



Betty J. Taylor Early Learning Academy

PARENT HANDBOOK

2025 – 2026



Washington State Department of
CHILDREN, YOUTH & FAMILIES



The Tulalip Tribes are federally recognized successors in interest to the Snohomish, Snoqualmie, Skykomish, and other allied tribes and bands signatory to the 1855 Treaty of Point Elliott.

This document may be updated periodically, please reach out to leadership for most current handbook.

Updated: 7/24/2025

Table of Contents

Introduction.....	4
Our Vision	4
Our Mission	4
Program Goals	4
Religious Activities	4
Hours of Operation	4
General Daily Schedule	5
Daily Care of Children	5
Curriculum	5
Nutrition	5
Allergies	5
Outside Food	6
Children’s Clothing	6
Personal Belongings	6
Diapering	6
Toilet Learning.....	6
Naptime and Rest Time.....	7
Outside Time	7
Attendance Policy	7
Arrival	7
Departure	7
Student Sign In/Out	8
Absent / Late / Picked up early:	8
Extended Care Services	8
For Families Enrolled in Extended Care:.....	8
Communication with Families	9
Confidentiality Policy	9
Child Abuse and Neglect Policy	9
Reporting to CPS	10
Child Abuse and Neglect Acknowledgement	10
Health and Safety	10
Emergency Preparedness.....	10
Incident Report Forms	10

Health Attendance	11
Disease Exclusion	12
Medication Administration.....	12
Head Lice Policy.....	13
Immunization Policy.....	13
Car Seat and Parking Lot Safety.....	14
Child Safety Policy	14
Safety Plan Procedure:.....	15
Biting Policy	15
Biting Scale:	15
When Biting Does Occur:	15
For the child that bit:	15
When Biting Continues:	16
When Biting Becomes Excessive:.....	16
Family Engagement.....	16
Parent Involvement	16
Parent Committee.....	17
Policy Council	17
Volunteering.....	17
Field Trips	17
Parent Code of Conduct.....	17
Parents are expected to:.....	17
Smoke and Drug Free Environment.....	18
Parent Complaint Policy.....	19
Complaint Policy.....	19
Complaint Process.....	19
Security Camera Policy.....	20
Parent Agreement.....	20

Introduction

Welcome to the Betty J. Taylor Early Learning Academy. We strive to provide a quality early learning environment for your child, and a rewarding experience for you and your family. We are a comprehensive school that includes a child-centered, developmentally appropriate education for children and individualized services for families. Please review this handbook and keep it handy for reference throughout the year. By choosing to enroll your child, you acknowledge and agree to follow all school policies and procedures as outlined in this handbook and communications.

Our Vision

Our Children are capable and confident in our Lushootseed Language, our cultural values and teachings, academics and in life based on strong families, community, traditional lifeways and a coordinated early learning education system.

Our children are life-long learners.

Our Mission

Our Academy children and families will be engaging in the culturally rich Lushootseed Language to develop strong cultural values and traditions through classroom in family engagement opportunities. Academic success will be achieved through home and school experiences in Lushootseed Language, cultural values, and participation in evidence-based curriculum resulting in every child being healthy, capable, and confident in school, life and cultural identity.

Program Goals

GOAL 1:

Children and their families will have a greater understanding, appreciation, and ability to access and to participate in cultural experiences.

GOAL 2:

Children and staff will have early access and exposure to the revitalization of Tulalip Lushootseed language to increase the amount of annual experiences related to Lushootseed Language and Tulalip Culture for BJTELA students and families.

GOAL 3:

All qualifying families will have access to support services and educational opportunities for enrolled students to Betty J. Taylor Early Learning Academy.

GOAL 4:

Our Academy school readiness goals are for our children and families to be successful in all content areas, education, disabilities, mental health, health, safety and nutrition, family support, family engagement, and ERSEA (Enrollment, Recruitment, Selection, Eligibility and Attendance).

Religious Activities

We respect and honor all faiths and traditions. No person shall be subjected to discrimination because of religious beliefs or traditions. We support each family and their child in their religious practice. Traditional Native American values are the basis of our program with an emphasis on respect, sharing and caring for all members of the group.

Hours of Operation

The Betty J. Taylor Early Learning Academy will be open Monday through Friday from 7:30am to 5:00pm.

School hours are:

- Monday through Thursday 8:15am to 3:45pm.

Extended Child Care hours are:

- Monday through Thursday 7:30am to 8:15am and 3:45pm to 5:00pm
- Friday 7:30am to 5:00pm. We are unable to provide DROP IN child care.

General Daily Schedule

<u>Birth to Three</u>	<u>Preschool</u>
8:15am - Welcome, wash hands upon arrival	8:15am - Welcome, wash hands upon arrival, free choice
9:00-9:30am - Breakfast/Brush teeth	9:00-9:30am - Breakfast/Brush teeth
9:30-11:30am - Learning Activities	9:30-11:45am - Learning Activities
11:30am - Wash up for lunch	11:45am - Wash up for lunch
11:45am - Lunch/Brush teeth	12:00pm - Lunch/Brush teeth
12:15-2:15pm - Nap/Rest time	12:30-2:30pm - Nap/Rest time
2:30-3:00pm - Snack/Learning Activities	2:30-3:00pm - Snack/Learning Activities
3:00-3:45pm - Pick Up	3:00-3:45pm - Pick Up

** This schedule is subject to change based on the individual needs of the children.*

Daily Care of Children

Curriculum

The Betty J. Taylor Early Learning Academy Curricula of choice is “Creative Curriculum, Lushootseed Curriculum, and Montessori Curriculum”.

Your child is at a stage in his/her life where growth and development are occurring rapidly. Our goal for your child is to become independent, self-confident, and a curious learner who can work well with others. Our Curricula are designed to provide purposeful and productive play experiences that can help children grow in all areas. By playing, children are actually learning skills that are related to future academic and social success.

These are the areas that we incorporate into the daily routine of our children:

- Lushootseed Language and Culture
- Social/Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology

We integrate these areas of learning to provide a robust learning experience for our children. The teachers have curriculum planning time to help them be prepared to provide engaging activities and experiences for the children we serve.

Nutrition

Breakfast, lunch, and an afternoon snack will be made available to enrolled children.

Our program utilizes the Child and Adult Care Food Program (CACFP). Monthly menus will be provided to families to provide diverse options to our children. Meals are served “family style” with children being encouraged, not forced, to eat. During this time, children have the opportunity to develop independence and self-help skills by serving themselves when they are ready to eat. We encourage children to taste each item being served. Teachers “model” how to eat during mealtime. They will show children how to serve up their plates and try each dish on the menu.

Allergies

If a child has a food allergy or special menu requirements due to a health condition, you must:

1. Receive written directions from the child’s health care provider and parent to provide nutritional supplements (such as iron), a medically modified diet (such as diabetic or an allergy diet).
 - a. Prior to the child’s first day of school parents must consult with Food Services Supervisor and Health, Safety, and Nutrition Coordinator.
2. For allergy diets, the parent and child’s health care provider must:

- a. Identify the foods the child is allergic to
 - b. Include the allergies on the Individual Health Care Plan
 - c. Specify an alternative food with comparable nutritional value
 - d. Notify staff of the reactions
3. Kitchen staff will prepare food separately for students with identified food allergies.

**The Betty J. Taylor Early Learning Academy will post each child's food allergies in locations where food is prepared and served.*

Outside Food

- We do not allow outside food to be brought into the academy.
- While walking through the academy you might drop crumbs of a food that might contain allergenic ingredients for one of our children.
- If a child arrives with outside food or drink, staff will take the food and return it to the parent or it will be discarded.
- This helps prevent those with food allergies from being exposed to harmful foods.
- For birthdays or other special occasions, please contact your teacher for assistance. Only store bought foods/drinks are allowed.

We appreciate your cooperation in helping keep our children and families safe.

Children's Clothing

- Please make sure that your child's clothing fits well and is weather appropriate.
- Make sure that your child is wearing well fitted, comfortable shoes.
 - Flip flops without heel straps are unsafe. If your child arrives wearing these shoes, we will ask you to provide another pair, which may require a trip back home. This ensures that your child will be able to move freely and be safe while out on the playground.
- It is important to label your child's clothing with their first AND last names. This will help prevent your child's clothing from going home with another child.
- Make sure your child has at least two changes of clothing.
- Clothing must also be available for diaper leakages and accidents during toilet training.
- Please check your child's extra clothing for size and weather appropriateness.
- We are a "hands on" facility. Children learn best through playing and they WILL get dirty.

We use a bleach spray to sanitize toys and the changing area. As bleach will cause discoloration, please refrain from dressing your child(ren) in clothing that hold high value.

Personal Belongings

We discourage bringing personal items from home. This is to ensure the safety of all children and staff in our facility, and to protect your child's valuables and special keepsakes. Please make sure that your children do not bring in valuables, toys, toy weapons, money, gum, candy, cosmetics, jewelry, fireworks, etc. Because of the potential choking hazard, balloons are not allowed on site as well.

Children may want to share items related to the unit being studied or items from a vacation. Please check with your child's teacher to see if there is a designated sharing time. Please label all items brought to school. Appropriate books and CDs enrich the children's lives and may be brought in with the approval of the teacher.

Diapering

Diapers and Pull Ups are provided for the academy children during program hours.

Toilet Learning

During toilet learning, we understand that children have accidents, and we emphasize that:

- Each child's dignity and sense of self-worth will be preserved.

- We will work in partnership with families for consistency at school and home while toilet learning.
- Extra clothing and shoes need to be provided for accidents. We recommend at least 2 sets of pants and underwear.
- We do not use bribery for toilet learning.

We ask that children be potty trained before entering preschool but we understand that due to physical or medical reasons it may not be possible. Classroom staff will ensure that children are properly cleaned after accidents.

If a child doesn't have extra set(s) of clothing or refusing to accept assistance from classroom staff, a parent will be called to come and assist the clean-up of the child and/or will need to take the child home.

Naptime and Rest Time

- The Academy provides sheets and blankets for rest mats and cribs.
- Infants sleep 'on demand' throughout the day. Toddlers will be offered the opportunity to rest as needed or when showing signs of sleepiness.
- Children 12 months and up will be offered up to a 2 hour rest time after lunch.
- If a child does not want to sleep they will be offered another quiet alternative while their classmates are sleeping.

Outside Time

We are required by licensing to have daily outside time. Our Academy is committed to providing more environmental education which means more "outside time". The weather in Washington can be cold and drizzly, we ask that you dress your child appropriately.

- Please send clothing appropriate for the weather.
 - During rain we may take a walk, so a raincoat and boots are advisable.
 - On snowy days send boots, hats, gloves, and layers of warm clothing.
- *BJTELA has Muddy Buddy Rain Suits and Rain Boots for student use during program hours.

Attendance Policy

Our program records and monitors each child's daily attendance throughout the year. Regular attendance is necessary for a child's success in our early learning program. Our attendance policy is that each child is to maintain 85% average daily attendance to meet the needs of our grant requirements. Families not meeting the required attendance will be placed on an attendance plan. If attendance does not improve, your child may be disenrolled.

Arrival

- Children should arrive between 8:15am and 9:00am Monday through Thursday.
- Doors will be closed at 9:00am.
 - If a child is later than 9:30am breakfast will not be available.
- Children must arrive no later than by 11:30am with a doctor's note and prior notice.

Departure

- Pick up time is between 3:00pm – 3:45pm for regular school days.
- On early release days pick up time is 11:30am - 12:00pm.
- Children must be picked up by 3:45pm for regular school days.
 - After 2 or more late pick ups, families will be referred to their Family Advocate for an Attendance plan.
 - Attendance Plan may consist of:
 - Pick up time revision for 30 days
 - If revision is not followed the early pick up time will be permanent for the rest of the school year.
- All approved persons who pick-up children will be required to have and show a Tribal or State ID

Student Sign In/Out

- BJTELA will use a system to track visitors who enter and exit the facility each day in order to keep staff and children safe.
 - Parents will have unlimited access to their own children while in care, please check in with office staff.
- Please use our front entrance and designated hallways to bring your child to class, walking through the courtyard/using side doors is not allowed. Please use the same route when exiting with children.
- To ensure the safety of your child please accompany your child to their classroom and make contact with classroom staff before leaving your child's room.
- All children must be scanned in and out of their classroom daily by person dropping off or picking up.
- If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot.
- Difficulty with separation is not unusual for children, especially during their first weeks of attendance.
- Prolonging your good-byes sends a mixed message to your child and can increase anxiety.
- Only authorized persons over the age of 16 may pick up a child.
- Please advise emergency contacts that photo identification will be required.
- If there are any changes in pick-up plans or arrangements, please notify the appropriate BJTELA Staff 360-716-4250.
- Under no circumstances will we release any child to a person who appears to be under the influence of drugs or alcohol. A pre-approved individual will need to pick up the child.

Absent / Late / Picked up early:

- Please call our main line 360-716-4250 and choose option 1 by 9:00 am and email TELAAdvocates@tulaliptribes-nsn.gov if your child will be absent or late/tardy.
- Please notify us if your child is going to be absent for an extended period of time and/or picked up early.
- Please include the time of release and reason.

Families that are Absent, Late or Picked up early more than 3 times within the same month will be referred to a Family Advocate. Families may be asked to sign an attendance improvement plan to maintain their space in the program. If an attendance improvement plan is not followed, your child may be withdrawn and placed on our wait list. After 30 days, we will review the individual's circumstances. If there is an available spot in the classroom your child may re-enter with management approval.

Family time is considered an excused absence, if it is associated with a pre-approved cultural event, custody situation, and/or a vacation.

If you have not picked up by your designated pick up time, staff will begin calling all emergency contacts. If you have not picked up within 30 minutes and there has been no contact, staff will call CPS Reporting 1-866-ENDHARM, Tulalip Police Department, and Beda?chelh if applicable.

Extended Care Services

Limited slots are available for extended care services. Children must be eligible for CCDF to be accepted into extended care. Families may contact the Billing Coordinator or a BJTELA Manager for any questions regarding the CCDF grant. Eligibility for CCDF Grant is based upon being a member of Federally Recognized Tribe or first generation descendant and family is engaged in a qualifying activity for eligibility (work, school, job training) or meets one of the exemptions available.

We are unable to provide DROP IN child care.

For Families Enrolled in Extended Care:

- Children can arrive at 7:30 - 9:00am Monday through Friday.
- Children can be picked up between 3:00 - 5:00pm Monday through Friday.
- Regular attendance is required, if your child does not regularly utilize the extended care services, they may be removed.

- Late Pick-Ups:
 - Families will be required to sign the late pick up form upon arrival acknowledging the consequences associated with the late pick up occurrence.
 - Families who have more than five (5) late pick up occurrences will be removed from extended care services.

Communication with Families

We strive to provide quality care for our families. A key element to providing high quality care is open communication. We encourage families to share any questions, suggestions or concerns with staff that care for their child. Sharing of key information helps teachers to fully understand your child, and their progress within the class.

If you have any questions concerning Academy policy or practice, please ask your child's teacher. If your concern is not addressed please contact the manager for clarification. If your concern is not addressed by the teacher or manager, please contact the Executive Director.

Remind

BJTELA will be utilizing Remind as a platform for communication. This app allows for two way texting and voice calls between the academy and families. This will be the primary non-emergent form of communication to respect the privacy of our employees. Employees will check notifications periodically throughout the day and will respond when available without interrupting classroom schedules.

***In case of an emergency please call 360-716-4250**

Confidentiality Policy

There may be times when your family is experiencing sensitive issues. Our staff is bound by confidentiality. Please do not hesitate to talk to staff if your family is experiencing times when you may need extra help.

We have Family Advocates and Child Development Coordinators to assist you if you have concerns about your child's development or a period of time that they may be having a struggle. We can refer you to on-site assistance or several different agencies that may assist your family.

The only information teachers should share with parents is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., is not allowed, and in some instances, illegal, as it is a breach of confidentiality. If you witness a staff member violating this policy, please report to leadership.

Child Abuse and Neglect Policy

Purpose: RCW 26.44 to protect children who have been non-accidentally injured, sexually exploited or deprived of the right of minimal nurture, health and safety by their parents, custodian or guardian.

- Definition of Child Abuse/Neglect: Sexual abuse or exploitation, or injury of a child under circumstances which cause harm to the child's health, welfare, or safety.
- Negligence: An act or failure to act that shows a serious disregard of consequences that constitute a clear and present danger to a child's health, welfare or safety.

Types of Child Abuse: Physical, verbal, sexual, negligent treatment (does not include poverty/homelessness), and abandonment.

Recognizing Child Abuse and Neglect: The presence of a single sign does not prove child abuse. The following may signal the presence of child abuse or neglect.

- Sudden changes in behavior
- Overly compliant, passive or withdrawn
- Untreated physical or medical conditions that the parents are aware of.

- Constantly watchful, as though something bad may happen
- Little or no attachment to parent
- Unexplained injuries with conflicting explanations
- Consistently dirty with insufficient clothing
- Difficulty walking or sitting
- Sudden change in appetite
- Demonstrates sophisticated or unusual sexual knowledge or behavior
- Reports nightmares or bedwetting
- Delayed in physical or emotional development
- Direct or indirect communication regarding incidents of abuse or neglect

A child's exposure to domestic violence in and of itself, does not constitute abuse and neglect.

Reporting to CPS

Mandated Reports: Required by law (RCW 26.44.030) to report suspected cases of child abuse and neglect to CPS or other law enforcement agency. (Employees of Tulalip Tribal Government, Medical practitioners, School personnel, Pharmacists, Child-care providers).

- Anyone who has reasonable cause to believe that a child has suffered abuse and neglect can, in good faith, report. If you are acting in good faith, you are immune from civil or criminal liability.
- You do not have to inform the parents/guardians of your CPS report.
- A report does not necessarily constitute a proven fact it is the raising of a question.

A report must be made within the first opportunity- but in no case longer than 48 hours. If you have doubts about making a report, you may discuss the situation with the Child Abuse hotline 1-866-363-4276.

Child Abuse and Neglect Acknowledgement

I understand that Betty J. Taylor Early Learning Academy staff are mandated reporters, and must report all suspicions of possible child abuse or neglect to proper authorities immediately.

As a parent/guardian:

- I understand the definition of child abuse and neglect, the types of child abuse, and the purpose of RCW 26.44.
- I understand the role and legal obligations of mandated reporters.
- I understand that all information about possible child abuse or neglect is confidential, and may not be discussed with anyone except for BJTELA Staff or proper authorities.

Health and Safety

Emergency Preparedness

- The Betty J. Taylor Early Learning Academy has a handbook for staff to address emergency issues that may arise.
- The Academy has one fire drill a month so that children and staff are comfortable getting out of the building quickly and safely.
- We have earthquake and lock down drills bimonthly.
- The Academy has backpacks on site to provide a snack and drink for each child in case of a real emergency.
- If you or a family member happen to be in the building during one of our drills, you must follow BJTELA staff member until drill has been successfully cleared.

**A comprehensive disaster plan is available for review in a BJTELA manager's office.*

Incident Report Forms

- If your child is involved in a mishap that requires any type of attention or first aid, you will be notified with an incident report at pick up; a copy will be left in your child's cubby.
 - You will be advised of what happened, location where incident happened, and what action was taken.
- If your child is ill, we will notify you if it meets our Health Attendance or Disease Exclusion Policies.

- There may be times when we feel it is important to contact you prior to pick up with details of an incident. This includes, but is not limited to: bruises, bites, head injuries, etc.

Health Attendance

This policy is provided to parents as a guideline in deciding whether or not to send the child to school.

To reduce the risk of exposure of children to contagious illnesses, do not send a child to school if he/she has had the following symptoms within 24 hours:

Colds: A cough producing phlegm or a persistent cough. Also, a yellow or green discharge from the nose (this usually indicates an infection and the child should see a doctor).

Sore Throat: Complaints of a sore throat and has no other symptoms may attend school. If white spots, red throat or swollen gland can be seen in the back of the throat, or if a fever is present, keep child home.

Rash: Do not send a child with a rash to school until a doctor/nurse has said that it is safe to do so. A rash may be the first sign of a communicable disease such as chicken pox, hand, foot and mouth, or scabies. A note from a health care professional stating that the rash is not contagious must be provided. We encourage you to call and talk with your doctor/nurse on whether or not your child should be seen by a medical professional.

Vomiting: 2 times within a program day (7:30-5:00) or 1 time with unusual force. Child will be excluded if vomiting with fever; vomiting with recent history of head injury; child looks or acts very ill. Spit up in excess of a "handful" for children under 12 months of age will be considered a vomit.

Diarrhea: Diarrhea 3 times within a program day (7:30-5:00). Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing "accidents," or whose stool contains more than a drop of blood or mucus.

Fever: Fever of 100.4 F on any thermometer maintained by the program and behavior changes or other signs and symptoms. Or a fever of 101F on any thermometer without any additional symptoms a contact to the parent/guardian will be made to pick their child up.

Head Lice: After the child has been treated and all the lice/nits are removed from the child's hair, then he/she may return to class the following school day, once cleared by classroom staff.

Bloody Noses: A bloody nose that is uncontrollable will be cause for a child to be sent home. If a child experiences two nose bleeds in one day a parent will be contacted and informed that if the child has one more nose bleed he/she will be sent home for the day.

Earache: This may not be easily identified, but symptoms may include drainage, ear tugging, pulling, tilting head and excessive irritability.

Headache: Fatigue/pain that limits ability to participate.

Open Oozing Sores: Ones that cannot be kept covered. Child may attend school once sores are scabbed over and/or 24 hours after treatment has begun if needed.

Eye Drainage: A child with mildly pink, swollen, watery eyes and little to no eye discharge, without fever or other symptoms, can stay in school unless symptoms worsen.

Staff will contact the parent if any of these conditions are noted during the school day. If your child is not feeling well, he/she generally will not benefit from classroom experiences. Based on the child's symptoms, the academy may request that your child have an evaluation by their medical provider confirming if the child is contagious and when the child can return to school. A Doctor's note may be requested upon returning to school. If your child is sent home or absent due to illness or other health related problems, your child will not be able to participate in evening events until they are well enough to attend school.

Children who are sent home for vomiting, diarrhea or fever will be excluded the following school day, this absence will be excused.

Disease Exclusion

Disease	Control Measures	Return When:
Bacterial Meningitis (or spinal meningitis)	Temporarily exclude the child from academy. Consider antibiotics.	The Health Department or MD informs that the child is safe to return to school with a note.
Chicken Pox	Exclude child – call parent.	One week after rash begins, or when all pox are scabbed over.
Diphtheria	Temporarily exclude the infected child from academy activities.	When the Health Department or doctor informs you it is safe.
Shigella, Campylobacter, Salmonella, Giardia	Contact the Health Department or personal doctor for advice on testing other children and staff.	When the Health Department or doctor informs you it is safe to return to school with a note.
Hand, Foot and Mouth Disease	Exclude child who has fever or oozing sores – call parent.	Cleared by a doctor to return, and extremities no longer ooze or peel.
Hepatitis A	Temporarily exclude child.	Two weeks after illness starts.
Herpes Simplex	Exclude until sore is scabbed over. Xorirax ointment can help speed healing. Wash hands.	Sores are dry and scabbed over.
Impetigo	Exclude until oral or topical antibiotics has been given for 48 hours. Wash hands often.	After 48 hours of antibiotic, and sores are covered and/or dried (not oozing).
Measles	Temporarily exclude child.	Five days after the rash appears.
Mumps	Temporarily exclude child.	After swelling subsides or nine days after swelling begins.
Pertussis (Whooping Cough)	Temporarily exclude child.	Four weeks after coughing begins, or five days after meds.
Pink Eye – viral/bacterial	Temporarily exclude child.	May come to school when the doctor informs you that it's safe. Or after 24 hours of medication (usually eye drops or eye ointment).
Pinworm	One pill (prescription) taken for treatment. Good hand washing.	After pill has been taken.
Pneumonia	Temporarily exclude child.	Doctor's note.
Ring Worm	Cover lesions and use antifungal treatment.	May come to school with lesion covered and treated.
Rubella	Temporarily exclude child.	Five days after rash appears or fever is gone.

**Other diseases as announced by the CDC may require exclusion as they arise.*

Medication Administration

When possible, the parent will schedule all medication to be given to the child outside of the time the child is in school. Prescription and over-the-counter medications that must be given while the child attends school will be administered only by the child's parent or guardian with the exception of emergency medication (i.e. epi pen, rescue inhaler, diaper ointment, and sunscreen).

Prescription Medication:

- Other than medications prescribed for emergency purposes (i.e. epi pen, rescue inhaler), prescription medications will not be administered by Academy Staff.
- Should a child need to take prescription medication during the school day, the parent/guardian must come to the Academy to administer the medication.

Over-the-Counter Medication:

- Over-the-counter medications, other than sunscreen or diaper ointment, will not be administered by academy staff. Should a child need to take an over-the-counter medication during the school day, the parent/guardian must come to the academy to administer the medication.

Sunscreen & Diaper Ointment:

- Prior consent is provided in the student registration packet on the parent consent form.

Head Lice Policy

- All children will be checked for head lice/nit upon returning from the weekend and/or as needed.
 - If a child is found to have excessive head lice/nits, staff will call his/her family to pick him/her up from school. Children must be picked up within a half hour of being contacted. If the child is not picked up within a half hour, the emergency contact will be called to pick up the child.
- The family will be given information about head lice and how to eliminate it. Teachers will clean and treat classroom's items within APA guidelines.
- The child can come back to school after he/she has been treated and all lice/nits have been removed (however, not the same day they were sent home). When the student is lice/nit free the parent/guardian will need to contact the teacher to make arrangements to have a staff member check the child's head upon return to the classroom
 - It is the parent's responsibility to remove all lice/nits prior to this check.
 - Parents must remain in classroom with child until the child is cleared to return to school.
- A child may be brought in to be checked by staff only once per school day.
- If more than 3 additional exclusions occur in 30 days a referral will be made to the Family Advocate who will coordinate with the Health Safety Nutrition Coordinator in assisting the family.
- Your child may not participate in any school activity until he/she is cleared to return to school by a staff member.

Immunization Policy

To Attend Class: Upon enrollment parents must present an immunization history along with the registration packet. All children must have had at least one of each of the required immunizations before they can attend class. Any children born in other countries must have a tuberculosis clearance test before attending class. Children with a medical, personal or religious exemption may be exempt from these requirements, but not without presenting evidence that they have discussed immunizations with their child's health care provider. A certificate of exemption form is available upon request.

Parent Responsibilities: Parents are required to keep their children's immunizations current. This is a federal and state law aimed at keeping your child and others from serious disease. The academy should be notified of any updated immunizations received during the program year. Your child's physician will provide the necessary documentation with this information to be turned in.

Exclusion: Children who are not up to date with their immunizations may be excluded from the program should there be an outbreak of a communicable disease. Parents/guardians will receive written notifications of impending exclusions.

Immunization Guidelines: If you would like a copy of the current CDC guidelines, contact the Betty J. Taylor Early Learning Academy staff.

Car Seat and Parking Lot Safety

BJTELA strongly encourages safety practices for all students and there are ways in which families can participate in ensuring the safety of their child.

Car Seat Safety

Children must be secured with appropriate vehicle restraints according to their age/weight/height requirement (i.e. car seat, booster seat) at all times.

BJTELA has extra car seats/booster seats for temporary loan to families if needed, please see office staff if you need a car seat/booster. BJTELA Family Advocates can also provide resources for obtaining a car seat appropriate for your child if necessary.

Parking Lot Safety

Parents are **strongly encouraged** to hold the hands of their young children when walking to or from their classroom. This will prevent children from entering the parking lot without adults and any other potential accidents.

Parents are not prohibited to leave their children unattended in their vehicles while on the BJTELA premises. Additionally, Washington State laws regarding car safety are as follows:

- No person, while in charge of a motor vehicle, shall park or willfully allow such vehicle to stand upon a highway, road or street, or any place open to the public leaving a child under the age of seven unattended therein, except when another responsible person of at least 12 years of age has immediate control over such child and is physically present in the vehicle.
- No person, while operating or in charge of a vehicle, shall park or willfully allow such vehicle to stand upon a public highway or in a public place with its motor running, leaving a minor child or children under the age of 16 years unattended in the vehicle.



Child Safety Policy

The Betty J. Taylor Early Learning Academy has the primary responsibility to ensure the safety of all children and staff in the academy. Staff will model positive behavior and set the physical environment to promote social competence. When conflict arises, staff will guide the children through a positive way to handle behaviors.

We are partners with you. When there are behavior concerns at home, please share with your classroom teacher so we can develop a plan together to address it. If there are behavior concerns in the classroom the teacher will work with the family to develop a plan.

Please be advised that disruptive, aggressive behavior (biting, kicking, punching, swearing, spitting, scratching, bullying/throwing objects) that may cause personal harm to self, others or property is unacceptable.

In cases where persistent unacceptable behavior occurs, staff will be required to keep a record of the behavior and how it is/was responded to before, during and after the incident. Parents will be notified of unacceptable behaviors.

All unacceptable behavior will be documented and the parent will be provided copies of each incident. If the behavior continues, the child will be placed on an Individualized Safety Plan in which the family and teacher agree on specific and consistent guidance techniques. If this plan is not signed or followed, another meeting will be set up with parents, and the child will be placed on an alternative attendance plan until a child staffing is held.

Safety Plan Procedure:

1. An incident report will be completed when unacceptable behaviors are demonstrated. Classroom observations, documentation of unacceptable behaviors, and what guidance techniques the teacher used to interact with the child (quiet area, discussion, or redirection) will be given to the family and placed in the child's file.
2. If the unacceptable behavior continues, a meeting with the family will be planned. This meeting will include the parent/guardian, teachers, Education/Disabilities Coordinator, and other support staff as needed. A support plan will be developed with the expectations of the child, teacher, and the parent/guardians. If the parent/guardian cannot attend the meeting, the child will be placed on an alternative attendance plan until the parent/guardians are able to meet.

Biting Policy

Biting is not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As an early learning academy, we understand that biting does occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children.

Biting Scale:

Level 1: Skin or clothing of bitten child is wet, but no marks are visible on the skin however staff members witness biting occur. (The child will be redirected positively to another activity.)

Level 2: The bite leaves teeth marks visible on skin (marks may improve and/or disappear from child's skin after 45 minutes.)

Level 3: The bite leaves teeth marks or injury (bruising, red marks to skin at the site of the bite) that is clearly visible and does not improve over specified time frame.

Level 4: The bite breaks skin, and/or assistance from staff is required to remove child's mouth from the child that is being bitten.

When Biting Does Occur:

Our staff are expected to keep all children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

1. The teacher will comfort the child. First aid is given including cleaning the area with soap and water and covering with a bandage if needed. An ice pack will also be provided.
2. The teacher will immediately notify office staff, following this the parents will be notified by the teacher or family advocate.
3. An Incident Report will be completed, documenting the incident for both children (the child that was bitten and the child that bit).
4. Parents may request a conference with the teachers and Education Disabilities Coordinator.

For the Child that Bit:

1. The child will be removed from the situation.
2. The teacher will positively redirect the child and show the child how they hurt their friend.

3. The parents are notified by the teacher or family advocate.
4. An Incident Report will be completed, documenting the incident.

When Biting Continues:

1. If personnel are available, the child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, environmental concerns, etc.). The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.
4. The child will be provided a teething ring or other appropriate teething toy.
5. The administrative staff will ensure the teacher has adequate resources and training necessary to keep the children active and engaged in supervised activities.
6. The Education Disabilities Coordinator will evaluate the ongoing concern and provide techniques to the teaching staff and parents to prevent and/or eliminate the biting. The Education Disabilities Coordinator will provide literature to the parent and determine whether or not the teacher needs additional training and will document all information.
7. If the biting continues beyond the techniques and training implemented above, the Education Disabilities Coordinator and Teaching Staff will schedule a conference with the parents of the child who is biting to develop a Safety plan for home and the academy to stop the biting.

When Biting Becomes Excessive:

1. If there are multiple biting occurrences within a 2 week time frame the teacher will turn in a referral to the Education Disabilities Coordinator to conduct observations in the classroom.
 - a. Level 1-2: 5 bites
 - b. Level 3 or 4: 2-3 bites
2. After all preventative steps have been tried by the staff members, if the child continues to bite routinely the child will be placed on a Safety plan (2-3 months.)
 - a. Safety plans may include schedule revisions or early pick up due to biting occurrences.

Family Engagement

Parent Involvement

Parent involvement is both welcomed and encouraged. We expect families to get involved in the Lushootseed language to support the children in their growth in the language. We encourage families to attend one language/culture class monthly to support the work that the children are doing in their classrooms. If parents want to learn more about the culture, please inform the Family Engagement Coordinator or the Family Advocates. If you have a cultural gift or talent that you would like to share, we encourage you to let your classroom teacher know. We would like our classrooms to be more reflective of our rich culture and need help with classroom materials.

Families are notified of Academy activities through Remind, email, social media, flyers, newsletters, texting or classroom bulletin boards.

Various parent meetings and family events will be held each month. These will include social and educational topics based on parent and teacher interests.

Teachers and Family Advocates will be meeting with families regularly throughout the year. Some of these meetings will be held at the Academy classrooms or family's home.

We welcome and thank you for being a part of the Tulalip Betty J. Taylor Early Learning Academy. If you have any questions, comments, or would like more information about our Family Engagement options, please contact our Family and Community Engagement Coordinator.

Parent Committee

All Parents/Guardians are automatically members of the Parent Committee and are all welcome to join in and attend at any time throughout the school year.

- The Parent Committee consists of all enrolled BJTELA Parents/Guardians and have the opportunity to assist with special events and participate in parent trainings.
- The Parent Committee provides input to impact the overall well-being of the program.
- Parent Committee meetings are scheduled once a month.
- The Parent Committee Group will elect representatives to represent the Academy.

Policy Council

- The Betty J Taylor Early Learning Academy will establish and maintain a policy council group within the program.
- This group is responsible for the overall monthly report approval, community assessment and are guided by the Early Learning Performance Standards.
- Policy Council Meetings are scheduled monthly.
- The Policy Council Group will elect representatives to conduct their meetings.

Volunteering

Volunteer opportunities are available for specific activities through your child's teacher. The activities must be preapproved by Leadership. Family/Elder/Community volunteer will be with designated staff member at all times.

- a. Volunteers must abide by WAC 110-300-0105, and grant standards.
 - I. Be at least 14 years of age (anybody under the age of eighteen must have written permission from parent/guardian)
 - II. Work under continuous oversight of BJTELA employee
 - III. Complete and pass the background check process
 - IV. Complete a TB test
 - V. Complete annual training requirements
 - VI. Abide by program policies and trainings
 - VII. Annually document professional development plan
 - VIII. Occasional volunteers must comply with (i.) and (ii.) and cannot count in staff-to-child ratios.
 - (1) Occasional volunteers may include, but are not limited to, a parent/guardian helping on a field trip, special guest presenter, or helping with a cultural gathering/family event.
 - (2) Occasional volunteers may not volunteer more than eight (8) hours a week without complying with (iii.) through (vii.).

Field Trips

We live in a beautiful environment on Tulalip Bay. To enhance children's knowledge of their community and to provide environmental (outdoor science/environment classroom) education, we will take walks on local trails and to the beach. These walks may be spontaneous depending upon weather or other activities going on in the area.

Field trips enrich the lives of children in many concrete meaningful ways. Your child's teacher will notify you of any trips your child will make outside our local neighborhood.

Parent Code of Conduct

In order to maintain an orderly, respectful and secure learning environment for the students and staff of the Betty J. Taylor Early Learning Academy (BJTELA), it is essential that all parents, governing body members and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth below:

Parents are expected to:

- If you are having concerns with anything about the Academy, please contact the teacher or Family Advocate before contacting the TELA Manager or Director.

- Refrain from use of social media to address concerns with Academy.
- Refrain from negative talk about the teacher and or staff in front of children. This may cause unnecessary tension with the child and staff.
- Recognize that the education of child(ren) is a shared responsibility between parents and BJTELA Staff;
- Help their child(ren) understand that appropriate rules are required to maintain a safe, orderly environment.
- Know Academy and classroom rules and help their child(ren) understand them;
- Convey to their child(ren) a supportive attitude toward education and the program;
- Build good relationships with teachers, other parents and their children's friends;
- Respect and promote the unique identities of all children, youth and families and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, or sexual orientation;
- Follow program confidentiality policies concerning information about children, families, and staff;
- Address misbehaviors of their child(ren) in a positive way. Physical or verbal punishment of children is not allowed on premises or at engagement events. This includes, but is not limited to, striking or cursing at your child, or another child.
- Direct all concerns regarding other children to staff immediately. Parents should not discipline children other than their own. If a child appears to be in immediate danger, please use your best judgement and take appropriate action to assist.
- Treat staff with respect at all times. Threats, yelling, or posting negative comments about staff or the academy on social media is not appropriate.
- Use appropriate language in the presence of young children. Cursing/swearing or yelling is not allowed.
- Refrain from smoking or vaping on Academy grounds or during events. Smoking and vaping must be done off Academy grounds away from and out of view of the children.
- Refrain from use of alcohol or other controlled substances on academy grounds or events. Children will NOT be released to a parent/adult that appears to be under the influence of drugs or alcohol.
- Follow all child passenger safety laws, including proper use of car seats and seat belts. Staff are mandated reporters and are legally required to report any suspected child neglect or endangerment, including but not limited to unsafe transportation practices, leaving children unattended in their vehicle (running or off).
- Update emergency contact information with program staff when changes occur. (If we do not have an emergency contact list, you will not be able to leave your child.)
- Inform staff of their child's health history on the General Health History Form and will report any health condition that their child might have.
- Ensure that staff are aware of any health conditions by having medical providers complete an Individual Health Care Plan. Staff can follow the specific instructions from the health care provider in order to keep the child safe while at school.
- Inform staff of changes in the home situation that may affect student conduct or performance.
- Must pick up their child within a half hour if called for any reason.
- Wear appropriate clothing while on premises and during events. Clothing should reflect a respectful and family friendly environment.

Smoke and Drug Free Environment

This policy was created to provide a smoke and drug free environment at the Betty J. Taylor Early Learning Academy to ensure that children, staff and visitors are not being exposed to the many health hazards from second-hand tobacco smoke. No smoking is permitted on the academy property including our parking lot at any time (vaping, cigarettes, cigars, chewing tobacco, etc.); this applies to volunteers, staff, parents and all visitors.

Parents and staff are prohibited from smoking when on Betty J. Taylor Early Learning Academy property including our parking lot at any time. This also applies to socialization activities such as field trips, neighborhood walks and other outdoor group activities.

Parent Complaint Policy

Complaint Policy

The complaint procedure shall be used when the complainant feels that BJTELA policies have been violated within their child's classroom or at the overall program level.

Appropriate cases might include, but not limited to, the following instances:

- (a) Unfair or arbitrary application process;
- (b) Violation of BJTELA policies and procedures;
- (c) Inappropriate practices with children;
- (d) Suspected abuse;
- (e) Breach of confidentiality;
- (f) Unethical conduct; and
- (g) Discriminatory actions.

Complaint Process

It is the policy of the BJTELA that complainants will follow the process below to file a complaint.

1. Any parent/guardian with a complaint, concern, or wish to appeal an agency decision is strongly encouraged to first speak with the staff member most directly involved.
 - (1) In the event the problem cannot be resolved:
 - i. The complainant shall file a written complaint with the Manager/Administrator of the student's program;
 - ii. Request a meeting to discuss the concern;
 - iii. The complainant should complete the Parent Complaint Report Form within three (3) business days; and
 - iv. This form can be found on the BJTELA website or within one of the offices:
www.TulalipEarlyLearningAcademy.com
 - (3) If the concern remains unresolved or the concern is at program level, the individual may file a written complaint with the Director of BJTELA. The written complaint may be emailed or brought to BJTELA for submission. The following steps will then occur:
 - (i) The Director will contact the complainant within five (5) business days to ensure clarity regarding the complaint, document it, and work to find a solution in alignment with BJTELA policies and procedures.
 - (ii) The BJTELA Director will report on any complaints and the outcomes to the Policy Council on a monthly basis.
 - (4) If this does not result in a satisfactory decision, a written complaint must be filed with the Chief Executive Officer of the Tulalip Tribes.
 - (i) No complaint will be processed unless these steps have been taken.
 - (ii) Should this informal step fail to satisfy the complainant, completed written complaint must be filed with the Policy Council.
 - (5) Policy Council Review Process:
 - (a) The complainant shall present the complaint in writing to the Chairperson of the Policy Council, who shall present the complaint at the next scheduled Policy Council meeting.
 - (b) The complainant shall provide a copy of the completed Parent Complaint Form and documentation verifying that they've worked through the complaint process to the Policy Council Chairperson.
 - (c) The complainant should schedule a meeting with the Policy Council Chairperson in order to discuss the concern prior to the next monthly Policy Council meeting.

- (d) The Chairperson shall present a written statement to the complainant within three (3) business days after the meeting has been adjourned.
- (e) If the complaint is not resolved at this step, the complainant may move to the Board of Directors for resolution.
 - (i) Policy Council consists of one Board of Director, who can move this forward through the process if necessary.
 - (ii) The complainant may withdraw a complaint at any time in this process.
- (6) Resolution by Board of Directors
 - (a) The Board of Directors (hereafter “BOD”) shall consider the complaint at their next scheduled services meeting.
 - (i) The complainant may present their case before the BOD either orally or in writing at the day of the meeting. The following meeting procedure will then occur:
 1. The BOD may request additional meetings to consider the matter;
 2. Call witnesses as required to obtain more information;
 3. Evaluate all information;
 4. Consider all circumstances involved in the specific complaint; and
 5. The BJTELA staff involved and Chief Executive Officer shall be prepared to provide assistance and information on the issues involved.
 6. The decision regarding the disposition of any complaint must be made by a majority vote of the BOD.
 - a. A quorum (4 policy council members) will be present to vote on any complaint decision.
 7. The decision of the Board shall be put in writing. After a final decision has been made, the following will then occur:
 8. Copies of the directive shall be provided to;
 - a. The person filing the complaint;
 - b. BJTELA Manager/Administrator;
 - c. BJTELA Director;
 - d. Chief Executive Officer; and
 - e. The Secretary of the Tribe for inclusion in the hearing minutes.

Security Camera Policy

In the event that a parent has a concern and wants camera footage to be reviewed, the complainant must follow the process written above then following shall occur:

- 1) Management staff will request a DVD of the footage from Technical Data Services (hereafter “TDS”) Security.
 - a) Footage must be requested within 30 days of the alleged incident.
 - b) The request must include the date, time, and location of said concern.
 - c) Cameras are in place for the safety and security for all people and materials in the facility.
 - d) The footage is not intended for public use and is the property of the Tulalip Tribes. Footage is only accessed by the Betty J. Taylor Early Learning Academy management team and TDS Security.

Parent Agreement

In order to assure that our parents clearly understand our policies and procedures, we require all parents to read the handbook. By choosing to enroll, you acknowledge and agree to follow all school policies and procedures as outlined in our handbook and communications.

- Parents are responsible for having back up child care when we are closed due to emergencies, holidays or when your child is ill.
- Parents, or a responsible designated adult must walk into the building with the child each day to assure safety.

- Parents, or a responsible designated adult must make sure their teachers know your child has arrived and must also let them know when you are leaving.
- Parents need to inform the center of changes in address, phone numbers, and emergency contact information.
- Parents are expected to pick up their child(ren) ON TIME.
 - After 2 or more late pick ups, families will be referred to their Family Advocate for an Attendance plan.
 - Attendance Plan may consist of:
 - Pick up time revision for 30 days
 - If revision is not followed the early pick up time will be permanent for the rest of the school year.
- No medication can be administered to a child at the academy unless it is related to safety of the child (such as an epi pen or rescue inhaler).
- The Teacher/Family Advocate must be given written/verbal notification if a child is withdrawn from the program.
- You MUST keep your child home if they display one or more of the following symptoms:
 - Fever 101 or 100.4 with an additional symptom,
 - 1 loose uncontained blowout diaper or underwear,
 - Diarrhea (3),
 - Vomiting (1 - 2 depending on severity and additional symptoms)

Children with any of the above issues must be kept out of school for the day's session after the incident. A child unable to fully participate in activities, including outside play MUST be kept home. The symptoms will be determined by TELA staff. Families will be expected to comply with expectations and understand that TELA must keep the health and care of *all* children in mind when these circumstances occur.