



Betty J. Taylor Early Learning Academy

PARENT HANDBOOK

(Birth–3 and Preschool)

2020 – 2021

Table of Contents

Introduction.....	4
Our Vision	4
Our Mission	4
Program Goals	4
Hours of Operation.....	5
Attendance Policy.....	5
Arrival	5
Departure	5
Sign In/Out.....	5
Absent / Late / Picked up early:	6
Extended Care Services	6
Child Abuse and Neglect Training.....	6
Reporting to CPS.....	7
Child Abuse and Neglect Acknowledgement	7
Behavior Policy	8
Positive Behavior Procedure:.....	8
Communication with Families	8
Confidentiality	9
Health and Safety	9
Emergency Preparedness.....	9
Accident/Illness Report Forms.....	9
Health Attendance	9
Disease Exclusion.....	10
Medication Administration.....	11
Head Lice Policy.....	12
Immunization Policy.....	12
Smoke Free Environment.....	13
Parent Code of Conduct	13
Grievance Procedure.....	15
Parent Agreement	15

APPENDIX	17
Covid-19 Protocols	17
Family Engagement	21
Parent Involvement.....	21
Parent Committee.....	21
Policy Council.....	21
Volunteering	21
General Daily Schedule	22
Daily Care of Children.....	22

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.

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 engaged 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 to participate in cultural experiences

GOAL 2:

Children and staff will have early access to the revitalization of their native Lushootseed language.

GOAL 3:

Prenatal and Postpartum families will have access to support services, educational opportunities, and recruitment opportunities for enrollment to Early Head Start services.

GOAL 4:

Our school readiness goal is our children and families will be successful in all domains; gross motor, social emotional, approaches to learning, and cognitive.

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 **8:30am to 3:30pm.**

Before & After Childcare hours are:

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

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 will maintain 85% daily attendance.

Arrival

- Children should arrive between 8:30am and 9:00am Monday through Thursday.
- Front door gates will be closed at 9:00am.
- Children must arrive by 11:30am with a doctor's note.

Departure

- Pick up time is between 3:00 - 3:30pm Monday through Thursday.
- On early release days pick up time will be at 12:30pm.
- Children must be picked up by 3:30pm Monday through Friday.
 - Any pick up after 3:30pm will be considered a late pick up and you will be billed \$2/minute for this service starting at 3:35pm.
 - Late fees are the responsibility of the family. Please make sure that others picking up your child are aware of these late fees.
- All approved adults who pick-up children will be required to have and show a Tribal or State ID
- No one under 16 will be allowed to pick-up children.

Sign In/Out

- To ensure the safety of your child please accompany your child into the classroom.
- 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.
- All children must be signed in and out of their classroom daily.
- Please sign your full legal signature. Do not use your initials or titles, such as "mom" or "dad".
- 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 adults over the age of 16 may pick up a child.

- Please advise family and friends who occasionally pick-up that photo identification will be required.
- If there are any changes in pick-up plans or arrangements, please notify front desk ERSEA staff at 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 by 9:00 am 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 will 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.

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 TELA Manager for any questions regarding billing or the CCDF grant.

We are unable to provide DROP IN child care.

Arrival/Departure:

- Children must arrive by 9:00am Monday through Friday
- Children must be picked up by 5:00pm Monday through Friday.
 - Any pick up after 5:00pm will be considered a late pick up and you will be billed \$2/minute for this service.
 - Late fees are the responsibility of the family. Please make sure that others picking up your child are aware of these late fees.

Statements will be provided as a courtesy, however families are still expected to make their payments on time to the cashier's window at the Administration Building by the 15th of every month. Please note billing is done monthly in advance.

Child Abuse and Neglect Training

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, sexual. Negligent treatment (does not include poverty/homelessness), 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. (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.

As a parent/guardian, I acknowledge that I have received training on child abuse and neglect.

Behavior 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.

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 Behavior 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 need to remain at home until a positive behavior plan is developed.

Sometimes problems or changes at home affect the child's behavior. Please share with your classroom teacher if you are aware of changes that may affect your child, or see behavioral changes at home.

Positive Behavior 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. After three occurrences, a phone contact or a home visit with the parent or guardian will be done to discuss the child's behavior by the child's teacher.
3. 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, they will be asked to keep the child at home for safety reasons until the parent/guardians are able to attend a rescheduled meeting.

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, suggestion 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 Director.

Confidentiality

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.

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 at least one earthquake drill in a year.
- The Academy is required to have back packs 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.

Accident/Illness 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 accident 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 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 mucous.

Fever: Fever of 100 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, 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 minimally pink, swollen, watering eyes with no to minimal eye discharge without fever or other symptoms can stay in school unless symptoms increase.

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 child Release to Return to School Form will be given to the parent for the medical provider to complete and sign. 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 center. 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 center 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 diaper ointment and sunscreen.

Prescription Medication:

- Other than medications prescribed for emergency purposes, including rescue asthma inhalers and epi pens, 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:

- Obtain a written parent/guardian authorization for either product to be administered by the staff.

Head Lice Policy

- All children will be checked for head lice/nit upon returning from the weekend and upon leaving the last day of their week (either Thursday or Friday), or as needed.
- If a child is found to have 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. 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.**
 - **Even one (1) lice/nit will result in the child being sent home.**
 - **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.
- Absences due to Head Lice/nits are considered unexcused absences.
- 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.

Smoke Free Environment

This policy was created to provide a smoke-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 at any time (vaping, cigarettes, cigars, chewing tobacco, etc.); this applies to interns, volunteers, staff, parents and all visitors.

Parents and staff are prohibited from smoking when all Betty J. Taylor Early Learning Academy activities are taking place. Adults are not to smoke in front of the children or in areas used for staff. This includes classrooms, offices, kitchens, restrooms, meeting rooms, outdoor play areas and in vehicles used for transporting children. This also applies to socialization activities such as field trips, neighborhood walks and other outdoor group activities. This policy does not include family homes during home visits. Staff and parents should recognize that they serve as role models to the children and should not smoke in front of them. Violations will result in disciplinary action.

When buildings are shared with a Betty J. Taylor Early Learning Academy classroom, we will take steps to decrease children's exposures to tobacco smoke from other occupants. This may include altering traffic patterns and/or establishing a "smoke-free zone" around the Betty J. Taylor Early Learning Academy site. It does not apply during a presentation or field trip related to American Indian cultural customs in which tobacco is utilized.

The Betty J. Taylor Early Learning Academy will provide educational and wellness activities to assist in our smoke-free policy. This will include activities such as smoking cessation programs available for staff and parents, and developmentally appropriate smoke-free activities for children. It is expected that smoke-free environments will increasingly be recognized as a basic safety and health requirement of any program serving children. As of May 1st, 1995 – having a smoke-free policy is a Betty J. Taylor Early Learning Academy requirement that will be monitored during onsite program reviews.

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.**
- Recognize that the education of child(ren) is a joint responsibility of the parents and BJTELA Staff;
- Help their children 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 employees in the BJTELA;
- Address misbehaviors of their child(ren) in a positive way. Physical or verbal punishment of children is not allowed in the classroom or at family events. This includes, but is not limited to, striking or cursing at your child, or another child.
- Direct all concerns regarding other children to BJTELA staff immediately. It is never appropriate for a parent to discipline another child at a BJTELA event or in a classroom. If a child is in immediate danger, please use common sense and assist if necessary.
- Treat BJTELA staff members with respect in the classroom, on the phone and at events. It is never appropriate for a parent to threaten or yell at a staff member in person or post comments about staff or the Academy on social media.
- 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.
- Address problems with other parents and staff in private, away from children attending a BJTELA function or classroom. Quarreling in front of children at a BJTELA function or classroom is not allowed.
- Use appropriate vehicle restraints at all times. This a CPS issue and will be reported to the proper authorities.
- Refrain from leaving their child(ren) in a vehicle – running or not – while dropping off or picking up children to the program. This is a CPS issue and will be reported to the proper authorities.
- 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.

- Make sure 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 provide Diapers and Wipes prior to dropping off or the child will not be accepted in Before and After Care.
- Must pick up their child within a half hour if called for any reason.

Grievance Procedure

If at any time a parent/caregiver has a concern or grievance with another parent, staff person, child or program policy, it is necessary to bring it to the attention of a Coordinator/Family Advocate. If the issue is not resolved bring it to the TELA Manager. The final step will be the Director of the Betty J. Taylor Early Learning Academy. The issue will be addressed and brought to a resolution with the aid of management and appropriate staff. The resolution of the issue will be handled this way:

1. A meeting will be scheduled with parent/caregiver to allow the opportunity for resolution at the Coordinator/Family Advocate level.
2. If the meeting with the coordinator does not resolve the concern/grievance it will be taken to the Manager.
3. If there is still an unresolved issue, the Director will be called in to help achieve resolution.

Parent Agreement

In order to assure that our parents clearly understand our policies and procedures, we require all parents to read the handbook.

- 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 and 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**. There will be a charge of \$2/minute that you are late, **NO EXCEPTIONS**.
- **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 Director or TELA Manager 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 with an additional symptom,

- 1 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.

APPENDIX

Covid-19 Protocols

What Returning To **BJTELA** Will Look Like

With the reopening of TELA upon us we want to take the time to inform families of changes in our policies, and standard operating procedures. By sharing this information with you, we are hoping you can take the time to have a conversation with your child on the changes they will see upon returning to school.

We also would like to remind families that it is important to stay home when sick, to always wash our hands, maintain physical distance from one another, and wear our cloth face coverings when age appropriate.

Drop Off & Pick Up:

- Children are to be dropped off by one adult only
 - For Birth to Three children, only one parent will walk them in and drop them off at their classroom
 - For Three to Five children, only one parent will walk them in to be dropped off the first week of school
 - Following the first week of school the preschool children will walk themselves back to class
- Drop off time will be staggered to avoid overcrowding at screening areas
- Each child and adult will be screened outside of the school before entry
- Birth to Three children will enter through the left side entrances, and 3-5 children will enter through the right side entrances
- We ask that families stand in line 6 feet apart until it is their turn to be screened
- The adult arriving with the child will be asked a series of questions in regards to the child's current health
 - Has the child had any of the following symptoms of Covid-19 since the last time they were in care?
 - A cough
 - Shortness of breath or difficulty breathing
 - A fever of 100.4 or higher or a sense of having a fever
 - Two or more of the following symptoms:
 - A sore throat
 - Chills or repeated shaking with chills
 - Headache
 - New loss of taste or smell
 - Muscle aches
 - Nausea
 - Vomiting
 - Diarrhea
 - Does anyone in your household have any of the above signs or symptoms right now?
 - Has your child been close with anyone suspected or confirmed with COVID-19?
 - Has your child had any medication to reduce a fever before coming to care?
- TELA will not care for a child if the adult answers "yes" to any of the above questions.

- If the child is showing symptoms of Covid-19 they will be asked to please leave the premises and to return after all symptoms have subsided for 72 hours or 10 days after symptoms have started, whichever is longer.
- If the adult answers “no” to the above questions the following will occur:
 - The child as well as the adult will have their temperature checked before entering the Academy
 - If a temperature of 100.4 or higher is present the child and adult will be asked to leave the premises
 - When possible we ask that families screen their child at home for a fever of 100.4 or higher and to stay home if a fever is present
 - This will help our screening process move more quickly and keep others safe from exposure of any illness
- Each adult that enters the building will be asked to use hand sanitizer and required to have a face mask on before entering the building
- Doors will be propped in order to prevent any unnecessary spreading of germs
- Children will be dropped off at their classroom and the teacher will sign them in for the parent
- We ask that families do not bring any outside toys, blankets, cups, and/or food to the center. These items will not be allowed in the classroom
- For pick-up adults will be screened before entry and are asked to again be wearing a mask as well as use hand sanitizer upon entering the Academy
 - Ideally, the same parent or guardian should drop off and pick up the child every day.
 - If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk

If Your Child Gets Sick at School:

- If a child begins to show symptoms of coughing, shortness of breath, or fever of 100.4 or higher while at the Academy, their emergency contact will be called immediately
- This child will be moved to an isolated area until they are picked up
 - Front conference room will be the isolated area for the birth to three wing
 - The nurses office will be the isolated area for the three to five wing
- They will need to be picked up immediately (within 30 minutes) to avoid any spreading of their illness
- A child who shows symptoms of Covid-19 may not return to the Academy until:
 - **If the child has not had a test** to determine if they are still contagious, they can return to TELA after these three things have happened:
 - They have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)
 - AND**
 - Other symptoms have improved (when cough or shortness of breath have improved)
 - AND**
 - At least 10 days have passed since their symptoms first appeared
 - OR**
 - It has been at least 72 hours (3 days) since recovery, the child has had no contact with a known Covid-19 case, AND a health care professional provides a note that the child does not have suspected or confirmed Covid-19 and may return to the Academy.

- **If they have had a test** to determine if they are still contagious, they can return to TELA after these three things have happened:
 - They no longer have a fever (**without** the use of medicine that reduces fevers)
AND
 - Other symptoms have improved (when cough or shortness of breath have improved)
AND
 - They received two negative tests in a row, at least 24 hours apart
- **We ask that families who keep their children home sick to please call TELA and inform staff of your child's symptoms.**

Exposure:

- For suspected or confirmed exposures, 14 days of isolation will be required from the Academy
 - This will include the children and staff who were exposed to suspected/confirmed case
 - Be aware of the possibility of extended closures and have back up plans for care if you are unable to stay home from work

High Risk Children:

- Children at high risk for severe complications from COVID-19, such as those with compromised immune systems or respiratory conditions like severe asthma, should stay home. When in doubt, consult your child's doctor for guidance.
 - Children who have family or household members in high risk categories are encouraged to stay at home to avoid spreading the disease to vulnerable individuals

Masks:

- When feasible we ask that children please wear masks to school to limit the spread of germs
 - Face coverings should NOT be placed on babies or children under the age of two because of danger of suffocation
- Children will be supervised closely to ensure they are not touching it, taking it off, or sharing their masks with friends
- Physical distancing guidelines will still be followed even when face coverings are being worn

Talking Points For You & Your Child:

We would like to encourage you to take a moment to talk with your child before returning to the Academy about how things may look a little different coming back to TELA.

- Staff will be wearing masks and/or face shields
 - Some children will be wearing masks as well
 - Try talking about how by wearing masks we are trying to keep one another safe from getting sick

- Start introducing the mask to your child early. Have them wear it for short periods of time. Maybe let them pick out their own choice of fabric for their own mask.
- We will be practicing physical distancing
 - There will be less children and less staff in their classroom
 - Try talking about how we will try to avoid touching our friends, and giving hugs in order to not spread germs
- There will be lots of handwashing and cleaning going on around them
- We want most of all for children to be aware that even though things are going to look different, and even though there will be less hugs and high fives, that they are still cared for and loved by our TELA Staff and we are excited for them to return.

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 let the Parent Engagement Coordinator or the Family Advocates know, so that way we can provide support. 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 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 families home or other designated locations such as our Family Home Room at the Academy.

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 BJT 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 officers 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 officers to conduct their meetings.

Volunteering

Volunteer opportunities are available through our Family Engagement Coordinator and the Parent Committee. Due to the size of our classrooms, it is difficult to have parents in the classroom, but there are many other ways for parents to be involved with your child's school or education/learning experience.

We welcome and thank you for being a part of the 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:

General Daily Schedule

<u>Birth to Three</u>	<u>Preschool</u>
8:30am - Welcome, wash hands upon arrival, free play	8:30am - Welcome, wash hands upon arrival, free play
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
2:30-3:30pm - Snack/Learning Activities	2:30-3:30pm - Snack/Learning Activities
3:00-3:30pm - Pick Up	3:00-3:30pm - Pick Up

** This schedule is subject to change based on the individual needs of the children. Diaper and potty time is every 2 hours.*

Daily Care of Children

Curriculum

The Betty J. Taylor Early Learning Academy Curriculum of choice is “Creative 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. Creative Curriculum is 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
- Social Studies
- The Arts
- English Language Acquisition

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. Monthly menus will be provided to families and are on a 6 week cycle 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).
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 nutritive value
 - d. Notify staff of the reactions

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 center.
- While walking through the center 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.
- Due to allergy concerns, we prohibit peanut butter or foods with peanuts in the center.
- For birthdays or other special occasions, please contact your teacher for assistance.
- We appreciate your cooperation in helping keep our children and families safe.

Diapering

Diapers are provided for the Birth to Three side during program hours **8:30am-3:30pm**.

Parents will need to provide diapers, wipes or pull ups for:

- Before, After and Friday Care for Birth to Three.
- Children attending Preschool.

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 needs to be provided for accidents. We recommend at least 2 sets of pants and underwear.
- We do not use bribery for toilet learning.

Children must be potty trained before entering preschool.

There may be times when a preschool child is having a toileting issue due to physical or medical reasons. If a child is having two or more accidents and is having difficulty cleaning themselves up or refusing to accept assistance from a teacher, 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 Center provides sheets and blankets for rest mats and cribs.
- Infants sleep 'on demand' throughout the day.
- 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 labeled 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.

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.

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.

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.