



POLICIES AND PROCEDURES

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DIRECTOR
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**LICENSED BY STATE OF WASHINGTON
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Dear Parent

Welcome To the **Petite Academy**. We are delighted that you have chosen our center to provide care for your child and are looking forward to getting to know you and your child better.

We believe that learning and growing for the young children should be fun experience. Playing after all, a child's "work" so we do everything within our power to create a safe and secure environment in which your child can enjoy learning and developing.

We consider the communication between your family and our staff a vital part of our program that will benefit you and your child. We have developed this handbook to serve as a general guide. We hope it will answer most of your questions and help you in understanding our operational procedures. Please feel free to discuss any other questions or concerns you have with our staff.

Petite Academy is comprised of a Director, Classroom Lead teachers, assistant teachers, and after all complete background check prior to employment including fingerprint, criminal and sex offender's registries. New hire orientation, and extensive training sessions to prepare them for their position in the program are also provided. Please see your child's teacher for more information.

Director: Oversees all aspects of the center based program.

Lead Teachers: Develop and implement classroom programs and curriculum.

Assistant Teachers: Assist the leads teachers in the daily functions of the classrooms.

Petite Academy respects the rights of every family and child enrolled. Whether observing. Volunteering, or visiting your child's classroom, you will also observe other children as well as program staff. Should there be any concern or questions that you have regarding the care or socialization that your child receives while attending,

PLEASE DIRECT ANY CONCERS TO THE PROGRAM ADMINISTRATOR, rather than in conversation with other parents, staff or in community. We cannot discuss other children with you.

Phone Number: (206)362-8278 Email: petite181o@gmail.com

Attendance: It is important that your child arrives on time and attends every day that they are scheduled. Attendance is not required, but for your child to benefit from the services and instruction we offer, regular and prompt attendance is beneficial. Children respond well to the daily structures and routine and this expectancy allows them to perform at their optimal level. If there is an interruption in child's daily schedule, they may have a difficult time responding to the daily activities and routines that we provide in the Center Based classrooms. **Please make sure that your child receives a good night's sleep before attending preschool.** Children that are tired do not respond well to our daily activities and routines and do not receive the benefit from the instruction provided.

Petite Academy is Smoke and Alcohol and drug free facility.

HISTORY OF PETITE ACADEMY DEVELOPMENT CENTER

Petite Academy was started in 1979 in Shoreline from a smaller in-home daycare to Childcare Center in a year. We are proud of being in Business in the same location for many years and with dedicated teachers. We eventually changed the building into a Childcare center and served the kids in the area and Shoreline School District before/after care. We are inspected by a State Licensor yearly and meeting the Washington State requirements. We are a member of Childcare Resources; United Way and we are participants of Early Achievers Rating. We have continuous onsite training for our staff.

MISSION STATEMENT & PHILOSOPHY, PROGRAM DESCRIPTION

Our mission is to provide high quality early childhood education for children. We will encourage and support our children to reach their full academic and creative potential in an environment where respect and diversity flourish. We believe each child is unique individual with a cultural history distinctly their own. We celebrate the diversity of each child. We believe each child has unlimited potential. We are sensitive to their social, emotional, intellectual, and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help the children enjoy successful experiences. We encourage, not just learning, but the love of learning.

We believe in providing a physical environment that is safe, clean, healthy, and oriented to children. Classrooms are arranged to offer challenging play and learning choices at a range of Developmental levels. Each classroom allows children the opportunity to explore, to experience, and most importantly, to succeed. We believe in positive methods of discipline. We establish consistent, age-appropriate limits to help children function in their world. Our programs are designed to help children develop a sense of independence and responsibility. We desire to strengthen each child's own cultural identity, while instilling a respect for others who may be different.

We support our teachers with training, resources, and the freedom to create a unique learning experience for children. We provide many opportunities for teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere and foster each child's creativity and positive self-image.

Confidentiality

All Children's records are maintained in accordance with DCYF's records retention requirements and are destroyed after three years from the date the child withdraws from the program. Attendance records will be kept for a **minimum of five years**. Confidentiality

Unless we receive your written consent, information regarding your child will not be released, except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

NON-DISCRIMINATION POLICY

It is the policy of Petite Academy that no person shall be subjected to discrimination at this school because of race, religion, creed, color, ethnicity, national origin, gender, sexual orientation, marital status, age, communication, and learning styles. **Petite Academy does not discriminate in employment practices or client services based on race, creed, color, national origin, sex, honorably discharged veteran or military status, marital status, gender, sexual orientation, age, religion, or ability**". Petite Academy's policy is to make reasonable accommodation to the physical or mental limitations of any otherwise qualified child, parent, staff member, or staff candidate. It is school policy to prohibit sexual harassment and provides a grievance procedure for resolving sexual harassment complaints. Petite Academy honors and respects our diverse families. We are committed to provide a culturally enriched environment. Petite Academy welcomes honors and respects the diversity of families and is committed to providing a culturally enriched environment for your children.

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE

INTRODUCTORY VISIT

Each new parent or guardian and child needs to visit our center at least one time prior to enrollment. Please call-in advance to schedule a visit.

ADMISSION FORMS

There are several forms you are required to complete prior to your child's attendance:

Child Care Agreement, Registration Form, Child Health Information, Medication Treatment Authorization (Authorization to Administer Medication.), Certificate of Immunization (CIS to be updated yearly), Termination of Services, Permission Authorization, USDA/ Food Program Enrollment/Income Eligibility Application , Permission Form for Teaching Strategies Gold, Website, Handbook Verification Form, Ages and Stages Questionnaire & Initial Child Family Assessment and Evaluation, Family Conference Form, Home Language Form

Confidentiality policy including when information may be share

Children's records will include all admission forms, medication information, injury and incident reports, attendance records, payment history and other information obtain while caring for your children. This Information will remain confidential. You have the right to access your child's records any time. Anything of a sensitive nature will be shared outside of the presence of the children. On a need-to-know basis staff members may access your child's file to obtain contact information, medical information, classroom placement information and other information to support your child having the best experience while at this childcare. The Department may also access your children's files.

CURRICULUM POLICY

At Petite Academy we provide opportunities for continual learning and growth. At Petite Academy we use emergent curriculums for all our children's development. Our goal is to partner with families, set individualize goals and promote a love of learning. Developing a curriculum around student interests is important because every child is unique. We encourage child dialogue about the lessons and activities teachers have provided. We also ask the children what they are interested in as well. We use Creative Curriculum (TSG).

The children learn to respect themselves, others, and their environment. They all need a safe and secure place to play and socialize daily. Teachers need to be caring and create a peaceful atmosphere. Children are developing their social emotional, science, critical thinking, and literacy, cognitive, fine, and gross motor skills.

As first educators we provide a safe environment that invites teamwork. Lead teachers guide and demonstrate intentional and emergent learning. We encourage children to explore their environment around them at school and at home. When children feel they have ownership in the curriculum, they are motivated to work to reach their goals.

Teachers provide resources to parents and information to children on how children naturally build their knowledge and find answers to their questions. Children will be screened within the first 45 days. All parents are required within 90 days of the child's enrollment to complete a valid developmental screening tool, Cognitive & Social Emotional Ages & Stages Questionnaire. A 30-day evaluation will be completed by the teacher and given to parent or guardian to sign. Observation and assessments are done monthly and re-screening is done annually. A home language survey by Teaching Strategies Gold will be given to the families for the child's file. When possible, screening results are shared with all families in their family home language. Parent/Guardian will sign screening form or dated notes from family conferences regarding screening results.

Lead teachers will continue observing and assessing all children throughout the year and submit quarterly checkpoints in Teaching Strategies Gold. Information will be added to the program which we will use to monitor the children's abilities in Teaching Strategies Gold. Leads create monthly tailored lesson plans and curriculum for each child. All assessments will be reviewed and revised as needed.

Formal Assessments include Teaching Strategies Gold

Informal Assessment include: 30 Day Evaluation, Anecdotal Notes and Work Samples, Observations & Assessments.

Children have opportunities to make self-discoveries. Children are given plenty of time and space to use materials with hands-on activities that the children can individually experience. Teachers help children to develop a deep love and respect for themselves, others, and their environment which occurs through an open sharing of ideas. Children develop a sense of respect for their teachers, peers especially when their voices are heard, and they have the freedom to express themselves.

TRIAL PERIOD

The trial period will be two weeks and we will not hold you to the 30 days' notice. Money paid is not refundable. We will talk to you daily about your child's day. Please tell us if you have any concerns, suggestions or have any questions. If after the two weeks trial period, we will determine if the services we provide are satisfactory to everyone. If any problem cannot be resolved then care is terminated, however there is no refund for the current month. Meaning the termination is effective for the following month.

Cubbies: one fitted sheet, one blanket, one change of clothes, socks & undergarment in one big Ziploc bag. No plastic bags, backpacks, or bags with straps for these are strangling hazards.

TRANSITION PERIOD AND SEPARATION

It is difficult for children to start in a new place. The adjustment time may be more difficult for parents than for the children. Our goal is to make the transition smooth for parent/ guardian and children. We explain the process leading up to the actual transition.

Transition into Early Learning Program:

We recommend parents are patient for the first couple of weeks and give their child a chance to adjust. Within the first 90 days we ask all parents or guardians complete ASQ's, Parent Pre-Conference and Home Language forms to begin the tailored assessment plan. This is used to observe the child's adjustment to care and to talk about concerns.

Transitions within Early Learning Program (Between Classes):

We have the child visit the class they will transition to for 1 or more hours throughout the week. We keep documents on a transition sheet. We provide parents with documentation on what their child should be doing at the age they are and provide documentations for their records. Parents are given verbal and written notice when the transitions will begin. The parent signs the document acknowledging the plan in place.

Transitions out of the Early Learning Program:

When a child is leaving the program, we speak to the child about their move. We ask them questions, listen to their thoughts, and acknowledge their feelings about the move. The Lead gives the parent the documentation in the child's portfolio to the parent or guardian.

Transition to Kindergarten:

When a child is leaving the program, we speak to the child about their move. We ask them questions, listen to their thoughts, and acknowledge their feelings about the move. The Lead gives Kindergarten material that includes information about the school they will be transitioning to and other meaningful information about the child should know before entering Kindergarten. The parent is given the documentation in the child's portfolio to the parent or guardian.

PARENT COMMUNICATION AND PARENT CONFERENCES

Communication & Family Partnership

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming, events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking and will be emailed to you. Newsletter is done quarterly. You can also find it on our website. Petiteacademy.com

Website/Facebook: We encourage you to visit our website.(Petiteacademy.com) and Facebook for information.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, or eat a meal with your child. Signing in is required for the safety and protection of our children.

Family gathering: Family gathering may be scheduled on a quarterly basis. These events include snacks, drinks and fun filled age-appropriate activities for families. Family gathering allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family: teacher conferences occur once a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

We use Teaching Strategies Gold, Facebook, and our website to communicate your child's activities in the classroom. Please sign permission form provided by management giving permission for your child/children's photo to be added to these websites if you wish. Teaching Strategies Gold is the only required program that only parents, or guardians have access.

TERMINATION OF SERVICES

Parents or guardians are required to give a 30-day notice if you intend to terminate care from Petite Academy or make any changes to the current agreement. A new agreement will be created and need to be signed by the parent or guardian. (Ex: from full time to part time, etc.) We require parents to fill out an **Exit Questionnaire**. If you should terminate your child's care without notice, you will be responsible for payment of a full month. Failure to comply, you will be responsible for additional fees and charges that may occur to collect the fee. (Ex: Attorney fees, Collection agency, court, etc....)

Petite Academy may terminate care with no notice.

The following are conditions that will cause termination of our childcare services:

-Failure to abide by policies.

(Be based on the grounds listed under the parent handbook)

- Development needs that may require a specialty school.

- Continued failure to pay dues and fees on time.

At our facility we will work with each individual child promoting consistent care and maximize opportunities for child development and learning. When a Child exhibits behavior that presents serious safety concern for the child or others and the program is not able to reduce or eliminate the safety concern through reasonable modifications the child's care will be terminated. For examples such as on-going biting beyond the toddler age, throwing objects at others, hitting with objects, leaving the facility and other behaviors.

Prior to expulsion of services due to child's behavior we will provide the following supports:

1. We will have a parent or guardian meeting weekly or sooner as needed.
2. We will review the expulsion policy with the parents or guardians.
3. We will record the incidents that led up to the expulsion, include the date, time, staff involved and details of the incidents
4. We will give the parents or guardians a copy of the steps that were taken to avoid expulsion
5. We will give the parents or guardians a description of the environmental change, staff change and other reasonable modifications that were made.
6. We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff and parents or guardians.
7. We will give the parents or guardians referrals to community-based programs/settings

HOLIDAYS

Petite Academy is closed on the following Days:

Day of Caring (TBA) New Year's Day, Martin Luther King, President Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the following Friday, Christmas Eve Day and Christmas day. If the holiday falls on a weekend, we will be closed on either Friday or Monday to observe the holiday.

EMERGENCY CLOSURE

Due to snow or any other hazardous situation, **Petite Academy will be closed if the Shoreline School District is closed.** Please listen to Radio or TV for news updates. You may call to check if we have managed to open.

BACK-UP PLAN

Petite Academy recommends you have access to alternative childcare if possible. You may need care if Petite is closed for emergency reason. If Petite is closed, you will be notified the night prior so that you can make other arrangements. It is always your responsibility to find back-up childcare. For a childcare referral please call:

CHILDCARE RESOURCES

(206) 865-9530 East King County

(206) 461-3207 Seattle/North King County

(206) 852-3080 South King County

INSURANCE COVERAGE

Petite Academy carries Liability Insurance and Medical Insurance for children. Parents must use their own health insurance for incidents.

PETS

We have no pets in School. Pets, such as fish in an aquarium will be okay for educational purposes.

RECEIPTS AND TAXES

Petite Academy will give you a payment receipt when you pay for children in cash. You will receive an annual statement with tax ID # at the end of the year to show your childcare expenditures for the applicable tax year.

Alcohol

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

RATES AND PAYMENT PLAN

RATES ARE ADJUSTED EVERY YEAR IN SEPTEMBER One month notice will be given. If more frequent adjustments are needed, then two months' notice will be given.

Annually per Child Rates:

Registration Fee is \$150.00/ Annual Fee \$150 per child per year

AGE	FULL TIME	HALF TIME	DAILY
12-29 (Toddler)	\$2100.00	\$1850.00	\$130.00
30 months – 5 years	\$1900.00	\$1600.00	\$120.00
Before School	\$650.00	N/A	\$60.00

DEFINITIONS:

Full time: Over 4 hrs. Per day and over 4 days a week Half time: Less than 4 hours between the hours of 6:30 to 12:30 or 12:30 to 6:00pm Daily: Over 4 hrs.

PLEASE NOTE: Pick up late fees \$2 per minute after 6PM, due to the staff on duty. \$20 late fees are applied each day after if you pay your monthly fee after the 5th. Please contact management as soon as you know your payment will be late.

MISCELLANEOUS RATE INFORMATION FEES:

PARENTS ARE REQUIRED TO PAY FOR THE TIME THEIR CHILDREN ARE SCHEDULED TO BE IN CARE. IN OTHER WORDS, PARENTS ARE PAYING FOR A SLOT WHETHER THEIR CHILD IS THERE OR NOT. PAYMENTS ARE DUE FIRST OF EACH MONTH & NO LATER THAN THE 5TH. SPECIAL PAYMENT TERMS ARE NEGOTIABLE ON RARE OCCASIONS, ARRANGED WITH MANAGEMENT AND WILL BE DEFINED IN THE CONTRACT OR WRITTEN AGREEMENT.

DSHS Clients:

Your child is not guaranteed a spot without an approval from DSHS or any agencies paying for your childcare fees. Parents are responsible to have their review completed at a minimum of one week before the expiration date. If we have not received a current approval your child will be replaced. Because the spot is not guaranteed and if you have completed the review after your spot as been filled as soon as a spot comes available, we will gladly re-enter your child into the program. If you miss more than 10 no show days, you will lose your spot.

VACATION POLICY

There is no deduction nor credit for Vacations and Holidays. In order to keep your child's spot, you have to pay the flat monthly rate.

PAYMENT POLICIES

Payments are due first of each month in advance. There is a \$10.00 per day late fee charge after the first. If the fee is not paid after a period of five days, your child will not be admitted until all fees are paid in full. The Penalty for NSF check is \$50.00 plus \$10.00 per day late fee as of first of the month to the time that payment is paid in full. Cash payment is required for returned checks. You may be put on a cash basis after the second NSF check.

FIELD TRIP FEES Field trip fees

Will be charged when necessary.

BUSINESS PRACTICES:

Arrival and Pick-Up

- Arrival instructions: Parents are required to walk in with their children and sign in and out with electronic sign in. If the tablet is out of network, please sign in or out on the sign IN/OUT sheet. **THIS IS REQUIRED BY LAW.** Please help your child wash hands upon arrival (required by Health Department). Children must be in good health and clean (including diapers if this applies)
- Please Identify on the childcare register who is authorized to pick up your child. Any person not on file, who is to pick up your child, must have written permission, email, or faxed authorization. The person picking up your child must have identification.
- Your child will not be released to anyone under the influence of alcohol or drugs.
- Your child will not be released to anyone underage of 18.
- **Door code is allowed to the parent that registered the child ONLY.** Other family members, case managers, counselors, social workers will need to ring the doorbell. We will change the door code if this policy is not followed.

WE WILL NOT ACCEPT KIDS AFTER 11AM.

Release of children to anyone whose behavior may place the children at immediate risk:

If the parent or guardian picking up the child demonstrates behavior that is of concern (appears to be under the influence of drugs or alcohol, exhibits threatening behavior or does not have a car seat in their vehicle), staff must try to talk to the parent about making other arrangements, but may not refuse to release the child to his parent or legal guardian. They must inform the person that will immediately call the police because the child is at risk. If the person with questionable behavior is NOT the parent or guardian, Staff must immediately call the Police and notify the parent of the concern.

TOYS, FOOD AND ITEMS BROUGHT FROM HOME

- No gum or candy is allowed in this facility
- Food can be brought to school to share with other children only if the food is pre-packaged from the store
- Children can bring toys for show and tell or play but school and staff are not responsible for stolen, destroyed, or lost toys.
- Children can bring foods for themselves. Please notify the school staff so we can store it properly.
- homemade foods **cannot** be accepted to share with other children.
- If you plan to bring treats for your child's birthday, they must be commercially baked, labeled and in the original box or bag.

MEALS AND SNACKS

It is your responsibility to notify us of any allergies or adverse reactions your child has to any foods or beverages. Allergies will be posted in eating area. There is an allergy form needed in child's file to be signed by my primary physician and parent.

Individual healthcare plan for severe allergies written and signed by doctor must be on file for the child with allergy.

We will work closely with you on your child's transition to solid foods when appropriate. Menus will be posted weekly on the parent resource area. Meals will be served family style. We serve nutritionally balanced with foods from all food groups. Menus rotate every 4 weeks. Petite academy is participating in USDA food program and follows the program guidelines. The center provides Breakfast, Am Snack, Lunch, PM Snack, and late PM Snack.

SAMPLE MENU:

Breakfast: Toast, Butter, Jelly, Milk, Banana
AM Snack: Wheat Thins, Apple, Water
Lunch: Beef, Potato, Peas with tomato sauce, Rice, Orange, Milk
PM Snack: Peanut Butter and Jelly Sandwich, Water

FOOD HANDLING

All staff working with food has food and beverage service worker's permit. All proper food handling procedures will always be followed.

RELIGIOUS ACTIVITIES

No religious activities are conducted.

HOURS AND DAYS OF OPERATION

6:30 am to 6:00 pm, Monday through Friday. Except Holidays

Parents are welcome to visit their children at any time during the day.

DAILY SCHEDULE

6:30 – 7:30	Quiet activities, Breakfast
7:30 – 9:30	Workstations, Academics
9:30 – 9:45	Snack
9:30 – 11:00	Calendar, Circle time, Storytelling, Free Play
11:00 – 11:30	Outside / Music / Dance
11:30 – 12:00	Lunch
12:00 – 2:30	Nap time
2:30 – 2:45	Snack
2:45 – 3:30	Academics
3:30 – 4:30	Workstations / Free play
4:00 – 4:30	Outside / Music / Group activity
4:30 – 6:00	Free (Area) play / Story telling

Workstations: Manipulative, Art, Science, Block Center, Dramatic, Music Station, Quiet Reading Area, Puzzles, Math, Sorting, Sensory (water/sand/rice/beans/etc...)

FIELD TRIPS

If we plan field trips, you will be notified ahead of time, and it will be optional. Extra fees may apply. We may go to the park, Zoo, Aquarium, or movie Theaters. Some field trips will be walking to a destination and some we would need to use vehicles or Metro bus. When we use vehicles, each child will always be required to wear seatbelts or be in a car seat according to child's age or weight. Permission slips will be required for a child to participate. Each driver will have insurance, be over 18 and have a good driving record.

SPECIAL ACTIVITIES

Parents may arrange birthday parties for their kids with prior arrangements.

PERMISSION FOR FREE ACCESS

You have the right to access any area of the School. You are welcome to visit or drop-in unannounced. Please schedule time in advance to observe your child participating in specific activities.

BEHAVIOR MANAGEMENT AND DISCIPLINE

Behavior Plan: Guidance/Behavior, Physical Restraint policy and Corporal punishment General Procedure

Petite Academy is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Spanking or any form of corporal punishment, physical or mechanical restraint, withholding of food, or any form of emotional abuse is prohibited by anyone on premises including parents. No corporal punishment will be used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking or any other Means of inflicting physical pain.

Teacher can remove a child to a less stimulating environment, if

You hold a child as gently as possible to accomplish restraint from the group. Cooling off time can be varying with age and level of the child.

All staff and volunteers will be trained on the guidance and discipline policy and practices.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Petite Academy has a right to:

Learn in a safe and friendly place

- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families.

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

If we find that a child continues to display inappropriate behavior we will, with your help and input, implement a **behavior Plan**. A meeting may be required to prepare the plan together, and recommendations for referrals to behavior specialist may be a result of a plan. To ensure the effectiveness of the behavior plan, it should also be implemented in your home.

CHILD ABUSE REPORTING

As mandated reporters, we are required by law to report any suspected child abuse or neglect to the Department of Social and Health Services and Child Protective Services at CPS 1-800-609-8764.

CHILD CARE SUPPLIES

Parents provide bottles liners that are labeled with child's name and date. If your child needs formula, nipples, wipes, pacifiers, teething devices, or toilet training diapers, etc. Parents provide fitted sheet, blanket, and pillow as well. Please take blankets and sheets home on Friday to wash and bring back on Monday.

Always bring an extra change of clothes to keep in your child's cubby. Please have warm clothes when the weather is cold and rain or snow gear for rainy or snowy days. Children are required by law to go outside regardless of weather conditions, so it is important the child is dressed appropriately for the weather.

If you are terminating your childcare, please take your child's belongings out of the cubby. If it is left behind, after proper notification and 1 week, we will donate the belongings that are left behind.

Show and tell is on **FRIDAYS ONLY** for Preschool children. Please do not allow your child to bring toys to class unless requested by the Lead Teachers. Please check your children's cubbies daily for artwork, academics, and other important information. If you bring food for your child, please make sure to remove it daily to avoid ants, rats, or any rodents from entering the school.

HEALTH POLICIES

COMMUNICABLE DISEASE

Communicable diseases are illnesses that are spread by direct contact with infectious agents (germs or bacteria). Illness can be spread by:

- Direct contact with bodily secretions, person to person or discharge from open sores.
- Indirect contact with inanimate objects (drinking cups, toys, bedding, etc.).
- Flies, Mosquitoes, or other insects (vectors) capable of spreading disease.

PREVENTING INFECTION OUTBREAK & ILLNESS

We work hard to keep our staff and children healthy and prevent the spread of illness, disease and other things that can be contagious. Still, even healthy people can develop illnesses that can be spread wisely in a group care setting.

To help reduce the risk of diseases or infection, including illness associated with bodily fluids, blood and person to person will be capable of causing illness. Bodily fluids include blood, urine, stools (feces), drool (saliva), vomit, drainage from sores/rashes (pus). Etc. There are many diseases that can be spread through direct contact with or without bodily fluids or person to person.

To protect the staff and children the guidelines below are followed when anyone is at risk for or has been in contact with bodily fluids or other contagious infections. In the event there is a lice or scabies outbreak there will be a thorough cleaning and disinfecting of everything used in the room. If your child is exposed or has been diagnosed with having things such as measles, lice, scabies or any other spreadable virus or illness it is required the child is treated by a doctor and medication will need to be provided as well as a doctors notes given the day the child can return to school.

Most require the child to stay out of school for 24 hours or more under doctor's orders. Without a doctor's note we will not allow your child to attend our school. In the even it is scabies the entire families must be medicated and after 8 hours the child can return to school.

GUIDELINE FOR GENERAL HYGIENE

Staff and children will wash hands frequently.

CHILDREN AND ILLNESS

All children will be observed daily for signs of illness. Children or staffs who are contagious must stay at home. All parents of children in our care will be notified of any communicable diseases. Please call us if your child will not be coming due to illness, if you are unsure, if your child should come to school or not, please call us first or bring in a doctor's note. If a child should become ill during the day, you will be notified immediately, and your child will be isolated from the other Children until you arrive. The parent is responsible for finding substitute care in case of child's illness.

The following illnesses require a child to stay home:

DIARRHEA: Two or more watery stools in a 24-hour period, especially if the child acts ill.

VOMITING: Vomiting on two or more occasions within 24 hours

RASH: Body rash not associated with diapering, heat, or allergic reaction especially with fever or itching.

EYES: Thick mucus or pus draining from the eyes, or pink eye.

APPEARANCE/BEHAVIOR: if the child seems unusually tired, pale, lacks appetite, is difficult to wake, confused or irritable.

SORE THROAT: Especially if associated with fever or swollen glands in neck.

FEVER: Temperature of 100-degree F. or higher with sore throat, rash, vomiting, earache, irritability, or confusion.

LICE: Children who have lice not returned to school until they are louse and nit (egg) free.

“Keep your ill child at home” from the Seattle King County Department of Public Health.

DIAPERING PROCEDURE

We accept only disposable diapers. Diaper changing pads will be disinfected after each use. We never have a child alone on the changing table. Staffs are required to wash hands before, during and after diapering. The children's hands will be washed after each diaper change.

TOILET TRAINING

We help with toilet training. The staff tailors the time to the need of the child. Children must be in diapers or pull-ups until completely trained. For a trial time, children must wear plastic pants over their underwear until we feel they are ready.

SLEEPING EQUIPMENT

All children will take naps or lie down and read books. Petite Academy will provide the mats. Parents and Guardians must bring blankets, crib sheets and another naptime needs for their child. Mats and other equipment will be cleaned between uses by different children. Please take-home sheet and blanket on Friday to wash and return on Monday. We ask this is done once a week.

We do not have extra sheets and blankets available.

MEDICATION MANAGEMENT

- All medications will be administered only with written permission from the parents or guardian.
- Prescription medications only given as directed on the label, in the original container, with the child's name, instructions, expiration date and parent's form.
- Non-prescription medicines will only be given with parent's written permission. This includes diaper ointments and creams, and sunscreen.
- Non-prescription oral medications for children under 2 years must have a doctor written permission and will only be given as directed on the label, in the original container, with the child's name, instructions, expiration date and parent's form.
- Detailed records will be kept of all medicines given at childcare.

MEDICAL EMERGENCY PLAN

Petite Academy staff will call the parent or other emergency contact listed on the Registration forms if any of these events occur.

1. Minor cut, bruises and scrapes are treated by staff
2. In case of emergency
 - a. We will call 911
 - b. We will notify parent or guardian immediately
 - c. If child is injured, which results in medical treatment or hospitalization, we will notify the Department of Early Learning Licensors.

PLEASE READ THE MEDICATION POLICY, CRISIS/DISASTER RESPONSE HANDBOOK & HEALTH CARE PLAN WHICH IS AVAILABLE BY THE SIGN IN/ OUT SHEET AND IN THE OFFICE

COVID-19 Rules

Please answer to these questions before entering school

- Does your child have any of the following symptoms?
 - cough
 - shortness of breath or difficulty breathing
 - temperature of 100.4°F/38°C or higher
 - congestion or runny nose
 - headache
 - muscle pain or body aches or chills
 - sore throat
 - unusual fatigue
 - nausea, vomiting, or diarrhea
 - new loss of taste or smell
 - or other signs of new illness unrelated to a documented preexisting condition (such as seasonal allergies)
- Within the past 14 days, has your child been in close contact with someone who has COVID-19? Close contact is defined as being within 6 feet for a total of 15 minutes or more over a 24-hour period with someone who has COVID-19.
- Has your child had any medication to reduce a fever before coming to care?
- Has your child had a positive COVID-19 test in the past 10 days, or is your child waiting for results of a COVID-19 test due to possible exposure or symptoms?
- Within the past 14 days, has a public health or medical professional told you to monitor, isolate, or quarantine your child because of concerns about COVID-19 infection?

If the answer is “yes” to any of the above questions, the child cannot attend. Please take Covid test before coming back to school. Isolate if you are sick.

-Staff and all children ages 5 years and older must wear a face covering unless medically directed not to. Children ages 2 through 4 are strongly encouraged to wear a face covering within the facility.

-All staff and children should follow the “Keep Me Home If” exclusion guidelines. Should NOT be put on babies and children under age two.

- Keep 6 Feet of space when possible.

- Get a Covid Vaccine

Handwashing, Cleaning, disinfecting is ongoing throughout the school

Please use the link below for more guidelines and resources.

<http://www.kingcounty.gov/covid>

