



# PARENT HANDBOOK

Young Scholars Academy

2024 School Year

**-Please retain for your records-**

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## **Philosophy**

Our philosophy is that children are highly capable learners and should be given every opportunity to excel in life by supporting every facet of the child. Our program is designed to develop both a child’s I.Q. and E.Q. or emotional. We deliver a curriculum that prepares children for the future of global focus on advanced sciences and technology in a RULER model classroom that promotes a child’s emotional growth. We understand that each child learns differently and at Young Scholars Academy we focus on both how they learn and what they learn. Our programs are based on the theory of multiple intelligences so we created dedicated areas specifically designed to support each intelligence. We also incorporate peaceful, meditative spaces so that children have a place to reflect and learn ways to find harmony throughout life.

## **Operational Information**

The center will be open from 7:00AM until 6:00PM, Monday through Friday, year-round. Young Scholars Academy is a licensed child care facility and is mandated to follow the regulations outlined in the Washington Administrative Code (WAC) and the laws compiled in the Revised Code of Washington (RCW).

## **Center Closings**

The center is closed for the following major holidays:

- ❖ New Year’s Day
- ❖ Martin Luther King, Jr. Day
- ❖ Presidents Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Veterans Day
- ❖ Thanksgiving
- ❖ Christmas

If a holiday falls on a weekend, then the center will close in observance either the Friday before or the Monday after the holiday. School calendars are updated annually and may include additional closures or adjusted hours of operations for staff development and parent teacher conferences.

## **Non-Discrimination Policy**

Young Scholars Academy does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or anyone with disabilities and accords to all the same rights, privileges, programs, and activities. Young Scholars Academy does not use toilet training status as an eligibility requirement for enrollment.

## **Enrollment**

Enrollment is based on the capacity within the center and space availability within a program. Submission of an application packet does not guarantee admission into the program. A child is considered enrolled once a parent receives an admission agreement form signed by the Director. An application, developmental history form, all state mandated forms, and a medical form with immunization and physical examine information must be completed before the child can begin attending. Priority enrollment is given to siblings of currently enrolled students.

## **Student Placement**

The admission process includes a parent/guardian interview and child observation to determine the appropriate program for each child. Program determinations are made by Administration and the decision is based on the child's age, physical and/or cognitive level, and physical/emotional needs. A newly enrolled child is encouraged to visit the program with their parent/guardian before the first day of attendance.

For existing students, transitions and movements into older age group programs will be determined by Administration and the current program teacher. The decision will be based on the child's most recent developmental and emotional assessments. A child will not transition into the next program until they have successfully reached a majority of all the developmental milestones in their current program.

## **Financial Information**

Upon enrollment, families enter a contractual agreement with Young Scholars Academy to meet the financial obligations for services as outlined below.

### ***Tuition***

Tuition rates for individual families are outlined in the admission agreement signed by the parent/guardian and Director. Families are required to meet the financial obligations stated in the admission agreement for enrollment and services to continue uninterrupted.

Tuition is paid on a monthly basis through automatic withdrawal from a designated bank account by Tuition Express. Families can request for monthly tuition to be paid through check or money order with an additional \$20 processing fee. Tuition is due the first business day of the month. Tuition not received by the 5<sup>th</sup> of the month will be subject to a \$25 late fee. A \$30 fee will be applied to all returned checks or bounced debit transactions.

There will be no daily account credits given for absences due to illness, personal holidays, school holidays, school closures due to service days or emergencies or unused tuition days without proper notice.

For families with more than one child enrolled in our full-time program, a discount of 10% off the lower tuition(s) will be offered. Discounts are only applied to tuition and is not applicable to fees or other program costs.

Tuition may be prorated at the beginning of the child's enrollment and is calculated by the Director. Tuition will not be prorated or refunded for withdrawal.

### ***Registration Fee***

A non-refundable registration fee of \$100 is required at the time of enrollment.

### ***Material Fee***

A \$75 material fee is due at the time of enrollment and annually at re-enrollment in August.

### ***Reservation Fee***

After three (3) months of enrollment, families may use the reservation fee of 50% discount for the week's tuition that the child does not attend any hours of care or services provided by the center. Reservation fee weeks must run from Monday to Friday and partial attendance during the week will disqualify your tuition for discount, regardless of how many consecutive days the child is absent. Families are still responsible for timely payments while the child is on reservation status.

### ***Late Pick Up Fees***

A late fee of \$1.00 per minute will be charged after the end of the child's scheduled day.

### ***Miscellaneous Fees***

On occasion the center may require additional fees such as enrichment fees for extra activities, participation fees for extra services, drop in tuition fees, penalty fees, etc.

## **Attendance Schedules**

Each child is required to have a set weekly attendance schedule for days they will be attending the program. Make-up days are not given when the center is closed on a child's assigned day of attendance and part time schedules cannot be temporarily altered. Any changes to a child's attendance schedule must be submitted to Administration with a one (1) week written request and approval of the request is subject to the availability of program space on the requested new days of attendance. Excessive changes to a child's attendance schedule could result in future denial of requests. Attendance on days outside of the child's set schedule will result in additional drop in tuition fees on the account.

## **Withdrawal from Program**

A 30-day written notice with the specific last date of attendance must be given to the Director if the child will be disenrolling from the center. The Director may release a family from their contractual

school year agreement under certain circumstances, otherwise the family is still responsible for any balance remaining on the admission agreement.

## **Suspension and Termination**

It is important to Young Scholars Academy that parents and students maintain good relationships with teachers and Administration. Young Scholars Academy reserves the right to decline continued enrollment/services to families whom Administration deems uncooperative with center policies or are abusive to center personnel.

A child's enrollment may be suspended or terminated if tuition and other fees are not paid by the end of the month in which payment is due.

Any child placed on a behavior intervention plan for unsafe or aggressive behavior is subject to suspension and termination.

If Young Scholars Academy chooses at any time to suspend or terminate a child for any reason, written documentation will be provided to the parent/guardian two (2) weeks prior, stating the specific reasons for the proposed suspension or termination of the child, and the circumstances under which the child may return, if any.

## **Parking**

Parking is permitted only in designated spaces and is not allowed along curbs or in driveways. Vehicles must be shut off when vacated and should not be left idling in the lot.

## **Supervision**

*Children are required to be in direct supervision at all times while on premise, including in community areas, parking lots and lobby. The time before a child is sign into the program and after signing out the program is the responsibility of the parent/guardian to supervise the child(ren), including siblings that may not be enrolled into a program. During those times the center staff are no longer accountable for child supervision and safety.*

## **Arrival & Departure**

Arrival: Families will not be permitted entrance into the building before the school's opening time. Parents who wish to utilize our curbside drive through drop off service must arrive during the designated time, otherwise children should be signed in at the kiosk when entering the school and accompanied into the classroom by the family member. All children must be in school by 9:00AM (school-age children in the before school program should arrive 15 minutes before the bus is scheduled for departure) so that they can receive the fullest benefit from the program. Late arrival into the program causes disruption during learning activities that have already began for other children and makes for a more difficult transition for the child arriving.

Departure: Children must be picked up from the program and signed out by an authorized person 16 years of age or older. Any child being transported by a cab/taxi must be accompanied by an authorized

person 16 years of age or older. Any person picking up your child must be on your child's authorized release form.

## **Signing In and Out**

When arriving to the center the child(ren) should be signed in immediately on the attendance kiosk before entering the classroom. When leaving the center, the child(ren) should be signed out before being picked up from the classroom. Signing in and out should be the first action upon entering the building. In cases when a parent has forgotten or is unable to sign their child in or out they notify Administration to have the time manually inputted. Repeated failure to sign in or out could result in penalty fees.

## **Authorized Pick-Up**

No child will be released to a person not authorized by a parent/guardian to pick the child up. Authorized adults must be listed on the pick-up list in the child's file. Administration must have written authorization for changes to be made to the list and for temporary authorized adults who may pick up. Anyone not recognized as an authorized adult will be asked to show photo identification.

## **Family Involvement**

Young Scholars Academy aims to provide its children with a supportive community. This requires engaged parents/guardians that are willing to contribute their support, skills and time to the school. Family involvement entails the commitment to supporting the school's philosophy by learning the fundamental basics of the emotional and intelligence models used in the classrooms. Families are required to participate in an orientation meeting with Administration to review the techniques and methods used in their child's daily routines.

The family involvement goal each family should meet is the expectation of ten (10) hours of participation in school activities throughout the year. There will be school wide and classroom specific events that will request parent attendance or volunteering of time or resources. The success of these events and the strength of the community are directly impacted by the level of participation from our families, therefore each family is expected to volunteer their time to plan, coordinate or assist with at least one (1) event each year.

## **Volunteering**

As per our family involvement policy, parents/guardians from all families are expected to volunteer for at least ten (10) hours and one (1) event annually and are encouraged to take an active part in as many events as possible. For parents/guardians that would like to volunteer on a more consistent basis additional forms and clearances will need to be on file. Volunteers are not permitted to have unsupervised access to children during operation hours.

Families that are unable to commit to the annual volunteer hours will be responsible to fulfill their involvement requirements with a \$75 non-participatory fee.

## **Parent Teacher Conferences**



Formal parent teacher conferences are scheduled twice a year, in May and in November to review development assessments and observations that have occurred during the performance period. Written progress reports and child work portfolios will be presented and discussed with parents at the formal conferences. Parents/guardians are required to participate in conferences, either in person or by phone, to discuss their child's progress and development. Informal conferences with teachers or Administration can be scheduled at any time should the need arise.

## **Enrichment Activities**

Over the course of the year the school may offer additional enrichment activities outside of the normal curriculum and programming offered. These enrichment activities will be offered, on and off premise, but will be at the discretion of the parent/guardian for their child to participate. Each enrichment activity will require additional authorization forms to be on file. These forms will contain the details of the activity, fees, participation requirements, responsible party specifics, and other pertinent information.

## **Transportation**

Young Scholars Academy provides transportation to and from select local elementary school and for field trip purposes. Staff that are designated as drivers have been cleared with an acceptable driving record and have received additional training in transportation safety. Transportation of children will only be provided with center designated vehicles that meet all federal/state guidelines for highway safety and with written authorization from parents. Children are not permitted to be transported in staff or volunteer personal vehicles.

While being transported, children are expected to remain seated and behave in a manner that is safe and does not distract the driver in any way. Failure to follow safety rules on center vehicles could result in loss of transportation services.

## **Health & Safety**

A child's health and safety are a matter of major importance to all of us. The state requires that certain medical documentation, health routines and safety procedures are set in place by the center to ensure that each child is well and protected. Those policies are outlined in the following sections.

### ***Medical Reports***

A written statement from a physician or licensed health care provider is required that indicates that your child has had a complete physical examination within the past year and the results of such an examination, prior to enrollment and at each year's subsequent re-enrollment.

A physician's certificate is also required that states the child has been successfully immunized in accordance with the current Department of Public Health's recommended schedules for childhood vaccinations. If a child is medically or religiously exempt from immunizations proper documentation from the health care provider or parent/guardian will be required for the child to be enrolled into the program.

### ***Individual Health Care Plans***

Young Scholars Academy will maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care

provider. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

Supervising staff will successfully complete training, given by the child's health care provider or with their written consent, that specifically addresses the child's medical condition, medication, and other treatment needs. In addition to the requirements for the routine, scheduled administration of medication or treatment outlined in the health care plan, any unanticipated administration of medication or treatment for a non-life-threatening condition requires a reasonable attempt to contact the parent/guardian prior to administering such unanticipated medication or treatment. If the parent cannot be reached in advance, they will be notified as soon as possible after such medication or treatment is given.

Young Scholars Academy may, with written parental/guardian consent and authorization of a licensed health care provider, develop and implement an individual health care plan that permits older school age children to carry their own inhalers and epinephrine auto-injectors and use them as needed, without administration from a staff member. Supervising staff must be aware of the contents and requirements of the child's individual health care plan specifying how the inhaler or epinephrine auto-injector will be kept secure from access by other children in the program and staff must observe and document the usage of the medication. Whenever an individual health care plan allows for a child to carry his or her own medication, the parent/guardian must provide an on-site back-up supply of the medication for use as needed.

### ***Exclusion Due to Illness***

It is the policy of Young Scholars Academy that when a child presents any signs of a communicable disease the child is not allowed to attend the center until symptoms have subsided. Symptoms for exclusion included:

- fever, 101°F or 100.5°F combined with other symptoms including excessive mucus discharge, cough, sore throat, body aches/pains, lethargy, or usual irritability
- rash (outside of the diapering area) or sores
- diarrhea
- vomiting
- eye discharge accompanied by itching of the eye and/or pinkness and swelling
- extreme harsh, hacking, or phlegm producing cough
- extreme fatigue that prevents the child from participating in daily routines

Daily health observations are done every morning for each child upon entering the program and Young Scholars Academy reserves the right to not permit a child to remain in the school who appears ill or has a contagious condition. If a child begins displaying symptoms after being admitted into the program, a parent/guardian will be contacted for immediate pick up of the child within an hour of notification. The child will be removed from the classroom while waiting for pick up to reduce the risk of contamination. If Administration is unable to communicate with parents/guardians within a reasonable time frame then local emergency individuals listed in the child's file will be contacted for pick up.

Children excluded from the program for illness **may not** return to school until they have been fever and/or symptoms free for 24 hours without the aid of medication or they are symptom free with a health care provider's statement that the child does not have a communicable disease and their return to care does not pose a risk to others. Children should be kept home until they are well enough to resume full activities including outdoor play.

Please notify the school if your child will be absent due to illness and if your child has been diagnosed with a communicable disease. It is a policy of Young Scholars Academy to notify parents/guardians if their child has been exposed to a communicable disease so that they can monitor their child for symptoms of illness. Communicable diseases will be communicated through posted Health Bulletins that include viral/bacterial information, incubation period, symptoms and treatment. Confidentiality will be maintained for any ill children.

Children with illnesses requiring medication should remain home for 24 hours after they have begun to receive medication. For children on medication, parents/guardians should give morning and evening doses at home to limit the need for school staff to administer medication during school hours. If the medication is necessary during the day, please refer to the medication and administering policies below.

### ***Medications***

All medications must be given directly to Administration for proper storage and should never be turned into the classroom staff. Parents must complete and sign a medicine authorization form before medication can be administered. Children will not receive any medication that has not been authorized by the proper authority. All prescription medicines require a health care provider's signature, in addition to the parent/guardian's, before it can be administered by any Young Scholars Academy personnel.

All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging and labeled with the child's name. Medications must not have passed their expiration date and may not be used for any child other than the one prescribed or labeled.

Unless otherwise specified in a child's individual health care plan, all medications will be stored out of the reach of children and under proper conditions while children are in the center and during transportation.

All unused, discontinued, or outdated prescription medications will be returned to the parent/guardian and documented in the child's record. When return to the parent/guardian is not possible or practical, medications will be destroyed and recorded in accordance with policies of the licensee and the Department of Public Health Drug Control Program.

### ***Medication Administration***

All medication administered to a child must be provided by a child's parent/guardian.

No medication will be administered without a complete written consent form signed by all required authorities. It is the responsibility of the parent to renew consent forms as necessary.

No medication will not be administered to regulate communicable disease symptoms the child may be experiencing.

Each person who administers prescription or non-prescription medication to a child is trained to verify and document that the right child received the proper dosage of the correct medication and given at the correct time(s), and by the proper method. Each person who administers medication, other than topical medication, has demonstrated competency in administration procedures of medications before becoming authorized.

Young Scholars Academy will not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care provider. No medication,

including topical creams, will be continued past their prescribed duration without the authorization of the child’s health care provider and proper documentation.

Each time a medication is administered, the occurrence will be document in the child’s record stating the name of the medication, the dosage, the time and the method of administration, and who administered the medication, with the exception of some topical creams. Missed doses and errors will also be noted along with the reason(s) why the dose was missed or inaccurate. Parents/guardians will be notified immediately of missed doses or errors during administering.

For topical creams not requiring child record documentation, classroom staff will inform the child’s parent(s) at the end of each day whenever a medication is applied.

***Medical Emergencies***

Young Scholars Academy obtains a written emergency authorization form from each family upon registration. By signing the emergency medical authorization form, parents/guardians authorize Young Scholars Academy personnel to obtain emergency medical treatment, dental care, and transport for the child at the parent’s expense.

In the event of a medical or dental emergency, Administration will contact all individuals listed in the child’s records as an emergency contact immediately until a contact person has been notified. Parents/guardians will be the primary attempt of contact, however if the parents/guardians cannot be immediately reached, Administration will leave a message and proceed to contact the next authorized persons in the order listed on the form until an authorized adult is reached. Contacts on the emergency form must be willing to to pick up the child if called.

If a child is severely injured or presents a medical emergency that needs treatment immediately, staff will call 911 and a staff member will go to the hospital with the child and the child’s record. The parents/guardians will be called to meet the child and staff member at the hospital. The staff person will remain at the hospital until a parent/guardian arrives, or longer if possible.

Any change in contact information must be reported to the school immediately.

***Prevention Policies***

Young Scholars Academy actively works to prevent illness and injuries. The center has developed comprehensive health and safety plans to reduce the spread of spread of infectious disease and maintain a safe and secure environment. These policies include:

- cleaning and disinfecting with bleach sanitizing solution as outlined in the following chart.

<b>Area</b>	<b>Clean</b>	<b>Sanitize</b>	<b>Frequency</b>
Countertops/tabletops, floors, doors and cabinet handles	<b>X</b>	<b>X</b>	Daily and when soiled
Food preparation and service surfaces	<b>X</b>	<b>X</b>	Before and after food activity; between prep of raw/cooked foods
Cots and bedding	<b>X</b>	<b>X</b>	Weekly, before use by a different child and when soiled or wet
Utensils, surfaces and toys that go into the mouth	<b>X</b>	<b>X</b>	After each child’s use, or use have been in contact with saliva or other body fluids disposable, one-time utensils or toys
Toilet bowls, seats and handles, door knobs, floors	<b>X</b>	<b>X</b>	Daily or immediately if soiled
Hand washing sinks, faucets, surrounding counters soap dispensers, door knobs	<b>X</b>	<b>X</b>	Daily and when soiled

Changing tables	X	X	After each child's use
Carpets and Rugs	X		Vacuum Daily, clean 2x a year
Walls and partitions	X	X	Weekly
Toys not contaminated with body fluid	X	X	Weekly
Dress up clothes and stuffed toys	X	X	Weekly
Cubbies and shelves	X		Weekly
Any surface contaminated with body fluids: Saliva, mucus, vomit, urine, stool or blood	X	X	Immediately

- Handwashing requirements for children and staff at the following times:
  - When arriving into the classroom
  - After toileting or assisting with toileting
  - Before and after diapering
  - Before and after preparing, serving or eating food
  - After handling, feeding or cleaning up after animals
  - After handling bodily fluids
  - After being outside or involved in outdoor play
  - Before play in sensory tables
  - After physical contact with an ill individual
  - Before and after administering medication
  - As needed when soiled or possibly contaminated
- Exclusion of ill children and staff
- Teaching and using proper health etiquette such as sneezing into elbow, using tissue to blow nose, covering cough, etc.
- Appropriate diapering and toileting procedures
- Safe handling of food during prep and meal service
- Universal Precaution guidelines for first aid administration and exposure to body fluids
- Proper disposal of waste and contaminated materials such as gloves, paper towels and bandages
- Prohibiting the sharing of personal items such as combs, brushes, blankets, pillows, hats or clothing
- No smoking on grounds, including in vehicles or the parking lot
- Daily classroom and playground checks for hazardous or unsafe conditions
- Proper storage guidelines for hazardous materials and medications
- Circulating fresh air through classroom daily and participation in outside play

Any health and safety policies that are listed in this handbook, but not fully detailed or posted in the center are available for review and discussion upon request to Administration.

### ***First Aid***

Each program has a staff member present who has received First Aid and CPR training that meets the requirements for Washington State Department of Children, Youth and Families. Each staff member in the center has received basic first aid training for minor injuries and illness. Each classroom and transportation vehicle has a full first aid kit present to treat injury and supervising staff carry a Universal Precaution Kit with in the group of children for immediate care of wounds.

### ***Injury and Illness Reporting***

Young Scholars Academy uses formal incident reports to communicate and document any injury or illness and the first aid treatment provided by staff. Completed reports must be signed by the adult

picking up the child and original documentation is kept on record in the child's file. A copy of the report for family records can be requested. Injuries or illnesses that require medical attention, effects the neck/face/head, or is of a nature that warrants concern will be communicated to the parent via a phone call from Administration.

## **Pesticide Policy**

Young Scholars Academy will provide annual notification of the center's pest control policies and methods. The center has an email system in place to notify employees and families of the children of planned pesticide use and will send notification at least forty-eight (48) in advance of application. The notification will contain the following information:

- The subject line will state "Notice: Pesticide Application"
- Name of the pesticide being used
- Intended date and time of application
- Location where the pesticide will be applied
- Pest to be controlled
- Name and number of a contact person at the facility

Administration will post signs when pesticides have been applied. Signs will be placed at each primary point of entry to the grounds and will meet the following specifications:

- The sign will be a minimum of 4 x 5 inches
- Will be printed with highly visible colors contrasting the background
- Will be left in place for at least twenty-four (24) hours following the application or as long as stated restriction period on the label
- Will include the headline that states "This landscape has recently been sprayed or treated with pesticides"
- Will include the name of the person or company who treated the landscape
- Phone number for who to call for additional information

The center is dedicated to using the least amount of chemical control of pests in the program in order to provide the healthiest environment for the children. Whenever possible, non-chemical methods of pest control are used. When pest problems persist, Administration may choose to use chemical pest control, such as rodent baits, weed killers, or insect sprays. When chemical pest control measures are taken, they will be applied by a Certified Pest Control Operator, will not be applied while children are present, and will not be placed in a location accessible to children. All surfaces will be wiped down and rooms will be aired out before children are allowed to enter them. Parents will be notified 48 hours in advance of the application unless the pesticide is used to control pests that post an immediate risk to children's health and safety.

## **Smoking & Tobacco Use**

The use of tobacco or other smoke producing products, including vaping devices, is prohibited at any time on center property including parking lots, vehicles, and playgrounds.

# Emergency Preparedness

Young Scholars Academy has trained all of its teachers and staff to handle all emergency situations in an appropriate manner. Should an emergency arise, all center staff are able to communicate emergency information to emergency personnel.

Young Scholars Academy will hold practice evacuation drills with all the children in the center monthly and various disaster drills every quarter. Parents will be notified by email or posted written communication on days that disaster drills are held.

Young Scholars Academy has developed and designed an emergency preparedness plan for response to fire, natural disasters and other emergencies. A written disaster plan is posted in each program of the center detailing procedures for meeting potential emergencies including but not limited to the evacuation of children from the program in the event of a fire, lockdown, shelter in place, earthquake, and other natural disaster response such as flood/landslide, tsunami, volcanic eruption, wildfire, and severe weather. The center also has procedures in place for other facility emergencies such as loss of power, lack of heat or hot water, or other situations in the building that may pose a risk to children in care.

The following sections provide a brief overview of the center's different types of emergencies and the response procedures.

## ***Evacuation Procedure***

Evacuation requires that the students and staff leave the building until Administration determines it is safe to return inside.

- The decision to evacuate will be made by Administration.
- When evacuation is necessary, staff and students will evacuate to their temporary relocation site outlined in the written disaster plan.
- In the event that an evacuation is necessary, Administration will either sound the fire alarm or activate the appropriate notification system.
- Staff will follow the evacuation procedures practiced during drills.
- Teachers will evacuate with the class clipboard which includes: attendance lists, contact lists, program essential papers, the classroom grab n' go bag, and cell phones.
- In the case that shelter outside the facility must be maintained for longer periods of time, the Disaster Supply Kit will be brought along to the evacuation location.
- 911 will be called from outside of the building
- Staff and children cannot reenter the building until cleared by the proper authorities.
- Parents/guardians will be contacted immediately if reentry into the building is not permitted.

## ***Lockdown Procedures***

Lockdown requires that the students and staff remain secured in the building until Administration determines it is safe to release the students to authorized adults.

- Staff will remain in place with the students.
- If students are outside, they will be taken into their classroom immediately and teachers will take attendance.
- Exterior doors will be secured and locked by Administration. Windows will be locked and shades will be pulled down.

- Staff will turn off lights in the room.
- Staff will move themselves and children away from windows and doors and children will be kept as calm and quiet as possible.
- Communication will be made to all families to let them know about the lockdown and that they should NOT come to school.
- A “LOCKDOWN” sign will be placed in the classroom windows that faces the parking lots and on the front door to alert families of the lockdown situation.
- Exterior doors will be locked and no one will be allowed into or out of the building.
- Parents or other authorized adults will not be allowed into the school to retrieve their children until the emergency status has been lowered by emergency personnel.
- Another communication will follow when the lockdown has been lifted and families can proceed to come into the school.
- Students will only be released to those adults authorized on the emergency form.

### ***Shelter-in-Place Procedures***

Shelter-in-place requires that students and staff remain in the building, sometimes in safe location zones, until Administration determines there is no longer an emergency threat. Shelter can be issued for the multiple situations as outlined below:

- Public Safety Shelter: Exterior doors are secured, and classroom instruction continues.
- Severe Weather Shelter: All students, staff and visitors are brought into the building. If necessary, staff and students will shelter in designated safe location zones.
- Outside Hazardous Materials Release: Exterior doors and windows are secured. Ventilations systems are shut down.

If students require long term shelter in place inside the school for a period of time beyond the regular school day staff will do their best to ensure the safety of the students. This preparation includes having enough food and water on site to support the students for a length of extended time in the school’s Disaster Supply Kit.

### ***Earthquake Procedures***

Earthquake is an emergency when a tremor or shaking is felt in the ground and procedures for this situation begin immediately, even without an alert call from Administration.

If inside when earthquake starts:

- Staff and children will drop down onto their hands and knees immediately (this position protects from falling but allows movement, if necessary).
- Staff and children will try to get to cover under a desk, table, bench or in a safe location zone. Safe location zones are next to interior walls away from windows, overhead light fixtures, and tall pieces of furniture that might fall over.
- Staff and children will hold on to the table leg or desk (a few inches above the ground to avoid pinching fingers). Eyes will be covered with other hand. Staff and children will be prepared to move with their shelter if the shaking shifts it around.
- In safe zones staff and children will bend their head close to their knees and cover the back of their head and neck.
- Staff and children will remain under cover until the shaking stops and at least one minute more).



If outside when earthquake starts:

- Staff and children will move into the open, away from buildings, fences, trees, tall playground equipment, utility wires, and street lights.
- Once in the open, staff and children will kneel or sit on the ground, bend their head close to their knees, and cover their head and neck.
- Staff and children will remain there until the shaking stops and at least one minute more.

Post-earthquake:

- Staff and children will be prepared for the possibility of aftershocks and will continue to follow earthquake procedures for any that may occur.
- All children, staff, and visitors will be accounted for.
- All will be checked for injuries and first aid will be administered as necessary.
- 911 will be called for any serious injury that requires immediate attention.
- Administration will determine if evacuation is necessary and if outside areas are safe. If so, evacuation procedures will be followed.
- Staff and children will remain outside of building until it has been inspected for re-entry.
- Main gas valves will be shut off if gas is smelled or hissing sounds are heard.
- Radio will be monitored for information and emergency instructions.
- Due to the anticipated heavy volume of communication with local emergency responders within the community, parents will not be contacted by phone unless their child has received serious injury. Administration will make attempts to contact parents via email, if possible.
- The center will provide shelter for all children until authorized adults are able to pick up.

### ***Natural Disaster Procedures***

Natural Disaster emergency responses are determined by the nature of the event. During a natural disaster Administration will determine the appropriate procedures to follow in the emergency preparedness plan.

- Administration will follow instructions given by the authorities, including any evacuation or shelter-in-place directions.
- If immediate evacuation of the building is necessary Administration will leave a note at program site indicating where staff and children are going.
- Once out of danger, parents or emergency contacts will be notified to let them know the evacuation location.

For detailed emergency procedures for a specific natural disaster please reference the emergency preparedness plan located in the office and your child's classroom.

### ***Facility Emergency Procedures***

An occasion may arise where the physical conditions of the building may pose a risk to the health and safety of the children. In situations where a facility emergency affects the ability to safely operate the center, parents/guardians will be notified immediately of the conditions and the response made to them. Young Scholars Academy reserves the right to close the center, temporarily alter the hours of operation, or relocate programs to unaffected areas of the facility during the emergency.

### ***Severe Weather Procedure***

Young Scholars Academy will try to remain open until a state of emergency is declared. The center will close if the town declares an emergency due to severe weather conditions or roadway conditions pose a hazard for families and staff. In the event of a major storm that starts during school hours, Young Scholars Academy will close early if deemed necessary. The center will inform parents/guardians of any changes in normal school operations by telephone or email once a decision has been made.

## **Food and Nutrition**

Young Scholars Academy provides organic, locally sourced foods that are deliciously prepared and served hot and fresh. Morning snack, lunch and afternoon snack are provided for each child during scheduled times. Food will not be served outside of designated times without prior approval from Administration.

We value the dietary choices of individual families and therefore provide a vegetarian meal option. For families that have dietary needs that cannot be met by the daily menu or substitutions of the center, foods from home may be permitted with written request. Foods from home must provide the necessary nutritional value necessary for proper growth and development of the child. A child's lunch or snacks brought from home must meet the nutritional requirements as outlined by the Washington State Meal Pattern for Child Care found on the USDA Nutrition Standards for CACFP Meals and Snacks webpage <http://www.fns.usda.gov/cacfp/meals-and-snacks>. If the meal or snack provided does not meet nutritional requirements, the center will supplement the meal with the missing components. The center will help the parent/guardian provide more nutritionally adequate meals in the future by sharing information and resources.

The center reserves the right to restrict foods that present health concerns for its students which may include peanuts and tree nuts or any other foods determined by Administration. Any restricted food that enters the program will be removed immediately and disposed of in a trash receptacle that is not accessible to children.

All foods that are brought into the center with the purpose of serving multiple children, such as celebration treats, must be store bought and supplied in its original container that has a list of ingredients. Homemade food items requested for special events must also have a written list of ingredients and the child must have a signed permission form from their parent/guardian before consumption.

## **Dress Code**

Clothing for preschoolers should be appropriate for play and encourage independence. Clothes should be easy to manipulate by the child, comfortable, appropriately sized, washable, and weather friendly. Please send children in clothes that you are willing to have potentially soiled or dirtied. Our staff will try their best to keep children neat in appearance, but spills and accidents cannot be always be avoided.

Elastic waist pants are suggested for younger children who are still mastering toilet training. Pants with snaps rather than buttons are suggested for older children. For children wearing dresses or skirts should wear leggings, shorts, tights or other clothing over underwear or diapers.

Shirts should cover the child's midriff and not contain any offensive graphics.

Shoes should be enclosed covering both toes and heel (open sandals, flip-flops, slides or crocks are not permitted). Hard soled shoes with grip are ideal. Shoes with Velcro are suggested for younger children that cannot tie laces, as they are easier to put on/take off and reduces tripping hazards.

Jackets and outside apparel should be weather appropriate for the season. Children will participate in outdoor play year-round, unless there is extreme weather. Jackets and accessories should be waterproof and warm for damp, misty, and cold days. Jackets and coats should be free of any strangulation hazards, such as drawstrings.

Children are discouraged from wearing certain types of jewelry to school, such as necklaces, bracelets, and rings since these items can pose a safety hazard. If a child wears jewelry due to religious beliefs or other cultural reasons, jewelry must be worn inside of clothing and supervising staff should be made aware. Young Scholars Academy is not responsible for any lost, damaged or stolen items of jewelry.

Hair should be combed or brushed and styled in a manner that does not obstruct the eyes. Long hair is encouraged to be braided or put into a ponytail. Small hair decorations that can be a choking hazard are not permitted. Nails should be kept short to prevent scratching accidents.

## **Personal Belongings**

All children are assigned a cubby/personal space at the time of enrollment to store personal belongings in. Any personal item brought to school should be clearly LABELED with the child's name/initials, including clothes, jackets, hats, blankets/sheets, etc. Young Scholars Academy will not be responsible for any lost items not labeled with a child's name.

All children are required to have a complete set of spare clothing at school, including underwear and socks. Please ensure that your child's change of clothing is appropriate for the season and fit properly.

### ***Spare Clothes***

The classroom will have limit spare clothes for children that may need to change and do not have personal clothes in their cubby, but Young Scholars Academy is not responsible for ensuring children have spare clean clothes available to them. We appreciate contributions of any types of clothing: socks, underwear, t-shirts, long pants, shirts, hats, mittens, etc.

### ***Bedding Provisions***

All children (except those in the School Aged programs) are required to have a covering below and above their body during rest time, therefore parents/guardians will need to supply a small blanket and a fitted crib sheet with their child's name on both for use on their cot. Bedding provisions should be appropriately sized and free of any safety hazards such as straps, loops or other entanglement dangers. Parents are responsible for cleaning the bedding at the end of the week or as necessary, if soiled.

### ***Toys from Home***

We ask that children's toys be left at home or in the car except on designated days set by the program. On days that toys are allowed to be brought to school, Young Scholars Academy is not responsible for any item the child brings. *No guns, projectile toys, toy weapons or other toys depicting violence are allowed. These items are prohibited in the center.* Young Scholars Academy reserves the right to confiscate any toy that is violation of this policy to hold in the Administration office until released to the parent/guardian at the time of exiting the building.

Small items such as stuffed animals, “lovies” or other soft items may be permitted in the program to help during transitional times if a child is having difficulty adjusting to the daily routine of the classroom. Books that may be of interest to all of the children are welcome to be brought and shared with the class but should not remain in the program for more than a few days.

## **Birthdays and Celebrations**

Young Scholars Academy celebrates birthdays and other special occasions during afternoon snack time, unless the child’s schedule does not include late day attendance. Parents/guardians may supply a special treat and party supplies (plates, cups, napkins, etc.) for celebration, but birthday parties are not permitted in the classroom. Families who would like to distribute party invitations to other children in the program may do so through the child’s teacher.

Young Scholars Academy is very conscious of proper nutrition and limits the amount of sugary foods and drinks served to the children. We ask that families consider this when selecting treats and provide items such as mini muffins/cupcakes (rather than full sized), all-natural fruit juices, organic berries or fruit, or other nutritional snacks. Items must be store bought with the ingredients listed. Homemade items, including those with listed ingredients, cannot not be served by staff in the classroom due to allergy and food servicing guidelines without prior parental/guardian consent.

## **Potty Training**

Young Scholars Academy supports potty training for children that are ready (typically between 2 and 3 years old) and encourage young children to learn proper toileting skills. Parents/guardians and teachers should partner and discuss when it is appropriate to begin the potty-training process with a child. The initial start of potty training should be done at home, with success for several weeks, before extending it into the child’s daily routine at the center. Parents/guardian will be required to supply additional supplies that may be necessary during potty training, such as multiple changes of clothes, plastic underwear, extra wipes, etc.

Pull ups are not encouraged for day time potty training as they do not provide any motivation for the child to develop toileting habits. Children may wear pull-ups upon entering the program at the start of the day and during nap times, however, they will be kept in underwear or diapers throughout the day. Children that have not displayed significant interest or development in toileting will not participate in potty training, even at the parent’s request.

Children will never be forced to use the toilet against their will and no child shall be disciplined for soiling, wetting, or not using the toilet. Bribery or use of food incentives is prohibited during the potty-training process.

## **Media and Screen Time**

Young Scholars Academy uses media and screens in it’s STEM+A center to help introduce children to technology and computers. Media and screen time are not allowed to be used in the programs for the sole purpose of entertainment or to keep children occupied. Media and screen activities will be brief, hold an educational value, and be guided by a staff member. Special activities or events that have been

pre-approved by Administration and communicated to the parents may use extended entertainment media and screen time.

## **Discipline**

Young Scholars Academy is committed to providing a safe, happy, and nurturing community for the children in our care. Rules have been set in place to keep children out of harm and to provide an environment in which children can thrive and enjoy. There will be times a staff member will need to practice behavior management techniques and discipline may be necessary. Discipline is an interaction between the child and the adult that is an ongoing process of helping the child develop self-control for self-regulation while protecting and maintaining the integrity of the child. Staff members are strictly prohibited from punishing children which is the use of negative consequences to correct unacceptable behavior.

Young Scholars Academy has very strict guidelines for disciplining children to ensure that the child's needs are properly met and that the interactions have a positive effect. Each child is unique, and staff approach behavioral situations with consideration to the individual and the circumstances. Techniques used by staff are designed help guide children through difficulties while teaching children appropriate behaviors and skills. *Staff will only use positive discipline techniques that teach appropriate behaviors through role modeling, positive redirection, and positive reinforcement.*

The following actions are prohibited from being used as a form of discipline:

- Physical punishments such as hitting, slapping, shaking, jerking, pinching, prodding or restraining
- Humiliating, ridiculing, or shaming
- Isolating or secluding
- Withholding food or toilet access
- Use of fears or aversions
- Yelling or threatening

If a child displays continuous unsafe or aggressive behavior that requires excessive discipline a behavior intervention plan may be implemented by the Director after extended observations and sufficient documentation. If this occurs, a conference between the Director and the parents/guardians (and potentially the teacher) will take place to discuss the formalized plan of behavior expectations for the child and resources available to modify the behaviors. If behaviors fail to change or parents/guardians are uncooperative with the intervention measures, Young Scholars Academy reserves the right to suspend or terminate enrollment of the child.

## **Daily Programs**

Each program is designed to meet the needs of the children within the group. Young Scholars Academy offers a theme-based curriculum that focuses on STEM+A activities in partnership with traditional learning foundations. Young Scholars Academy also incorporates emotional learning using the Yale RULER Model and supports all multiple intelligences in its unique array of learning centers. Daily learning activities are appropriate for each child's age and developmental level and promote growth in the following areas:

- Cognitive Skills –math, science, and language arts

- Creative Expression – art, music and movement
- Emotional/Spiritual Awareness – intrapersonal experiences
- Social/Community Awareness- interpersonal experiences
- Gross Motor Development – large body movement and coordination
- Fine Motor Development – small muscle precision and dexterity

Each classroom will post a daily schedule on the parent communication board located outside the room which includes estimated time blocks for the following activities:

- Drive through drop off times
- Circle times
- Outdoor/Gross motor play
- A.M. Snack
- Lunch
- P.M. Snack
- Rest/nap time
- Large group activities, child directed
- Small group activities, teacher directed
- Arts and Crafts
- Enrichment/Specialty classes
- Toileting and hygiene
- Transitions

Daily schedules are used as a guideline for classroom routines, but due to the learning model of the school time blocks can fluctuate based on children's needs and responses.