

VIP (Very Important Person) Protocol

<p>Category: Social & Emotional</p>	<p>Regulations:</p> <p>Performance Standard 1302.31 The Teaching and Learning Environment (a) (b) (1) (c) (1) (2) (d) (e)</p> <p>Performance Standard 1302.45 Child Mental Health and Social Emotional Well-being (a) (1) (b) (1) (2) (3)</p> <p>WAC 110-300-0325 Creating a climate for healthy child development</p>
<p>Purpose:</p>	<p>The Seedlings Centers recognize the importance of recognizing each family and child as their own unique individuals and we take much pride and honor in getting to know our children and families that we will utilize the VIP (Very Important Person) system to give each child their own special day to share more about themselves and their family.</p>
	<p>Activity / Steps:</p>
<p>Process:</p>	<p>The Seedling classroom staff will explain what our VIP System is to each family either at family orientation or at the first conference they have with the family. The Seedling classroom staff will share:</p> <ol style="list-style-type: none"> 1. What VIP is and why we implement it at our centers (use purpose statement of this protocol).

	<ol style="list-style-type: none"> 2. The classroom staff will share the celebration policy with parents and explain why we do not celebrate holidays but instead support the use of VIP instead. 3. The classroom staff will explain all the activities that can occur when it is their child VIP day (see acceptable activities below). 4. The classroom staff will allow the family to pick a VIP day that is within our program year and that is most convenient for the family. 5. The family has the option to come and volunteer on the day of their child's VIP or send in items that follow under the acceptance activities list. 6. The classroom staff will document in Child Plus that VIP was discussed with the family and a date was established. 7. The classroom staff will use form Child Development #13 to document the day and to send a copy to the family and file the original in the child's file. 8. Classroom staff will remind the family about their child's VIP a week prior and the day before. 9. If parents come in to volunteer, all volunteer protocols must be followed and explained to the parents. 10. Families who choose to select a date that aligns with their child's birthday are able to do so but must be informed that the center will recognize the day as VIP and not the child's birthday.
<p>Acceptable VIP Activities:</p>	<p>The following items or activities are allowed during VIP day and at the Seedlings Centers:</p> <ol style="list-style-type: none"> 1. An all about me poster. 2. Pictures of the child and family. 3. Be a teacher's special helper for the day. 4. Children can choose to bring special items to share with the classroom (must be brought in by the family member, children can not carry items on the bus). 5. Parents can volunteer in the classroom. 6. Parents can help with a food experience in the classroom (this must be preplanned with a two week notice).

Non- acceptable VIP Activities:	<p>These following items or activities will not be allowed at the Seedlings center:</p> <ol style="list-style-type: none">1. Balloons or flowers2. Cake, cupcakes, goody bags, or any outside food item3. Pinata4. Video recording or picture taking of the VIP child with other children included.5. Bringing in a child's pet from home