Geoduck Room 867-7005

Front Desk (Avis) 867-6060

Director (Casey) 867-6062

## Typical Daily Schedule

The outline printed here is only a guide. Each classroom varies to meet their children's unique developmental needs.

7:30 ‑ 8:30 Arrival and quiet activities

8:30 ‑ 9:15 Breakfast and cleanup

9:15 ‑ 11:30 Planned and free choice activities indoors and outdoors

11:30 ‑ 12:30 Preparation and lunch (Youngest children eat first)

12:00 - 2:30 Older Infants, Toddlers, story and rest

12:30 - 2:30 Preschoolers rest and quiet activities

2:30 - 3:00 Rest time clean up and snack

3:15 ‑ 5:15 Planned and free choice activities indoor and outdoors, “late snack"

5:15 - 5:30 Clean-up and departures

5:30 Center Closed / Doors Locked

## Enrollment

We offer space at the Children’s Center according to a family's position on the waiting list. We prioritize families who already have a child enrolled, then student parents, then faculty and staff, and finally, community families. Once your family is accepted, you will receive an email with a link to the registration forms. The forms must be completed before a child can be at the Children’s Center without a parent present. It is important that your phone number and emergency contact phone numbers are kept current. Throughout your stay at the center, remember to inform the office staff (in writing) when any of these change.

## Billing Rates and Fees

We offer care on a fulltime basis only. We have a sliding fee scale for our student parents, which is subsidized by The Evergreen Student Activities Fund. Evergreen Employee rates and Community rates are listed separately on the fee schedule. We do not offer a low income student parent rate during summer quarter (July, August, and September).

In order to qualify for the student parent rate, the student must have at least partial legal custody of the child enrolled or act as a second parent within the child’s primary home.

For every family a financial contract is drawn up stating tuition rates and dates of enrollment and withdrawal. This becomes your monthly financial commitment for childcare services. Each quarter the monthly tuition amounts are entered into your Evergreen account. Payment is made at the Evergreen Cashier’s Office and is due on the last day of each month prior to the month of service. Payment options include direct payment at Student Accounts by cash, check, or credit card, or payroll deduction for Evergreen employees.

Failure to meet contract payments can result in termination of childcare services, dis-enrollment from academic programs or collection actions. The patron is responsible for all costs incurred in any attempt to collect delinquent accounts. Students with unpaid childcare fees are prohibited from registering, and a hold is placed on all Evergreen records until the account is cleared. Evergreen employees, and all childcare clients, will be ineligible for childcare services after 60 days of unpaid childcare tuition

**Leave of Absences**

A leave of absence or extended vacation leave must be requested in writing, two weeks in advance. There will be no credit or refund for missed days (absences) or closures; planned or unplanned, due to weather or unforeseen circumstances as there is no tuition refund or credit for missed days of class.

You are entitled to one leave of absence during the academic year, which can be up to three weeks. If your child attends during the summer, weekly rates are available from the Monday after graduation in June through the Friday before fall quarter begins. You may withdraw your child from the Monday after graduation until the first day of the academic quarter and your child will not lose their spot.

On our website, under forms and then under current families, you will find the form necessary for your account to be credited. Copies of the form are also on the bulletin board in our lobby. Please fill out and turn in two weeks before your leave of absence begins; this gives up time to make any necessary adjustments to our staffing schedule and to credit your account in a timely fashion.

## Arrival/Pick Up

When you arrive and leave the center *it is required that you sign your child in and out in the classroom binder*. The binder is the visual count for teachers and they take it with them when they leave the building on walks or fire drill. Signing in gives us legal responsibility for your child and signing out is your taking back the legal responsibility for your child. *The Washington State Department of Early Learning and the USDA Food Subsidy Program both require your full legal signature when you sign your child in and out.*

When another adult will be picking up your child, be certain that you have listed that person on your child’s pick-up list and informed our staff. Please provide that pick-up person’s telephone number. We cannot release a child to anyone who has not been authorized by the parent or guardian to pick up his or her child. Any person picking up your child should be prepared to show a picture ID. It is our policy not to release children to any person under the age of 16 – even to siblings.

If a person, authorized or unauthorized, arrives to pick up a child but appears to be seriously ill or under the influence of drugs or alcohol, we will offer to call someone else on the child’s emergency pick‑up list or request Evergreen Campus Police assistance to evaluate the situation and decide how to get the child home safely. Information about persons expressly not allowed to pick up your child should be included in your registration information.

## Late Pick-ups

Children’s Center closes at 5:30 PM. Please plan to arrive ten to fifteen minutes early to allow for transition time, otherwise you and your child may feel rushed. Each time a child is picked up later than 5:30 the teacher responsible for closing the center will complete a late fee form assessing a fee of $25 per fifteen minute increment.

If a child remains thirty minutes after closing and we are unable to reach emergency pick up designees or parents, Evergreen Campus Police and CPS will be notified for assistance.

## Communication Between Families and the Children’s Center

We are committed to keeping lines of communication as open as possible at the Children’s Center. When we want to get information to you, we may put a note in your parent pocket, write it next to your name on the sign‑out sheet, speak to you in person, or all three. Important general information appears periodically on the bulletin board in the lobby, in the newsletter, through email and/or on the Children’s Center’s Facebook page (“TESC Campus Children’s Center”).

We will post sign-up sheets for care during break and holiday weeks. Please expect to see them with your classroom sign-in sheet. We would like to know whether your child would be attending the center during break and holiday weeks so that we can better plan for meals and staffing needs. Accurate information such as this allows us to keep our costs to a minimum and therefore keeps tuition costs down for families.

Unless there are legal documents indicating otherwise, both custodial parents may make decisions regarding their child’s enrollment. This includes determining who is authorized to pick the child up, allowing topical ointments and medication, and whether the child can be photographed. It also includes the sharing of information related to enrollment, billing, and payment of childcare tuition.

In the event of withdrawing from the center we require written notification two weeks before withdrawing. Clients are bound to the original contract for two weeks following written notification of the center. In the event that you do choose to withdraw from the center we ask that you clean out your child’s classroom cubby and make sure that you gather all of their belongings on your last day. We will hold your child’s things for two weeks, after which we will donate them items to our free clothing baskets or to the classroom spare clothes.

## Academic Research

Occasionally college students, generally from The Evergreen State College, South Puget Sound Community College and Saint Martin’s University, will request to use the Children’s Center for their internship or independent learning contract (ILC). The following conditions must be met in order for the person to be considered:

* A cleared Department of Early Learning Portable Background Check or cleared Washington State Patrol background check.
* For observations lasting more than three days, students must have a cleared TB test that is less than twelve months old.
* Students must provide a copy of their assignment identifying the class, their faculty, and the college/university where they are enrolled.
* The Evergreen State College students must be in good standing with the Student Conduct Office.
* A signed acknowledgment of our ethical standards.

Students here for academic purposes may:

* Observe and interact with children.
* Make notes to further their education and use these notes to write academic papers.
* Discuss their experiences with Children’s Center staff and with other students who have met this same criteria.

Students here for academic purposes are encouraged to:

* Focus on overall experiences rather than specific children’s development.
* Paraphrase children’s language rather than document literal translations.
* Avoid specifics such as names, children’s idiosyncratic language, or using so many specifics as to make a child easily identifiable. E.g., “The four year old child is precocious and talkative, she loves to read books and play with dolls, she is light skinned with brown eyes, brown hair, and freckles.”

Students here for academic purposes may not:

* Falsify any documents whatsoever
* Photograph, film, or audio record children, staff, or parents
* Publish their findings
* Be alone with children, even if they have a cleared DEL background check

The Children’s Center will display the name, photograph, relevant academic assignment (including institution’s name and faculty name), and expected dates of attendance on our “Interns and Observers” board, along with the Ethical Agreement.

## Parking

You may park in the lots adjacent to the Children’s Center for up to half an hour to load and unload. Beware, if you park there for longer, you risk a ticket, being “booted,” or having your car impounded. The parking office patrols the Children’s Center every day, and will issue citations to cars parked on Fireweed Drive in front of the center. You can also purchase a daily or monthly parking pass and park in the gravel area adjacent to the Children’s Center or in the parking area between the Children’s Center and the Central Utility Plant.

**Adult Conduct Policy**

It is important that everyone in our Children’s Center have a safe environment where they are protected and know they will be treated with respect and consideration. While in the Children’s Center, please conduct yourself in ways that help all children and adults feel safe.

Please do not …

* Use, or threaten to use any form of corporal punishment at the Children’s Center or anywhere on the property.
* Smoke at the Children’s Center or anywhere where children can see you or smell the smoke.
* Come to the Children’s Center under the influence of alcohol or other drugs.

Please do …

* Speak in a friendly, calm voice.
* Be respectful when speaking with your child, teachers and staff, or other people’s children and their families.
* Supervise your child from the car to the classroom and classroom to car, not allowing them to run.
* If you see a child other than your own being hurtful or unsafe, inform the teacher and allow the teachers to intervene.
* Observe the campus wide scent free policy out of respect for the sensitivities of others, and observe the Children’s Center nut free policy out of respect for those children/adults who are allergic.
* Wear shoes in the Children’s Center at all times, except for the infant room.

## Child Protective Services

Licensed childcare providers and their staff are required by Washington State Law to report suspected incidents of abuse and neglect (RCW 26.030(1)). In doing so, they have civil immunity under the law for good faith reporting. Failure to report can result in a gross misdemeanor charge.

The relationship we have with our Licensor, CPS, Health Department, and Fire Marshall is one of partnership, for the safety and well-being of children.

**Pesticide Policy**

Pesticides are not used on the premises, and should an exception occur you will be notified as

soon as we are aware.

**Your Family at the Children’s Center**

Your family is important at our Center because we know that parents are the most important people in their children’s lives. We want to hear about what is important to you and how your family does things. Our staff wants to work as partners with parents to provide the best care possible. We want to ensure children feel comfortable and familiar at the Children's Center so they will feel free to explore, learn, try new things and enjoy their day. We strive to create a center that is a safe and interesting place where children can make friends, learn about themselves and become excited about learning to understand the world around them.

If you would like quality time to discuss your child’s progress, development, a special problem or just want to visit about your child, the lead teacher’s planning time would be an excellent time to schedule an appointment.

**Babysitting**

If you wish to employ a member of the staff to provide care for your child either after hours or away from the Center, it is a private agreement between you and the staff member.

**Families Get Involved**

We want families to feel welcome at the Children’s Center. Each family has their own interests and free time; the important thing is that you enjoy the way you choose to take part. Here are some suggestions of ways to be involved:

* Share family traditions, music or crafts
* Arrange a mini field trip to your campus work or study place
* Talk with other parents
* Come to a Family Night Potluck: weeks 2 and 6 of each academic quarter, from 5:30-6:30
* Read to children in the book corner
* Share a portion of your child’s day- play in/out – meal time – rest time
* Share a talent or passion

**Facebook and Our Website**

Our Facebook group is “TESC Campus Children’s Center” and our website is [www.evergreen.edu/childrenscenter](http://www.evergreen.edu/childrenscenter).

**What to Wear**

Children should wear clothes that are comfortable, washable, and appropriate for outdoors and messy play. Please have them wear shoes and shirts even in hot weather. The Children’s Center tries to use only water-soluble materials, but stains may still occur. *Labeling helps us return your child's clothes if misplaced.*

**What to Bring**

* Infants and toddlers need diaper wipes and at least one diaper for every two hours your child is in care. *Please note the policy concerning cloth diapers in the health section of this handbook.*
* Staff will notify families when more diapers or wipes are needed. When children run out, we will provide diapers and wipes at a cost of a dollar per diaper and five dollars per pack of diaper wipes. Families’ student accounts will be charged on a monthly basis for any diapers and packs of wipes provided.
* Infants and toddlers need three changes of extra clothes (please label) to be kept in your child's cubby in case of wetting accidents, mishaps with paint, spilled juice or a wild puddle. Preschoolers need at least one change of clothes.
* A warm jacket, a rain jacket and puddle boots
* Anything your child is comfortable resting with: a *small* pillow, a *small* blanket, a *small* stuffed animal or other comfort items.

**Personal Belongings**

The teachers spend a great deal of time and resources planning our learning curriculum for the children. We ask that you leave your children’s toys at home or in the car, and use our toys and equipment while at the center. Small comfort items from home, including family photos, are always welcome for rest time. Toys and other personal belongings will be placed in the child’s cubby or in the parent pocket to go home.

**Food Service**

We offer meal service through the USDA Child Care Food Program. We contract with Campus Food Service for breakfast (8:30-9:15) and lunch (11-12:15) and provide two snacks daily snack (post-rest and 5pm). Our 4-week cycle of menus are posted in the lobby, in each classroom, and on our website.

If your child has a documented allergy to a particular food, please ask your doctor to fill out the USDA Medical Disability Statement for Food Substitutions form and return it. We will then provide all the substitutes we can. We will serve soy milk instead of milk if you fill out the Fluid Milk Substitution Form. For more information regarding the Children’s Center providing meal substitutes or bringing your child’s meals from home, please see the Alternate Meal Plan letter available on our website.

We serve vegetarian meals upon written request and do not require a USDA Doctor Allergy Letter in order to do so.

If you feel for any reason that you have been discriminated against in any USDA related activity, please contact the Secretary of Agriculture, Washington D.C. 20250.

**Food From Home**

If you prefer, you do have the option of providing all of your child’s food. The following are the guidelines for doing so:

* Each day, please provide all of the food your child will need each day. We serve breakfast from 8:30-9:15, lunch between 11 and 11:30 depending on the room, snack between 1:30 and 2:30 depending on the room, and late snack between 4 and 5 depending on the room.
* If you would like your child to eat the same thing for more than one meal or snack that day, it can be packaged together, but please do not send in enough for several days at once. If it is important to you that a particular food is served at a particular meal or snack, please label it as such.
* We will served your child’s food in the container you send; please do not send glass or anything shatter-able because small children (maybe not yours, but small children in general) drop, throw, and knock things over.
* Please have all of your child’s food in one container (e.g. a lunch bag or box), label it with your child’s name and the date, and place it in the fridge on the shelf that is labelled with your child’s class.
* The kitchen staff will send the lunch bag/box in its entirety to the classroom for each meal/snack: if you would like something heated, please note that on the outside of the lunch bag/box. We will heat foods in the container you send.
* If your child eats some but not all of the food you send, we will send the leftovers home so you have an idea of how much/what they ate. If they eat all of it, the container will be rinsed and returned to your lunch bag/box.
* If you do not want your child to eat the treats families bring in for birthdays and last days, bring in one or two non-perishable treats (in a mouse-resistant container) that your child can have on those particular days. The teachers will store it in a closet or cupboard.
* Please do not send in any nuts or nut products. Coconut products are fine and so is butter made from soy nuts or sunflower seeds.
* If your child does not have food to eat for a meal or snack, your account will be charged $10 per day.
* We provide any milk substitute you choose (e.g., coconut milk, rice milk, hemp milk, oat milk) except a nut based milk. Your account will be charged a flat rate of $30 per academic quarter.

We are licensed through the Washington State Department of Early Learning. WAC 170-295-3160 requires us to share the following:

(a) Each breakfast meal the child eats at the center must contain:

(i) A fruit or vegetable or one hundred percent fruit or vegetable juice.

(ii) A dairy product (such as milk, cheese, yogurt, or cottage cheese).

(iii) A grain product (such as bread, cereal, rice cake or bagel).

(b) Each lunch and dinner meal the child eats at the center must contain:

(i) A dairy product (such as milk, cottage cheese, yogurt, cheese);

(ii) Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans;

(iii) A grain product (such as bread, cereal, bagel, or rice cake);

(iv) Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required). When juice is served in place of a fruit or vegetable it must be one hundred percent fruit or vegetable juice.

(4) Each snack the child eats at the center must include at least two of the following four components:

(a) A milk product (such as milk, cottage cheese, yogurt, cheese);

(b) A meat or meat alternative (such as meat, legumes, beans, egg);

(c) A grain product (such as cereal, bagel, rice cake or bread); and

(d) Fruit or vegetable.

(5) Each snack or meal must include a liquid to drink. The drink could be water or one of the required components such as milk, fruit or vegetable juice.

**Health Care Plan**

Center professional staff is trained in First Aid/CPR, food handling, and procedures for preventing the spread of blood borne pathogens. The following summary is part of the Children’s Center's Health Policy that is available upon request and can be found on the parent's bulletin board and in each classroom.

It is a state requirement (WAC 170-295-3040-1) for children to wash hands upon arrival in the classroom. You can make this part of your morning routine together.

*Medication:* We give prescription and nonprescription medication after the parent has signed a medication release form. Prescription medications and those whose labels indicate to consult a physician before prescribing must be accompanied by a signed prescription from a physician. Medication is kept in a locked box in the classroom cupboard or the kitchen refrigerator and is given according to instructions on the label. Please do not store medication in your child’s diaper bag or backpack.

*Sunscreen:* If you would like your child to wear sunscreen, please apply the long‑lasting, waterproof kind in the morning before you come to the center. If you would like sunscreen to be applied again in the afternoon, please fill out a medication form and give it to the teacher. We are obligated to treat sunscreen as a medication.

*Diapers*: Please provide one diaper for every two hours your child will be in care. We do our utmost to support the use of cloth diapers and also honor the licensing guidelines we must follow. (WAC 170-295-4120).

If you use cloth diapers…

* Please provide a small hands-free diaper pail and waterproof liner.
* Used cloth diapers will be returned to you un-rinsed, not shaken out, and individually bagged.
* Used cloth diapers must be removed from the Center daily.
* Please provide at least 12 disposable diapers for use as back-ups.
* If there is an ongoing issue, we may request that your child use disposable diapers at the Center.

Diaper procedures: The children are changed about every two hours. We give children the option to stand while being changed to make the experience as relaxed and pleasant as possible. Children who wish to go to the bathroom are taken at diapering times, as well as any other time they ask or appear to need to go. You can refer to the chart at the end of the day for diapering/toilet information about your child.

*Illness:* WAC-170-295-3030 We conduct a daily health check as each child arrives at the center. You must keep your child at home if he or she has any of the following symptoms:

**

· Temperature of 100° F or higher

· Earache, sore throat, signs of irritability or confusion, or pain or fatigue that prevents participation

· Vomiting twice or more in 24 hours

· Diarrhea three times or more in 24 hours

· Rash that has not been determined to be non-contagious

· Eye discharge or Pink Eye

· Lice or scabies before treatment

Children who become ill during the day will be given a cot to rest on, away from other children, until they are picked up. When your child returns after a contagious illness, we may require a call or a note from your health care provider stating that your child is no longer contagious. They must be fever and medication free for 24 hours.

*Immunizations:* All children enrolled must be fully immunized or have a personal/religious exemption signed by a parent on file. In the event of a vaccine‑preventable disease for which your child is exempt, your child will be excluded from attendance in our program for the duration of the outbreak. We report communicable diseases to the local health department, and notify parents with notices via email and on the front counter. There is no refund in the event of an outbreak which requires exclusion from the program.

*Accidents:* Professional staff is trained to handle minor illnesses and injuries. Major injuries or illnesses requiring more than first aid will be reported immediately to parents and staff will call 911 if necessary. If a child needs to be taken home and you cannot be reached, we will call your emergency contact numbers. In emergencies requiring hospitalization, we use:

Capital Medical Center, 3900 Capital Mall Dr. SW, 754-5858 www.capitalmedical.com

*Documentation:* All injuries, illness, and incidents are recorded on an Incident Report Form and require the parent’s signature. If there is a form needing your signature, it will be noted by your child's name on the sign‑out sheet and ready for your signature in your parent pocket.

*Outdoor Play:* Please dress your child for the weather and for physical play. We play outside nearly every day and do not have extra staff to keep one child inside because they are sick. When a child is too ill to go outside, they are too ill to participate in our program.

*Staff Illness:* We encourage staff to stay home when they are ill. Professional staff absences are sometimes covered by senior student staff with support from the other professional staff or by shifting duties among the teachers.

**Rest Time**

We promote rest time as a healthy habit. We do not use the word nap because in our setting, sleep is a choice but rest is not. Everyone rests. It is a time to rest the body, relax the muscles, and engage the senses so the brain and body can grow. It is also a time to rebuild the energy supply spent in the morning. Rest time is an opportunity for staff to spend some personal time with each child, sometimes rubbing their back or feet, if the child wishes. We allow toddlers younger than 30 months to sleep until they wake up themselves, as per WAC (388‑150.140. Please be considerate of rest time if you are in the hallways between 11:30-2:30 and keep loud voices to a minimum.

**Holidays**

In our efforts to promote and support anti-bias attitudes and education; because of our desire to minimize stress in children’s lives, and in order to respect the cultural diversity represented by families of all children enrolled at the Children’s Center, we as a Center have chosen not to celebrate traditional holidays. We ask that you do not send children in costume on Halloween or with Valentines in February. The staff have agreed that holidays are family celebrations with particular family values. It is difficult to include all children with respect to cultural diversity, and it is difficult to give holidays meaning that is developmentally appropriate for young children. We recognize holidays may be part of children’s lives and we talk about the ways families are celebrating – or not. Holiday times are often stressful for children and we would rather remain as a warm, nurturing, and stress free haven for the children to play and learn, pressure free. We do celebrate life, milestones of growth and development, personal accomplishments, individual successes, people, natural wonders, special days and the changing seasons. We hope you will join us in these celebrations.

**Birthdays, Last Day Celebrations,**

There are times when parents would like to bring treats from home for a celebration – their child’s birthday or their last day in childcare.

Please consider non-edible treats, such as stickers, bubbles, sidewalk chalk, or a book that can be read to the class and donated to the library.

Parents often wish to bring something edible and something sweet is the most popular. You are more than welcome to do so. Because we have children enrolled who have potentially life threatening allergies to nuts, we sometimes cannot serve the special treats that have been brought in. It gets even more problematic because labels aren’t clear. Different factories have different processes for cleaning equipment between batches of one cookie or another.

The following are treats that have been identified as consistently, safely nut-free. If you would like to bring in an edible treat for a celebration, it must be one of the following:

• Regular Oreos

• Lofthouse brand “fancy” cookies with icing and sprinkles (marked with red peanut free warning)

• Keebler Vanilla Wafers, original or mini

• Kellogg’s Rice Crispy Treats – original

• Barnum’s Animal Crackers – original (in the little box)

• Goldfish crackers – cheddar flavor

• Minute Maid Juice Bars – 12 pack varieties: Cherry, Grape, Orange

• Breyers Pure Fruit Bars – 12 pack (Strawberry, Orange, Raspberry)

• Fresh, uncut fruit to be prepared in our kitchen

Please do not bring balloons unless they are Mylar (deflated or broken latex balloons are a choking hazard).

If you plan to have a home birthday party for your child please print names on the invitations and put them in the parent pockets. Please be sensitive to the potential upset for children who are not invited.

**Field Trips**

Our campus has a wealth of places that the children can experience. We take walks and adventures away from the center throughout the year, many spontaneously. These mini‑field trips are covered by the blanket permission request found in your registration packet. We check the sign‑in sheet to see when your expected pick‑up time will be before taking your child on an excursion around campus. Field trips away from the Evergreen Campus will be scheduled in advance and require special parent permission.

**Transitions From One Class to the Next**

Generally, children transition from one room to the next in July if they will be here all summer and in September if they have taken the summer off. Rarely, children may transition mid-academic year based on the space available, teacher observations, and consultations with families.

The exception is when children move from the infant room to the one year-old room – that generally happens on the child’s first birthday, as required by state licensing requirements. In the month or so leading up, the teachers will visit the infant room and then the soon-to-be-toddler will, along with a teacher, visit the toddler room. We take this transition as slowly and gently as we believe each soon-to-be-toddler needs.

When a child is moving from one room to the next, teachers will share developmental information with one another. We also arrange visits, either in the younger classroom or the older, so that children and teachers can get to know one another. Your child’s new teacher will reach out to you, either in person, by phone, or by email, to introduce themselves and to answer any questions you may have.

**Guiding Children's Behavior**

Our goal is to help children behave in a responsible way, motivated from within themselves, rather than to please adults. The word "discipline" and "disciple" come from the same root, meaning, "to teach." We want to help children learn to make healthy choices for themselves, develop problem-solving skills, and embrace the basic human values of respect, trust, honesty, and caring for others. **Our basic premise is that no one may hurt him or herself, others, or destroy property.**

We strive to provide children with familiar routines and a clear set of limits to help children feel emotionally secure and safe. The teachers explain the reasons for rules with the children and follow the same rules in order to model the behaviors we encourage. We facilitate conflict resolution; communicating our requests and expectations in positive ways that influence children to cooperate. We also try to be healthy role models for children by being open and honest about feelings. We want to help children get in touch with and identify their feelings.

Our goal in dealing with aggressive behavior is to attend to the needs of the person who has been hurt and to attend to the needs of the aggressor by working through the issues. We place a great deal of emphasis on teaching empathy by focusing first on the victim, rather than teaching aggression by immediately focusing on the aggressor. However, we consistently monitor children who are hurting others, helping them work out their underlying feelings and plan better ways of solving their problem the next time.

The following consequences of inappropriate behavior are never used at the center, as well as being forbidden by law: corporal (physical) punishment, including striking a child with hand or an object, shaking, shoving, spanking or any form of aggressive contact; any form of harsh, humiliating, belittling or degrading responses of any form including verbal, emotional and physical abuse.

**Consequences of Children’s Inappropriate Behavior**

We strive to have our consequences for inappropriate behaviors respect the child's spiritual, emotional and physical well-being. We honor typical developmental behaviors and address behaviors beyond the scope of what is typical for the child's developmental stage.

We occasionally use a *short* "breather" to help children calm down, but we do not use timeout as a regular teaching tool because it only halts undesired behavior. It does not teach the desired behavior or teach coping skills in dealing with others or their own emotions.

Through clear, consistent teacher responses we address a child’s pattern of inappropriate behavior in an effort to name and bring to awareness the inappropriate behavior. Redirection and/or choices are offered to the child. Redirection is offered less often, as again, it teaches avoidance and does not teach skills to deal with situations.

If this proves ineffective, teachers and the director meet to discuss the child's difficulties and plan a program to assist the child. The difficulties and program are then discussed with the child's family and then the program implemented. In some cases this may include referral outside the center (e.g., counseling).

If a child is unable to regain self-control and requires more individual attention than can be given within child to staff ratios, we will contact a parent. In emergency situations, staff may use limited physical restraint when:

* Protecting self and others from physical injury
* Obtaining possession of a weapon or other dangerous object
* Protecting property from damage

Staff will document any incident involving the use of physical restraint and inform parents in writing.

If it becomes clear to the staff that the Children’s Center is not able to meet the needs of a child, we will assist the family in finding alternate care and will dis-enroll the child from care here.

**Termination of Services**

The Children’s Center may terminate your child’s enrollment under the following circumstances, or may choose to continue a child’s enrollment but bar a parent, guardian, family member or friend from the premises. This may occur without prior notice and at the discretion of the Children’s Center Director.

* Non-payment for child care services and/or lack of adherence to tuition payment policies.
* Falsification of information on enrollment forms or childcare related forms or documentation.
* Non-compliance with the policies set forth in this Handbook.
* Lack of cooperation with the Center’s efforts to resolve differences and/or to meet the child’s needs through parent/staff meetings or conferences.
* Inappropriate or abusive behavior and/or verbal abuse or threats toward the Children’s Center staff, other adults or children.
* The continued enrollment of the child poses a risk to the health and/or safety of other children or adults present or continued enrollment of the child constitutes an undue burden on the Center’s resources.

**Emergency Plans**

We practice emergency preparedness with regular earthquake drills, fire drills, and lockdown drills. The Children’s Center is stocked with emergency supplies. For our monthly fire drills, we evacuate to the fence on the far edge of the playgrounds. Our designated evacuation site away from the Children’s Center is the tennis court on the soccer field. In case of an emergency evacuation, we may not be able to release any children to their families until all children are accounted for.

**When the college is closed due to inclement weather, we are closed as well**.

There are several ways of obtaining Evergreen closure information:

1. The Evergreen State College has implemented an Emergency alert system using E2Campus. E2Campus enables us to send important campus information to you via:
   * Mobile Phone (via SMS)
   * Web Page
   * RSS
   * PDA
   * Email
   * Text Pager
   * Google, AOL or My Yahoo Page

To sign up for this service go to http://www.evergreen.edu/facilities/emergency/

1. You can call the Campus Operator at 360-867-6000
2. You can check for updates on Evergreen’s website at www.evergreen.edu
3. You can tune into local news and/or radio one of the following stations will announce the closure:

Aberdeen: KAYO AM 1450; FM 99.3

Centralia: KELA AM 1470: FM 102.9

Olympia: KAOS FM 89.3, KGY AM 1240 FM 96.9, KQEU AM 920

KXXO FM 96.1

Seattle: KIRO AM 710 FM 101, KOMO AM 1000, KBSG AM 1210

Shelton: KMAS AM 1030

Tacoma: KPLU FM 88.5, KKMO AM 1360

**Unusual Closures**

There may be circumstances, on campus or in the area around the College, where the Director or the person acting in the Director’s absence may make the determination that the Children’s Center will close while the College remains open. In these cases, we will make every effort to share the message via email message, a notice on our Facebook page, and notifying every family by phone.

**THANK YOU FOR SHARING YOUR CHILDREN AND YOURSELVES WITH US!**