



CHILDREN'S VILLAGE
Early Learning & School-Age Centers

Parent Handbook
2026 - 2027

Revised 4/28/26

Children's Village Locations Near You

Battle Ground Early Learning Center

120 NW 20th Avenue

Battle Ground, Washington 98604

Phone number: 564-221-2165

Director: Erin Walker

Hours of operation: Monday through Friday, 6:30 am to 6:30 pm

Provider number: 687631

Burton Road Early Learning Center

2904 N.E. Burton Road

Vancouver, Washington 98662

Phone number: 360-944-0123

Director: Amber Lloyd

Hours of operation: Monday through Friday, 6:30 am to 6:30 pm

Provider number: 658665

Burton Road School-Age Center

2904 N.E. Burton Road

Vancouver, Washington 98662

Phone number: 360-944-0123

Director: Justice Iverson-Seeman

Hours of operation: Monday through Friday, 6:30 am to 6:30 pm

Provider number: 373632

Salmon Creek Early Learning Center

1900 NE 129th Street

Vancouver, Washington 98686

Phone number: 360-573-1144

Director: Gabrijel Hammond-Savic Ra

Hours of operation: Monday through Friday, 6:30 am to 6:00 pm

Provider number: 549709

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SECTION 1 OUR MISSION AND CORE COMMITMENTS

1.1 Mission

We provide children and families with high-quality education and childcare services in a safe, respectful, and inclusive environment. We provide a work environment that values employees and creates opportunities for growth, contribution, and reward. We support our community through service referrals and resource sharing.

1.2 Philosophy

We believe that children learn best through hands-on play and activities. Children learn through their senses of touch, smell, taste, and sight, and through visual, auditory, and physical experiences. By planning activities with senses and learning in mind, we allow children to learn in their own way. We want to help children become excited to learn.

1.3 Non-Discrimination

Consistent with state and federal law, Children's Village does not discriminate in employment practices or client services based on race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion, or disability.

1.4 Substance-Free Environment

Staff, family members, and guests are prohibited from consuming alcohol and smoking or vaping of any kind in the center, on its grounds or within twenty-five feet of the exterior doors and windows.

1.5 Weapon-Free Zone

For the safety of children and staff, Children's Village is a weapon-free zone.

SECTION 2 CENTER ENROLLMENT AND OPERATIONS

Children’s Village offers year-round enrollment.

We provide General Education and childcare for the following ages: birth to 13 years of age.

2.1 Ratios

Per the State of Washington, Department of Children, Youth and Families, the staff to child (staff: child) ratios are as follows:

Infant (birth to 11 months of age)	1:4
Toddler (12 mos to 29 mos)	1:7
Preschool (30 mos to 5 yrs)	1:10
Schoolage (5 yrs to 13 yrs)	1:15

2.2 Schedules

Infants

Infants are enrolled for full-time schedules only

Toddlers and Preschool-Age Children

Toddlers and preschool-aged children are enrolled for a minimum of 2 days/week, full-days or half-days

School-Age Children

- Participation in our school-age program is available for a minimum 2 day/week schedule
- Before and after school care for children 5 through 12 years old
- Full-time care is available for summer and non-school days

2.3 Operating Hours

All locations operate Monday through Friday. Burton Road and Battle Ground from 6:30 a.m. to 6:30 p.m. Salmon Creek operates from 6:30 a.m. to 6:00 p.m.

2.4 Parents and Guardian Center Access

Children’s Village has an open-door policy. Parents and guardians have access to their child in all public areas of the early learning program during business hours.

2.5 School Age Programs

- *School Year:* Before and After school
- *Non-school days, Summer:* Regular center hours

2.6 Closure Days

A schedule of closures is posted in our main lobby and on our website:
<https://childrensvillageinc.com/parents/calendars/>.

We are closed in observance of the following holidays: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Native American Heritage Day, and Christmas Day.

We may also close for up to five professional development days.

2.7 Inclement Weather

Each location follows their local school district's decisions on late starts and closures. When the school districts are closed due to winter weather, we will also be closed. When the school district has a late start, we will open at 10:00 am. We will not transport children to school on late start days.

If winter driving conditions become a concern throughout the day, we reserve the right to cancel transportation services. You must plan to pick up your child at school if the weather becomes severe while he/she is at school.

2.8 Late Pick-Up

If you pick up after center closing you will be charged a late pick-up fee.

2.9 Transportation

Before transporting children on our buses, we must receive a signed acknowledgement of our transportation policies. Our Transportation Policy can be found at
<https://childrensvillageinc.com/wp-content/uploads/Transportation-Policy-11-2024.pdf>.

2.10 Enrollment

To enroll your child, you will need to provide or complete the following items:

- Enrollment application
- Guardian photo identification
- Initial Family Questionnaire (family/caregiver provides information about the child: ie cultural, strengths, goals)
- Consent for medical care and treatment
- Immunization records
- DCYF subsidy authorization (if applicable; DCYF will email this directly to us)
- Documentation for Individual Health Care Needs (religious or cultural preferences, food allergies, or other medical diagnosis) in accordance with WAC -110-300-0190, 110-300-0186
- Documentation of IEP, IFSP or a 504 (if applicable)

We will make all necessary forms available to you, assist you as needed, and answer any questions you may have.

After all items have been received and reviewed, and after you have read this handbook, we will schedule your family orientation. At the orientation, an enrollment specialist will review the enrollment forms, discuss the fee schedule, and address any questions or concerns you may have. See policy below on potential enrollment wait periods.

If you are interested in a visit, contact the center directly.

2.11 Policy on Wait Period for Enrolling Children with an IEP, IFSP, Food Allergy, or Medical Diagnosis

Policy Statement

To ensure a smooth transition and adequate preparation for children with an Individualized Education Plan (IEP), IFSP (Individualized Family Support Plan), food allergy, or medical diagnosis this policy establishes a wait period, to facilitate proper planning and resource allocation. A mandatory wait period of up to 14 days will be observed from the date of submission of the completed enrollment application and educational or medical documentation. This policy aligns with [Washington State Administrative Code \(WAC\) 110-300-0300](#).

Notification and Documentation

- Parents/guardians must notify Children's Village of their intent to enroll a child with any of the above educational or medical conditions.
- Failure to disclose an educational or medical condition at enrollment could result in a pause in care or termination of services.
- A copy of the child's current IEP or IFSP, 504, medical documentation of a food allergy, or medical diagnosis must be submitted with the enrollment application.
- If at any point during a child's enrollment an educational or medical condition is diagnosed, the child's enrollment will be paused to ensure that all required documentation is completed.

Review and Planning

Children's Village's Special Needs Team will review the IEP or IFSP, and medical documentation to ensure that all necessary support and services are in place.

- Through this process, Children's Village will determine if enrollment can be supported with reasonable accommodation. We cannot accept a child into our program if we lack the appropriate training, equipment, or facilities to meet the child's developmental needs.
- Meetings with parents/guardians, special education staff, and other relevant individuals will be scheduled to discuss the child's needs and develop a transition plan if necessary. The Center Director and enrolling guardians will complete Individual Plans of Care. Some diagnoses require the form to be signed by the child's medical provider before care can begin.

Communication

Regular communication will be maintained throughout the wait period.

Developmental Preschool

Developmental Preschool (DP) is an important and valuable resource. Children's Village supports this important resource and requires children who qualify to attend DP during their scheduled hours.

It is the Enrolling guardian's responsibility to arrange transportation to and from Developmental Preschool. Care will be provided for the child when DP is not in session.

Per WAC 110-300-0300, DCYF will be notified when we enroll a child with special needs

SECTION 3 TUITION AND FEES

For questions regarding billing, please email Billing@ChildrensVillageInc.com.

3.1 Annual Registration Fee

An annual registration fee is charged at enrollment and annually thereafter. An extended absence of 60 days or more will require re-enrollment and a new registration fee. DCYF will pay registration fees for families with subsidy funding.

3.2 Tuition

Tuition is due each week that your child is enrolled. Tuition is billed and due each Monday for the current week based on your enrollment contract. A late fee will be charged if payment is not made in full by Wednesday at closing.

3.3 Special Activities

Optional field trips and special activities may require extra fees which will be billed to your account and must be paid that week.

3.4 Diapers and Clothing

You must provide diapers and an extra set of clothing for your child. You will be charged for all diapers and clothing provided by us.

3.5 Absences and Closures

Once enrolled, we hold your child's spot even when he/she is sick or on vacation. Therefore, full weekly tuition is due each and every week, regardless of absences. Full tuition is also due on holiday and closure weeks.

A complete list of closures is posted in our centers and on our website <https://childrensvillageinc.com/wp-content/uploads/2025-Closures.pdf>.

3.6 Payment

We encourage families to pay on-line through Tuition Express. We also accept cash and debit/credit card payments at our centers. We do not accept checks.

3.7 Ending Enrollment and Refunds

We require two weeks' written notice of withdrawal. Accounts will be billed tuition at regular rates if the required notice is not given. If Children's Village terminates the enrollment of a child, any pre-paid tuition will be refunded.

Payment of tuition and fees ensures that your child's place is held for him or her. If your child does not attend and/or tuition is not paid for ten consecutive days, your child's place may be forfeited without notice and another child enrolled in his/her place.

Children's Village must have a positive relationship with guardians and individuals authorized to pick up your child. If that relationship is compromised, Children's Village reserves the right to end enrollment and close your account.

3.8 DCYF Childcare Subsidy

Children's Village accepts payments from the State of Washington Department of Children Youth and Families (DCYF). To see if you qualify for benefits through DCYF, call 1-844-626-8687.

DCYF tuition co-payments are due on the day of enrollment and on the first of every month thereafter. A late fee will be charged if the copayment is not received by the 3rd of the month. We are required to notify DCYF if copayments become 60 days past due and childcare subsidy benefits may be lost.

If you receive DCYF childcare benefits, it is your responsibility to meet the eligibility requirements.

If childcare subsidy benefits lapse or expire, it is the parent's responsibility to secure immediate benefit renewal or to contact our billing department to request a change to private-pay billing. If the family has no arrangements for meeting financial obligations, either through DCYF childcare subsidy or private-pay, enrollment will be terminated.

DCYF determines the number of days or hours of care the child is eligible to receive under the subsidy program. The child's attendance must not exceed the DCYF approval unless the parent has also signed our private-pay documents. Care in excess of DCYF approval will be billed to the parent directly and is due weekly. Non-payment of extra charges will result in enrollment termination.

3.9 Tuition Paid by the Cowlitz Indian Tribe

We accept childcare subsidy payments from the Cowlitz Indian Tribe.

The Cowlitz Indian Tribe Child Care and Development Program (CCDP) assists eligible families with their childcare expenses. The purpose of CCDP is to increase the availability, affordability, and quality of childcare in Lewis, Cowlitz, Clark, and Skamania counties. CCDP serve enrolled federally recognized Native American and Alaskan Native families and their descendants.

To qualify, children must be 4 weeks old to 12 years old. Extra charges for overtime, unscheduled care, extra clothing, and late pick-ups are not paid by the Cowlitz Tribe and will be the responsibility of the parent.

Please contact the Cowlitz Tribe directly at CCDP@Cowlitz.org for more information <https://cowlitz.org/child-care-development-program>.

SECTION 4 ATTENDANCE AND SIGNING IN AND OUT

4.1 Attendance

Research suggests that children who have regular attendance (at least 90%) in school make more academic and social gains than their peers with frequent absences. Research also suggests that establishing regular attendance habits now, even for infants, toddlers, and preschoolers, can positively impact early childhood development and long-term academic and social success.

If your child is healthy, please make every effort to bring them to school on time. Late arrivals disrupt routine and impact the time the children have to participate in activities.

Children enrolled in the infant classrooms may be dropped off at any time. Children 12 months through 5 years must arrive at Children's Village before 10:00 am or after 2:30 pm. Children may be picked up at any time during business hours.

4.2 Signing In and Out

The DCYF requires that the enrolling guardian or authorized person by the enrolling guardian or agency to take the child to or from the school, sign the child in upon arrival and out when leaving, using a full, legal signature. Be prepared to show your picture identification each time you come in.

A parent or authorized person must accompany your child into and out of the center. Please complete a Notice of Change to specify persons authorized to pick up your child. Our front desk staff will ask for picture identification before releasing a child. When a child leaves the center to attend school as authorized by the family or caregiver, we will sign the child out and back in upon his return to our center.

If an authorized person who appears to be under the influence of drugs and/or alcohol arrives to pick up a child, Children's Village is obligated to notify the police.

4.3 Custodial Agreements and Parenting Plans

We cannot legally deny either parent access to their child, unless a current court order is provided and on file stating that one parent is not allowed to see or take custody of the child.

SECTION 5 EARLY EDUCATION

For more information about the curriculum, screenings, and referrals, please contact your Center Director.

5.1 Classrooms

Centers that you might find in our classrooms are dramatic play, a block area, art, math/science, sensory play, and a manipulative area. Children are permitted to move through the classroom, choosing activities that interest them. We plan our environment and activities to address all areas of development: social, emotional, cognitive, and physical. We offer caregiving that is responsive to a child's needs and activities that encourage exploration that creates capable, curious learners. Young children are inspired by their older peers to speak, challenge themselves, and learn through observation. Older children develop a deep understanding of empathy and modeling.

5.2 Consistency of Care

Children's Village assigns children to a designated classroom with assigned teachers. This approach allows children to create meaningful relationships with the other children in the classroom and their teachers. Families have an opportunity to become part of a community that provides support and the time to develop relationships with other parents.

Teachers provide a safe, stimulating environment and plan your child's day considering individual care, routines, age-appropriate fun, and learning.

5.3 Daily Schedules

Schedules vary from classroom to classroom depending on the age of the children and their activity times. Individual schedules can be found posted inside and outside each classroom. Visual schedules are available for the children in our preschool classrooms. Developmentally appropriate activities are provided throughout the day.

5.4 Social Skills

Our goal is to prepare children for kindergarten and beyond. We encourage children to interact positively with one another, guiding and modeling behavior.

5.5 Emotional Skills

We create environments where children can feel safe expressing their individuality, emotions, and beliefs. Activities are planned to help children learn to identify and express their emotions.

5.6 Cognitive Development

We create opportunities for children to scaffold knowledge and abilities to build new skills. By creating activities that allow children to test ideas, ask questions, and be successful, we are creating lifelong learners.

5.7 Physical Development

We provide activities that build small and large muscle skills. These activities may be playing with toys, with construction sets or on a playground structure.

5.8 Playground Weather Guidelines

Our program requires playtime to take place both indoors and outdoors daily, weather permitting. As a part of your child's learning experiences, sensory table play is provided. Children will not engage in outdoor activity if:

- The outside temperature and/or wind chill factor is below 20°.
- The temperature and/or heat index is above 100°.
- An air quality emergency has been ordered by local or state authorities.
- A lightning storm, tornado, hurricane, earthquake, or flooding is expected or has occurred.
- A lockdown notification has been ordered by a public safety authority.

5.9 Curriculum

Children's Village provides a play-based environment, using [Creative Curriculum](#), to plan and guide activities and learning opportunities. Activities vary depending on age level and abilities within each classroom. We believe that classroom activities must be varied so that children learn at their own pace. Teacher-directed activities lay the groundwork for learning, pointing children in the direction of the lesson while also allowing for conversation and rich language development. Child-directed activities allow children to experiment and learn on their own.

5.10 Developmental Screening and Assessments

Children's Village uses multiple assessment tools to support the development of your child. Developmental screenings and assessments will be completed and shared in the child's home language.

Ages and Stages Questionnaire (ASQ)

The Ages and Stages Questionnaire (ASQ and ASQ-SE) is a screening tool used within 45 days of enrollment and then annually at the beginning of each new school year. We will make every effort to complete screenings in the child's home language through translation. Families are provided a blank copy of the ASQ and encouraged to complete and return to their child's teacher to include in this process within 45 days. Families are provided paper copies of completed ASQ screenings that highlight their child's development. If requested, families will be provided with an ASQ screening to complete. We will share the results of your child's screenings in the family's home language.

Teaching Strategies (TSGold)

Teaching Strategies (TSG) is the comprehensive assessment tool for our early childhood education program. It is connected to our chosen curriculum, Creative Curriculum. All children, birth through kindergarten, who have been enrolled for at least 90 days will be assessed three times per academic year, through formal and informal observations. Results are shared during family/teacher conferences three times per year. Through conferences, teachers and families can work in collaboration to set goals for the children. Teaching Strategies is based on the latest

research, is proven valid and reliable, and is fully aligned with the Common Core State Standards, state early learning guidelines and The Head Start Child Development and Early Learning Framework.

5.11 Meeting Individual Needs

At enrollment, each enrolling guardian will complete an Initial Family Questionnaire which provides information about the child's family and the child's individual strengths and needs. Once enrolled, teachers work to individualize the curriculum to meet the needs of all children through information gathered from the initial family questionnaire, developmental screenings, assessments, and working with the children every day. If there are developmental concerns by either the family, caregiver or the teacher, the teacher will meet with the family to discuss additional screenings, a referral to ESIT (Early Support for Infant and Toddlers) or a referral to the Lead Education Agency that you currently reside in (for children 3 years and up).

5.12 The Pyramid Model

Children's Village is excited to implement the Pyramid Model in all our classrooms. The Pyramid Model is a framework of evidence-based practices for promoting young children's healthy social and emotional development. This multi-tiered model includes universal classroom and targeted instructional practices to:

- Promote social-emotional learning and skill development.
- Prevent challenging behavior.
- Promote classroom interventions to support children with social, emotional, and behavioral needs.

Children's Village has developed three consistent expectations for children that we have embedded in all our practices.

- Be Safe
- Be a Friend (or Be Friendly)
- Be a Worker

Our goal is to:

- Promote the positive social, emotional, and behavioral outcomes of all young children in an inclusive way.
- Increase the inclusion and ongoing participation of young children with disabilities in early childhood settings.
- Promote family engagement, and,
- Increase the use of trauma-informed and culturally and linguistically responsive practices.

The Pyramid Model is not a curriculum but rather a framework that works with our curriculum, Creative Curriculum.

5.13 Early Achievers

Children's Village is committed to providing high-quality early childhood education and care. We participate in the Early Achievers program. Early Achievers is Washington's quality rating and improvement system. If you would like to learn more about Early Achievers, please let us know.

5.14 Infants

We know that learning starts at birth. Supporting early brain development is crucial as babies begin to make connections between themselves and the people and things around them. Nurturing, responsive relationships between infants and caregivers support the development of their sense of security, which empowers them to explore and learn at their own pace and have the freedom to try new things, explore new challenges, and build confidence based on their experiences.

Breast Milk and Breastfeeding

We support and encourage the breastfeeding mother's decision to continue breastfeeding her child while enrolled at Children's Village. Mothers may bring breast milk to our center or may come to the center to breastfeed. Our staff is trained in how to store, handle and feed breast milk. Please bring breast milk in unbreakable, single serving sized containers which are labeled with your baby's first and last name and the date it was brought in. Frozen breast milk will be stored for no more than 30 days.

Formula

We provide Kirkland Signature ProCare formula. Families will be notified when the Kirkland brand is unavailable. If your child uses an alternate formula, you must provide your own formula.

Bottles

Parents of infants must provide enough empty bottles, with lids, for the day. The child's full name and date must be written on each bottle. Giving a child a bottle containing milk while sleeping is very detrimental to the development of the child's teeth; we will not put children down to sleep with a bottle.

Diapering

- Diapers and pull-ups are changed when wet or soiled.
- Staff will check diapers every two hours and after sleeping.

What to Bring Daily

One complete change of clothes (shirt, pants) labeled with the child's name.

- Diapers, training pants, plastic pants (if applicable)
- Enough clean bottles with nipples and caps. The child's full name and date must be written on each bottle.

Infant Safe Sleep Policy

- Infants will always be put to sleep on their backs until 1 year of age.

- For infants, an early learning provider must supply a single-level crib, playpen, or other developmentally appropriate sleep equipment.
- No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices, or extra bedding will be in the crib or draped over the side of the crib.
- No blankets are permitted in the infant rooms.
- Sleeping areas will be ventilated at a temperature comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer, more than an adult.
- If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
- The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
- Infants will be actively observed by sight and sound.
- Infants will not be allowed to sleep on a pillow or in a car seat, stroller, swing, or bouncy chair. If an infant falls asleep in any place other than a crib, the infant will be immediately moved to a crib or other developmentally appropriate sleeping equipment.
- An infant who arrives asleep in a car seat will be moved to a crib or other developmentally appropriate sleeping equipment.
- Infants will not share cribs unless the sheet is changed, and the crib is sanitized between children.
- Infants may be offered a pacifier for sleep if provided by the parent.
- Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.
- When able to roll back and forth from back to front, the infant will be put to sleep on their back and allowed to assume a preferred sleeping position.

Infants will have supervised "Tummy Time" when awake.

5.15 Toddler and Preschoolers

We ask families to bring

- One complete change of clothes (shirt, pants, underwear) labeled with the child's name.
- Diapers/pull-ups
- Please label your child's jackets and other items they leave at school.
- Blanket labeled with child's name (child size- cubbies are small! No blankets for infants)
- Crib sheet (sheets will not be returned to you)

We do ask that your child leave their personal toys at home. We cannot be responsible for missing or damaged items.

Children will be active in and outside the classroom and at times, participate in messy projects. To make the most of the opportunities provided, children should feel comfortable to participate and enjoy activities without worrying about ruining their outfit.

- Play clothes are encouraged.
- Flip flops are not permitted for safety reasons.

- The children play outside each day and should be dressed according to the weather.
- Mark your child's name on all outerwear and belongings to help ensure their return home.

Diapering/Toileting

- Diapers and pull-ups are changed when wet or soiled.
- Please check your classroom "soiled clothing" bucket each day.
- Staff will check diapers every two hours, after a nap, or sooner if needed.
- Stand-up diapering is used for preschool-aged children.
- Toilet training is based on the child's developmental level and with parent communication.
- Clothing should be practical and easy to manage. Many potty accidents occur simply because a child could not undo their clothing in time.
 - Avoid suspenders, belts, difficult snaps, or buttons.

Rest Periods

The children will be offered a nap mat that is at least 1" thick along with a sheet and a blanket. Nap mats must be spaced at least 18 inches apart with the children alternating head-to-toe.

Toddlers must be allowed to follow their sleep patterns.

Preschool children in care for 6 hours or more must be offered a rest time.

After 45 minutes of rest, a child may choose to get up and participate in quiet activities that are minimally disruptive to sleeping children.

Nap mats must be cleaned and sanitized daily, after each use. Sheets are laundered weekly.

NOTE: Blankets must be taken home weekly for laundering.

5.16 School-Age Program

We provide a safe and structured environment where children can participate in activities, receive homework assistance, and socialize with their peers while supporting working families.

Each center transports to local elementary schools. Please contact your center to learn what schools they are currently transporting to.

5.17 Transitions

We know that the transition from home to childcare can be difficult for children and families. To help with this tradition, we encourage families and caregivers to come in for a tour of our center with their children.

Classroom to Classroom

As children progress in abilities and stages, Children’s Village will consult with families and caregivers on transitioning the child to the next class. The Center Director team will inform the child’s family regarding the timeline for transition to the new classroom. This might involve phone conversations, meetings with a guardian, progress reports, etc. We will begin the process of meeting new friends by visiting the “new” class with short visits, taking the lead from the child. If possible, a familiar face from the “old” class will visit with them, to help ease the transition.

Moving to Kindergarten

Children’s Village is excited to be part of your child’s journey to Kindergarten. We work with children to prepare them academically and socially for their introduction to elementary school.

Each Spring the center will post information about Kindergarten registration, visitations, and required documents. With your assistance, our preschool teachers complete the [Washington State’s Kindergarten Transition Summary Form](#) in June. We share the information by mail with the school you have identified that your child will be attending in the fall.

As school approaches, future Kindergartners who will be transported by Children’s Village take a ride on our bus to their new school. This helps prepare them for the first day of school.

SECTION 6 POSITIVE GUIDANCE

In accordance with our policy, corporal punishment is not permitted by any persons on Children's Village premises.

Refrain from using inappropriate language while in our centers. We have young, impressionable children among us, who see and hear everything.

Our focus is to understand children's developmental stages and needs. This allows classrooms to implement strategies that address safety concerns while helping children label their emotions, learn new skills, and resolve conflicts. Positive relationships, respect, and trust are central to our guidance policy and procedures.

Our guidance strategies include:

- Helping children recognize and label their emotions, as well as those of others.
- Helping children recognize when they are showing signs of distress and offering potential solutions or strategies to help them calm down. Examples include: Redirection, deep breathing, calm down space, and gross motor activities.

We do NOT implement any of the following discipline strategies:

- Spanking, hitting, slapping, shaking, threatening, or grabbing.
- Time outs
- Yelling, insulting, or shaming
- Withholding recess or outdoor time
- Withholding their basic needs: food, water, and toileting needs.

Children's Village practices a non-restraint policy. In extreme situations restraint may be used to stop a child from hurting themselves, another child, staff, or being destructive towards property of Children's Village. An Incident Report will be written for the guardian, and the report will be sent to the Department of Child, Youth, and Families as required.

Only staff members who have been trained with the Right Response Program will be permitted to use restraint in extreme situations as listed above. Training for Right Response occurs annually.

Any time there are concerns about a child's behavior that fall outside the scope of what the center director and classroom staff can effectively address, we will schedule a conference with the family to reflect on the child's behavior. In collaboration with the family, we will discuss and develop a plan to meet the child's need.

SECTION 7 INDIVIDUAL BEHAVIOR SUPPORTS

Behaviors that potentially impact safety in the classroom may require an individual behavior support plan. Those behaviors include but are not limited to:

- Teasing
- Elopement from supervised space
- Fighting
- Bullying or intimidation
- Aggression
- Destruction of property

The process of creating Individual Behavior Supports (IBS) will include collecting information from you and the other key adults in your child's life to better understand themes, patterns, and trends. This information guides us to develop an individualized plan based on your child's strengths and motivation. Regular, on-going communication among all parties is key to the plan's success.

Children's Village is committed to providing a supportive, enriching, and safe environment for all children enrolled. If there is a concern for the safety of the child, other children, or staff members, the child will be sent home for the day. This allows for a reset for all parties and conversations about Individual Behavior Supports (IBS) to occur.

7.1 Behaviors that May Require a Child to be Sent Home

- Harming other children
- Disrupting the environment of the classroom
- Harming teachers
- Leaving the classroom without an adult
- Destruction of property

NOTE: If your child is sent home due to behavior you, or an authorized person, are required to pick up within an hour. If your child is not picked up within the hour, attendance will be paused for the following day.

The following steps could be taken if there are concerns for the success and safety of a child:

1. Staff discuss action/behavior with the child.
2. Staff evaluates and reflects on the environment where the incident occurred to determine if the setting and materials are adequate.
3. Staff review the time of the incident for possible missed hunger, hydration, or tiredness patterns or cues.
4. Incident report sent home to parents.
5. Running records, evaluation, or other documentation of the child's day.
6. Conference with family and caregivers via phone or in person.
7. Classroom Plan created by Lead Teacher and Center Director Team.

8. Individual Care Plan (ICP) created through a partnership between family and staff.
9. Sent home for a day or suspended to allow for resetting and restarting in the classroom, potential meeting between staff and family, and revisiting of the Individual Support Plan for adjustments.
10. Seek expert evaluation/advice (e.g., ESIT, physician, mental health expert, early childhood evaluation).
11. Pause care and collaborate with the family.
12. Terminate care from Children's Village with possible assistance in finding another program to care for your child.

7.2 Expulsion Policy

Children's Village follows [WAC 110-300-0340](#) which guides early learning providers regarding expulsion, or termination, of child care.

If Children's Village has followed the outlined steps to assist a child in being successful and safe in our classroom environments and there are still behaviors that we cannot support, your child's care may be terminated.

In the event of termination of care, Children's Village will provide you with community-based resources that may be beneficial. If a child's care has been terminated, Children's Village must report the termination to DCYF.

SECTION 8 FAMILY ENGAGEMENT AND PARTNERSHIPS

8.1 Community Meetings

Children’s Village hosts a monthly Community Meeting via zoom, or in person. The purpose of this meeting is for families, caregivers, and Children’s Village staff to connect and build support and share resources surrounding current trends for children, at home and school.

Families and caregivers are encouraged to participate in our Community Meetings to offer their voices and provide input into our program, policies, and procedures. Please watch for monthly notifications on dates and times of meetings and let your center know if you would like to participate.

8.2 Strengthening Families

Children’s Village uses the Strengthening Families Self-Assessment Tool for Center-Based Early Care and Education Programs to determine how well we are implementing strategies to strengthen families. The assessment guides Children’s Village in creating family and caregiver support in the five protective factors: parental resilience, social connections, knowledge of parenting and child development, concrete support in times of need and social and emotional competence of children. The self-assessment tool is re-evaluated annually.

8.3 Volunteering

Parent involvement is important to our programs. Through teamwork with parents and teachers, we ensure children receive the best education possible. Volunteers can provide a wide range of services and support to the program. Some suggested ways to help are:

- Sanitizing toys
- Reading a story
- Helping with room set up or clean up
- Helping with an art or music activity
- Sharing a favorite activity from home with the classroom

Regular classroom volunteers in the program must meet health and safety requirements for the Department of Children, Youth and Family Services, and childcare licensing regulations. If you are interested in volunteering, please reach out to your center for requirements.

8.4 Community Resources

Children’s Village is committed to assisting our families and community with additional resources. Please let your child’s teacher or Center Director know if a need arises and we may be able to assist.

8.5 Creating a Sense of Belonging

You are the child’s first and most important teacher. Part of our work includes getting to know the children and families we serve at the center and ensuring culturally relevant and inclusive classrooms. We strive to create an environment where all are valued, see themselves reflected

in the classrooms, and feel a sense of belonging. Birthdays and holidays are important experiences for many families. Conversations surrounding birthdays and holidays will not be the main focus of classroom time. Families are welcome to share family and cultural traditions. This is an important step in building a bridge between school and home.

If you are interested in sharing a family tradition, please connect with your teacher to express your interest and staff can work with you to plan and schedule an opportunity to share with the program. Some ways to share are:

- Hanging photos in the classroom of your child and the important people in your child's life.
- Inviting you to come into the classroom to share a favorite story, song, or tradition.
- Sharing favorite recipes.

SECTION 9 STAFF EDUCATION

Our staff are among the most dedicated and educated employees in the industry. All employees who have access to children are required to complete and clear a background check.

9.1 Annual Training

Our staff attend annual training surrounding Trauma-Informed care, reducing challenging behaviors, Adverse Childhood Experiences (ACES) and staff supporting positive social and emotional development.

9.2 Health and Safety Training

Each of our employees goes through a hiring process that includes background checks and certification in accordance with state licensing requirements.

9.3 Education for Staff

Children's Village staff are encouraged to continue their education in fields related to Early Childhood Education.

SECTION 10 NUTRITION

10.1 Meals

Healthy, balanced meals and snacks are served throughout the day at no additional charge. We participate in the USDA (United States Department of Agriculture) Child and Adult Care Food Program and the meals and snacks we serve meet the nutritional standards of that program. Meals are served family style in our preschool and school-age classrooms. We will make reasonable menu accommodations, at no additional charge, for children who are considered to have a disability.

Mealtimes and menus are posted in the center and in each classroom.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information OSPI Child Nutrition Services June 2022 (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720- 2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov

10.2 Food Preparation

All food served to the children will be prepared in our facility and purchased from a food service company or grocery store. Children's Village is a nut-free center. All employees preparing and serving food hold a Washington State Department of Health food handler's permit.

10.3 Food Allergies, Milk, and Dietary Restrictions

We will provide reasonable accommodation for children who are considered to have a disability, including a food allergy. Parents must complete an Individual Care Plan, provided by Children's Village, which is signed by the child's doctor. This statement will indicate which foods are to be omitted from the child's diet and which foods can be substituted. The doctor's note and ICP must be updated annually.

Families who request their child have a milk alternative, lactose-free or soy beverage due to intolerance or preference, do not require a medical note. The guardian must complete a milk substitution form.

If you prefer that your child not be served certain foods (i.e. beef, pork, shellfish, or animal protein) you will be asked to complete a religious or preference exemption.

Families and staff are not permitted to bring outside food into the classrooms.

SECTION 11 HEALTH AND SAFETY

11.1 Handwashing

Children's Village practices regular handwashing. Please assist us with maintaining the health and safety of our center and support your child with handwashing upon arrival.

11.2 Illnesses

We ask that you not bring your child to the center if you are aware of any of the following:

- Fever of 100.4 degrees (axillary) or higher
- Vomiting on two or more occasions within the past 24 hours
- Diarrhea – two or more watery stools in a 24-hour period
- Open or oozing sores, unless properly covered or 24 hours on antibiotic treatment.
- Suspected communicable skin infections such as impetigo, pink eye, and scabies (the child may return 24 hours after starting antibiotic treatment)
- Rash
- Eye discharge or pink eye
- Fatigue that prevents participation in regular activities. Should your child become ill during their time at the center, the child will be removed from the classroom and allowed to rest in an area where there will be no direct contact between them and other children
- You will be contacted for the pick-up of the ill child from the center within one hour of notification.

Any child determined to be carrying a communicable infection shall be isolated from others until such time that parents are able to pick the child up. Families and caregivers are to pick your child up immediately in these situations.

To ensure your child's safety, your Enrollment Application provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply the names and phone numbers for your child's doctor and dentist.

Children may not return to the center until a doctor's note approves re-admittance, or the child has been symptom-free without fever-reducing medication for up to 24 hours.

In the event of a serious accident or illness, an ambulance will be called.

11.3 Head Lice

Head lice have not been shown to spread disease and are not considered a medical or public health hazard. Children with lice nits can remain in the program for the day. Children with live lice bugs will be sent home for the day. All children may return to the program after being treated. Staff will work with families and caregivers to encourage treatment, and the program

will take precautions to minimize the spread of head lice. Please let us know if you need help accessing additional resources to treat head lice.

11.4 Toothbrushing

We promote effective oral health and hygiene by ensuring children in our infant toddler and preschool programs brush their teeth once during the day, after a meal, while in our care. Assistance will be provided to younger children. Staff training will be provided yearly on the etiology of tooth decay, oral health promotion, and tooth brushing protocol.

11.5 Prescription Medicines

Under penalty of state law, Children's Village can only accept prescription medicine in its original container, labeled with the child's first and last name, the date the prescription was filled or the medication's expiration date, and legible instructions for administration (dosage and time to be given). The Director or the staff in charge will administer the medicine.

NOTE: According to our Health Policy, we must have a 3-day supply of prescribed medication on hand, to be kept with our disaster kit in case of an earthquake or other disaster.

Guardians must complete our Childcare Medication Authorization form to cover the time that medicine is to be given, authorizing our staff to administer it. The required information includes:

- Child's first and last name
- Child's date of birth
- Name of medication
- Dosage amount and frequency
- Date and time for medication to be given.
- Reason for giving medication
- Expected side effects
- Enrolling family member or caregiver signature

If a child remains on the same medication for more than 30 days, a new Childcare Medication Authorization Form must be completed every 30 days.

11.6 Non-Prescription Medicines

The following classifications of medicines can be given with written parent/guardian consent only if the dose, duration, and method of administration specified on the manufacturer's label matches the age of the child:

- Diaper ointments and powders intended for "diaper rash."
- Antihistamines
- Non-aspirin fever reducer
- Cough suppressants
- Decongestants

Children's Village does **not** apply sunscreen on children. If you wish to have your child use sunscreen, please apply prior to your child's arrival to program. We welcome the use of sunhats and protective shirts or other clothing. We provide a sun shade during the summer months.

Prohibited items: amber bead necklaces and homemade medication.

Children's Village Health Policy is posted in the lobby, in each classroom, and on our website: <https://childrensvillageinc.com/wp-content/uploads/Health-policy-3.6.25.pdf>.

11.7 Emergency Preparedness

First Aid

All staff are trained in Infant/Child/Adult First Aid and CPR. A complete first aid kit is kept on hand, both at the center and on each bus.

Emergency Medical Care

Children's Village staff will call for emergency medical assistance whenever they feel it necessary to ensure the safety and well-being of a child. This will be done with or without the family's or guardian's consent.

The following procedures will be followed in the event of an emergency:

- Appropriate first aid will be administered immediately to the injured child.
- Emergency rescue (911) will be called.
- Families and guardians will be immediately informed of the situation.
- If parents cannot be reached, another authorized person will be contacted.
- A Children's Village Accident/Incident Report will be completed and signed by the teacher on duty at the time of the injury. Accident/Incident Reports will be reviewed and signed by the Director and the parent or legal guardian.

Emergency Preparedness Plan

Children's Village Emergency Preparedness Plan is posted in the lobby, in each classroom, and on our website (<https://childrensvillageinc.com/>).

11.8 Pet Policy

Having pets in the classroom is exciting and educational but also requires us to take certain precautions so the children can enjoy and learn from the animals while staying healthy. Animals can sometimes carry germs that can make people sick, even if they look clean and healthy.

To maintain a safe and healthy environment for children and animals, Children's Village will:

- Staff members will wash hands before and after handling the animals
- Pets are inaccessible to children
- Cages and habitats are cleaned by staff members weekly, or sooner if needed

- In each classroom with a pet there will be a pet policy posted and rules specific to the animal
- All pets at Children's Village locations will be non-aggressive

For additional information refer to this link from the [Centers for Disease Control](#)

SECTION 12 MANDATORY REPORTING

All Children's Village staff are mandatory reporters and are required by law to report any suspected child abuse or neglect. We know that stressful times can lead to changes in your parenting style, and we are here to support you. Please ask your Center Director about accessing community resources or additional support.

SECTION 13 CLASSROOM SOFTWARE AND MEDIA

13.1 Cell Phones

Children's Village is a cell phone-free program. You will not see staff using cell phones for any purpose while working with or around children.

13.2 Cameras

Our classrooms and playgrounds have video cameras that are monitored at the front desk. Only staff of Children's Village, Department of Children, Youth, and Families (DCYF), and Law Enforcement may view the recorded video.

13.3 Tablets

Staff utilize tablets in the classroom to communicate through Procure.

13.4 Screentime

Screentime is limited to educational purposes that are tied to curriculum activities. Infants and Toddlers will not have screentime.

13.5 Procure

We utilize Procure as our childcare software. With Procure, our staff can send parents messages, incident reports, daily updates, and pictures. Through the Procure app, families and guardians can send messages to their child's teacher.

Upon enrollment, families/guardians are invited to connect with Procure. Individuals will be given a PIN to clock the children in and out.

Procure allows families and caregivers to sign in/out their children through an app on their personal devices or through an IPAD located at the center.

Families may also log into MyProCare.com and update emergency contact information

SECTION 14 CONFIDENTIALITY

Children's Village respects your right to privacy.

Parents/guardians must sign an authorization for Release of Information (ROI) before any information is released to the requesting agency except as required by law.

Written consent from the child's parent or guardian to share information is not required:

- When the information is requested by a government agency for law enforcement agency;
- When there is an appropriate court order, such as a subpoena;
- In emergency situations to protect the health or safety of an individual (ie Child Protective Services or Law Enforcement);
- For program review as required by DCYF or Office of Superintendent of Public Instruction (OSPI).

All staff and volunteers are informed of the confidentiality policy and reminded to keep all information and photos regarding families confidential.

The only approved apps and programs our classroom staff are authorized to use to message families, and send updates, daily activities, and photos are ProCare and TSGold.

All staff shall be informed before beginning work, and reminded regularly thereafter that any information concerning a family is private and shall not be discussed with anyone outside the appropriate Children's Village staff without authorized parent/ guardian permission.

All documents, forms, and files regarding families in the program will be kept in a locked space when not in use.

14.1 Liability Insurance, Inspection Reports, Notice of Enforcement Actions and Other Relevant Program Policies

Parents and Guardians may access the above information by contacting the Center Director.