

Welcome to Educare!

Bienvenidos a Educare!

Chào Mừng đến với Educare!

Ku Soo Dhawaada Barnaamijka Educare

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2018-2019

# Family Handbook



## Educare Seattle Vision

We believe everyone deserves a fair chance to achieve their dreams, and it starts by leveling the playing field from the day we're born.

**Educare**  
625 SW 100<sup>th</sup> St.  
Seattle WA, 98106  
Phone (206) 716-8800  
Fax: (206) 763-5727

School hours:  
Monday through Friday  
7:00 am -6:00pm





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Classroom:	My classroom phone number:
Lead Teacher:	My teacher's phone number:
Co-Teacher:	My co-teacher's phone number:
Family Advocate:	My FSS's phone number:
Mentor teacher:	Mentor teacher's phone number: <b>206-716-</b>
Site manager:	Site Manager's phone number: <b>206-716-8840</b>

**WEATHER CANCELLATION REMINDER: NO SCHOOL WHEN HIGHLINE SCHOOLS ARE CLOSED  
LATE START 9:00AM WHEN HIGHLINE SCHOOLS ARE LATE FOR WEATHER**

**Notes:**

# Welcome to Educare

Dear Parents and Guardians,

We would like to welcome you and your family to Educare, a program of the Puget Sound Educational Service District

This Family Handbook is designed to provide you with information about Educare and the important role you play in the success of our program and your child's learning experience in preschool.

Educare believes that you are the most important educator for your child and that you have the primary responsibility for your child's development. You and the staff, working together as a team, will provide the support your child needs to succeed in school and in life.

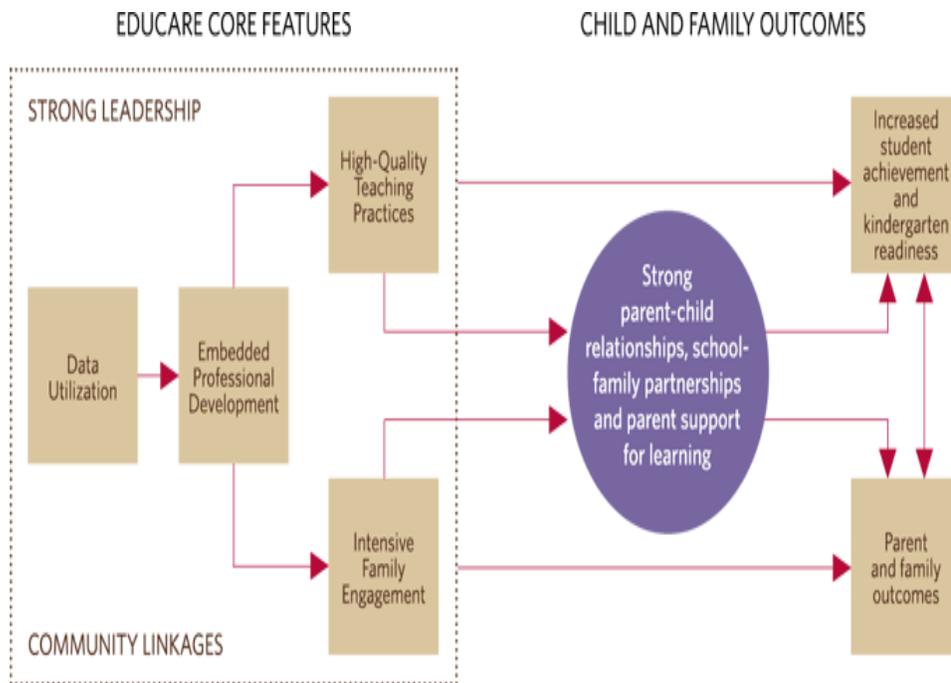
We hope you find this Family Handbook useful. We are always open to your thoughts, ideas, and suggestions for improvement and strongly encourage your active involvement in your child's education and participation in the program.

Sincerely,

All of us!



**As one of the nation’s most effective early childhood schools**, we make sure financially disadvantaged young children have the best possible chance for success in life. Our approach extends beyond the classroom to help children, families and communities thrive.



We rigorously evaluate our program to ensure we are preparing our children academically, socially and emotionally for kindergarten. You will be asked by your Family Advocate if you would like to participate in the ***Educare Implementation Study***.

There are 23 Educare Schools across the country. Our work at Educare is not complete until every child has an equal chance to succeed. That’s why we advocate on behalf of children everywhere to improve access to quality early learning programs. Educare partners with state advocacy organizations to pass legislation related to young children and families.





# Parent Rights and Responsibilities

Family involvement is essential to the success of the Educare program. We believe that you are your child's first and most important teacher, and are valuable contributors to our program. For this reason, we have very high expectations for families.

## Parent Rights

My rights as a parent/guardian in the program include:

1. To be recognized as my child's primary educator.
2. To be treated with respect by the Educare program.
3. To be welcomed in my child's classroom. There is an open-door policy, and I may visit the center at any time during its hours of operation.
4. To receive information and guidance from the Educare program about my child's progress and development, including regular progress reports from my child's teacher.
5. To participate in discussions about my child's progress and setting goals for my child's learning and development.
6. To be supported as an advocate for my child. In the event that my child has a diagnosed disability or has been referred for a concern; I will be involved by the local school district in creating an Individualized Education Plan, and will be kept informed on my child's progress in meeting their goals.
7. To take part in decisions regarding my child's center and the Educare program. My ideas and suggestions will be valued, and I will have opportunities to share them with staff and other parents. Opportunities include Parent Center Committee Meetings, Policy Council meetings.
8. To be informed about resources within the community related to education, health, employment, etc.
9. To review and ask for clarification on policies and procedures.
10. To submit any concerns regarding the center's alleged violation of the licensing requirements to the state Child Care Licensing office.
11. To report any concerns about child abuse or neglect occurring at the center to the state Child Care Licensing office.

## Parent Responsibilities

My responsibilities as a parent/guardian in the Educare program include:

1. Ensure my child attends the program consistently and on time (9:30am) to support their development.
2. Participate actively in the program and take advantage of the opportunities that the program offers.
3. Work with teachers, staff, and other families in a cooperative manner.
4. Be open to new ideas and experiences that can benefit me and my children.
5. Help make the Educare program better by offering my opinions, constructive criticism, and suggestions.
6. Ask questions of my child's teacher, our Family Advocate, the Site Managers or other members of the staff.
7. Reinforce what my child learns at the program by working with my child at home.
8. Ensure that my child is up-to-date on all required medical and dental needs.
9. Participate in orientation process to assist my child with transitioning into the school year at the center. This process occurs with all "new" children throughout the program year.
10. Participate in two home visits and two conferences each year with my child's teachers.
11. Participate in home visits and conferences with the Family Advocate assigned to my family.

# Classroom Philosophy and Approach

Educare families and teachers work together to ensure each child's school readiness. We see every child as a capable, intelligent and resourceful learner. Our goal is to maximize development of the whole child socially, emotionally, cognitively, physically and creatively. Daily curriculum also includes health, nutrition and safety experiences, and personal safety curriculum.

## What you will see in our classrooms:

- Children learning by talking and using their 5 senses.
- Children using classroom supplies.
- Children moving around.
- Children working together and on their own.
- Children thinking for themselves.
- Children having and sharing ideas that teachers follow.
- Children with adults having fun!

## Some of the ways our teachers help children

- Notice and talk about the good things kids do.
- Accept each child as he or she is; don't compare.
- Let children try to do things on their own before helping.
- Let children make mistakes.
- Use kind words. They help kids feel good, try harder and learn more.
- Give kids a chance to make choices, but only those we can live with!
- Use positive statements instead of negative statements.



## Learning through Play

Through play children can develop social and cognitive skills, mature emotionally, and gain the self-confidence required to engage in new experiences and environments.

When I do this:	I LEARN TO:
Paint/Art Center	Explore and create with color   Develop large motor skills   Express feelings and moods freely   Have a project to be proud of and share with others
Dramatic Play	Pretend to be someone else   Develop self-identity   Practice language skills   Work out social problems
Meal time	Talk about the feel, taste and smell of foods   Talk about food groups and healthy eating
Books/Listening Center	Increase listening skills   Appreciate books and music   Explore rhythm and dance   Learn songs and rhymes
Block Area	Develop large motor coordination   Work and play with peers   Explore numbers, sizes and shapes
Group Time	Increase attention span   Play large group games, e.g., "Simon Says"   Share ideas with others
Gross Motor	Develop large muscle and motor skills   Develop eye-hand coordination   Gain specific skills, i.e., numbers, matching, colors, etc.   Share with others
Manipulative Toys	Develop fine muscle and motor coordination   Work out social problems   Explore math concepts
Water/Sand/Play dough/Clay	Explore textures   See scientific principles, i.e., heavy/sink, light/float   Build and create Pour, fill, spill and clean up

# Classroom Curriculums and Assessments

Teachers at Educare use a variety of curriculum materials to teach the children. These are all research based curriculums aimed at developing the many different areas of learning. Math, science, reading, language and the arts are taught while enhancing and building on the social skills necessary for a successful transition into kindergarten and beyond. Lesson plans are posted in the classrooms and are available to family members when requested.

## Creative Curriculum

*Creative Curriculum* is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning for young children. The curriculum includes setting up the learning environment, planning for what children will learn and the role of the teacher and family in children's learning.

## Second Step

The *Second Step Curriculum* teaches self-regulation and executive-function skills that help children learn the skills to manage their feelings, make friends, and solve problems.

## Child Protection Unit

We want children to learn skills that will keep them safe in their homes, schools and community. The Personal Safety Curriculum we use is called *Child Protection Units (CPU)*. The curriculum relies on photographs, puppets, conversations and role playing to help children learn safety skills such as: Crossing the street | Seat-belt safety | Fire safety | Talking to strangers | Appropriate touch.



The following questionnaires are also completed each year by parents and/or teachers. These assessments identify areas of strength and need for children, and help teachers develop plans that fit both group and individual needs. If concerns are noted by staff and parent, with parent's permission, Educare staff will assist families in referring their child for a professional evaluation and further support.

## Ages & Stages Questionnaire

The ASQ (Ages & Stages Questionnaire) is a parent completed screening tool that is completed by parents and teachers early in the year. This screening identifies where children perform according to their age in six developmental areas.

## DECA

The Devereux Early Childhood Assessment Clinical Form is a behavior rating scale that is completed by parents and/or teachers early in the year which provides an assessment of emotional health and resilience, as well as social and emotional concerns, in children ages 2 through 5.

# Supervision and behavior management

## Active supervision

At Educare, we use a strategy called Active Supervision to keep children safe. This is a proactive approach used in school settings to monitor a large area in order to ensure safety and reduce problem behaviors from occurring.

Active supervision requires focused attention and intentional observation of children at all times. Educators (all Educare staff who care for children) position themselves so that they can observe all of the children: watching, counting, and listening at all times. They also use their knowledge of each child's development and abilities to anticipate what he/she will do, then get involved and redirect them when necessary. This constant vigilance helps children learn safely.

## Positive Behavior Interventions & Supports

Children are born learning. They learn behaviors by observing the people in their lives. As parents and teachers, our words and actions teach them how to control their bodies and understand their emotions. We use PBIS (Positive Behavior Interventions & Supports) strategies to help children learn the social and emotional skills necessary for successful relationship building.

There are three rules that we teach children. These are 1) We take care of ourselves; 2) We take care of each other and 3) We take care of our school and home. Additional strategies include setting up the environment for success, teaching children problem solving skills, reinforcing positive behavior, and addressing inappropriate behavior in a calm and meaningful way. Your child's teacher or your Family Advocate can give you information for using these same techniques at home.

## Limited Restraint

Restraint will only be used as a last resort to prevent serious injury to persons, serious property damage, or to obtain possession of a dangerous object. A child will not be restrained longer than it takes to achieve the safety goal. Site teams will not use restraint as a punishment or to force a child to comply.



# Classroom routines and activities

## Daily schedule

*This schedule is an example, and may change based on the needs of the children– every classroom is unique!*

7:00- Open Interest Areas

8:45 – Welcome circle and journals

9:00 – Breakfast and tooth brushing

9:30- Bathroom then outside play

10:00- Handwashing then circle time

10:15- Learning centers/small group

11:45- Clean up then circle time

12:00- Handwashing then lunch then tooth brushing

12:45- Rest time

1:30- Books/ quiet activities

2:30- Handwashing then snack

3:15- Group Activity then outside

4:40-Open Interest Areas

5:30-Clean up, books/journals



## Individualization

At Educare we believe that you, as a parent, are your child's first and best teacher. We will partner with you to share information and learn about how to best support your child in being successful in school. Here are some of the ways that happens:

- Each child is observed by staff and the family to help determine the child's interests and strengths.
- Through teacher home visits/conferences, we share information and create learning goals for each child. Teachers meet with families four times/year: Enrollment, Goal setting conference 1, Goal setting conference 2, and Transition
- Daily curriculum is based in part on children's individual goals, children's interests, and ideas from families.
- Classroom and home materials give children opportunities to learn and practice new skills
- Any possible developmental or behavioral concerns in the classroom are discussed with parents. Likewise, if parents have concerns about their child's development or behavior, please discuss them with us. Referrals for further assessment and services can be helpful, and are done in collaboration with the family. Staff with expertise in child development, mental health, and more are available for observation and consultation.

## Things to bring

**Clothing:** Please send your child to school in clothes that support busy, active, messy learning. They need to feel free to play and work without worrying about getting dirty. Please try to dress your child in something comfortable and easy to care for. Clothing that children can independently manage is important as they develop their self-help skills. Shoes that totally cover the feet are best for active play. Please do not send your child to school in flip flops or dress up heels.

Some children may need a “comfort item” – something from home that helps them feel secure at school. Some “comfort items” may be: photographs of family, soft blanket, a special book, or music. Please discuss this with your child’s teacher, and clearly label any items from home with your child’s full name.

## Things to keep at home

We ask that children DO NOT bring toys, money, etc. from home to play with or “show” at school. Educare cannot be responsible for toys or objects from home that may be lost, stolen, or damaged.

Please DO NOT send food from home to school. To ensure the safety and health of all children, staff, and volunteers, we cannot allow food in the center for the children unless it is provided by the Educare kitchen. This includes snacks and foods for special occasions.



# Family engagement

## Family and staff, working together

Raising the next generation is a shared responsibility. When families, communities and schools work together, students are more successful and the entire community benefits. Parents at Educare are encouraged to be leaders, facilitators, and participants in the program, and there are many ways to be involved.

Family Advocates share opportunities that encourage all family members to strengthen their leadership skills and gain new knowledge. Families, in turn, share information with staff and each other about child development, family activities, program decision-making, and community advocacy.

Family Advocates also provide parents with information about community services that might be beneficial to families in meeting their personal goals (for example, adult education and training programs, parenting programs, help w/basic needs, etc.). Families, in turn, share community resource information with staff, and the circle continues.

## Ways to be involved

**Home visits/conferences:** In addition to developing and supporting learning goals for children, families and staff meet to build relationships, develop plans, and support goals that benefit the whole family. Family support staff meet with parents four times during the year: Enrollment, Partnership/Goal Setting, Partnership/Update, and Transition.

**Parent Committee:** All currently enrolled Educare families are members of the Parent Committee. The committee meets regularly (parents decide how often) to build community, learn together, and plan activities at the center.

**Policy Council:** Policy Council representatives, who are elected by the Parent Committee, work in tandem with program administrators and the PSESD Board to make the decisions that directly affect our children and families. Policy Council members participate in all aspects of program planning and development, and must approve all personnel and budget recommendations.

**Parent Professional Development:** Through PSESD, Educare offers training classes to parents interested in gaining or developing career skills. Currently, interpreter training, bus driver training, and trainings about advocating in the areas of children's literacy and children's health are offered. These trainings are great resume builders, and often a great way of sharing your talents with other Educare families.

**Parent Ambassadors:** This year long leadership and advocacy program prepares parents to organize and make change in their communities and in local and state government. We host community meetings, meet with local representatives, and teach our neighbors how to advocate for children and families.

**Volunteer opportunities:** Volunteers are essential to the program and enrich the classroom experience for children, while providing parents opportunities to learn about the program and develop skills in Early Learning. Volunteering is also an excellent way to bring your own skills and talents into the classroom. If you have an idea, let us know! Often, parent volunteers are able to use their volunteer experience to apply for paid positions in the program. Volunteers complete background checks before working with children.

**Home involvement:** Being involved in your child's education happens at home more than anywhere else! Ask your child how their day was. Read with your child every day. Call teachers or family support staff if you have ideas, questions, or concerns. Ask teachers or family support if there are home projects you can help with. Reading, playing games, and talking with children about what they are learning shows them that school is important and learning is fun.

[Let us know how you'd like to participate and how we can best support your personal and professional goals!](#)

# Health and nutrition

## Family health handbook

School readiness begins with health! The **Family Health Handbook** is a resource that will answer questions regarding Educare policies and procedures surrounding health. Topics include health records, health screenings, medical and dental exams, immunizations, special health concerns, medication, nutrition, physical activity, and when to keep your child home from school due to illness. Generally, children should be well enough to participate in activities at school, and not pose a health risk to others. More details are provided in the health handbook.

## Avoiding the spread of germs

Please keep sick children at home. This is a good way to prevent the spread of illness. To avoid spreading germs, we do the following at school:

- Adults and children wash hands upon arrival, before eating, after eating, after playing outside, after sneezing or coughing, after toileting, and any other time hands are visibly soiled.
- We sanitize tables before and after meals and snacks.
- We sanitize dishes, cups, and silverware after meals and snacks.
- We teach children to cover their mouth or put their mouth in their elbow when they cough or sneeze.



## Meals, nutrition, and food handling

Breakfast, lunch, and snack are provided free of charge to all children at Educare. Families receive a copy of the menu each month. Additionally,

- All meals and snacks follow USDA guidelines and must be prepared following strict guidelines.
- Educare does not serve pork to children.
- Educare is a peanut free/nut safe school. We do not serve nuts or foods that contain nuts.
- Staff, nutrition services, and parents work together when children have special dietary needs.
- Food from home is not allowed at school.
- We welcome parents with food handler's permits to prepare a special recipe for the class during class time. If you would like to do this, we will purchase the ingredients you need.
- These practices help ensure that children are safe and that parents are not responsible for the expense of providing food or the risk of transmitting food borne illness

## Traffic and pedestrian safety

Preschool children are quick, and often unaware of danger. Most preschoolers involved in traffic accidents are injured near their home or on their own street. Our centers are busy places, especially during pick up and drop off times. Here are some ways we can help keep children safe:

- Watch your speed; be mindful of families and children while you're driving
- **Supervise children at all times**
- Do not let children walk in the parking lot, cross the street, or walk into school without an adult.
- When coming to school, please hold each child's hand until you are inside.
- If you transport a child to the center, you must sign the child in and leave the child with an authorized Educare staff person.
- When leaving school, please hold each child's hand until you reach your car or bus stop.
- If dropping off your child, NEVER leave young children in the car! This is dangerous and considered neglect by Child Protective Services. As mandated reporters, Educare staff are required to report this.
- By law, children under 8 years old must be in a car seat or booster seat, unless the child is 4'9" or taller.
- If you need a car seat or booster seat, please ask your Family Advocate to help you locate one.

## Winter weather

Safety is our priority. Educare uses the Highline School District as a guideline about when to close. School closures will be announced on TV and radio. Listen for the closing of Highline School District. .

- If Highline School District is CLOSED, Educare is CLOSED
- If Highline School District is LATE, Educare will open late too (by the same amount of time).

If the weather is snowy or icy, or if there are power outages in some areas:

- Listen to the radio or TV, or check online at [flashalert.net](http://flashalert.net) and follow the directions.
- Call at (206) 716-8800 and check the message.
- If Educare is closed, we will NOT be calling everyone. Plan ahead. Know what you will do if this happens.



## Disaster supplies

Each classroom has a plan and supplies to care for the children in case of an emergency. **Please keep your emergency contact information up to date - we need to be able to communicate with you or someone you trust in the event that you are unable to get to the school.** Please also keep staff up to date on any special needs a child may have should they need to remain at school for an extended time.

## Educare policies and procedures

<p><u><a href="#">Attendance</a></u></p>	<ul style="list-style-type: none"><li>• Educare is a school readiness program; therefore, it is important to establish a regular routine of attendance.</li><li>• Coming to school every day is the one of the most important things you can do to help your child learn. They will learn more if they are here every day</li><li>• If your child is sick, keep him/her home.</li><li>• If there is a family emergency that affects your child's attendance, let us know as soon as you can.</li><li>• If your child will be absent, call the center as soon as you can.</li><li>• We will call you if we haven't heard from you telling us your child will be absent.</li><li>• If we cannot reach you, we will try your emergency contact numbers. Please make sure we have current phone numbers.</li><li>• If attendance is irregular, or your child has been absent for 3 days in a row and we have been unable to speak with you we will make a home visit. Our goal is to ensure that your child can attend their early learning program regularly; we will Explore ways we can support you with attendance.</li></ul>
<p><u><a href="#">Child Abuse and Neglect</a></u></p>	<ul style="list-style-type: none"><li>• All staff members are required by law to report suspected child abuse or neglect to Child Protective Services (CPS) or law enforcement.</li><li>• A report is made when an injury is noticed, or if an adult's behavior is harming the child.</li><li>• We work with CPS and families to help keep children safe.</li><li>• The report will be kept confidential, as the state law requires.</li></ul>
<p><u><a href="#">Communication / Community complaints</a></u></p>	<ul style="list-style-type: none"><li>• You have the right to make a complaint if you are unhappy with something that is happening to you or your child in our program. We will get an interpreter if you need one.</li><li>• If your concern is about a staff person, talk with them first to try to fix the problem.</li><li>• If talking directly doesn't work, write down your concern and send it to the site manager.</li><li>• If your issue is still not resolved, talk to the campus director.</li><li>• If the problem remains, your complaint will be referred to higher level administrators. If needed, the PSESD Superintendent and Early Learning Policy Council Chair will conduct a hearing.</li><li>• People in your community may make a complaint if they become aware of an issue/action/decision that concerns them or they don't agree with. A written concern is sent to the Site Manager who must then respond. If the response is unsatisfactory, higher level administrators at the PSESD will become involved, as described above.</li></ul>
<p><u><a href="#">Confidentiality</a></u></p>	<ul style="list-style-type: none"><li>• Your records are private.</li><li>• Only you and staff will see your child's records.</li><li>• We will ask if it's okay before we show your records to anyone else. We will ask you to sign a consent form before we share your records with anyone, unless we think your child might be being abused.</li><li>• Ask a staff person if you want to see your child/family records.</li></ul>

## Educare policies and procedures

<p><u><a href="#">Custody issues, visitation, and restraining orders</a></u></p>	<ul style="list-style-type: none"> <li>• Primary parents/caregivers are responsible for providing copies of legal documents to Educare when custody issues, rights to child access, and/or rights to educational and/or medical records exist in the family. Without these documents, we cannot legally restrict a biological/legal parent from picking up their child or accessing their child’s information.</li> <li>• Additionally, parents are responsible for keeping current the list of people who have permission to pick up their child. Please update your child’s Emergency Consent form whenever a change occurs.</li> </ul>
<p><u><a href="#">Diversity and Inclusivity</a></u></p>	<ul style="list-style-type: none"> <li>• We always want to include everyone.</li> <li>• We plan activities so all children and families can join in.</li> <li>• We respect everyone’s values and beliefs.</li> <li>• We do not observe any religious holiday nor birthday celebrations or practices in the classroom</li> <li>• We help families in their own celebrations by sharing information about community resources and events.</li> <li>• We learn from children as they share stories about family or cultural celebrations.</li> </ul>
<p><u><a href="#">Arrival and Departure</a></u></p>	<ul style="list-style-type: none"> <li>• Educare is open 7 AM to 6pm</li> <li>• Children are expected to arrive by 9:30AM.</li> <li>• Please call ahead if your child will be late. (206) 716-8800</li> <li>• Children may remain in care a maximum of ten hours or less each day. If you need care longer because of your work schedule or transportation to and from the center, you can make a plan with your child’s teacher.</li> <li>• If children are not picked up by 6 PM, you will be charged a fee. It is important to have a friend or family member who can pick up your child if you are unable to.</li> <li>• If a child is still at the center at 7PM and we cannot reach you, we will contact Child Protective Services to help find a safe place for the child to go.</li> <li>• Children must be signed in by parent or guardian every day</li> </ul>
<p><u><a href="#">Emergency Preparedness and Procedures</a></u></p>	<ul style="list-style-type: none"> <li>• Our center has a disaster preparedness plan for multiple types of emergencies.</li> <li>• We hold monthly fire drills. A record of these drills is posted in each classroom.</li> <li>• Evacuation routes are posted in classrooms and all common areas.</li> <li>• We keep a portable three day supply of food and water for each child in the event of a real emergency.</li> <li>• We will call you and/or your emergency contacts in the event of an emergency. It is important that you keep your emergency contacts current.</li> <li>• Detailed information can be found in the <b><i>Disaster Plan Handbook</i></b>.</li> </ul>
<p><u><a href="#">Food Handling and Preparation</a></u></p>	<ul style="list-style-type: none"> <li>• To protect you and your child from food-borne illness, food for your child during class and food served at family events will be bought by the center and/or prepared at the center. Please do not to bring food to share that was prepared from home.</li> <li>• If you want to share a special dish with the children or other parents, ask your teacher or Family Advocate how you can do this.</li> </ul>

## Educare policies and procedures

<u><a href="#">Health Services</a></u>	<ul style="list-style-type: none"><li>• We believe each child and family's physical and mental health is important.</li><li>• We can help you access an ongoing source of health care for you and your family.</li><li>• Children must be up to date on their immunizations or on conditional status in order to attend the early learning center and its events.</li><li>• If your child is injured at school we will send home an injury report or call you if your child needs to see a doctor.</li><li>• If your child is too ill to be at school, we will call you and ask you to pick up.</li></ul>
<u><a href="#">School Closures</a></u>	<ul style="list-style-type: none"><li>• We participate in ongoing trainings throughout the year, and take time to work together on continuous improvement.</li><li>• Teachers and Family Advocates visit your homes to better know and understand your family and your child's needs.</li><li>• We also schedule maintenance twice a year to keep the building in good repair.</li><li>• See <b><i>Educare Closure Calendar</i></b> for closure date</li></ul>
<u><a href="#">Safe Arrival</a></u>	<ul style="list-style-type: none"><li>• We want your child to be safe.</li><li>• We will let your child leave with only the people you have listed on the Parent Consent Form.</li><li>• When you bring your child to school, please take them to the early learning program classroom and leave them with a staff person.</li><li>• When you bring your child daily to the center, you will need to sign in and sign out each day.</li></ul>
<u><a href="#">Tuition and Fees</a></u>	<ul style="list-style-type: none"><li>• Payment for childcare services is due by the 1<sup>st</sup> of the month</li><li>• Payment agreement must be signed before your child can begin class</li><li>• If you have assistance from DSHS or another subsidy, you must call and tell them you are choosing Educare, Puget Sound Educational Service District. We need confirmation of the subsidy agreement before your child begins class.</li><li>• If you are no longer receiving subsidy help, you are responsible for the full daily rate.</li><li>• As of December 2017, daily rates are:</li><li>• An additional fee of \$1 per minute is charged if your child has not been picked up when school closes at 6pm.</li></ul>

## Educare policies and procedures

<p><u><a href="#">Staff and volunteer behavior with children</a></u></p>	<ul style="list-style-type: none"><li>• Paid staff must stay with children at all times – on playground, in bathrooms, on field trips and in the classroom.</li><li>• Only paid staff can let visitors into the classroom or playground.</li><li>• If you are helping in the classroom or on the playground, staff will show you where the First Aid Kit is kept. They will tell you what to do in an emergency. Remember: always put on gloves before helping someone who is sick or hurt. Keep others' blood, vomit, urine (pee) and feces (poop) away from your skin.</li><li>• If you are injured or believe that you have been exposed to a potentially infectious body fluid, report this immediately to a staff member. Ask them to check with their supervisor for any next steps that should be taken. You may also want to contact your health care provider for guidance regarding any further treatment.</li><li>• All staff and volunteers will be trained about good ways to work with children. Ask staff if you have any questions about what is okay to do or say.</li><li>• The law states that any staff or volunteer who hurts a child must be reported to CPS or the police. This includes causing physical pain (hitting, pinching, spanking, kicking, pulling hair or arms), emotional pain (yelling, calling bad names, scaring children) or sexual acts (touching a child's private body parts, showing your private body parts, etc.).</li><li>• If you are a volunteer, you cannot be left alone with a group of children or a child other than your own.</li><li>• If a volunteer does something that may be harmful, a staff person may talk with the volunteer and may decide to ask the volunteer to stop volunteering.</li><li>• If a staff person does something that may be harmful, the Site Manager or site supervisor will talk with the staff person about their words and actions. The staff person may be told not to come to work while the Site Manager tries to find out what happened. The Site Manager will decide if the staff person can return to work or must be fired.</li><li>• Volunteers who work with children at least once per month will need to have a criminal background check to see if you have a record of any crimes or actions that hurt children and may need a Tuberculosis( TB) screening. The program can pay any costs for background checks and screenings.</li></ul>
<p><u><a href="#">Tobacco/ drug-free environment</a></u></p>	<ul style="list-style-type: none"><li>• No drugs, alcohol, or tobacco products are allowed at the center or any activities sponsored by Educare</li></ul>

Thank you!

We appreciate you choosing Educare as your child's early childhood program. We value your opinion and your voice, and we're here for your whole family, so please don't hesitate to speak with us if you have questions, concerns, or ideas!

**Thank You!**