

CHILDREN'S VILLAGE

Early Learning Center

PARENT HANDBOOK

September 9, 2024

www.ChildrensVillageInc.com

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Children's Village - Battle Ground Coming Spring 2025

For more information about Battle Ground:

CVinBG@ChildrensVillageInc.com

Angela Benedict, Executive Director
Angela@ChildrensVillageInc.com

OUR MISSION: We provide children and families with high quality education and childcare in a safe, respectful, and inclusive environment that builds a foundation for life-long learning. We support our community through giving closets, food pantries and resource information. We also strive to provide a work environment that values employees and creates opportunities for growth, contribution, and reward.

OUR 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.

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.

SUBSTANCE-FREE ENVIRONMENT: We are committed to maintaining a healthy and safe environment for everyone. Staff, family members, and guests are prohibited from smoking or vaping of any kind in the center, on its grounds or within twenty-five feet of the exterior doors and windows.

PROGRAMS OFFERED:

We offer the following programs:

- General early education and childcare for ages newborn to 5 years of age
- Before and after school care for children 5 through 12 years of age

ENROLLMENT AND ADMISSION

Operating Hours:

Burton Road Early Learning Center - We are open Monday through Friday from 6:30 a.m. to 6:00 p.m.

Salmon Creek Early Learning and School-Age - We are open Monday through Friday from 6:30 a.m. to 6:00 p.m.

Burton Road School-Age Center - We are open Monday through Friday from 6:30 a.m. to 6:00 p.m.

Battle Ground Early Learning and School-Age – We will be open Spring, 2025

We are closed for most major holidays and for staff development days. A schedule of closures is posted in our main lobby and on our website: www.childrevillageinc.com

Late Pick-up:

We close at 6:00 pm. Your child must be picked up by this time. If you pick up after 6:00 pm you will be charged a late pick-up fee.

Enrollment:

Infants are enrolled for full-time schedules only.

Toddlers and preschool-aged children are enrolled for at least 2 days/week, full-day, or half-day.

Participation in our school-age program is available for a minimum 2 day/week schedule.

Families wanting to be added to our waitlist may do so by logging onto our website at www.ChildrensVillageInc.com. A staff member will contact you after you are added to our list.

When you enroll your child, you will need to provide or complete the following items before we can schedule the required family orientation:

- Enrollment application
- Parent photo identification
- Initial Family Questionnaire (family/caregiver provides information about the child: cultural, strengths, goals)
- Consent for medical care and treatment.
- Immunization record
- DCYF subsidy authorization (if applicable; DCYF will email this directly to us)
- 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 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. The enrollment process may take up to 14 days and must be completed before your child may attend.

We will gladly schedule a trial visit of up to 2 hours before enrollment. An ideal time for a trial visit is 9:00 a.m. to 11:00 a.m. We must have completed registration application before the trial visit.

Policy on Wait Period for Enrolling Children with an IEP, IFSP or medical diagnosis of ADD, ADHD, Autism, etc.

Purpose:

To ensure a smooth transition and adequate preparation for children with an Individualized Education Program (IEP), IFSP or medical diagnosis of ADD, ADHD, Autism, etc., this policy establishes a wait period to facilitate proper planning and resource allocation.

Policy Statement:

1. Notification and Documentation:

- o Parents/guardians must notify Children's Village of their intent to enroll a child with an IEP, IFSP or medical diagnosis of ADD, ADHD, Autism, etc., at least 14 days prior to the desired start date.
- o A copy of the child's current IEP or IFSP must be submitted along with the enrollment application.

2. Wait Period:

- o A mandatory wait period of at least 14 days will be observed from the date of submission of the complete enrollment application and IEP or IFSP documentation.
- o During this period, Children's Village will review the IEP or IFSP or medical diagnosis and assess the necessary resources and accommodations required for the child.

3. Review and Planning:

- o Children's Village's Special Education Team (Executive Director, Education Coordinator and Site Director) will review the IEP or IFSP to ensure that all necessary support and services are in place.
- o Meetings with parents/guardians, special education staff, and other relevant personnel will be scheduled to discuss the child's needs and develop a transition plan if necessary.

4. Resource Allocation:

- o The program will allocate appropriate resources, including trained staff – if staffing models allow it, materials, and any necessary modifications to the learning environment, to support the child's successful integration.
- o The child will be expected to participate within our classroom population.
- o Funding for 1:1 support is expected to be paid by DCYF or the enrolling family, at the hourly rate dictated by Children's Village.

5. Communication:

- o Regular communication will be maintained with parents/guardians throughout the wait period to provide updates on the enrollment process and any additional information required.

- o Per WAC 110-300-0300 – notify DCYF for a child who is enrolled with:
 - i. An Individual Care Plan (ICP)
 - ii. An Individual Education Plan (IEP)
 - iii. An Individualized Family Service Plan (IFSP)
 - iv. An Individual Health Plan (IHP)
 - v. A 504 plan

6. Exceptions:

- o If enrollment is necessary prior to 14 days, the wait period may be waived at the discretion of the Special Education Team, provided that all necessary support can be arranged promptly.

Inclement Weather:

We follow the Vancouver School District’s decisions on late starts and closures. When Vancouver School District schools are closed due to winter weather we will also be closed. When the Vancouver School District has a 2-hr delayed start we will open at 10:00 am. We will not transport children to school on late start days.

**** We have young, impressionable children among us, who pick up everything. Please refrain from using inappropriate language while in school. ****

TRANSPORTATION

Before transporting children on our buses, please review our transportation policies with your student and sign and return the acknowledgement form.

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If winter weather issues 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.

Children’s Village School-Age Center, located at Burton Road, provides transportation to:

- Ogden
- Walnut Grove
- King
- Roosevelt
- Marshall

Children’s Village Salmon Creek provides transportation to:

- Salmon Creek (a walking school)
- Chinook
- Sarah J Anderson
- Pleasant Valley

Children’s Village Battle Ground will provide transportation to: TBD

Ruth Bader Ginsburg (RBG) elementary is a Spanish Immersion school that provides transportation from the student's neighborhood school. For more information, please see the Vancouver School District website or contact RBG at (360) 313-3100.

Please review our Transportation Policy located at <https://childrensvillageinc.com/>.

TUITION AND FEES

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

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 an added registration fee. DCYF will pay registration fees for families with subsidy funding.

Tuition:

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

Absences and Closures:

No tuition credit will be given for days absent, holidays or staff development days. You will not be charged for winter closures.

We are open Monday-Friday, all year except 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 Day, Native American Heritage Day, and Christmas Day.

We will be closed an additional five days throughout the year for Staff Professional Development. A complete list of closures is posted in our centers and on our website.

<https://childrensvillageinc.com/wp-content/uploads/2025-Closures.pdf>

Vacations:

Families may take two vacation weeks every 12 months, tuition free. Tuition-free vacation may be taken after six months of continuous enrollment. Less than 5 days' vacation in one week will be

considered one week's vacation. Families attending part-time will get two partial weeks' vacation. Additional vacation absences will be billed at 100% of private-pay tuition rates.

Returned Checks:

Returned/dishonored checks will incur a returned check charge. We may require accounts to be paid by cash after a returned check.

Withdrawals 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 unused tuition will be refunded.

Canceling Enrollment:

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 close your account.

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.

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.

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 are receiving DCYF childcare benefits, it is your responsibility to meet the eligibility requirements of the program. 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.

TUITION PAID BY THE COWLITZ INDIAN TRIBE:

We also accept childcare subsidy payments from the Cowlitz Indian Tribe.

The Cowlitz Indian Tribe Child Care and Development Program (CCDP) assists eligible families with their child care expenses. The purpose of CCDP is to increase the availability, affordability, and quality of child care in Lewis, Cowlitz, Clark, and Skamania counties. They serve enrolled federally recognized Native American and Alaskan Native families and their descendants. To qualify, children must be 4 weeks old up to their 13th birthday. 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>

ATTENDANCE and SIGNING IN-OUT

Attendance:

Children, 12 months through 5 years, must be dropped off at Children's Village before 10:00 am or come in after 2:30 pm.

Research clearly suggests that children who have regular attendance (at least 90%) in school make more academic and social gains than their peers who have frequent absences. Research also suggests that establishing regular attendance habits now for infants, toddlers and preschoolers can positively impact early childhood development and long-term academic and social success. Help your child be successful in their early learning program and beyond by creating excellent attendance habits now.

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 must participate in activities and will not be allowed.

If your child will be absent, please call the school by 9:00 am to tell us.

Signing In and Out:

State of Washington code requires that the family, caregiver, or other person authorized by the

enrolling adult or agency to take the child to or from the school, sign the child in on 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 other authorized person must accompany your child into and out of the center. A child will only be released to authorized persons over 18 years of age. Please complete a Notice of Change to specify persons authorized to pick up your child. Our 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 a child is released to an authorized person who appears to be under the influence of drugs and/or alcohol, Children's Village is obligated to notify the police.

Custodial Agreements:

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.

MANDATORY REPORTING

Children's Village is bound by Washington state law to report to proper authority evidence of any of the following:

- A death, significant injury requiring medical treatment or illness requiring hospitalization of a child in care, by telephone and in writing to the parent, licensor, and the child's social worker, if any.
- Any instance when the licensee or staff has reason to suspect the occurrence of physical, sexual, or emotional abuse, neglect or exploitation as required under chapter 26.44 RCW, by telephone, to Child Protective Services and/or local law enforcement. We may not notify families and caregivers when the police or Child Protective Services are called about possible child abuse, neglect, or exploitation; this will depend on the recommendation of Child Protective Services when they are called.
- Any occurrence of food poisoning or communicable disease, as required by the State Board of Health, by telephone, to the local public health department.

STAFF EDUCATION

Our staff are among the most dedicated and educated employees in the industry.

Each of our employees go through a hiring process that includes background checks and certification in topics that include:

- 30-hour course of Childcare Basics
- Minimum Licensing Requirements
- Safe Sleep
- Abusive Head Trauma
- Mandated Reporting
- Families Experiencing Homelessness
- Medication Management
- Disaster Preparedness
- FLIP IT
- Adverse Childhood Experiences
- Trauma Informed Care
- Behavior Management
- The Pyramid Model

Continuing Education for Staff:

Several members of the Children's Village team are taking classes related to early learning through scholarships made possible by Early Achievers.

Degrees and programs include:

- Child Development Associate (CDA)
- Stackable certificates
- Associate degrees in early childhood education (ECE)
- Bachelor's degrees in early childhood education (ECE)
- Bachelor's degree in human development

Other degrees include:

- Elementary Education
- Psychology
- Special Needs

EARLY EDUCATION PROGRAM

For more information about the curriculum, screenings, and referrals, please contact our Education Coordinator, Kate Hale, at Kate@ChildrensVillageInc.com

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

Classrooms:

Our classrooms are set up as centers. Centers that you might find in our classrooms are dramatic play, 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.

The continuity of care resulting from this approach allows children to create meaningful relationships with the other children of the classroom and their teachers over three years. This also gives families an opportunity to become part of a community that provides support and the time to develop relationships with other parents.

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 by modeling

learning outcomes to younger children, reinforce their own understanding of new skills. Teachers provide a safe, stimulating environment and plan your child's day considering individual care routines and age-appropriate fun and learning. The following are ways that our curriculum encourages growth and development in these areas:

Social:

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

Emotional:

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.

Cognitive:

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

Physical:

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.

Curriculum:

We use *Creative Curriculum*, an emergent curriculum. 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.

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.

1. 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/caregivers are given access to complete their own ASQ online and share observations and perspectives of their child's development. Results are shared electronically through ASQ online or can be offered on paper if requested. We will share the results of your child's screenings in the family's home language.

2. Teaching Strategies (TSGold):

Teaching Strategies (TS Gold) 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, will be assessed within 90 days of enrollment and then annually thereafter: 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.

Meeting Individual Needs:

Through developmental screenings, assessments and working with the children every day, the teachers can individualize the curriculum to meet the needs of all children. If there are developmental concerns by either the family, caregiver or the teacher, the teacher will meet and discuss additional screenings, a referral to ESIT (Early Support for Infant and Toddlers) or a referral to the school district that you currently reside in (for children 3 years and up).

It is our goal to meet the needs of each child in our care. Children with specific needs are enrolled on a case-by-case basis. The Director will consult with the parent/guardian as to their child's needs. We cannot accept a child into our program if we lack the appropriate training, equipment, or facilities to meet the child's developmental needs.

If your child has an IEP, IFSP or a 504 in place, please provide a copy of the most updated document for your child's file.

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 practices to promote social-emotional learning and prevent challenging behavior, universal and target instructional practices to promote social, emotional, and behavioral skill development, and classroom interventions to support children with social, emotional, and behavioral needs.

Children's Village has developed 3 consistent expectations for children that we have embedded in all our practices.

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

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.

- 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. The work that The National Center for Pyramid Model Innovations (NCPMI) began in 2001 with various national programs including the Center on the Social and Emotional Foundations for Early Learning (CSEFEL).

Daily Schedule

All preschool children (toddler through pre-kindergarten) must arrive before 10:00 a.m. or after 2:30 p.m. to come into the center.

The following is a general outline of a typical day for your child at Children's Village. Each classroom has a posted schedule and lesson plan.

Morning (8:00 - 11:30)

- Free play with opportunities for small group interaction
- Large group activities including circle time, music, or games.
- Restroom breaks and handwashing
- Snack
- Outdoor playtime

Lunch (11:30 - 12:15)

Rest time (12:30 - 2:30)

- Length of time varies depending on the child's age. Rest time is offered to children in Toddler through Pre-Kindergarten classes.

Afternoon (2:30 - 6:00)

- Free play with opportunities for individual and small group activities
- Outdoor playtime is scheduled for all age groups.
- Restroom breaks and handwashing are provided as needed.

Our regular preschool program is from 8:30 a.m. to 11:30 a.m. Please see your child's teacher for more information about your child's curriculum.

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. No wading pool play is allowed.

The following guidelines will be utilized in determining if the weather is conducive to outdoor activity.

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°.
- Air quality emergency ordered by a local or state authority on air quality or public health.
- Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger.
- Earthquake
- Lockdown notification ordered by a public safety authority.

Infant Program

We know that learning starts at birth. Brain development is in its prime time as babies are starting to make connections between themselves and the people and the 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 2 weeks.

Formula:

We provide Kirkland Signature ProCare, Similac or Enfamil formula, which is dependent on what is available for us to purchase. If your child uses an

alternate formula, you must provide your own formula.

Bottles:

Parents of infants must provide five empty bottles, with lids, for the day. The child's full name and birthdate 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; only water will be offered during sleep.

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, and underwear) labeled with the child's name.
- Diapers, training pants, plastic pants (if applicable)
- Five clean bottles with nipples and caps. Child's full name and birthdate 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.
- Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
- 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.
- 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.
- An infant who arrives asleep in a car seat will be moved to a crib.
- 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 sleep position.

Awake infants will have supervised "Tummy Time".

TODDLER and PRESCHOOL PROGRAM

All preschool children (toddler through pre-kindergarten) must arrive before 10:00 a.m. or after 2:30 p.m. to come into the school.

Biting:

Biting is common among young children. During early childhood, children are sensory learners and often explore orally. Impulse control can lead children to bite as a way of making their needs known, especially before their language skills are fully developed.

We realize that biting can be a big concern, and we do everything we can to minimize the behavior. Our teachers and staff are trained to recognize triggers for biting and how to prevent and decrease incidents.

If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential. If you have any concerns regarding a biting incident, please talk to your child's teacher or your Center Director.

We ask families to bring:

- A change of clothing in the event of toileting accidents.
- Diapers/pull-ups
- Please label your child's jackets and other items they leave at school.

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

Diapering/Toileting

- Diapers and pull-ups are changed when wet or soiled.
- Staff will check diapers every two hours and after nap.
- Toilet training is based on the child's developmental level and with parent communication.

Children are offered morning and afternoon outdoor recess time. Please see your child's teacher for the classroom schedule.

Toddler Rest Periods

Toddlers must be allowed to follow their own sleep pattern.

Nap mats must be cleaned and sanitized daily, after each use. Nap mats must be spaced at least 18 inches apart with the children alternating head: toe.

A child's sheet must be washed at least weekly unless needed before then.

Preschool Rest Periods

Preschool children in care for 6 hours or more must be offered a rest time. 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 cleaned and sanitized daily, after each use. Nap mats must be spaced at least 18 inches apart with the children alternating head: toe.

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

SCHOOL-AGE PROGRAM

Our School-Age program offers our oldest group, Kindergarten through 12 years old, before and after school care, during school breaks and during the summer.

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

. **Children's Village School-Age Center**, located at Burton Road, provides transportation to:

- Ogden
- Walnut Grove
- King
- Roosevelt
- Marshall

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- Salmon Creek (a walking school)
- Chinook
- Sarah J Anderson
- Pleasant Valley

Children's Village Battle Ground will provide transportation to: TBD

Ruth Bader Ginsburg (RBG) elementary is a Spanish Immersion school that provides transportation from the student's neighborhood school. For more information, please see the Vancouver School District website or contact RBG at (360) 313-3100.

Classroom Software/Media

All media devices in classrooms are tablets only. The software on the tablets is strictly monitored.

We utilize **Pro-Care** as our childcare software. With Pro-Care, our staff can send parents messages, incident reports, daily updates, pictures as well as weekly menus.

Pro-Care 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.

You may also log into MyProCare.com and update emergency contact information and change your child's schedule.

Upon enrollment, families/caregivers are invited to connect with Pro-Care. Individuals will be given a PIN to clock the children in and out.

Our classrooms and playgrounds all 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.

FAMILY ENGAGEMENT AND PARTNERSHIPS

Please contact Amber Lloyd at Amber@ChildrensVillageInc.com if you need additional resources.

Children’s Village understands the importance of bridging school to home for children. Our goal is to create a relationship with families and caregivers with the common interest of supporting their child through developmental stages.

Community Meetings:

Children’s Village hosts a monthly Leadership 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.

Parent Advisory Group:

Families and caregivers are encouraged to participate in our Parent Advisory Group to offer their voice and provide input into our program, policies, and procedures. Please watch for our monthly notifications on dates and times of our meetings.

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.

Volunteering:

Parent involvement is important to our programs. Through teamwork with parents and teachers working together, 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.

Community Resources:

Children's Village is committed to assisting our families and community with additional resources. Please let your child's teacher know if there is a specific need, we may be able to assist you with it.

We have staff who will assist families with resources, services, and education to support their child's learning and development and encourage their involvement in the process.

HOLIDAYS/BIRTHDAYS

Our program's focus is to use a variety of strategies to support children's learning and make their experience in our program meaningful. We strive to create an environment where all are valued and feel a sense of belonging. Part of our work includes getting to know the children and families we are currently serving at the center and ensuring a culturally relevant and inclusive classroom.

Teachers will focus curriculum planning on activities and themes throughout the year that include the daily life and experiences of children and families while promoting school readiness skills, rather than celebrating specific holidays and birthdays.

Teachers will also support and engage with children when they initiate a conversation about birthdays or holidays, but those conversations will not be the focus of classroom time. This certainly

does not exclude children or families from sharing your traditions – in fact, we welcome your involvement.

You are your child's first and most important teacher. We want to make sure the classroom environment reflects and celebrates your family in ways that are respectful to all. This may include:

- 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

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.

TRANSITIONS

Home to Children's Village:

We know that the transition from home to childcare can be difficult for children and parents.

To help with this transition, we encourage families and caregivers to come in for a tour of our center with their children, multiple times if desired.

Prospective children can utilize a two-hour trial visit for their child, at no cost.

Classroom to Classroom:

As children are progressing in abilities and stages, Children's Village will consult with families and caregivers on transitioning them to the next class.

The site Director or Assistant Director will inform the child’s family about the changing of the classrooms and timeline for the transition. This might involve phone conversations, meetings with families and caregivers or progress reports. 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 the journey to kindergarten. Our preschool teachers complete Washington State’s Kindergarten Transition Summary Form and share information with the school your child is enrolled in for the Fall.

<https://ospi.k12.wa.us/sites/default/files/2023-08/washingtonstatekindergartentransitionform.pdf>

Our preschool program is designed to help children prepare for kindergarten, both socially and academically. We provide opportunities for social development, academic success (honoring different learning styles) and experiences with expectations that come with school (i.e., circle time, taking care of belongings, managing their own body). As April arrives and families or caregivers are enrolling for kindergarten, we will assist with copies of immunizations, evaluations that need to be completed and posting “Kindergarten Jump Start” dates for the schools in our area. As school approaches, we have future Kindergarteners take a ride on the bus to their new school, so they know what to expect on the first day.

INDIVIDUAL BEHAVIOR SUPPORTS

We provide reasonable accommodations for children who have delays and disabilities, and in accordance with Washington state laws that prohibit discrimination. If your child has an Individual Family Service Plan (IFSP), Individualized Education Plan (IEP), 504, or an ICP, please provide a copy with your registration.

Our staff attend annual training surrounding Trauma-Informed care, reducing challenging

behaviors, Adverse Childhood Experiences (ACES) and staff supporting positive social and emotional development.

Leadership and classroom staff place an intentional focus on building relationships with children and families, creating consistent routines, setting clear expectations, and meeting children’s needs.

POSITIVE GUIDANCE

In accordance with our policy and licensing regulations, our staff never uses corporal punishment. We also ask that while on our grounds, you refrain from using any form of guidance that is not consistent with our center's positive guidance approach or licensing regulations.

Some reasons to be sent home for the day due to behavior:

- Harming other children
- Disrupts the environment of the classroom.
- Harming teachers
- Not staying class

If your child is sent home for the day due to behavior, they need to be picked up within an hour. If your child is not picked up within the hour, attendance will be paused for the following day.

If your child elopes from the licensed space, it is grounds for immediate expulsion.

Instead, the focus is to understand children's developmental stages and needs so that we can implement strategies that address safety concerns while helping children label their emotions, learn new skills, and resolve conflict. Strong relationships, respect and trust are central to our discipline policy and procedures.

It takes time and support from adults for children to develop these skills in the same way it takes time and support from adults to develop other skills, like reading, writing, and math.

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
 - Spending time in a quiet, calm down area, when possible, with an adult
 - Mindfulness
 - Deep breathing
 - Art
 - Sensory activities
 - Reading

- Music
- Physical activities

We do NOT implement any of the following guidance strategies:

- Spanking, hitting, slapping, shaking, threatening, or grabbing.
- Time outs
- Yelling, insulting, or shaming
- Withholding recess or outdoor time as a form of punishment.
- The use of food or drink as a form of punishment or used as a reward; and
- Children are never denied their basic needs.

Any time there are concerns about a child's behavior that falls 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 what unmet need the child has and develop and implement a plan to meet the need.

As part of this process, we may create an Individual Care Plan (ICP) to help ensure a child's success in the program. Part of the plan may include:

- having the parent or other adult pick the child up early.
- and/or pausing care for short periods during times of significant escalation or transitions.

If there is cause to restrain a child to stop them from hurting another child or staff, hurting themselves or being destructive towards property of Children's Village, an Incident Report will be made for the parent and a report will be sent to the Department of Child, Youth, and Families.

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

1. Staff discuss action/behavior with 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 record, evaluation, or other documentation of the child's day
6. Conference with family and caregivers via phone or in person
7. Behavior Success Plan created through partnership between family and staff.
8. 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 Behavior Success Plan for adjustments.
9. Seek expert evaluation/advice (e.g., ESIT, physician, mental health expert, early childhood evaluation)
10. Pause care and collaborate with the family.
11. Terminate care from Children's Village with assistance in finding another program to care for your child.

If your child has an Individualized Education Plan, 504, or Individual Care Plan (ICP) created outside of our ECE centers, please give the center director a copy of this.

This process will include collecting information from you and the other key adults in your child's life to better understand themes, patterns, and trends and 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. 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
- Intimidating
- Becoming physically aggressive

NUTRITION

After washing their hands, your child's classroom will sit down for a family-style meal. This builds community, teaches table manners, and includes everyone! Serving their own food and drinks and cleaning up helps your child build independence and fine-motor skills.

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. We will make reasonable menu accommodations, at no additional charge, for children who are considered to have a disability. Please refer to the "Food Preparation" and "Food Allergies" sections in this packet.

Food Preparation:

All food served to the children will be prepared in our facility, purchased from a food service company or grocery store. Children's Village is a tree nut-free center. All employees preparing and serving food hold a Washington State Department of Health food handler's permit. All dishes and utensils are washed and sanitized after each use. Children are taught and encouraged not to share dishes or eating utensils.

We provide Kirkland Signature ProCare, Similac or Enfamil formula, which is dependent on what is available for us to purchase. If your child uses an alternate formula, you must provide your own formula.

Parents of infants must provide enough empty bottles, with lids, for the day. The child's first and last name must be written on the bottle.

Giving a child a bottle of milk at naptime is detrimental to the child's teeth; only water will be offered at naptime.

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 two weeks.

Food Allergies and Dietary Restrictions:

We will provide reasonable accommodation for children who are considered to have a disability, including a food allergy. Parents must provide a Medical Disability Statement which is signed by the child's doctor. This statement will indicate which foods are to be omitted from the child's diet and substituted.

We will offer a vegetarian substitution for those children who do not eat meat.

Children's Village is a tree nut-free center. Parents and staff are asked not to bring outside food into the center.

Milk:

We are required by the U.S. Department of Agriculture to offer milk at breakfast and lunch. If

your child is allergic to fluid milk, a doctor’s letter must be provided stating the allergy and an appropriate substitute.

Other Foods:

Parents should review our menus. If your child is allergic to a particular food, we must have a doctor’s note stating the allergy and side effects. The doctor’s note must be updated annually. You must also complete a Medical Disability Statement before your child may attend.

MEALTIMES:

Burton Road Early Learning Center:

7:00am - 8:00 am Breakfast
 9:15 am – 9:45 am AM Snack
 11:30 am – 12:15 pm Lunch
 2:30 pm - 3:15 pm PM Snack
 5:00 pm - 5:30 pm Late Snack



Burton Road School-Age Center:

School Days

7:00 am - 8:00 Breakfast
 2:30 pm - 3:30 Dinner
 5:00 pm - 5:30 PM Snack

Non School / Early Release

7:00 am - 8:00 Breakfast
 9:15 am - 9:45 AM Snack
 11:30 am - 12:15 Lunch
 2:30 pm - 3:30 Dinner
 5:00 pm - 5:30 Late Snack

Summer

7:00am - 8:00 Breakfast
 9:15 am – 9:45 AM Snack
 11:30 am – 12:15 Lunch
 2:30 pm - 3:15 PM Snack
 5:00 pm - 5:30 Late Snack

Salmon Creek:

7:00 am - 8:15 am Breakfast
 9:15 am – 9:45 am AM Snack
 11:30 am – 12:15 pm Lunch
 2:30 pm - 4:00 pm PM Snack
 5:00 pm - 5:30 pm Late Snack

Battle Ground:

7:00 am - 8:15 am Breakfast
 9:15 am – 9:45 am AM Snack
 11:30 am – 12:15 pm Lunch
 2:30 pm - 4:00 pm PM Snack
 5:00 pm - 5:30 pm Late Snack

A typical breakfast will consist of cereal, milk, and fruit. A typical lunch is spaghetti with meat sauce, garlic bread, green beans, oranges, and milk.

Two snacks are served daily. Children in care past 5:00 pm will be offered an evening snack. Snacks shall consist of, but are not limited to, two of the following items: milk, fruit, and/or vegetables, 100% fruit or vegetable juice, whole grain or enriched breads or cereal products and animal or vegetable protein.

A menu of breakfast, lunch, supper, and snacks are posted on the menu board outside the kitchen at least one week in advance. Copies are available on our website and upon request. All meals and snacks comply with requirements of the Child and Adult Care Food Program administered by the State of Washington and the U.S. Department of Agriculture and contain adequate nutrients for a meal that is well-balanced and tasty. Meals are served in portions appropriate to the age and size of the children.

SANITARY HEALTH CARE PROCEDURES

Teaching your child the importance of handwashing at an early age helps maintain their health. It also assists your child's ability to take an active role in staying healthy. With that in mind, your child will be required to wash their hands before eating, after bathroom visits, when returning from outside, and at other times built into our curriculum throughout the day to reinforce safe and healthy habits.

Hand-washing procedures – staff:

Staff will wash their hands at the following times:

- Immediately upon arrival at school
- After diaper changing or toileting
- After encountering body fluids
- Before serving or preparing meals
- After using the bathroom
- After attending to a sick child
- At other times as needed

Soiled Clothing:

Soiled clothing will be placed, without rinsing, in a plastic bag and returned to parents. Please provide a change of clothing for your child to keep in his/her cubby.

Diaper Changing:

Diapers are to be provided by the parents. Cloth or disposable diapers may be used. The following are the diapering procedures used by Children's Village staff:

- Wash hands
- Gather necessary materials
- Change diaper without leaving child unattended.
- Dispose of diaper – disposables in covered container, cloth diapers in a plastic bag to be sent home. Cloth diapers are treated as soiled clothing (see above procedure).
- Disinfect changing table with chlorine solution.
- Wash child's hands
- Staff washes hands

Toilet Training:

Toilet training is initiated when the child indicates readiness and in consultation with the child's family or caregiver. During toilet training, Children's Village will provide appropriate equipment, which will be sanitized

after each use. Families and caregivers are to supply training pants, plastic pants, and extra clothing during toilet training.

MEDICAL CARE AND WELLNESS

We require a note from a physician should your child have a medical condition that requires medical treatment or intervention such as asthma, allergies, etc.

Should your child become ill during their time at the center, the child will be removed from the classroom upon notice and kept in an area where there will be no direct contact between them and other children. You will be contacted for the pick-up and removal of the ill child from the center within one hour of notification.

Children will 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. 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.

Individual Health Care Plans:

If you have a child with a severe allergy or potentially life-threatening medical diagnosis (i.e., asthma, diabetes, seizures), it is a state licensing requirement that we develop a plan describing what to do in the event of a specific medical emergency. The parent or guardian will train staff on emergency rescue medication 24 administration. All staff will receive additional training from our RN consultant on the emergency rescue medication and Individual health care plan to ensure we can properly care for your child. This Individual Health Care Plan must be signed by the parent or guardian and Health Care Provider and will be reviewed and renewed every 12 months. Children requiring Individual Health Care Plans must have a current complete Individual Health Care Plan and Request and Authorization for Medication Administration on file as well as daily

access to unexpired emergency rescue medication prior to center attendance.

First Aid:

A staff member having completed a certified first aid course approved by the State of Washington, as well as a course in cardiopulmonary resuscitation (CPR) will be present in all areas, always. A complete first aid kit is kept on hand, both at the center and on each bus.

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

- Appropriate first aid will be administered immediately to the injured child.
- Emergency rescue (911) will be called if needed.
- Families and caregivers 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.

Health Care Consultant: Larry Benedict, R.N.

Hospital Used for Emergencies at Burton Road:

Peace Health Medical Center
400 NE Mother Joseph Place
Vancouver, WA 98664
(360) 514-2000

Hospital Used for Emergencies at Salmon Creek and Battle Ground:


Legacy Salmon Creek Medical Center
2211 NE 139th Street
Vancouver, WA 98686
(360) 487-1000

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 caregiver's consent.

Immunizations:

To protect staff and all children in our care, and to meet state health requirements, children must be immunized or in the process of being immunized. Immunization status must be verified annually.

							
	Hepatitis B	DTaP (Diphtheria, Tetanus, Pertussis)	Hib (Haemophilus influenzae type B)	Polio	PCV (Pneumococcal Conjugate)	MMR (Measles, Mumps & Rubella)	Varicella (Chickenpox)
By 3 Months	2 doses	1 dose	1 dose	1 dose	1 dose	Not routinely given before 12 months of age	Not routinely given before 12 months of age
By 5 Months	2 doses	2 doses	2 doses	2 doses	2 doses		
By 7 Months	2 doses	3 doses	2 or 3 doses**	2 doses	3 doses		
By 16 Months	2 doses	3 doses	3 or 4 doses**	2 doses	4 doses**	1 dose	1 dose
By 19 Months	3 doses	4 doses	3 or 4 doses**	3 doses	4 doses**	1 dose	1 dose
By 7 years or preschool/school entry at ≥ 4 years*	3 doses	5 doses**	Not routinely given to children age 5 years and older	4 doses**	Not routinely given to children age 5 years and older	2 doses	2 doses

*Children attending Preschool-12th grade must meet the immunization requirements for their grade in school.
 **Vaccine doses may be acceptable with fewer than listed depending on when they were given.
 The Preschool-12th grade requirement chart and additional immunization resources can be found at: doh.wa.gov/vaxtoschool
 Find information about other important vaccines not required for child care attendance at: www.immunize.org/cdc/schedules

To request this document in another format, call 1-800-525-0127.
 Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh_information@doh.wa.gov.

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Children may attend childcare without an immunization when:

- The health care provider signs that the child is medically exempted.
- A child is identified as experiencing homelessness under the McKinney-Vento Homeless Assistance.
- A child is in foster care.

Children who are not immunized will not be accepted for care during an outbreak of diseases which can be prevented by immunization. This is for the un-immunized child’s protection and to reduce the spread of the disease. Examples are a measles or mumps outbreak.

Illnesses:

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.

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 infection 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

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.

Toothbrushing:

We promote effective oral health hygiene by ensuring all children brush their teeth once during the day 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.

Prescription Medicines:

Under penalty of state law, Children’s Village can accept prescription medicine in its original container only, 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.

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.

Children’s Village will:

- Keep medication inaccessible to children
- Store external medication separate from internal medication.
- Keep a record of medication dispensed.
- Return to the parent or other responsible party or dispose of medications no longer being taken.

Families and caregivers must complete our Medication Log each day 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 long-term authorization form may be used.

Non-Prescription Medicines:

The following classifications of medicines can be given with written family and caregiver consent only at the dose, duration and method of administration specified on the manufacturer’s label for the age or weight of the child:

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

EMERGENCY PREPAREDNESS PLAN

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

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.

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

The only approved programs our classroom staff are authorized to use to message families, send

updates, daily activities and photos are through ProCare and TSGold.

All staff shall be informed prior to 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.

There are some exceptions when written consent 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;
- For program review or review audits, they could be conducted by DCYF or OSPI (Office of Superintendent of Public Instruction) (Office of Superintendent of Public Instruction).